



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, February 19, 2019

4:30 PM

225 N. Oneida Street

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[19-0213](#) December 20, 2018 Meeting Minutes

Attachments: [December 20 2018 Meeting Minutes.pdf](#)

Public Participation and Communication

Establish Order of the Day

4. Action Items

- [19-0214](#) Bill Register - December 2018 (Partial), January 2019

Attachments: [December Bill Register.pdf](#)
[January Bill Register.pdf](#)

- [19-0215](#) February 2019 Budget Amendment

Attachments: [February Budget Amendment.pdf](#)

- [19-0217](#) 2019 Materials Budget

Attachments: [Materials Budget 2019.pdf](#)
[Materials Budget 2019 Notes.pdf](#)

- [19-0218](#) Approve updates to the Board of Trustees Bylaws

Attachments: [Bylaws \(Draft 12-2018 Amended\).pdf](#)

[19-0219](#) Report of the Planning Committee

Attachments: [Strategic plan updates memo February 2019.pdf](#)

[APL Values and Pillars with Notation 2019.pdf](#)

[APL Values and Pillars 2019 clean copy.pdf](#)

5. Information Items

A. Director's Report

[19-0220](#) Update on ILS Meger Exploration Study between OWLS and Winnefox

[19-0221](#) Library Building Project Update

[19-0222](#) Library Legislative Day

Attachments: [LLD_state aid projects.pdf](#)

[LLD_Library value 2019.pdf](#)

[LLD_WI Library System map.pdf](#)

[LLD_WLA 2019 State Budget Library Service Requests.pdf](#)

[LLD_WLA 2019-2021 State Budget Priorities.pdf](#)

[LLD_WLA State Budget Recollection Wisconsin.pdf](#)

[19-0223](#) 2018 4th Quarter Friends Grant Funded Program Summaries

Attachments: [Friends Grant Funded Program Summaries 4th Quarter 2018 FINAL.pdf](#)

B. President's Report

[19-0224](#) Trustee Training - Trustee Essentials Chapter 3 - Bylaws: Organizing the Board for Effective Action

Attachments: [Trustee Essentials Bylaws.pdf](#)

C. Assistant Director's Report

[19-0225](#) APL Hiring Process Updates

[19-0226](#) 2018 End of Year Statistics Summary

Attachments: [DEC 2018.pdf](#)

D. Friends Report

[19-0227](#) I Love My Library Event Report

[19-0228](#) Pop Up Book Sales

E. Staff Updates

[19-0229](#) FlipSide

[19-0230](#) Children's Program Highlights

[19-0231](#) Artist in Residence

[19-0232](#) Find Your Ancestors

[19-0233](#) Hmong Contemporary Art & Culture Series

6. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, December 18, 2018

4:30 PM

225 N. Oneida Street

1. Call meeting to order

President Patricia Exarhos called the meeting to order at 4:31 pm

2. Roll call of membership

Others Present: Amanda Abshire, Beth Carpenter, Derik Henken, Tina Krueger, Adriana McCleer, Jessica Miller, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Maureen Ward

Present: 10 - Bergman, Looker, Peterson, Kellner, Exarhos, Bloedow, Scheuerman, Mann, Alderperson Croatt and Hartjes

Others : 1 - Panella

3. Approval of minutes from previous meeting

[18-1844](#)

Meeting Minutes 11-20-2018

Attachments: [November 20 2018 Meeting Minutes.pdf](#)

Croatt moved, seconded by Bloedow, that the November 20, 2018 Meeting Minutes be approved. Voice Vote. Motion Carried. (10-0)

Public Participation and Communication

Establish Order of the Day

President Exarhos moved Action Item 18-1847 to the end of the meeting for Closed Session.

President Exarhos called for a motion to move Action Items 18-1845, 18-1846, 18-1848 and 18-1857 to a Consent Agenda.

Scheuereman moved, seconded by Hartjes that Action Items 18-1845, 18-1846, 18-1848 and 18-1857 be moved to a Consent Agenda. Voice Vote. Motion Carried. (10-0)

4. Action Items

Bergman moved, seconded by Bloedow that Action Items 18-1845, 18-1846, 18-1848 and 18-1857 be approved. Voice Vote. Motion Carried. (10-0)

[18-1845](#) Bill Register - November 2018

Attachments: [November Bill Register.pdf](#)

This Report Action Item was approved

[18-1846](#) Report of the Personnel & Policy Committee

Attachments: [Personnel & Policy Committee Meeting Minutes 12-14-2018.pdf](#)
[Collection Development Policy Draft December 2018.pdf](#)
[Financial Policy Dec 2018 Draft.pdf](#)
[Meeting and Study Room Policy markup \(Draft Revised Dec 2018\).pdf](#)
[Piano Policy Draft Dec 2018.pdf](#)
[Privacy Policy Draft December 2018.pdf](#)
[Safety and Security Policy Draft Dec 2018.pdf](#)
[Bylaws \(Draft 12-2018 Amended\).pdf](#)

This Report Action Item was approved

[18-1848](#) Report of the Scholarship Committee

Attachments: [Scholarship Committee Meeting Minutes 12-13-2018.pdf](#)

This Report Action Item was approved

[18-1857](#) APL Half Day Closure February 27, 2019 - Staff Training

This Report Action Item was approved

5. Information Items

A. Director's Report

[18-1850](#) Report of the Planning Committee

Attachments: [Planning Committee Meeting Minutes 11-28-2018.pdf](#)

B. President's Report

[18-1849](#) Trustees Communication Preferences

[18-1851](#) Trustee Training on Accessible Buildings and Accessible Services

Attachments: [Trustee Essentials Building Accessibility.pdf](#)
[Trustee Essentials Accessible Services.pdf](#)
[Inclusive Services Assessment - Board TS Summary.pdf](#)

C. Assistant Director's Report

[18-1852](#) APL Hiring Process Updates

[18-1853](#) Fox Valley Technical College Student ID Library Card Collaboration

D. Friends Report

[18-1854](#) Friends Used Book Sales

[18-1855](#) I Love My Library Dinner - Sunday, February 10, 2019

E. Staff Updates

[18-1858](#) Cultural Programming

Closed Session

Peterson moved, seconded by Croatt that the meeting move into Closed Session pursuant to WI statute 19.85(f)(c) to discuss personnel matters. Roll Call. Motion carried by the following vote:

Aye: 10 - Bergman, Looker, Peterson, Kellner, Exarhos, Bloedow, Scheuerman, Mann, Croatt and Hartjes

The meeting went into Closed Session at 5:13 pm

Peterson moved, seconded by Bloedow that the meeting resume meeting in Open Session. Roll Call. Motion carried by the following vote:

Aye: 10 - Bergman, Looker, Peterson, Kellner, Exarhos, Bloedow, Scheuerman, Mann, Croatt and Hartjes

The meeting resumed Open Session at 5:28 pm

[18-1847](#) Library Director's 2018 End of Year Performance Evaluation

Scheuerman moved, seconded by Peterson, that the Library Director's 2018 End of Year Performance Evaluation be approved. Voice Vote. Motion Carried. (10-0)

7. Adjournment

Kellner moved, seconded by Mann that the meeting be adjourned. Voice Vote.
Motion Carried. (10-0)

The meeting was adjourned at 5:31 pm



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City of Appleton
FLEXIBLE PERIOD REPORT

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FROM 2018 12 TO 2018 12				JOURNAL DETAIL 2018 12 TO 2018 12			
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT
100 General Fund		APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	ENCUMBRANCES
						BUDGET	USED
<hr/>							
16010 Library Administration							
<hr/>							
620100 Training/Conferences							
<hr/>							
16010 620100 Training/Conferences		4,777	0	4,777	1,820.00	2,957.00	38.1%
2018/12/000066 12/05/2018 API	300.00 VND 000203 VCH			BORN JOY	mindfulness		336
2018/12/000395 12/18/2018 API	1,500.00 VND 000260 VCH			CHARLES LATORRE CONS	consulting		547
2018/12/000808 12/31/2018 API	20.00 VND 999990 VCH			PCARD ONE TIME PAY	J.M. Leadership Training		
<hr/>							
620600 Parking Permits							
<hr/>							
16010 620600 Parking Permits		19,920	0	19,920	.00	19,920.00	.0%
<hr/>							
630100 Office Supplies							
<hr/>							
16010 630100 Office Supplies		4,635	0	4,635	158.11	4,476.89	3.4%
2018/12/000702 12/03/2018 API	20.35 VND 999990 VCH			PCARD ONE TIME PAY	Business Cards		
2018/12/000702 12/10/2018 API	41.88 VND 999990 VCH			PCARD ONE TIME PAY	Business Cards		
2018/12/000702 12/10/2018 API	11.99 VND 999990 VCH			PCARD ONE TIME PAY	Board Packet Postage		
2018/12/000702 12/26/2018 API	-5.10 VND 999990 VCH			PCARD ONE TIME PAY	Business Card Refund		
2018/12/000753 12/17/2018 API	5.52 VND 999990 VCH			PCARD ONE TIME PAY	Board Packet Postage		
2018/12/000753 12/31/2018 API	46.11 VND 999990 VCH			PCARD ONE TIME PAY	Office Supplies		
2018/12/000753 12/31/2018 API	37.36 VND 999990 VCH			PCARD ONE TIME PAY	Office Supplies		
<hr/>							
630300 Memberships & Licenses							
<hr/>							
16010 630300 Memberships & Licenses		2,055	500	2,555	.00	2,555.00	.0%
<hr/>							
630500 Awards & Recognition							
<hr/>							
16010 630500 Awards & Recognition		850	400	1,250	253.59	996.41	20.3%
2018/12/000667 12/26/2018 API	60.00 VND 000084 VCH			APPLETON DOWNTOWN, I	volunteer reward		
2018/12/000668 12/17/2018 API	29.94 VND 999990 VCH			PCARD ONE TIME PAY	volunteer reward		



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FROM 2018 12 TO 2018 12			JOURNAL DETAIL 2018 12 TO 2018 12				
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
<hr/>							
16010 630500 Awards & Recognition							
2018/12/000753 12/17/2018 API	163.65 VND 999990 VCH		PCARD ONE TIME PAY	Holiday Breakfast Prizes			
630700 Food & Provisions							
<hr/>							
16010 630700 Food & Provisions	1,135	700	1,835	1,320.00		515.00	71.9%
2018/12/000818 12/31/2018 API	1,320.00 VND 001775 VCH		MICHIELS CATERING	holiday breakfast			1174
632002 Outside Printing							
<hr/>							
16010 632002 Outside Printing	100	400	500	277.60		222.40	55.5%
2018/12/000818 12/31/2018 API	277.60 VND 001034 VCH		OUTAGAMIE WAUPACA LI printing				1192
641200 Advertising							
<hr/>							
16010 641200 Advertising	1,288	500	1,788	546.76		1,241.24	30.6%
2018/12/000395 12/18/2018 API	317.25 VND 001034 VCH		OUTAGAMIE WAUPACA LI printing				599
2018/12/000689 12/31/2018 GEN	143.44 REF			library clerk			
2018/12/000702 12/10/2018 API	23.07 VND 999990 VCH		PCARD ONE TIME PAY	Facebook Ad			
2018/12/000702 12/26/2018 API	63.00 VND 999990 VCH		PCARD ONE TIME PAY	Stock Photos			
641307 Telephone							
<hr/>							
16010 641307 Telephone	3,224	0	3,224	233.62		2,990.38	7.2%
2018/12/000347 12/17/2018 GEN	233.62 REF						
641308 Cellular Phones							
<hr/>							
16010 641308 Cellular Phones	992	0	992	121.30		870.70	12.2%
2018/12/000702 12/10/2018 API	121.30 VND 999990 VCH		PCARD ONE TIME PAY	Cellphones			

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FROM 2018 12 TO 2018 12				JOURNAL DETAIL 2018 12 TO 2018 12				
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund		APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
<hr/>								
659900 Other Contracts/Obligation								
<hr/>								
16010 659900 Other Contracts/Obligation		4,100	600	4,700	10,122.50		-5,422.50	215.4%
2018/12/000395 12/18/2018 API		155.00 VND 001957 VCH			IMOBESTEG, JOHN A. piano tuning			568
2018/12/000501 12/26/2018 API		4,252.80 VND 001830 VCH			SECURITAS SECURITY S security guard			705
2018/12/000702 12/26/2018 API		1,039.50 VND 999990 VCH			PCARD ONE TIME PAY Email Service Subscription			
2018/12/000818 12/31/2018 API		4,675.20 VND 001830 VCH			SECURITAS SECURITY S security guard			1205
<hr/>								
TOTAL Library Administration		43,076	3,100	46,176	14,853.48		31,322.52	%
<hr/>								
16021 Library Children's Services								
<hr/>								
620100 Training/Conferences								
<hr/>								
16021 620100 Training/Conferences		4,277	0	4,277	565.17		3,711.83	13.2%
2018/12/000497 12/26/2018 GEN		539.55 REF			Rieckmann			
2018/12/000497 12/26/2018 GEN		25.62 REF			Yang			
<hr/>								
630100 Office Supplies								
<hr/>								
16021 630100 Office Supplies		2,812	3,000	5,812	155.13		5,656.87	2.7%
2018/12/000702 12/03/2018 API		71.00 VND 999990 VCH			PCARD ONE TIME PAY Play & Learn			
2018/12/000702 12/03/2018 API		19.08 VND 999990 VCH			PCARD ONE TIME PAY Play & Learn			
2018/12/000702 12/03/2018 API		30.73 VND 999990 VCH			PCARD ONE TIME PAY Play & Learn			
2018/12/000702 12/17/2018 API		34.32 VND 999990 VCH			PCARD ONE TIME PAY Polar Express			
<hr/>								
16021 630100 3955 Office Supplies ELL		0	0	0	614.62		-614.62	.0%
2018/12/000702 12/03/2018 API		47.99 VND 999990 VCH			PCARD ONE TIME PAY ELL crafts			
2018/12/000702 12/10/2018 API		96.98 VND 999990 VCH			PCARD ONE TIME PAY ELL			
2018/12/000702 12/26/2018 API		182.00 VND 999990 VCH			PCARD ONE TIME PAY ELL			
2018/12/000702 12/31/2018 API		39.90 VND 999990 VCH			PCARD ONE TIME PAY Ell books			
2018/12/000702 12/31/2018 API		178.67 VND 999990 VCH			PCARD ONE TIME PAY Ell books 2019			
2018/12/000702 12/31/2018 API		69.08 VND 999990 VCH			PCARD ONE TIME PAY Ell books			

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FROM 2018 12 TO 2018 12				JOURNAL DETAIL 2018 12 TO 2018 12			
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
<hr/>							
659900 Other Contracts/Obligation							
16021 659900 Other Contracts/Obligation	4,200	2,800	7,000	.00		7,000.00	.0%
TOTAL Library Children's Services	11,289	5,800	17,089	1,334.92		15,754.08	%
16023 Library Public Services							
620100 Training/Conferences							
16023 620100 Training/Conferences	2,490	0	2,490	.00		2,490.00	.0%
630100 Office Supplies							
16023 630100 Office Supplies	4,069	500	4,569	664.35		3,904.65	14.5%
2018/12/000521 12/26/2018 API	562.00	VND 001034 VCH	OUTAGAMIE WAUPACA LI	envelopes			700
2018/12/000702 12/17/2018 API	28.96	VND 999990 VCH	PCARD ONE TIME PAY	desk supplies and coloring for			
2018/12/000702 12/17/2018 API	73.39	VND 999990 VCH	PCARD ONE TIME PAY	desk supplies and coloring for			
632700 Miscellaneous Equipment							
16023 632700 Miscellaneous Equipment	1,000	0	1,000	.00		1,000.00	.0%
641800 Equip Repairs & Maint							
16023 641800 Equip Repairs & Maint	500	0	500	.00		500.00	.0%
659900 Other Contracts/Obligation							
16023 659900 Other Contracts/Obligation	7,195	500	7,695	.00		7,695.00	.0%



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FROM 2018 12 TO 2018 12				JOURNAL DETAIL 2018 12 TO 2018 12				
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT	
100 General Fund		APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	USED	
TOTAL Library Public Services		15,254	1,000	16,254	664.35	15,589.65	%	
16024 Library Community Partnerships								
620100 Training/Conferences								
16024 620100 Training/Conferences		4,277	0	4,277	31.07	4,245.93	.7%	
2018/12/000234 12/12/2018 GEN		31.07 REF			Thurber			
630100 Office Supplies								
16024 630100 Office Supplies		2,318	2,000	4,318	345.60	3,972.40	8.0%	
2018/12/000667 12/26/2018 API		32.14 VND 999990 VCH		PCARD ONE TIME PAY	Artist in Residence supplies			
2018/12/000667 12/26/2018 API		89.98 VND 999990 VCH		PCARD ONE TIME PAY	Light Therapy lights			
2018/12/000668 12/17/2018 API		26.99 VND 999990 VCH		PCARD ONE TIME PAY	Cocoa and Coloring Gel Pens			
2018/12/000702 12/10/2018 API		32.61 VND 999990 VCH		PCARD ONE TIME PAY	Anime Night			
2018/12/000702 12/10/2018 API		7.49 VND 999990 VCH		PCARD ONE TIME PAY	Anime Night			
2018/12/000702 12/10/2018 API		10.99 VND 999990 VCH		PCARD ONE TIME PAY	Anime Night			
2018/12/000702 12/10/2018 API		41.87 VND 999990 VCH		PCARD ONE TIME PAY	Business Cards			
2018/12/000702 12/26/2018 API		63.96 VND 999990 VCH		PCARD ONE TIME PAY	Savory Fairy Houses			
2018/12/000753 12/31/2018 API		39.57 VND 999990 VCH		PCARD ONE TIME PAY	Office Supplies			
630300 Memberships & Licenses								
16024 630300 Memberships & Licenses		0	1,000	1,000	.00	1,000.00	.0%	
659900 Other Contracts/Obligation								
16024 659900 Other Contracts/Obligation		0	3,199	3,199	436.00	2,763.00	13.6%	
2018/12/000066 12/05/2018 API		50.00 VND 001872 VCH		AFRICAN HERITAGE, IN Dr. MLK event				327
2018/12/000066 12/05/2018 API		200.00 VND 999998 VCH		MISCELLANEOUS REFUND wreath making				379
2018/12/000521 12/26/2018 API		91.00 VND 999998 VCH		MISCELLANEOUS REFUND wreath making				695
2018/12/000702 12/17/2018 API		95.00 VND 999990 VCH		PCARD ONE TIME PAY Ornament Program				

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FROM 2018 12 TO 2018 12				JOURNAL DETAIL 2018 12 TO 2018 12			
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT
100 General Fund		APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET USED
<hr/>							
TOTAL Library Community Partnerships		6,595	6,199	12,794	812.67		11,981.33 %
<hr/>							
16031 Library Building Operations							
<hr/>							
620100 Training/Conferences							
<hr/>							
16031 620100 Training/Conferences		806	0	806	.00		806.00 .0%
<hr/>							
630100 Office Supplies							
<hr/>							
16031 630100 Office Supplies		300	0	300	.00		300.00 .0%
<hr/>							
630600 Building Maint./Janitorial							
<hr/>							
16031 630600 Building Maint./Janitorial		11,570	0	11,570	932.35		10,637.65 8.1%
2018/12/000702 12/03/2018 API		85.35 VND 000274 VCH	CINTAS CORPORATION Rug cleaning				
2018/12/000702 12/10/2018 API		85.35 VND 000274 VCH	CINTAS CORPORATION Rug cleaning				
2018/12/000702 12/17/2018 API		85.35 VND 000274 VCH	CINTAS CORPORATION Rug cleaning				
2018/12/000702 12/26/2018 API		85.35 VND 000274 VCH	CINTAS CORPORATION Rug cleaning				
2018/12/000702 12/03/2018 API		221.69 VND 001333 VCH	TARTAN SUPPLY CO., I Cleaning chemicals				
2018/12/000702 12/17/2018 API		118.37 VND 001333 VCH	TARTAN SUPPLY CO., I Hand sanitizer				
2018/12/000702 12/17/2018 API		250.89 VND 001333 VCH	TARTAN SUPPLY CO., I Tissues and Chemicals				
<hr/>							
630902 Tools & Instruments							
<hr/>							
16031 630902 Tools & Instruments		100	0	100	.00		100.00 .0%
<hr/>							
632300 Safety Supplies							
<hr/>							
16031 632300 Safety Supplies		200	0	200	.00		200.00 .0%
<hr/>							
632700 Miscellaneous Equipment							
<hr/>							
16031 632700 Miscellaneous Equipment		650	0	650	.00		650.00 .0%

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FROM 2018 12 TO 2018 12				JOURNAL DETAIL 2018 12 TO 2018 12			
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT
100 General Fund		APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	ENCUMBRANCES
							USED
<hr/>							
640700 Solid Waste/Recycling Pickup							
<hr/>							
16031 640700 Solid Waste/Recycling Pickup		2,962	0	2,962	148.00	2,814.00	5.0%
2018/12/000667 12/26/2018 API		74.00 VND 999990 VCH		PCARD ONE TIME PAY	Trash disposal		
2018/12/000753 12/10/2018 API		74.00 VND 999990 VCH		PCARD ONE TIME PAY	Trash disposal by dept.		
<hr/>							
641301 Electric							
<hr/>							
16031 641301 Electric		110,073	0	110,073	6,208.23	103,864.77	5.6%
2018/12/000486 12/26/2018 API		6,208.23 VND 001575 VCH		WE ENERGIES	4835-258-176 Library Ener Anal		724
<hr/>							
641302 Gas							
<hr/>							
16031 641302 Gas		24,432	0	24,432	3,045.85	21,386.15	12.5%
2018/12/000486 12/26/2018 API		3,045.85 VND 001575 VCH		WE ENERGIES	5229-670-389 Public Library		724
<hr/>							
641303 Water							
<hr/>							
16031 641303 Water		4,924	0	4,924	.00	4,924.00	.0%
<hr/>							
641304 Sewer							
<hr/>							
16031 641304 Sewer		2,052	0	2,052	.00	2,052.00	.0%
<hr/>							
641306 Stormwater							
<hr/>							
16031 641306 Stormwater		2,418	0	2,418	.00	2,418.00	.0%
<hr/>							
641600 Build Repairs & Maint							
<hr/>							
16031 641600 Build Repairs & Maint		3,000	0	3,000	172.40	2,827.60	5.7%
2018/12/000753 12/31/2018 API		172.40 VND 999990 VCH		PCARD ONE TIME PAY	Staff Lounge Microwave		



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FROM 2018 12 TO 2018 12				JOURNAL DETAIL 2018 12 TO 2018 12			
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
<hr/>							
641800 Equip Repairs & Maint							
16031 641800 Equip Repairs & Maint	400	0	400	.00		400.00	.0%
642000 Facilities Charges							
16031 642000 Facilities Charges	166,911	0	166,911	.00		166,911.00	.0%
TOTAL Library Building Operations	330,798	0	330,798	10,506.83		320,291.17	%
16032 Library Materials Management							
620100 Training/Conferences							
16032 620100 Training/Conferences	3,227	0	3,227	.00		3,227.00	.0%
630100 Office Supplies							
16032 630100 Office Supplies	38,522	0	38,522	1,654.16		36,867.84	4.3%
2018/12/000702 12/03/2018 API	610.67	VND 999990 VCH		PCARD ONE TIME PAY	book jackets		
2018/12/000702 12/10/2018 API	23.29	VND 999990 VCH		PCARD ONE TIME PAY	Business Cards		
2018/12/000702 12/10/2018 API	164.85	VND 999990 VCH		PCARD ONE TIME PAY	distilled h2o		
2018/12/000702 12/17/2018 API	504.86	VND 999990 VCH		PCARD ONE TIME PAY	air filter +		
2018/12/000702 12/26/2018 API	73.49	VND 999990 VCH		PCARD ONE TIME PAY	storage bins		
2018/12/000702 12/26/2018 API	122.50	VND 999990 VCH		PCARD ONE TIME PAY	stools		
2018/12/000702 12/31/2018 API	154.50	VND 999990 VCH		PCARD ONE TIME PAY	display bins		
631500 Books & Library Materials							
16032 631500 Books & Library Materials	607,442	800	608,242	57,771.83		550,470.17	9.5%
2018/12/000395 12/18/2018 API	4,192.51	VND 000889 VCH		MIDWEST TAPE	media		581
2018/12/000471 12/21/2018 GEN	-4,740.00	REF					
2018/12/000471 12/21/2018 GEN	4,740.00	REF					
2018/12/000501 12/26/2018 API	100.00	VND 999998 VCH		MISCELLANEOUS REFUND	music licensing agreement		690
2018/12/000501 12/26/2018 API	200.00	VND 999998 VCH		MISCELLANEOUS REFUND	music licensing agreement		689



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16032 631500 Books & Library Materials

2018/12/000501	12/26/2018	API	100.00	VND	999998	VCH	MISCELLANEOUS REFUND	music licensing agreement	688
2018/12/000501	12/26/2018	API	100.00	VND	999998	VCH	MISCELLANEOUS REFUND	music licensing agreement	691
2018/12/000501	12/26/2018	API	100.00	VND	999998	VCH	MISCELLANEOUS REFUND	music licensing agreement	687
2018/12/000501	12/26/2018	API	100.00	VND	999998	VCH	MISCELLANEOUS REFUND	music licensing agreement	686
2018/12/000501	12/26/2018	API	100.00	VND	999998	VCH	MISCELLANEOUS REFUND	music licensing agreement	694
2018/12/000501	12/26/2018	API	100.00	VND	999998	VCH	MISCELLANEOUS REFUND	music licensing agreement	692
2018/12/000501	12/26/2018	API	100.00	VND	999998	VCH	MISCELLANEOUS REFUND	music licensing agreement	693
2018/12/000702	12/26/2018	API	121.00	VND	000870	VCH	MERGENT, INC.		
2018/12/000702	12/03/2018	API	1,829.45	VND	000889	VCH	MIDWEST TAPE		
2018/12/000702	12/10/2018	API	1,008.41	VND	000889	VCH	MIDWEST TAPE		
2018/12/000702	12/17/2018	API	1,293.07	VND	000889	VCH	MIDWEST TAPE		
2018/12/000702	12/26/2018	API	1,893.49	VND	000889	VCH	MIDWEST TAPE		
2018/12/000702	12/31/2018	API	1,312.02	VND	000889	VCH	MIDWEST TAPE		
2018/12/000702	12/31/2018	API	1,552.00	VND	000889	VCH	MIDWEST TAPE		
2018/12/000702	12/26/2018	API	19.37	VND	001402	VCH	UNITED PARCEL SERVIC		
2018/12/000702	12/03/2018	API	474.93	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/03/2018	API	605.20	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/03/2018	API	1,272.52	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/03/2018	API	360.05	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/03/2018	API	307.55	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/03/2018	API	122.45	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/03/2018	API	29.03	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/03/2018	API	41.72	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/03/2018	API	14.90	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/03/2018	API	11.00	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/03/2018	API	13.98	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/03/2018	API	-.27	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/03/2018	API	-10.54	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/10/2018	API	241.17	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/10/2018	API	275.39	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/10/2018	API	954.27	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/10/2018	API	340.18	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/10/2018	API	651.59	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/10/2018	API	321.93	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/10/2018	API	938.45	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/10/2018	API	323.17	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/10/2018	API	341.02	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/10/2018	API	316.32	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/10/2018	API	1,319.68	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/10/2018	API	777.17	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/10/2018	API	1,005.65	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/10/2018	API	71.77	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/10/2018	API	462.60	VND	999990	VCH	PCARD ONE TIME PAY		
2018/12/000702	12/10/2018	API	5.49	VND	999990	VCH	PCARD ONE TIME PAY		



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16032 631500 Books & Library Materials

2018/12/000702	12/10/2018	API	53.89	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/10/2018	API	94.22	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/10/2018	API	43.54	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	-351.23	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	140.53	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	210.95	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	732.98	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	157.41	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	667.31	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	385.71	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	168.91	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	1,608.10	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	650.63	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	203.24	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	5,132.62	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	22.23	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	56.90	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	48.14	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	300.00	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	40.05	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	7.95	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	20.99	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	6.98	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	86.75	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	854.89	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	455.12	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	2,220.40	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/17/2018	API	430.00	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/26/2018	API	529.84	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/26/2018	API	457.28	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/26/2018	API	791.16	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/26/2018	API	473.10	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/26/2018	API	617.88	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/26/2018	API	460.65	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/26/2018	API	432.34	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/26/2018	API	914.42	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/26/2018	API	279.19	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/26/2018	API	115.52	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/26/2018	API	4,632.29	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/26/2018	API	3,159.80	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/26/2018	API	161.47	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/26/2018	API	37.91	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/26/2018	API	25.20	VND	999990	VCH	PCARD ONE TIME PAY
2018/12/000702	12/26/2018	API	19.76	VND	999990	VCH	PCARD ONE TIME PAY



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ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund		APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
<hr/>								
16032 631500 Books & Library Materials								
2018/12/000702 12/26/2018 API		49.90 VND 999990 VCH		PCARD ONE TIME PAY				
2018/12/000702 12/26/2018 API		18.96 VND 999990 VCH		PCARD ONE TIME PAY				
2018/12/000702 12/26/2018 API		92.88 VND 999990 VCH		PCARD ONE TIME PAY				
2018/12/000702 12/26/2018 API	1,130.58	VND 999990 VCH		PCARD ONE TIME PAY				
2018/12/000702 12/31/2018 API	680.26	VND 999990 VCH		PCARD ONE TIME PAY				
2018/12/000702 12/31/2018 API	294.72	VND 999990 VCH		PCARD ONE TIME PAY				
2018/12/000702 12/31/2018 API	248.24	VND 999990 VCH		PCARD ONE TIME PAY				
2018/12/000702 12/31/2018 API	711.74	VND 999990 VCH		PCARD ONE TIME PAY				
2018/12/000702 12/31/2018 API	701.06	VND 999990 VCH		PCARD ONE TIME PAY				
2018/12/000702 12/31/2018 API	226.68	VND 999990 VCH		PCARD ONE TIME PAY				
2018/12/000702 12/31/2018 API	242.10	VND 999990 VCH		PCARD ONE TIME PAY				
2018/12/000702 12/31/2018 API	8.00	VND 999990 VCH		PCARD ONE TIME PAY				
<hr/>								
659900 Other Contracts/Obligation								
16032 659900 Other Contracts/Obligation		67,396	0	67,396	545.95		66,850.05	.8%
2018/12/000395 12/18/2018 API	259.55	VND 001398 VCH		UNIQUE MANAGEMENT SE collections				632
2018/12/000818 12/31/2018 API	286.40	VND 001398 VCH		UNIQUE MANAGEMENT SE collections				1216
TOTAL Library Materials Management		716,587	800	717,387	59,971.94		657,415.06	%
<hr/>								
16033 Library Network Services								
<hr/>								
620100 Training/Conferences								
16033 620100 Training/Conferences		2,660	0	2,660	.00		2,660.00	.0%
<hr/>								
630100 Office Supplies								
16033 630100 Office Supplies		1,500	0	1,500	376.82		1,123.18	25.1%
2018/12/000668 12/17/2018 API	196.30	VND 999990 VCH		PCARD ONE TIME PAY	Hard Drive for Backup			
2018/12/000702 12/17/2018 API	29.98	VND 999990 VCH		PCARD ONE TIME PAY	Cables for meeting room			
2018/12/000702 12/17/2018 API	87.15	VND 999990 VCH		PCARD ONE TIME PAY	Mini Switches			
2018/12/000702 12/17/2018 API	22.79	VND 999990 VCH		PCARD ONE TIME PAY	3d printer tape			
2018/12/000808 12/26/2018 API	40.60	VND 999990 VCH		PCARD ONE TIME PAY	Charging Cables			



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100 General Fund

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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632700 Miscellaneous Equipment

16033 632700 Miscellaneous Equipment	66,000	500	66,500	9,520.50	56,979.50	14.3%
2018/12/000667 12/26/2018 API	1,199.88 VND 999990 VCH		PCARD ONE TIME PAY	Hard Drives for Backup		
2018/12/000667 12/26/2018 API	144.20 VND 999990 VCH		PCARD ONE TIME PAY	Parts for Childrens Programmin		
2018/12/000667 12/26/2018 API	31.98 VND 999990 VCH		PCARD ONE TIME PAY	Tablet Cases for Childrens Pro		
2018/12/000667 12/26/2018 API	164.38 VND 999990 VCH		PCARD ONE TIME PAY	Tablets for Childrens Programm		
2018/12/000702 12/03/2018 API	-699.15 VND 999990 VCH		PCARD ONE TIME PAY	iPad Stands		
2018/12/000808 12/31/2018 API	993.00 VND 000362 VCH		DELL MARKETING L.P.	Dell Monitors		
2018/12/000808 12/31/2018 API	1,957.76 VND 000362 VCH		DELL MARKETING L.P.	PowerEdge R340 Server		
2018/12/000808 12/31/2018 API	2,057.00 VND 000362 VCH		DELL MARKETING L.P.	Precision Laptop for Nessus Sc		
2018/12/000808 12/26/2018 API	931.48 VND 999990 VCH		PCARD ONE TIME PAY	iPad Stands		
2018/12/000808 12/26/2018 API	278.84 VND 999990 VCH		PCARD ONE TIME PAY	Laptop Chargers		
2018/12/000808 12/26/2018 API	109.60 VND 999990 VCH		PCARD ONE TIME PAY	Card Reader, Headphones, SD Ca		
2018/12/000808 12/26/2018 API	1,167.05 VND 999990 VCH		PCARD ONE TIME PAY	Public Use Laptops		
2018/12/000808 12/26/2018 API	184.48 VND 999990 VCH		PCARD ONE TIME PAY	Mice and Cables		
2018/12/000808 12/31/2018 API	1,000.00 VND 999990 VCH		PCARD ONE TIME PAY	CCTV Reader for the visually i		

641800 Equip Repairs & Maint

16033 641800 Equip Repairs & Maint	84,057	0	84,057	1,180.10	82,876.90	1.4%
2018/12/000395 12/18/2018 API	419.72 VND 001961 VCH		WELLS FARGO FINANCIA	public copiers		644
2018/12/000702 12/03/2018 API	201.00 VND 000911 VCH		MODERN BUSINESS MACH	Copier contract		
2018/12/000702 12/10/2018 API	138.17 VND 000911 VCH		MODERN BUSINESS MACH	Printer toner contract		
2018/12/000702 12/10/2018 API	156.56 VND 000911 VCH		MODERN BUSINESS MACH	Admin copier contract		
2018/12/000702 12/10/2018 API	121.57 VND 000911 VCH		MODERN BUSINESS MACH	Copier contract		
2018/12/000702 12/10/2018 API	143.08 VND 000911 VCH		MODERN BUSINESS MACH	Copier contract		

681500 Software Acquisition

16033 681500 Software Acquisition	8,498	0	8,498	.00	8,498.00	.0%
TOTAL Library Network Services	162,715	500	163,215	11,077.42	152,137.58	%



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ORIGINAL
APPROP

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BUDGET

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ENCUMBRANCES

AVAILABLE
BUDGET

PCT
USED

TOTAL General Fund

1,286,314

17,399

1,303,713

99,221.61

1,204,491.39

%

TOTAL EXPENSES

1,286,314

17,399

1,303,713

99,221.61

1,204,491.39



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ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT
255 Library Grants		APPROP	ADJSTMTS	BUDGET	ACTUALS	BUDGET	USED
<hr/>							
2550 Library Grants							
<hr/>							
620100 Training/Conferences							
<hr/>							
2550 620100 Training/Conferences		1,160	0	1,160	6.75	1,153.25	.6%
2018/12/000516 12/26/2018 GEN		6.75 REF			Unruh		
<hr/>							
630100 Office Supplies							
<hr/>							
2550 630100 Office Supplies		73,339	0	73,339	.00	73,339.00	.0%
<hr/>							
631500 Books & Library Materials							
<hr/>							
2550 631500 Books & Library Materials		0	0	0	8,806.70	-8,806.70	.0%
2018/12/000808 12/03/2018 API		406.00 VND 000690 VCH		INTERSTATE BOOKS4SCH ROR #8825			
2018/12/000808 12/03/2018 API		424.75 VND 000690 VCH		INTERSTATE BOOKS4SCH ROR #9683			
2018/12/000808 12/03/2018 API		682.50 VND 000690 VCH		INTERSTATE BOOKS4SCH ROR #9496			
2018/12/000808 12/03/2018 API		39.00 VND 000690 VCH		INTERSTATE BOOKS4SCH ROR #9114			
2018/12/000808 12/10/2018 API		180.00 VND 000690 VCH		INTERSTATE BOOKS4SCH ROR #9352			
2018/12/000808 12/10/2018 API		95.50 VND 000690 VCH		INTERSTATE BOOKS4SCH ROR #8182			
2018/12/000808 12/10/2018 API		591.75 VND 000690 VCH		INTERSTATE BOOKS4SCH ROR #8333			
2018/12/000808 12/10/2018 API		102.40 VND 000690 VCH		INTERSTATE BOOKS4SCH ROR #8182			
2018/12/000808 12/17/2018 API	3,437.50	VND 000690 VCH		INTERSTATE BOOKS4SCH ROR #9461			
2018/12/000808 12/17/2018 API		176.25 VND 000690 VCH		INTERSTATE BOOKS4SCH ROR #8825			
2018/12/000808 12/26/2018 API		177.00 VND 000690 VCH		INTERSTATE BOOKS4SCH ROR #9675			
2018/12/000808 12/26/2018 API		61.00 VND 000690 VCH		INTERSTATE BOOKS4SCH ROR #8333			
2018/12/000808 12/10/2018 API		107.75 VND 001207 VCH		SCHOLASTIC, INC. ROR #9461			
2018/12/000808 12/03/2018 API		563.09 VND 999990 VCH		PCARD ONE TIME PAY ROR #9675			
2018/12/000808 12/03/2018 API		459.03 VND 999990 VCH		PCARD ONE TIME PAY ROR #8825			
2018/12/000808 12/03/2018 API		421.11 VND 999990 VCH		PCARD ONE TIME PAY ROR #8825			
2018/12/000808 12/03/2018 API		234.02 VND 999990 VCH		PCARD ONE TIME PAY ROR #7555			
2018/12/000808 12/17/2018 API		39.63 VND 999990 VCH		PCARD ONE TIME PAY ROR #9675			
2018/12/000808 12/26/2018 API		608.42 VND 999990 VCH		PCARD ONE TIME PAY ROR #8825			

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ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT
255 Library Grants		APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET USED
<hr/>							
640400 Consulting Services							
<hr/>							
2550 640400 Consulting Services		0	0	0	900.00	-900.00	.0%
2018/12/000521 12/26/2018 API		900.00 VND 001727 VCH		Magenta Keys LLC	consultant		677
TOTAL Library Grants		74,499	0	74,499	9,713.45	64,785.55	%
TOTAL Library Grants		74,499	0	74,499	9,713.45	64,785.55	%
TOTAL EXPENSES		74,499	0	74,499	9,713.45	64,785.55	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,360,813	17,399	1,378,212	108,935.06		1,269,276.94	%

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Sequence 2	9	Y	N
Sequence 3	11	N	N
Sequence 4	0	N	N

Report title:

FLEXIBLE PERIOD REPORT

Includes accounts exceeding 0% of budget.
Print Full or Short description: F
Print full GL account: N
Sort by full GL account: N
Print Revenues-Version headings: N
Print revenue as credit: Y
Print revenue budgets as zero: N

From Yr/Per: 2018/12
To Yr/Per: 2018/12
Budget Year: 2018
Print totals only: N
Format type: 1
Double space: N
Suppress zero bal accts: Y
Amounts/totals exceed 999 million dollars: N
Roll projects to object: N
Print journal detail: Y
From Yr/Per: 2018/12
To Yr/Per: 2018/12
Include budget entries: N
Incl encumb/liq entries: N
Sort by JE # or PO #: J
Detail format option: 1
Multiyear view: D

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City of Appleton
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FROM 2019 01 TO 2019 01				JOURNAL DETAIL 2019 1 TO 2019 1			
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT
100 General Fund		APPROP	ADJSTMTS	BUDGET	ACTUALS	BUDGET	USED
<hr/>							
16010 Library Administration							
<hr/>							
620100 Training/Conferences							
<hr/>							
16010 620100 Training/Conferences		0	0	0	2,000.00	-2,000.00	.0%
2019/01/000101 01/07/2019 API		750.00 VND 002106 VCH		ROGERS INHEALTH	all staff training		913
2019/01/000439 01/23/2019 API		1,250.00 VND 001166 VCH		RISE LEADERSHIP LLC	APL STRATEGIC PLAN		1200
<hr/>							
630100 Office Supplies							
<hr/>							
16010 630100 Office Supplies		0	0	0	85.77	-85.77	.0%
2019/01/000405 01/14/2019 API		60.63 VND 999990 VCH		PCARD ONE TIME PAY	Admin Supplies Coffee Multiple		
2019/01/000405 01/14/2019 API		15.19 VND 999990 VCH		PCARD ONE TIME PAY	Admin Supplies Coffee Multiple		
2019/01/000552 01/21/2019 API		9.95 VND 999990 VCH		PCARD ONE TIME PAY	KEURIG COFFEE MAKER CLEANER		
<hr/>							
641200 Advertising							
<hr/>							
16010 641200 Advertising		0	0	0	729.33	-729.33	.0%
2019/01/000405 01/14/2019 API		519.00 VND 001419 VCH		VALLEY GUIDE, LLC	Yearly Advertising		
2019/01/000405 01/07/2019 API		10.33 VND 999990 VCH		PCARD ONE TIME PAY	Facebook Ads		
2019/01/000405 01/14/2019 API		100.00 VND 999990 VCH		PCARD ONE TIME PAY	Ad for Play and Learn		
2019/01/000552 01/21/2019 API		100.00 VND 000084 VCH		APPLETON DOWNTOWN, I	ADI Downtown Guide Ad		
<hr/>							
641307 Telephone							
<hr/>							
16010 641307 Telephone		0	0	0	231.79	-231.79	.0%
2019/01/000198 01/10/2019 GEN		231.79 REF					
<hr/>							
641308 Cellular Phones							
<hr/>							
16010 641308 Cellular Phones		0	0	0	119.35	-119.35	.0%



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FROM 2019 01 TO 2019 01				JOURNAL DETAIL 2019 1 TO 2019 1			
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT
100 General Fund		APPROP	ADJSTMTS	BUDGET	ACTUALS	BUDGET	USED
<hr/>							
16010 641308 Cellular Phones							
2019/01/000405 01/14/2019 API	119.35 VND 999990 VCH			PCARD ONE TIME PAY	Cell phones		
659900 Other Contracts/Obligation							
<hr/>							
16010 659900 Other Contracts/Obligation	0 0	0	111.00		-111.00	.0%	
2019/01/000405 01/14/2019 API	111.00 VND 999990 VCH			PCARD ONE TIME PAY	Public Survey		
TOTAL Library Administration	0 0	0	3,277.24		-3,277.24	.0%	
16021 Library Children's Services							
<hr/>							
630100 Office Supplies							
<hr/>							
16021 630100 Office Supplies	0 0	0	515.02		-515.02	.0%	
2019/01/000405 01/14/2019 API	192.62 VND 999990 VCH			PCARD ONE TIME PAY	1000 Books Before Kindergarten		
2019/01/000405 01/14/2019 API	19.95 VND 999990 VCH			PCARD ONE TIME PAY	Bullet Journal		
2019/01/000552 01/21/2019 API	196.48 VND 999990 VCH			PCARD ONE TIME PAY	Restocking Supplies		
2019/01/000552 01/21/2019 API	105.97 VND 999990 VCH			PCARD ONE TIME PAY	Restocking Supplies		
16021 630100 3954 Office Supplies	0 0	0	30.00		-30.00	.0%	
2019/01/000405 01/14/2019 API	30.00 VND 999990 VCH			PCARD ONE TIME PAY	ARTR Biligual Storytime		
16021 630100 3955 Office Supplies ELL	0 0	0	709.43		-709.43	.0%	
2019/01/000226 01/07/2019 API	71.88 VND 999990 VCH			PCARD ONE TIME PAY	ELL supplies & books		
2019/01/000226 01/07/2019 API	637.55 VND 999990 VCH			PCARD ONE TIME PAY	ELL supplies & books		
630700 Food & Provisions							
<hr/>							
16021 630700 3955 Food & Provisions ELL	0 0	0	111.97		-111.97	.0%	
2019/01/000405 01/14/2019 API	111.97 VND 999990 VCH			PCARD ONE TIME PAY	ELL SNACKS		

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FROM 2019 01 TO 2019 01				JOURNAL DETAIL 2019 1 TO 2019 1			
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT
100 General Fund		APPROP	ADJSTMTS	BUDGET	ACTUALS	BUDGET	USED
<hr/>							
659900 Other Contracts/Obligation							
<hr/>							
16021 659900 Other Contracts/Obligation		0	0	0	60.00	-60.00	.0%
2019/01/000019 01/02/2019 API	60.00 VND 999998 VCH			MISCELLANEOUS REFUND author visit			800
TOTAL Library Children's Services		0	0	0	1,426.42	-1,426.42	.0%
<hr/>							
16024 Library Community Partnerships							
<hr/>							
659900 Other Contracts/Obligation							
<hr/>							
16024 659900 Other Contracts/Obligation		0	0	0	745.00	-745.00	.0%
2019/01/000019 01/02/2019 API	300.00 VND 999998 VCH			MISCELLANEOUS REFUND artist in residence			802
2019/01/000019 01/02/2019 API	50.00 VND 999998 VCH			MISCELLANEOUS REFUND census records presentation			801
2019/01/000439 01/23/2019 API	120.00 VND 999998 VCH			MISCELLANEOUS REFUND FIND YOUR ANCESTORS PRESENTOR			1187
2019/01/000552 01/07/2019 API	275.00 VND 999990 VCH			PCARD ONE TIME PAY Computer Class in Spanish Perf			
TOTAL Library Community Partnerships		0	0	0	745.00	-745.00	.0%
<hr/>							
16031 Library Building Operations							
<hr/>							
630600 Building Maint./Janitorial							
<hr/>							
16031 630600 Building Maint./Janitorial		0	0	0	138.59	-138.59	.0%
2019/01/000405 01/14/2019 API	85.35 VND 000274 VCH			CINTAS CORPORATION Rug cleaning			
2019/01/000405 01/14/2019 API	53.24 VND 001333 VCH			TARTAN SUPPLY CO., I Cleaner			
<hr/>							
632700 Miscellaneous Equipment							
<hr/>							
16031 632700 Miscellaneous Equipment		0	0	0	112.19	-112.19	.0%
2019/01/000405 01/14/2019 API	112.19 VND 999990 VCH			PCARD ONE TIME PAY Clocks			



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FROM 2019 01 TO 2019 01				JOURNAL DETAIL 2019 1 TO 2019 1			
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT
100 General Fund		APPROP	ADJSTMTS	BUDGET	ACTUALS	BUDGET	USED
<hr/>							
641301 Electric							
16031 641301 Electric		0	0	0	6,249.62	-6,249.62	.0%
2019/01/000546 01/29/2019 API	6,249.62 VND 001575 VCH			WE ENERGIES	4835-258-176 Library Ener Anal		1309
641302 Gas							
16031 641302 Gas		0	0	0	3,286.89	-3,286.89	.0%
2019/01/000546 01/29/2019 API	3,286.89 VND 001575 VCH			WE ENERGIES	5229-670-389 Public Library		1309
TOTAL Library Building Operations		0	0	0	9,787.29	-9,787.29	.0%
16032 Library Materials Management							
630100 Office Supplies							
16032 630100 Office Supplies		0	0	0	153.36	-153.36	.0%
2019/01/000405 01/14/2019 API	153.36 VND 999990 VCH			PCARD ONE TIME PAY	distilled water for buffer		
631500 Books & Library Materials							
16032 631500 Books & Library Materials		0	0	0	13,191.72	-13,191.72	.0%
2019/01/000019 01/02/2019 API	3,415.00 VND 002096 VCH			JOANN STORES, LLC	creativebug enterprise subscri		798
2019/01/000405 01/07/2019 API	635.31 VND 000889 VCH			MIDWEST TAPE			
2019/01/000405 01/07/2019 API	137.25 VND 999990 VCH			PCARD ONE TIME PAY			
2019/01/000405 01/07/2019 API	252.73 VND 999990 VCH			PCARD ONE TIME PAY			
2019/01/000405 01/07/2019 API	721.74 VND 999990 VCH			PCARD ONE TIME PAY			
2019/01/000405 01/07/2019 API	1,972.11 VND 999990 VCH			PCARD ONE TIME PAY			
2019/01/000405 01/07/2019 API	444.36 VND 999990 VCH			PCARD ONE TIME PAY			
2019/01/000405 01/07/2019 API	353.54 VND 999990 VCH			PCARD ONE TIME PAY			
2019/01/000405 01/07/2019 API	68.76 VND 999990 VCH			PCARD ONE TIME PAY			
2019/01/000405 01/07/2019 API	16.99 VND 999990 VCH			PCARD ONE TIME PAY			



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FROM 2019 01 TO 2019 01

JOURNAL DETAIL 2019 1 TO 2019 1

ACCOUNTS FOR:
100 General Fund

ORIGINAL
APPROP

TRANFRS/
ADJSTMTS

REVISED
BUDGET

ACTUALS

ENCUMBRANCES

AVAILABLE
BUDGET

PCT
USED

16032 631500 Books & Library Materials

2019/01/000405	01/07/2019	API	15.04	VND	999990	VCH	PCARD ONE TIME PAY					
2019/01/000405	01/07/2019	API	9.93	VND	999990	VCH	PCARD ONE TIME PAY					
2019/01/000405	01/07/2019	API	7.18	VND	999990	VCH	PCARD ONE TIME PAY					
2019/01/000405	01/07/2019	API	6.97	VND	999990	VCH	PCARD ONE TIME PAY					
2019/01/000405	01/07/2019	API	16.87	VND	999990	VCH	PCARD ONE TIME PAY					
2019/01/000405	01/07/2019	API	28.52	VND	999990	VCH	PCARD ONE TIME PAY					
2019/01/000405	01/07/2019	API	12.98	VND	999990	VCH	PCARD ONE TIME PAY					
2019/01/000405	01/07/2019	API	29.97	VND	999990	VCH	PCARD ONE TIME PAY					
2019/01/000405	01/14/2019	API	577.09	VND	999990	VCH	PCARD ONE TIME PAY					
2019/01/000405	01/14/2019	API	473.75	VND	999990	VCH	PCARD ONE TIME PAY					
2019/01/000405	01/14/2019	API	1,066.76	VND	999990	VCH	PCARD ONE TIME PAY					
2019/01/000405	01/14/2019	API	693.54	VND	999990	VCH	PCARD ONE TIME PAY					
2019/01/000405	01/14/2019	API	199.46	VND	999990	VCH	PCARD ONE TIME PAY					
2019/01/000405	01/14/2019	API	463.67	VND	999990	VCH	PCARD ONE TIME PAY					
2019/01/000405	01/14/2019	API	196.53	VND	999990	VCH	PCARD ONE TIME PAY					
2019/01/000405	01/14/2019	API	333.28	VND	999990	VCH	PCARD ONE TIME PAY					
2019/01/000405	01/14/2019	API	16.56	VND	999990	VCH	PCARD ONE TIME PAY					
2019/01/000405	01/14/2019	API	-3.11	VND	999990	VCH	PCARD ONE TIME PAY					
2019/01/000405	01/14/2019	API	28.94	VND	999990	VCH	PCARD ONE TIME PAY					
2019/01/000439	01/23/2019	API	100.00	VND	999998	VCH	MISCELLANEOUS REFUND Rabble music license agreement				1182	
2019/01/000439	01/23/2019	API	100.00	VND	999998	VCH	MISCELLANEOUS REFUND RABBLE MUSIC LICENSE AGREEMENT				1177	
2019/01/000439	01/23/2019	API	100.00	VND	999998	VCH	MISCELLANEOUS REFUND RABBLE MUSIC LICENSE AGREEMENT				1176	
2019/01/000439	01/23/2019	API	100.00	VND	999998	VCH	MISCELLANEOUS REFUND RABBLE MUSIC LICENSE AGREEMENT				1181	
2019/01/000439	01/23/2019	API	100.00	VND	999998	VCH	MISCELLANEOUS REFUND RABBLE MUSIC LICENSE				1180	
2019/01/000439	01/23/2019	API	100.00	VND	999998	VCH	MISCELLANEOUS REFUND RABBLE MUSIC LICENSE AGREEMENT				1179	
2019/01/000439	01/23/2019	API	100.00	VND	999998	VCH	MISCELLANEOUS REFUND RABBLE MUSIC LICENSE AGREEMENT				1185	
2019/01/000439	01/23/2019	API	100.00	VND	999998	VCH	MISCELLANEOUS REFUND RABBLE MUSIC LICENSE AGREEMENT				1186	
2019/01/000439	01/23/2019	API	100.00	VND	999998	VCH	MISCELLANEOUS REFUND RABBLE MUSIC LICENSE AGREEMENT				1184	
2019/01/000439	01/23/2019	API	100.00	VND	999998	VCH	MISCELLANEOUS REFUND RABBLE MUSIC LICENSE AGREEMENT				1183	

641800 Equip Repairs & Maint

16032 641800 Equip Repairs & Maint			0		0		0	576.82		-576.82	.0%
2019/01/000226	01/07/2019	API	576.82	VND	999990	VCH	PCARD ONE TIME PAY	Disc Machine Repair			
TOTAL Library Materials Management			0		0		0	13,921.90		-13,921.90	.0%

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FROM 2019 01 TO 2019 01		JOURNAL DETAIL 2019 1 TO 2019 1						
ACCOUNTS FOR:		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>								
16033 Library Network Services								
<hr/>								
632700 Miscellaneous Equipment								
<hr/>								
16033 632700 Miscellaneous Equipment		0	0	0	6,161.07		-6,161.07	.0%
2019/01/000405 01/07/2019 API	6,111.96 VND 000362 VCH				DELL MARKETING L.P.	Dell PowerEdge R540 Server		
2019/01/000405 01/07/2019 API	49.11 VND 000362 VCH				DELL MARKETING L.P.	R540 Server Bezel		
<hr/>								
681500 Software Acquisition								
<hr/>								
16033 681500 Software Acquisition		0	0	0	97.00		-97.00	.0%
2019/01/000405 01/14/2019 API	97.00 VND 999990 VCH				PCARD ONE TIME PAY	BandiCam Software for editing		
<hr/>								
TOTAL Library Network Services		0	0	0	6,258.07		-6,258.07	.0%
TOTAL General Fund		0	0	0	35,415.92		-35,415.92	.0%
TOTAL EXPENSES		0	0	0	35,415.92		-35,415.92	

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FROM 2019 01 TO 2019 01				JOURNAL DETAIL 2019 1 TO 2019 1			
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT
255 Library Grants		APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET USED
<hr/>							
2550 Library Grants							
<hr/>							
620100 Training/Conferences							
<hr/>							
2550 620100 Training/Conferences		0	0	0	52.10		-52.10 .0%
2019/01/000169 01/09/2019 GEN	52.10 REF				Unruh		
TOTAL Library Grants		0	0	0	52.10		-52.10 .0%
TOTAL Library Grants		0	0	0	52.10		-52.10 .0%
TOTAL EXPENSES		0	0	0	52.10		-52.10

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FROM 2019 01 TO 2019 01

JOURNAL DETAIL 2019 1 TO 2019 1

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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GRAND TOTAL	0	0	0	35,468.02		-35,468.02	.0%
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REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	9	Y	N
Sequence 3	11	N	N
Sequence 4	0	N	N

Report title:

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Includes accounts exceeding 0% of budget.
Print Full or Short description: F
Print full GL account: N
Sort by full GL account: N
Print Revenues-Version headings: N
Print revenue as credit: Y
Print revenue budgets as zero: N

From Yr/Per: 2019/ 1
To Yr/Per: 2019/ 1
Budget Year: 2019
Print totals only: N
Format type: 1
Double space: N
Suppress zero bal accts: Y
Amounts/totals exceed 999 million dollars: N
Roll projects to object: N
Print journal detail: Y
From Yr/Per: 2019/ 1
To Yr/Per: 2019/ 1
Include budget entries: N
Incl encumb/liq entries: N
Sort by JE # or PO #: J
Detail format option: 1
Multiyear view: D

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2019

<u>Budget Description</u>	<u>Business Unit</u>	<u>Acct. No.</u>	<u>Sub Acct No.</u>	<u>Subledger No.</u>	<u>Transfer Amount</u>
Other Reimbursements: OWLS training & travel support	16010	503500			\$ 3,500.00
Admin: Training & Travel	16010	620100			\$ 3,500.00
Other Reimbursements: Admin reimbursements	16010	503500			\$ 165.66
Admin: Supplies	16010	630100			\$ 165.66
Other Reimbursements: OWLS materials support	16032	503500			\$ 21,000.00
MM: Library Materials	16032	631500			\$ 21,000.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	LIBADMIN	OTHREIMB		\$ 5,300.00
Admin: Training & Travel	LIB-FRIEND	LIBADMIN	TRAIN/CONF		\$ 500.00
Admin: Memberships	LIB-FRIEND	LIBADMIN	MEMBERLIC		\$ 800.00
Admin: Awards & Recognition	LIB-FRIEND	LIBADMIN	AWARDREC		\$ 500.00
Admin: Food & Provisions	LIB-FRIEND	LIBADMIN	FOOD/PROV		\$ 1,000.00
Admin: Printing	LIB-FRIEND	LIBADMIN	OUTPRINT		\$ 500.00
Admin: Advertising	LIB-FRIEND	LIBADMIN			\$ 500.00
Admin: Contracts	LIB-FRIEND	LIBADMIN	OTHCONTR		\$ 1,500.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	CHILDSERV	OTHREIMB		\$ 10,800.00
Childrens: Supplies	LIB-FRIEND	CHILDSERV	SUPPLIES		\$ 5,000.00
Childrens: Memberships	LIB-FRIEND	CHILDSERV	MEMBERLIC		\$ 300.00
Childrens: Contracts	LIB-FRIEND	CHILDSERV	OTHCONTR		\$ 5,500.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	PUBLICSERV	OTHREIMB		\$ 1,100.00
PS: Supplies	LIB-FRIEND	PUBLICSERV	SUPPLIES		\$ 800.00
PS: Contracts	LIB-FRIEND	PUBLICSERV	OTHCONTR		\$ 300.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	COMMPART	OTHREIMB		\$ 8,500.00
CP: Supplies	LIB-FRIEND	COMMPART	SUPPLIES		\$ 2,500.00
CP: Memberships	LIB-FRIEND	COMMPART	MEMBERLIC		\$ 500.00
CP: Contracts	LIB-FRIEND	COMMPART	OTHCONTR		\$ 5,500.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	MATERIALS	OTHREIMB		\$ 3,800.00
MM: Library Materials	LIB-FRIEND	MATERIALS	BOOKS/MATS		\$ 3,800.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	NETWORK	OTHREIMB		\$ 2,500.00
NS: Misc. Equipment	LIB-FRIEND	NETWORK	MISCEQUIP		\$ 2,500.00

For the purpose of:

- OWLS funds supporting Administration training and travel
- OWLS funds supporting the purchase of library materials
- Funds for Admin supplies petty cash which is now elimintaed at APL
- Friends of APL first half of 2019 distribution of grant funds

Department Head _____	Date _____
=====	

Budget Entry (BE) No.: _____

Approved by:

 Tony D. Saucerman, Finance Director

 Date

 Timothy M. Hanna, Mayor

 Date

Reported to Finance Committee:

 Date

Additional comments: _____

BUDGET AMENDMENT POLICY, revised 7/07:

The following items require approval of the Mayor and the Finance Director and will be reported to the Finance Committee as information items:

- Transfers of \$15,000 or less between operations programs within a department or between departments within a fund ;
- New appropriations of \$15,000 or less funded by grants, user fees, or other non-tax revenues.

The following items will be reported to the Finance Committee as action items and require approval by two thirds of the Common Council:

- Transfers in excess of \$15,000 between programs within a department or departments within a fund;
- New appropriations in excess of \$15,000 funded by grants, user fees, or other non-tax revenues;
- Any transfers between funds;
- Any new appropriations funded by debt or current year tax levy;
- Any carryover of unexpended budgets from a prior period;
- Any transfers from the reserve for contingencies;
- Use of funds budgeted for a particular capital project for any other purpose.
- Use of budgeted personnel dollars to increase the supplies and services budget.

For the Appleton Public Library operating budget, transfers of \$15,000 or less between budget lines and / or between budget p rograms require written approval by the Library Director. Transfers in excess of \$15,000 and all new library appropriations funded by grants user fees or other non-tax revenues require the approval of the Library Board Finance Committee and two-thirds of the full Library Board. All Library budget changes will be reported to the Council Finance Committee as informational items.

Recommended Materials Allocations Comparison 2018/2019

Allocations:	2018	\$595,531			
	2019	\$597,644			
Online Services		\$187,084			
	Adult Allocations			Children's Allocations	
	2018	2019		2018	2019
	\$456,772	\$458,393		\$138,759	\$139,251
Lucky Day Collection		\$10,000			
General Serials	\$41,385	\$23,700		\$928	\$977
Fiction Collections	\$104,000	\$54,000		\$57,331	\$50,000
Nonfiction Collections	\$105,066	\$91,000		\$46,000	\$30,500
Large Print	\$10,000	\$10,000			
Media Collections	\$102,000	\$80,500		\$32,000	\$18,319
Reference Collections	\$44,403	\$14,350			
Wisconsin Collections	\$19,554	\$10,300			
World Languages Collections	\$10,865	\$3,600		\$3,000	\$4,000
Young Adult Collections	\$18,000	\$13,864			
Section Office Collections	\$2,200	\$1,100			
Sum Collections:	\$457,473	\$312,414		\$280,035	\$103,796
Sum Standing Orders	\$125,247	\$54,914		\$3,828	\$3,227
Sum New Titles	\$331,526	\$257,500		\$134,931	\$100,569
	\$456,773	\$312,414		\$138,759	\$103,796

2019 Collection Management Driving Factors	
<i>Overview</i>	Anticipate the creation of a Lucky Day collection to open some time around the beginning of summer 2019.
	Review Online Services and Standing Orders for value and consider new services to extend the value of the Library to Appleton
	Continue the expansion of Vendor-initiated orders for all collections
	Review how we promote use of online services available inside/outside the building and find solutions for staff training of online services.
	Pulled out the allocations for electronic services (both those that generate "check-outs" and those that are accessed as information databases.) The content in the services that get checked out vendors do not organize by audience, but by format accessed, thus organizing the allocation by audience no longer make sense.
<i>Adult Fiction</i>	Continue collection review
<i>Adult Nonfiction</i>	Finish collection review
<i>Adult Graphic Novels</i>	Continue developing collection
<i>Adult Media</i>	Continue collection review
<i>Reference</i>	Review collection for value of items
<i>Wisconsin</i>	Move some content out of Wisconsin Storage to the Wisconsin Collection
<i>Children's</i>	Create standards for the Picture Book pull outs.
	Continue collection review (picture books, easy readers, nonfiction)
<i>Young Adult</i>	Continue collection review
<i>World Languages Collections</i>	Continue project to expand language collections with community input.
<i>Grant projects (collection related)</i>	Fox Cities Reads
	Books Build Community
	Cultivating Cultural Partnerships Through Collaborative Programs
	Memory Cafe

BOARD OF TRUSTEES - BYLAWS

.....

ARTICLE I. IDENTIFICATION

This organization is the Board of Trustees ("Library Board") of the Appleton Public Library ("library"), located in Appleton, Wisconsin, as established by the Wisconsin municipality of the City of Appleton ("city") according to the provisions of Chapter 43 of the Wisconsin State Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statutes.

ARTICLE II. MISSION

The library's mission is "learn, know, gather, grow – your center of community life" with a vision of "where potential is transformed into reality." The library accomplishes this through a set of strategies identified in the library's strategic plan APL150, as well as those within the City of Appleton's strategic plan with inclusion and equity being foundational to the purpose of the library.

ARTICLE III. MEMBERSHIP

1. Appointments. The library board shall consist of nine (9) members, one (1) of whom must be the Appleton Area School District administrator or the administrator's representative. eight of whom shall be All members must be appointed by the mayor of Appleton with the approval of the common council ~~and the ninth representing the Appleton Area School District.~~ Not more than one (1) member of the Common Council shall at any time be a member of the library board.

A county chairperson, with the approval of the county board, may also appoint members to the library board pursuant to Wis. Stat. § 43.60.

2. Teen Representative. A teen representative, aged 13-18 may serve as an ad hoc member of the library board for a three (3) year term. The teen representative must be appointed by the mayor of Appleton with the approval of the common council. The teen representative shall not be an official member of the board and shall not have voting rights, but shall serve in an advisory capacity and is encouraged to contribute to the discussion of any matter that comes before the board. The teen representative shall be excluded from any closed sessions. The teen representative may be removed from this advisory position by a majority vote of the library board.

- ~~2.3.~~ Term. The regular term of office for shall be three (3) years, ~~except that the school district representative shall serve at the pleasure of the superintendent of schools.~~

ARTICLE ~~IV~~V. OFFICERS

1. Officers. The officers of the library board shall be the president, vice president, and secretary, each elected from among the library board members at the organizational meeting described in Article IV, Paragraph 1.

2. Terms of Office. Officers shall take office at the close of the organizational meeting, described below in Article IV, Section 1, at which they are elected and shall serve from the close of that organizational meeting until the close of the subsequent organizational meeting at which their successors are duly elected. No officer may serve more than two consecutive terms in a given office nor hold more than one (1) office at a time. If a vacancy occurs in any office, a successor shall be elected and remain in office until the next annual election.
3. Nominating Committee. A nominating committee, and a chair thereof, shall be appointed by the president three (3) months prior to the organizational meeting and shall present a slate of officers at the organizational meeting. Additional nominations may be made from the floor during the organizational meeting by any library board member or officer.
4. Duties of the President. The principal duties of the president shall be to preside at all meetings of the library board, authorize calls for special meetings, and execute all documents as authorized by the board. The president appoints library board members to committees and such other special duties as may occur, and may be an ex officio voting member of all committees except the Nominating Committee.
5. Duties of the Vice President. The vice president shall discharge the duties of the president in the event of the absence or disability of the president, or of a vacancy in that office, and, in addition, any other duties as designated by the library board.
6. Duties of the Secretary. The secretary shall sign bill registers when the library board has approved expenditures and execute all documents as authorized. In the absence of the secretary at any meeting, the president may appoint another library board member to act as temporary secretary.

ARTICLE IV. MEETINGS

1. Organizational Meeting. The organizational meeting, which shall be for the purpose of electing officers as described above in Article III, Sec. 2, shall be held within 60 calendar days after the date of the beginning of board members' terms, and no later than the regular meeting in August.
2. Regular Meetings. Regular meetings shall be held once each calendar month, the date and hour to be set up to one (1) year in advance by the library board at the first regular meeting following the organizational meeting. Meeting times and dates may be changed as need arises by a majority vote of the board. The president may reschedule a meeting should a regular meeting not achieve a quorum.
3. Agendas and Notices. Library board and committee meeting agendas and notices shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting. The library director or designee shall send written notice and the agenda of each regular board meeting to the library board members at least 48 hours in advance of the meeting. A copy of the previous library board meeting minutes shall be provided to each member prior to the meeting date.
4. Special Meetings. Special meetings may be called by the president at any time deemed warranted by the president, or upon written request to the president by at minimum of three (3) board members, for the transaction of business as stated in the call. Except in cases of emergency, at least 48 hours' notice shall be given to the board members of the special meeting. In no cases shall less than two hours' notice be given. Notice may be by mail, phone or email.

5. Quorum. A quorum for transaction of business at any library board meeting shall consist of a simple majority.
6. Minutes. Minutes of all meetings shall, at a minimum, indicate library board members and officers present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.
7. Parliamentary Authority. Robert's Rules of Order, latest edition, shall govern the parliamentary procedure of the library board meetings, including in all cases where there are inconsistencies with these bylaws and/or any applicable statutes.
8. Open Meetings Law Compliance. Library board meetings shall be held in compliance with Wisconsin's open meetings laws (Wis. Stats. §§ 19.81 to 19.98).
9. Voting. An affirmative vote of the majority of all members and officers of the library board physically present at any legally constituted meeting shall be necessary to approve any action before the library board.
10. Attendance. Board members and officers shall be expected to attend all library board meetings except as prevented by a valid reason.

ARTICLE VI. COMMITTEES

1. Standing Committees. The following standing committees and chairs of the committees shall be appointed by the president at the first regular meeting following the annual meeting:
 - a. Personnel and Policy Committee: Makes recommendations to the library board on personnel matters, proposed revisions in bylaws, policies, rules and regulations; annually reviews any proposed salary adjustments and presents their recommendations to the library board; annually reviews the performance of the library director and works with the president to communicate this review to the director.
 - b. Planning Committee: Makes recommendations to the Library Board on library goals and future library development.
 - c. Building and Equipment Committee: Makes recommendations to the library board on matters of building and equipment.
 - d. Scholarship Committee: Annually recommends to the library board awards for the Friends of Appleton Public Library/Frank P. Young Scholarship per the Library's Scholarship Policy.
 - e. Finance Committee: Makes recommendations to the library board on the annual budget and other financial concerns. The common council representative on the library board shall serve on the Finance Committee.
2. Nominating Committee. See Article III, Section 3.

3. Library System Board Appointment. The President shall designate the appointment of one (1) board member to represent the Appleton Public Library on the Outagamie Waupaca Library System Board with formal election by the Outagamie County Board of Supervisors.

4. Friends of the Appleton Public Library Board Appointment. The President shall recommend one (1) board member to serve as a director of the Friends of Appleton Public Library Board, with formal election by the Friends Board.

3.5. Ad Hoc Committees. The president shall appoint ad hoc committees and a chair of the ad hoc committees for such specific purpose as the business of the library board may require. These committees may include staff, members of the public and/or outside experts. Ad hoc committees shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the library board.

4.6. Authority. No committee shall have other than advisory powers.

5.7. Appointment. All library board members and officers shall be appointed to at least one (1) committee.

6.8. Time, Location and Agenda. The time, date and location of committee meetings shall be determined by the chair of the committee.

7.9. Quorum. A quorum for transaction of business at any committee meeting shall consist of a simple majority.

8.10. Minutes. Minutes are not required to be taken at committee meetings.

9.11. Parliamentary Authority. Robert's Rules of Order, latest edition, shall govern the parliamentary procedure of committee meetings, including in all cases where there are inconsistencies with these bylaws and/or any applicable statutes.

10.12. Open Meetings Law Compliance. Committee meetings shall be held in compliance with Wisconsin's open meetings laws (Wis. Stats. §§ 19.81 to 19.98).

11.13. Attendance. Board members and officers shall be expected to attend their assigned committee meetings except as they are prevented by a valid reason.

ARTICLE VII. DUTIES OF THE LIBRARY BOARD

1. Responsibility. The library board shall determine the policies, plans and services of the library. This includes bylaws, service policies, mission statement, long range plan, significant changes in levels or types of service, and changes in library hours.

2. Library Director. The library board shall select and appoint a properly certified and competent library director.

3. Duties and Compensation. The library board shall determine the duties and compensation of all library employees.

4. Budget and Audit. The library board shall advise in the preparation of the budget, approve the budget and make sure that adequate funds are provided to finance the approved budget. The board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library and shall approve all bill registers. The library is audited within the city's annual audit, and it is the responsibility of the library board to ensure the annual audit of the library is clean.
5. Community Relations. The library board shall cooperate with other public officials and boards and maintain vital public relations. The library board represents the library to the community and the community to the library.
6. Legislation. The library board shall study and support legislation that will benefit library patrons. The library board will remain up-to-date on proposed changes and implemented changes to legislation that may affect the library.
7. Annual Report. The library board shall approve and submit the required annual report to the appropriate division within the State of Wisconsin's Department of Public Instruction.
8. Appeals. A person directly affected by and dissatisfied with a decision made by the library director as it relates to the Library's Circulation ~~Policy~~, ~~Materials Selection~~ Collection Development, Displays ~~Policy~~, Piano or the Safety and Security Policies may appeal the decision to the library board. Appeal requests must be made in writing whenever possible and must be received by the library board within thirty (30) business days after the date the decision was made by the library director. The library board must hear the appeal within thirty (30) business days of receiving the appeal unless the library board and the person requesting the appeal agree to an alternative date. The person requesting the appeal will be notified in writing by the library director of the date and time the library board will hear the appeal or will be provided with an explanation for why the library board will not hear the appeal (e.g., request filed too late, person requesting appeal has no grounds, etc.). At the appeal, the person requesting the appeal may appear in person to be heard on the issue or he/she may ask the library board to consider the merits of the appeal based on a written statement signed and dated by the person filing the appeal. Third party statements and testimony, as well as unauthenticated evidence, will be allowed at the discretion of the president. The decision of the library board shall be final.

ARTICLE VII. DUTIES OF THE LIBRARY DIRECTOR

1. Appointment and Term. The library director shall be appointed by the library board for an indefinite term and shall be responsible to the library board.
2. Duties. The library director shall be the executive and administrative officer of the library under review and direction of the library board. The director shall be responsible for operating within policies approved by the library board including, but not limited to:
 - a. Appointing and specifying duties and compensation of other library employees,
 - b. Providing proper direction, training and supervision of the library staff,
 - c. Serving as technical advisor to the library board,
 - d. Recommending policies, budget, changes in hours or services,
 - e. Recommending changes in the library's mission and long range plan,
 - f. Ensuring the care and maintenance of library property,
 - g. Ensuring the adequate and proper selection of materials,
 - h. Ensuring the efficiency of library service to the public, and

- i. Overseeing financial operations and management of the budgeted appropriation and such other funds as may accrue to the library.

3. Meetings. The library director shall attend all library board meetings as a participant but shall have no vote. The director may be excused from closed sessions at the discretion of the library board. The director may designate another library staff member to attend in the event of the director's absence.
4. Appeals. The library director shall hear all requests for reconsideration made by citizens pertaining to and according with the library's Circulation Policy, Displays Policy, ~~Materials Selection~~Collection Development Policy and Safety and Security Policy.

ARTICLE ~~IX~~VIII. CONFLICT OF INTEREST

1. Private Capacity. Library board members and officers shall not in their private capacity negotiate, bid for, or enter into a contract with the library in which they have or may have direct or indirect financial interest.
2. Recusal. Library board members and officers shall withdraw from any and all library board meeting and committee meeting discussions and/or deliberations in which the library board member or officer, or an immediate family member thereof, or an organization with which the library board member or officer is associated with, has or may have a substantial financial interest. Library board members and officers shall not vote on any matter in which he or she has withdrawn. The library board member or officer is not required to disclose the reasons for ~~his or her~~their withdrawal or the nature of the conflict of interest.
3. Remuneration. Library board members and officers shall not accept anything of value that could reasonably be expected or implied to influence ~~his or her~~their vote or other official action.

4. No compensation or expenses shall be paid to the members of the library board.

ARTICLE ~~IX~~IX. GENERAL

1. Amendments. These bylaws may be amended by the majority vote of all members of the library board provided that the change had been proposed by a library board member or the library director at the preceding regular meeting, and that the proposed amendment is included as a separate attachment to the agenda of the meeting at which it is to be acted upon.
2. Rule Suspension. Any rule or resolution of the library board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two thirds of the members of the library board shall be present and two thirds of those present shall so approve.

Approved: 6/97. Amended: 10/04; 11/15; 2/17; 12/18



APPLETON PUBLIC LIBRARY
225 North Oneida Street
Appleton, WI 54911-4780
(920) 832-6170 | FAX: (920) 832-6182

TO: Members of the Appleton Public Library Board of Trustees Planning Committee

FROM: Colleen Rortvedt, Library Director

DATE: February 9, 2019

RE: Recommended updates to the library strategic plan

Ben Fauske from RISE Leadership facilitated a retreat on January 25 to update the library's strategic plan.

Library staff used the facilitators notes and cards collected from the retreat activities to draft updates to the current plan. Our recommendations for updates to the library strategic plan are attached to this action item.

In some cases, we modified strategic pillar phrasing when we found that elements were incorporated elsewhere in the values or pillars. We also edited phrases for consistency among the pillar headings and intend to incorporate anything that we removed into the more detailed descriptions that will accompany each pillar.

We are requesting a discussion around the "Children and Teens" pillar. There was significant discussion throughout the retreat about this in some of the groups. In the end the group wanted to ensure that the library is for all so that pillar was expanded. However, we believe that sentiment is captured in the final pillar "Services and programs for all" so we felt it was repetitive and recommend bringing back the "Children and Teens" pillar or removing that pillar entirely.

Finally, we shortened Engaged and Connected for two reasons. First, we wanted to mirror phrasing of the other pillars. More importantly, we felt the additional language left out an important internal/operational aspect of this pillar. In addition to being engaged and connected to our community, we are an engaged and connected organization in that we invest in recruiting, retaining and developing excellent and dedicated staff.

Attached are the recommended updates to the plan for the committee to consider, discuss and modify should you choose to do so. One document includes descriptive notes and the other is a clean copy of the Values and Pillars.

APL VALUES

WELCOME

Everyone belongs here.

This won the voting.

LITERACY

The City of Appleton is the city of literacy and learning.

Staff merged the top two vote recipients together.

ACCESS

The library is accessible physically, culturally, and intellectually.

This won the voting.

CONNECTING COMMUNITY

The library is essential to every person and organization achieving their goals.

Staff merged the top two vote recipients together.

STRATEGIC PILLARS

Hub of Learning and Literacy

Collaborative Environment

“Collaborative Learning and Sharing” won the voting, staff recommends keeping the original wording as it is more expansive. The new phrase also contains similar wording as the Hub.

***Children and Teens**

“The Future: Birth to Adult” won the voting, staff recommends it continues to reflect the focus on the specific services and programs APL offers youth. Libraries have a unique role in the community to reach children before they enter school and to continue to support their learning and growth once they are school aged. Staff removed “The Future” from the pillar to give it the same format as the others.

Phrases from the paragraphs

APL provides inclusive programs and services to our diverse community

We ensure that children and teens are supported as they grow, learn and change

Provide learning and experiences for parents and babies to give them a start on their lifelong journey toward literacy

Engage toddlers and children in programs and learning opportunities that make them fans of the library

Provide teens with a safe place to learn and share

Creation and Innovation

“Sparking Creation and Innovation” won the voting. Staff recommends adding “sparkling” to the description, otherwise this pillar would have a different format than all the others.

Phrases from the paragraphs

Library as the place that is the catalyst of learning

Guide people to use their own talents and creativity to develop innovative ideas and tap into their future self

***Engaged and connected**

“Engaged and connected to our community” won the voting, and staff recommends focusing on the community piece in the description to keep this pillar as short and focused as the others. The original pillar was about the strength of our staff, our dedication to being fiscally responsible, and other internal elements.

Phrases from the paragraphs

Shared community

Diverse populations

Strive to form relationships with individuals and organizations to learn how to best serve all Appletonians

Library services are strengthened by our deep connection to our community

We focus outwardly on how to make a difference in people’s lives

Responsive to dynamic community needs

Being a gathering place and community resource within our walls

Enriched experiences

This won the voting.

Phrases from paragraphs

Place to experience learning through interactions with people, media, etc.

Totality of learning for all

Allows me to enrich my life in any way I choose and on my own terms

I can give or receive

Embracing the role of entertainment in the life of our community members

Enhance our lives with changing interests, technologies and culture

Provides a wide variety of resources (physical and human) which enhance individual lives both in the building and elsewhere

We embrace the important role of the library in enhancing and enriching the people of our community.

We provide a wide variety of opportunities through collections, technologies, services, and programs.

Services and programs for all

This won the voting.

Phrases from paragraphs

Support and sustain all community members

Address varied needs and connect community assets to ensure diverse and inclusive services, programs, resources, etc.

We provide dynamic, enriching and inspiring programs for everyone in our community, across the lifespan and from every background (written for Future pillar)

APL VALUES

WELCOME

Everyone belongs here.

LITERACY

The City of Appleton is the city of literacy and learning.

ACCESS

The library is accessible physically, culturally, and intellectually.

CONNECTING COMMUNITY

The library is essential to every person and organization achieving their goals.

STRATEGIC PILLARS

Hub of Learning and Literacy

Collaborative Environment

Children and Teens

Creation and Innovation

Engaged and Connected

Enriched Experiences

Services and Programs for All



The 2018 increase in state aid allowed Wisconsin library systems to fund:



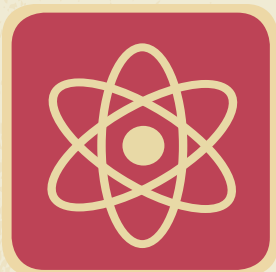
Hundreds of **online classes** offered free to residents



Technology support staff and **technology improvement** initiatives



Workforce development specialist in libraries



Science, Technology, Engineering, and Math (STEM) **programming kits** for children

Every dollar invested in libraries makes a difference.
Thank you for supporting Wisconsin libraries!



Wisconsin Libraries

By the Numbers

Wisconsin Residents Use Libraries

- **51 million** physical items checked out (averaging 1 million per week)
- **12.5 million** uses of public internet computers & wireless internet uses
- **104 million** Badgerlink searches conducted
- **2.7 million** attendance at public library events
- **2.6 million** eBooks downloaded

Wisconsin has one of the nation's largest and most active collections of eBooks and digital audiobooks.

Did You Know?

For most Wisconsin communities, the public library is the primary place for access to hi-speed Internet.

Public Library Systems

- Serve 381 libraries
- Offer technology infrastructure and training
- Coordinate delivery of books statewide
- Provide online catalogs and digital resources
- Supplement local library budgets
- Provide continuing education opportunities
- Offer consulting and leadership

Wisconsin College & University Libraries

- Serve 237,000 enrolled students and their local communities
- Support traditional, online, and University of Wisconsin Flexible Option
- Provide research support for \$1 billion in federal grant research

School Media & Technology Centers

- Serve 872,000 students
- Provide resources through Common School Fund
- Support technology instruction and classroom teachers

Special Libraries

- Serve a variety of industries:
 - Health care
 - Government
 - Research institutions
 - Business





Wisconsin Libraries

Strengthen Communities

Communities Need

- Reliable, affordable resources - - - - - ➔
- Access to information - - - - - ➔
- Learning opportunities - - - - - ➔
- Gathering spaces - - - - - ➔

Libraries Offer

- Cost-effective sources for books, digital resources, and technology access
- Free and reliable access to the Internet and published materials
- Resources, programs, and expertise to increase individual, business, and community knowledge
- Places for gathering to learn and connect

The Benefit of Wisconsin Public Libraries



Literacy

- Offering early literacy programs such as 1000 Books Before Kindergarten to help ensure children are ready for school
- Participating in partnerships with schools to help improve student literacy by expanding resources, increasing reading comprehension, teaching research skills, helping develop information and financial literacy
- Providing important resources for homeschool families



Workforce Development

- Partnering with the state's Workforce Development Centers to extend resources and services to job seekers in 381 communities throughout Wisconsin
- Offering online classes and other learning opportunities designed to increase skills of people seeking employment opportunities or other career advancements
- Providing meeting spaces to conduct interviews both in-person and via technology



Information Technology

- Providing technology training to residents who need assistance
- Offering reliable, hi-speed internet access and wi-fi hotspots to ensure residents have reliable broadband access
- Offering spaces for innovation centers and creative learning labs designed to maximize in-person learning opportunities using technology not readily accessible to individual residents
- Offering spaces for community meetings designed to bring residents together to solve problems and create stronger relationships

The Benefit of Wisconsin Specialized Libraries

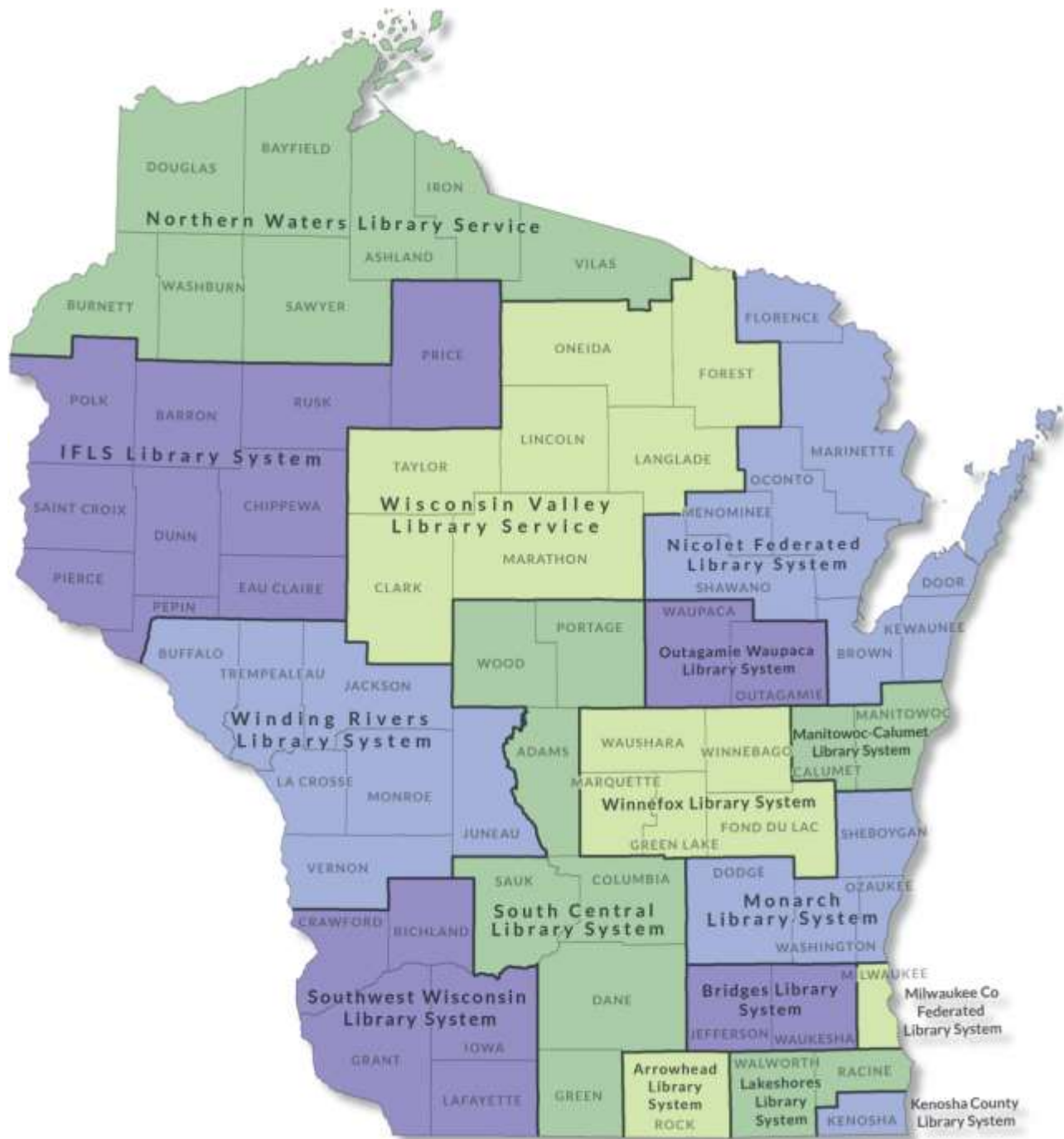


Knowledge, Creativity, & Learning

- Access to creative application of information and data
- Ability to efficiently acquire, analyze, manage, and apply information and data
- Access to cutting-edge research, consultation services, and learning spaces to experiment and innovate
- Support for business development in biotechnology, engineering, computer science, agriculture, biofuels, health care, and more



Wisconsin Library Systems



Contact information for each library system on reverse side

Wisconsin Library Systems

System Name and Address	Director, Phone, Email
<u>Arrowhead Library System</u> 430 E. High Street, Suite 200 Milton, WI 53563-1579	Steve Platteter, Director (608) 868-2872 platteter.steve@als.lib.wi.us
<u>Bridges Library System</u> 741 N. Grand Avenue, Suite 210 Waukesha, WI 53186-4841	Connie Meyer, Director (262) 896-8081 cmeyer@bridgeslibrarysystem.org
<u>IFLS Library System</u> 1538 Truax Boulevard Eau Claire, WI 54703-1569	John Thompson, Director (715) 839-5082 thompson@ifls.lib.wi.us
<u>Kenosha County Library System</u> 812 56th Street Kenosha, WI 53140-3735	Barbara Brattin, Director (262) 564-6324 bbrattin@mykpl.info
<u>Lakeshores Library System</u> 29134 Evergreen Drive, Suite 600 Waterford, WI 53185-5116	Steve Ohs, Director (262) 514-4500, Ext 66 sohs@lakeshores.lib.wi.us
<u>Manitowoc-Calumet Library System</u> 707 Quay Street Manitowoc, WI 54220-4539	Rebecca Petersen, Director (920) 686-3051 rpetersen@mcls.lib.wi.us
<u>Milwaukee County Federated Library System</u> 709 N. 8th Street Milwaukee, WI 53233-2414	Steve Hesel, Director (414) 286-5934 steve.hesel@mcfls.org
<u>Monarch Library System</u> 4632 S. Taylor Drive Sheboygan, WI 53081-1107	Amy Birtell, Director (920) 208-4900, Ext 312 abirtell@monarchlibraries.org
<u>Nicolet Federated Library System</u> 1595 Allouez Avenue, Suite 4 Green Bay, WI 54311-6267	Tracy Vreeke, Director (920) 448-4413 tvreeke@nflsoffice.org
<u>Northern Waters Library Service</u> Ashland Industrial Park 3200 Lakeshore Drive East Ashland, WI 54806-2510	Sherry Machones, Director (715) 682-2365 smachones@northernwaters.org
<u>Outagamie Waupaca Library System</u> 225 N. Oneida Street Appleton, WI 54911-4780	Bradley Shipps, Director (920) 832-6190 bshipps@owlsweb.org
<u>South Central Library System</u> 4610 S. Biltmore Lane, Suite 101 Madison, WI 53718-2153	Martha Van Pelt, Director (608) 246-7970 Fax: (608) 246-7958 mvanpelt@scls.info
<u>Southwest Wisconsin Library System</u> 1300 Industrial Drive, Suite 2 Fennimore, WI 53809-9579	David Kranz, Director (608) 822-3393 interimdirector@swls.org
<u>Winding Rivers Library System</u> 980 W. Highway 16, Suite 1 West Salem, WI 54669	Kristen Anderson, Director (608) 789-7119 kristen@wrslweb.org
<u>Winnefox Library System</u> 106 Washington Avenue Oshkosh, WI 54901-4985	Jeffery Gilderson-Duwe, Director Mark Arend, Assistant Director (920) 236-5220 gilderson-duwe@winnefox.org arend@winnefox.org
<u>Wisconsin Valley Library Service</u> 300 N. First Street Wausau, WI 54403-5405	Marla Sepnafski, Director (715) 261-7251 or 261-7250 msepnafs@wvls.org



Wisconsin Library Association

2019-2021 State Budget Priorities

Request for Library Service Contracts, BadgerLink and Newsline for the Blind

Library Service Contracts

WLA supports a request for an increase of \$283,200 in FY20 and \$468,100 in FY21 to fund the estimated costs of five library service contracts. This request includes a new contract that would offer Recollection Wisconsin—a collaborative project of statewide importance—funding to improve its ability to provide vital historical services.

DPI contracts with five providers: the Milwaukee Public Library (MPL), the University of Wisconsin-Madison (UWMadison), the Wisconsin Talking Book and Braille Library (WTBBL), the Cooperative Children's Book Center (CCBC), and Recollection Wisconsin to provide access to unique resources and materials.

- The UW-Madison and MPL lend materials to residents living in all parts of the state in response to requests forwarded by the Resources for Libraries and Lifelong Learning staff or public library systems.
- WTBBL provides specialized services to certified blind and physically handicapped persons throughout the state. While the Library of Congress provides the recorded and braille materials (estimated at an annual value of \$376,700), the state is obligated to provide for processing, maintenance, and circulation.
- CCBC services extend beyond the UW-Madison campus to provide information, outreach, and continuing education opportunities for public and school librarians, teachers, and others throughout Wisconsin.
- Recollection Wisconsin preserves the state's heritage by working with libraries, archives, and museums to digitize historical resources, including rare photographs and documents as well as a rich repository of local newspapers, and makes them easily accessible and discoverable now and for future generations.

Library Service Contracts Increases

CHANGE TO BASE	FY20	FY21
Total Amount	\$1,457,500	\$1,642,400
Base	\$1,174,300	\$1,174,300
Requested Increase	\$283,200	\$468,100

BadgerLink and Newsline for the Blind

WLA supports a request for an increase of \$345,800 in FY21 to allow DPI to continue the contracts with all current BadgerLink vendors and to maintain the current level of services through Newsline for the Blind.

BadgerLink is Wisconsin's digital access to licensed content such as magazines, newspapers, scholarly articles, videos, images, and music. WTBBL assists with implementation of Newsline for the Blind which provides daily access to newspapers using an automated electronic voice that can be accessed using a touch-tone telephone.

BadgerLink and Newsline for the Blind	FY 19	FY20	FY21
TOTAL BadgerLink costs (rounded)	\$2,771,400	\$2,771,400	\$3,138,700
TOTAL Newsline costs (rounded)	\$141,600	\$143,000	\$144,600
TOTAL COSTS for Appropriation	\$2,913,000	\$2,914,400	\$3,283,300
FY19 Base appropriation	\$2,937,500	\$2,937,500	\$2,937,500
Required increase to fully fund (request)	N/A	\$0	\$345,800

NOTE: The funding source for all the line items described on this page is the Universal Service Fund (USF), one of the state's segregated (SEG) funds.



Wisconsin Library Association 2019-2021 State Budget Priorities

Improving Wisconsin Public Library Services Through a Public Library System Funding Increase

An increased investment in **Public Library System Aid** benefits **all the residents of Wisconsin** by improving the state's 381 public libraries' ability to provide programs and resources tailored to **the needs of their communities**.

State aid to Public Library Systems represents a modest--yet vital--investment that generates key value by expanding access to resources made with local investments. Increased funding of the state's public library systems creates more opportunities for shared efficiencies, helps local libraries innovate, and strengthens libraries' abilities to respond to urgent local needs. An increase in state aid will be targeted to:

Develop Wisconsin's Workforce

Wisconsin's public libraries provide valuable support to residents seeking to improve their skills, change careers, and apply for jobs. Funds allow investments in **online courses**, in-person assistance including **resume building and interview coaching**, **technology training**, and improving **financial literacy**. For many Wisconsin residents the public library is the only gateway to advanced learning at technical colleges and universities leading to higher paying jobs. Libraries also offer key resources for start-up businesses that grow Wisconsin's economy.

Improve Access to Information through Technology

Insufficient technology infrastructure, lack of access and affordability, and slow adoption of innovation place many Wisconsin residents at a disadvantage. Children are particularly at risk when they are unable to access information they need to learn. Public libraries are the only library for homeschooled children. Many families cannot afford internet access at home. Funds will be directed toward **improving technology services** such as offering **Wi-Fi hotspots**, iPads, and maker kits for home use, **digitization services**, **coding initiatives**, in-person **technology training**; improving **Internet access**, **information literacy**, and **technology security** as well as investing in technology equipment for **creative learning labs** where people can learn robotics, 3D modeling, sewing, website design, film editing, and more.

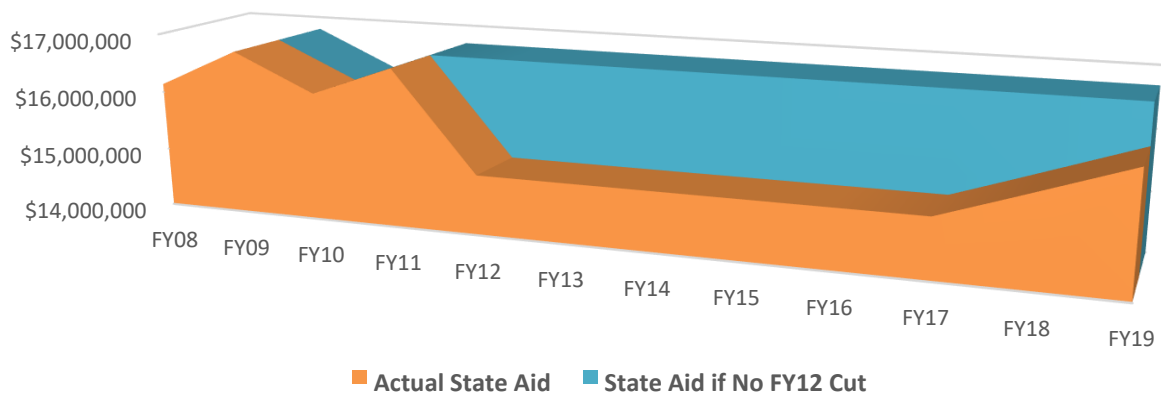
Stimulate Lifelong Learning

Public libraries are a gateway to a better life through lifelong learning. The library is the only learning institution that serves residents in all stages of life. Funds will better address age-specific needs through programming. **Early literacy programs** help young brains develop and gets kids ready for school. **STEM programs** for youth encourage students to consider careers in science, technology and engineering—much needed for Wisconsin's future economic development. **Programs for the elderly** provide social networks and help preserve cognitive function.

Historic State Aid to Public Library Systems

State Fiscal Year	Appropriation	Change from Prior Year	If no budget cut in FY12	Difference
FY08	\$16,138,000	4.0%		
FY09	\$16,783,500	4.0%		
FY10	\$16,165,400	-3.7%		
FY11	\$16,681,200	3.2%		
FY12	\$15,013,100	-10.0%	\$16,681,200	-\$1,668,100
FY13	\$15,013,100	0.0%	\$16,681,200	-\$1,668,100
FY14	\$15,013,100	0.0%	\$16,681,200	-\$1,668,100
FY15	\$15,013,100	0.0%	\$16,681,200	-\$1,668,100
FY16	\$15,013,100	0.0%	\$16,681,200	-\$1,668,100
FY17	\$15,013,100	0.0%	\$16,681,200	-\$1,668,100
FY18	\$15,513,100	3.3%	\$16,681,200	-\$1,168,100
FY19	\$16,013,100	3.2%	\$16,681,200	-\$668,100
Total Aid, FY12 through FY19	\$121,604,800		\$133,449,600	-\$11,844,800

Public Library System Aid FY08-FY19



Public Library System Aid Request

CHANGE TO BASE	FY20	FY21
Total Amount	\$17,513,100	\$19,013,100
Base*	\$15,013,100	\$15,013,100
Requested Increase	\$2,500,000	\$4,000,000

*Reverts to the FY17 funding level (one-time increases provided in Act 59)

INCREASE DETAILS	FY20	FY21
Restore to FY19 aid (Act 59)	\$1,000,000	\$1,000,000
Additional aid	\$1,500,000	\$3,000,000
Total request	\$2,500,000	\$4,000,000



Wisconsin Library Association 2019-2021 State Budget Priorities

Recollection Wisconsin – Preserving and Making Wisconsin’s Historic Treasures Accessible to All

What is Recollection Wisconsin?

Since 2005, Recollection Wisconsin has helped over 200 partners—including libraries, historical societies, universities, and museums — to digitize and share their **one-of-a-kind collections**. Working in partnership with Recollection Wisconsin, libraries and cultural heritage institutions around the state have been able to digitize, curate, and host historic resources making the unique heritage of Wisconsin **discoverable online**. Tens of thousands of photographs, maps, letters, diaries, oral histories, artifacts, and local newspapers are now preserved and made accessible. This treasure trove of resources is made searchable to anyone in the world and the Recollection Wisconsin partnership with the Digital Public Library of America **elevates Wisconsin’s unique heritage** to a wider audience.

Why is State Funding So Important?

Recollection Wisconsin was funded initially with grants intended to support piloting innovative programs and to encourage **collaboration** among cultural heritage organizations. The uncertainty of grant funding hampers the ability to plan for the future in the most responsible manner. Investing state funding now **leverages those past investments** by ensuring continuation of a program that has digitized only a fraction of the state’s available historical treasures. There is much work remaining to digitize and preserve the wealth of resources that exist in communities large and small throughout the state and to make them freely and readily accessible for future generations.

Details of Digitization

Digitization is far more than simply scanning documents to a computer. It includes copyright considerations, metadata development, storage and preservation, vendor coordination, and ongoing access. **Preserving the past involves thinking about the future**. Rapidly changing technology and the complexity of how people access information requires professionals with expertise in digital project management and the ability to offer appropriate training and support. Funding Recollection Wisconsin at the state level ensures that the state’s historical resources, held in institutions of all sizes, are both preserved and made exponentially more accessible. A map, a diary, a letter, a newspaper, an oral history recording—each offers its own preservation and content management challenges as well as its **unique contributions to Wisconsin’s heritage**.

Funding Information

WLA supports a request for \$150,000 in FY20 and \$300,000 in FY21 enabling program costs to transition from grants to state funding while ensuring that the state’s history is preserved and accessible into the future. Anticipated expenditures include project management, content hosting and management, staff training, and technology.

FRIENDS GRANTS PROGRAM SUMMARIES

4th QUARTER 2018

Adult Classes and Events

Fabric Wreath Making Workshop:

Local artist, Marisol Encarnacion taught each participant to create their own Anthropologie-inspired, fabric tied wreath to take home. This interactive crafting program welcomed adults, teens, and families and was accessible for a wide range of abilities. Friends' funds paid for supplies and provided the instructor with an honorarium.

Computer Classes in Spanish:

The Hispanic Center of the Fox Valley taught computer classes at the library in Spanish on two different topics: Basic Introduction to Computers and Introduction to Microsoft Word. Participants in the classes learned more about computers and built computer literacy skills. Through the classes, participants learned how to start a computer, navigate a laptop, and learned to use Microsoft Word to create documents and letters. Friends' funds provided the course instructors with an honorarium.

Find Your Ancestors Series:

Using Maps in Your Genealogy

Lecturer Susan Fassbender guided 18 attendees through how to use maps to add another layer to their ancestors' stories. Susan provided a brief overview of available resources and where to find them – all of which can be used or found right here at Appleton Public Library. She discussed Google Maps, Google Earth Pro, Sanborn Insurance Maps, railroad maps, cemetery maps, and plat maps. Using real-life examples of research questions, she walked the audience through how each resource could be used to add rich detail to the lives of ancestors or histories of homes and businesses. Friends provided financial support for this series and an honorarium for this speaker.

Writing Biographical Sketches

Lori Bessler, Reference Librarian at the Wisconsin Historical Society Library, captivated an audience of 35 while she discussed writing biographical sketches. Lori covered why they're important to write, what could be included in a sketch, how to structure a sketch, how to uncover details in your research to add to the sketch, and what you can do with your sketch once you've completed it. Friends provided financial support for this series.

National Novel Writing Month (NaNoWriMo):

National Novel Writing Month (NaNoWriMo) is a national initiative to encourage and support writers to complete a 50,000-word manuscript in the month of November. A local municipal liaison, Aileen Ellis, visited APL's Creative Writing classes and other area libraries to tell people about NaNoWriMo. She offered five programs with structured writing exercises, incentives for achievement, coffee, chocolate, and comradery. The attendance at the programs ranged from 8-16 adults who came together weekly to write, share writing tips, encourage one another, and celebrate their success. Friends' funds paid for promotional materials and an honorarium for the organizer.

Teen Classes and Events

Anime Night:

Anime Night is a monthly event for teens with an interest in anime and Japanese culture. Friends' funds provided an opportunity for teens to screen anime, make papercrafts, and create candy sushi inspired by actual sushi. Friends' Funds provided film licensing, refreshments, and materials for crafts.

An Evening at the Crafty Woodmaker:

This one-time event allowed teens to learn woodworking skills and teamwork to create inspirational hand painted signs for themselves and for the Teen Area of the library. Friends' Funds paid for the materials and expertise needed for the creation of these signs.

Holiday Ornament Making at The Fire:

Twenty teens met at The Fire for an opportunity to create their choice of either a fused glass or ceramic holiday ornament. Staff at The Fire provided the instruction while the teens brought their unique individual creativity. Friends' funds paid for the cost of the ornaments.

K-Pop Club:

K-Pop Club is designed for teens with an interest in Korean pop culture including music, TV and food. Teens develop friendships with their peers around common interests, build trust with a caring adult (YA librarian) and have opportunities to build leadership and communication skills through this program. Friends' funds provide materials and refreshments for the K-Pop Club.

Technology Pop-Up Programs:

Thirty-four people attended two teen pop-up programs, highlighting some of APL's technological resources. Thirty individuals stopped by to inquire and/or experience a demonstration of Oculus Rift VR (virtual reality), with some expressing their surprise and delight to try this technology. Four teens participated in hands-on learning with the Ozobots (color coding robots) for the global Hour of Code initiative. Friends' funds were used to purchase the Oculus Rift and the Ozobots in 2017.

Tween Classes and Events

Tween Scene – Card Making

The final tween scene of the year was card making. Students used their critical thinking skills to complete the copper tape circuit that would ultimately make the LED light on their decorated card light up. They found it challenging and rewarding. Thank you to the Friends for funding the LED lights and batteries we used.

Tinker Tuesday

Of the 5 stations available, the Wiggle Bots stole the show at Tinker Tuesday! The children were able to engineer their own wiggly robot creations. When they created

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something that didn't work, they used problem solving skills to reassemble something that did. Parents were also having fun and taking pictures. 29 children attended, and Friends' Funds supplied the Wiggle Bots.

Maker Quest

Maker Quest debuted December 4th. This weekly drop-in program offers a space for students K-6 and their families to explore STREAM concepts. It has a monthly theme and offers a special early afternoon homeschool edition as well as an after-school edition. The December theme was Magic, and Friends' Funds were used to purchase special supplies to allow students to create test tube rainbows, magic wands, LED light-up cards, bouncing bubbles, fizzing fairy potions, and so much more! Items previously purchased by Friends' funds, including the Osmos, Primo, and Code-a-pillars, are also being used for this program. In its first two weeks, it served 151 children and families.

Children's Classes and Events

Storytime Bubbles

Friends' funds were used to purchase a bubble machine and bubble solution. Bubble Time has become a regular part of the weekly Wonderful Infants & Ones and Time for Twos Storytimes. The bubble machine has become a highlight for the little ones.

Out of This World

Thursday, November 15 Children's Services hosted a special space program attended by 58 children and parents. The program consisted of a short story time and space crafts including balloon stamping to make planets, glitter shooting star wands, and flying saucers. There was also face painting, a sensory tub filled with moon sand, and dramatic play with a rocket and a space station in our play tents. Friends' funds paid for the moon sand and special craft supplies.

Gingerbread House Projects

Friends' funds were used to purchase graham crackers, frosting and assorted candies. These were used in three programs: Gingerbread Fun Puppets & Crafts, Play and Learn: Hmong Edition and Play and Learn: Hispanic Edition. All provided a fun creative time for kids and grownups alike. A total of 74 people attended these three programs.

Polar Express Movie Event

Children's Services had two Polar Express movie and craft events in December. Friends' Funds provided hot cocoa and marshmallows.

Robot Party

On Thursday, November 29th Children's Services hosted a Robot Party for preschoolers attended by 51 children and parents. The party began with a short story time and then kids made robot crafts and had a chance to play with some real robots. The robots included Ozobots, Cubelets, Beebots, Code-a-pillars, and Primo. This was a great opportunity for preschoolers to learn the first concepts of coding while having lots

FRIENDS GRANTS PROGRAM SUMMARIES

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of fun. Friends' funds were previously used to purchase all the robots used in this program.

Programs for All Ages

Fox Cities Book Festival:

APL hosted or organized 18 separate events for the Fox Cities Book Festival (FCBF) with 8 events held at APL and 10 events at area schools. Patrons were able to talk to authors, attend writing workshops, learn Mexican folk art, and listen to impressionist music while engaging various types of literature and culture. Friends' funds paid for APL staff t-shirts and were contributed to FCBF to support author honorariums and related expenses.

Hispanic Heritage Celebration:

For this event APL partnered with the Appleton Bilingual School and Fox Cities Book Festival. A packed room enjoyed multiple dance performances and crafts that celebrated the Hispanic heritage of the Appleton area. Graphic artist Carlos Nieto taught native Mexican folk art in a special family craft. Friends' funds provided an honorarium for the artist, culturally specific foods for tasting, and materials for crafts.

Let a Thousand Flowers Blossom Expo:

For this event APL partnered with Northeast Wisconsin Chinese Association (NEWCA) to create a diverse expo of Chinese culture. For the first half of the program, participants were given a gameboard to fill as they visited different booths that explored Chinese culture. For the second half of the program various performances and presentations on Chinese culture were shared with a full audience. Friends' funds were used as an honorarium for NEWCA.

Light Up the Night

In November, APL attended Light Up Appleton presented by the Trout Museum. The event had lots of family oriented fun holiday activities such as live music, cookie decorating, letters to Santa and crafts. The APL booth featured an ornament craft, a winter coloring tile mosaic and a demonstration of how adults can access Consumer Reports off the APL website. Over 200 children and adults participated despite the chilly winds and temperature. Friends' Funds were used to purchase supplies for the crafts.

Ongoing Classes, Events and Services

Artist-in-Residence:

The Artist-in-Residence (AIR) series contracts with local artists to place their work on display/exhibit in the library, provide lectures, workshops and demonstrations to community members of all ages. The program celebrates the work of local artists and welcomes community members of all ages to experience the arts through engaging opportunities. Friends' funds pay for honoraria and supplies for the artist. Jeffrey Zdrale, a skilled painter and longtime teacher, served as our AIR from October-December.

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Program participants have learned about selecting a subject and how to experiment with color in his workshops.

Cocoa and Coloring Nights:

Cocoa and Coloring Nights provide patrons with the opportunity to relax and socialize in an open environment. Group homes have brought multiple residents to enjoy this intergenerational program. This program attracts people of all ages and abilities. Friends' funds support refreshments for this program and ongoing supply needs.

B.E.A.R. Bingo

B.E.A.R. (Be Excited About Reading) Bingo is a reading program offered during the month of November. It encourages children and families to explore different genres and broaden their reading horizons. This year Children's Services offered three versions: 3-5 yr. old paper version, K-6 paper version & an online option. 404 children registered this year. Friends' Funds pays for the prizes.

1000 Books Before Kindergarten:

This year-round reading program encourages parents to read 1,000 books to their children before they enter kindergarten. Since October 40 have registered for this program. Friends' funds are used to purchase prizes for every 100 books read.

500 Books Before Middle School:

This year-round reading program encourages students from grades K-6th grade to continue the habit of reading. Since October 22 have registered for this program. Friends' funds are used to purchase prizes for every 50 books read.

Special Projects

APL Building Process Support:

A variety of tools to help support the building process were purchased with Friends' funds. Those tools include; Smartsheets to keep projects organized, building process business cards to help staff promote the building process websites and gift cards to encourage staff to ask questions and provide input on the process.

Puzzles for Early Childhood Area

The Early Childhood Area offers a wide variety of interactive, play-based learning opportunities. One of the most popular stops in the area is the puzzle tables. Friends' funds were used to purchase new puzzles to replace ones that are missing pieces or are too worn to be used anymore. Our regular patrons always notice right away when there is a new puzzle to be played with.

Community Partnerships – Library Assistant Position:

This part time non-benefitted position has increased capacity for community engagement and outreach in the Community Partnerships section. We have coordinated and implemented outreach at various community evening and weekend events, making services available to library patrons, non-users, and underserved

FRIENDS GRANTS PROGRAM SUMMARIES

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populations of all ages, and creating visibility for library resources. We recruited and trained volunteers to assist patrons with computer use. We continue to explore and develop opportunities for volunteers to provide further assistance with general and employment-specific computer literacy needs. Friends' funds support this position.

Bylaws—Organizing the Board for Effective Action

3

Bylaw Basics

Library board bylaws are the rules established by the library board that govern the board's own activities. Well-crafted bylaws help provide for the smooth and effective functioning of a library board.

Library board bylaws must comply with all relevant statutes. The sample bylaws attached to this *Trustee Essential* note the state laws that are relevant to library board operation. Wisconsin Statutes Chapter 43 includes rules for board appointments, board terms, election of board officers, board quorum, etc. (See [Trustee Essential #18: Library Board Appointments and Composition](#).) In addition, all board meetings and board committee meetings must comply with Wisconsin's Open Meetings Law (see [Trustee Essential #14: The Library Board and the Open Meetings Law](#)). State and federal laws supersede any local library bylaw provisions.

At a minimum, library board bylaws should spell out:

1. The library board officers to be elected, how they are elected, and the powers and responsibilities of each officer.
2. When meetings are held, and how meetings are conducted.
3. What committees are appointed, how they are appointed, and what they do.
4. How the bylaws are amended.

A Few Specific Legal Requirements

As mentioned above, state and federal laws supersede any local library bylaw provisions. Below are some of the provisions of Chapter 43 you should be aware of as you review your board bylaws.

Generally, no compensation may be paid to the members of a library board for their services. However, board members may be reimbursed for their actual and necessary expenses incurred in performing duties *outside* the municipality if so authorized by the library board. In addition, members may receive per diem, mileage, and other necessary expenses incurred in performing their duties *within* the municipality if so authorized by the library board *and* the municipal governing body (county board for a consolidated county public library board).

Normally, a majority of the membership of a library board constitutes a quorum, but the library board may, in your bylaws, legally provide that three or more members constitutes a quorum. For library boards in First Class Cities, seven members constitute a quorum.

Annually, within 60 days after the date of the beginning of local library board terms, your library board must hold an organizational meeting and elect one of

In This Trustee Essential

- Why up-to-date bylaws are needed for effective library board operation
- How your board can develop or update their bylaws

your members as board president and also elect any other officers provided for in your bylaws.

Crafting Your Library Board's Bylaws

Because bylaws are so fundamental to effective (and legal) library board operations, great care must be taken when developing new bylaws or amending existing bylaws. Bylaw language must be clear and unambiguous. Imprecise language can result in confusion and disorder.

For example, confusion can result if it is unclear who has the authority to make decisions for the library. Library board bylaws should make clear that actions by board committees are advisory only. A library board committee cannot act on behalf of the full board—only actions by the full board have legal authority. Likewise, individual board members and board officers can perform official actions on behalf of the board only with specific authorization from the full board.

If your board wants to develop new bylaws or amend existing bylaws, it is recommended that a special committee be appointed to develop drafts for full board review. To change your bylaws, you must follow any procedures required by your current bylaws. Library system staff may be available to review drafts of new or amended bylaws.

Discussion Questions

1. Can our board bylaws provide for library board membership to individuals who are not appointed according to the relevant provisions of Chapter 43?
2. Can our board bylaws provide for term limits for library board members? What are the pros and cons of library board member turnover?
3. How can your board encourage good meeting attendance?
4. What could you do if a board member regularly misses board meetings?

Sources of Additional Information

- *Sample Wisconsin Public Library Bylaws* (attached; also available online at <http://dpi.wi.gov/pld/boards-directors/sample-board-bylaws>)
- *Robert's Rules of Order* (chapter on the development and amendment of bylaws) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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Sample Board Bylaws

Below are sample library board bylaws that can be adapted to local library use. (Note: Material in brackets is for purposes of explanation and should be removed from the final bylaws approved by the board.) A Microsoft Word version is available at <http://dpi.wi.gov/sites/default/files/imce/pld/doc/bylaws.doc>.

Article I. Identification

This organization is the Board of Trustees of the _____ Library, located in _____ Wisconsin, established by the Wisconsin municipality [or municipalities, and/or county] of _____, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 [for municipal and joint libraries], 43.57 [for consolidated county public libraries], and 43.60 [for additional appointments by the county, based on the level of county funding].

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Article III. Officers

[**Note:** Wisconsin Statutes Section 43.54(2), requires the Board only to elect a president “and such other officers as they deem necessary.”]

[**Note:** Wisconsin Statutes Section 43.58(7), allows a library board to elect annually a “financial secretary” who may be given the authority to invest library gift, bequest, devise or endowment funds as permitted under Wisconsin Statutes Section 112.10. The library board must require a bond from the financial secretary to the library board of a dollar amount at least equal to the value of property held by the financial secretary. The bond must be in substantially the same form as the bond required from the treasurer of the municipality or county. By statute, the financial secretary must make an annual report to the Board showing in detail the amount, investment, income, and disbursements from the funds in his or her charge. The Board may wish to require, in the Bylaws, monthly or quarterly reports in addition to the annual report.]

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in

office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 7. The treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

Article IV. Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in _____ (month) of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of _____ members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of _____ members of the Board attending the meeting. [For municipal and joint libraries, see the requirements of Wisconsin Statutes Section 43.54(1)(e). For consolidated county public libraries, see the requirements of Wisconsin Statutes Section 43.57(5)(c).]

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Committees

Section 1. Standing Committees. The following committees: _____, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items. [Examples of possible standing committees are Personnel, Budget, Building, and Policy.]

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts. [Examples of possible ad hoc committees are Planning and Automation.]

Section 4. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the _____ Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries and Technology, and the [city council, village board, town board, county board, and/or any other governing body].

Article VII. Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII. Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the _____ Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (_____) of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the _____ Library
on the _____ day of _____

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
DECEMBER 2018

I. Circulation	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	45,300	45,001	581,358	615,009	1%	-5%
Children's Circulation	25,688	24,267	388,212	416,355	6%	-7%
Total Circulation	70,988	69,268	969,570	1,031,364	2%	-6%
Adult AV/nonbook (included in above)	21,886	21,143	265,878	284,377	4%	-7%
Children's AV/non-book (included in above)	5,500	5,694	81,433	95,532	-3%	-15%
E-Book Circulation	5,442	4,192	67,437	55,259	30%	22%
E-Audiobook Circulation	4,927	3,224	52,688	39,365	53%	34%
E-Video Circulation	358	271	4,071	2,518	32%	62%
E-Comics Circulation	92	94	1,568	1,342	-2%	17%
E-Magazine Circulation	1,753	1,182	14,323	10,743	48%	33%
E-Music Circulation	195	153	2,404	1,708	27%	41%
Total E-Circulation	12,767	9,116	142,491	110,935	40%	28%
ILL items received (received from)	11,723	10,827	146,076	141,187	8%	3%
ILL items loaned (provided to)	10,888	11,777	152,296	155,259	-8%	-2%
Total Registered Patrons (quarterly)	80,715	79,947	n/a	n/a	1%	n/a
Door Count	31,651	30,352	440,696	467,884	4%	-6%
Percentage of Total Circulation on Self Check Machines	73.4%	76.1%	n/a	n/a	-4%	n/a

II. Customer Assistance	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	2,967	2,993	41,134	53,716	-1%	-23%
Reference Transactions - Children's	1,197	1,223	18,468	22,914	-2%	-19%
Total Reference	4,164	4,216	59,602	76,630	-1%	-22%
Volunteer Hours	779	553	7,761	7,255	41%	7%

III. Collections & Processing	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	1,765	2,340	27,979	28,174	-25%	-1%
Volumes Withdrawn	2,351	6,372	35,018	41,695	-63%	-16%
Total Titles	278,139	286,602	n/a	n/a	-3%	n/a
Total Volumes	332,197	339,236	n/a	n/a	-2%	n/a

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IV. Programs	This Month		Last Year to Date	Last Year to Date	Month % Change	Year % Change
	Current Month	Last Year				
Children's						
Children's Programs (including group visit)	52	50	732	843	4%	-13%
Children's Program Attendance (including group visit)	1,494	1,254	25,505	35,077	19%	-27%
Children's Home Visits	0	0	58	40	0%	45%
Children's Home Visit Participants	0	0	150	138	0%	9%
Children's Literacy Offerings	0	0	9	6	0%	50%
Children's Literacy Offering Participants	0	0	4,355	4,733	0%	-8%
Children's Drop-In Activities	4	6	78	79	-33%	-1%
Children's Drop-In Activity Participants	249	305	8,181	6,527	-18%	25%
Young Adult						
Young Adult Programs	12	11	128	146	9%	-12%
Young Adult Program Attendance	218	129	4,909	3,823	69%	28%
Young Adult Literacy Offerings	0	0	2	2	0%	0%
Young Adult Literacy Offering Participants	0	0	733	789	0%	-7%
Young Adult Drop-In Activities	0	0	5	4	0%	25%
Young Adult Drop-In Activity Participants	0	0	261	1,860	0%	-86%
Adult						
Adult Programs	17	15	274	280	13%	-2%
Adult Program Attendance	253	341	4,925	5,842	-26%	-16%
Adult One-on-One Instructions	1	9	66	92	-89%	-28%
Adult One-on-One Instruction Attendance	1	5	61	81	-80%	-25%
Adult Literacy Offerings	0	0	2	2	0%	0%
Adult Literacy Offering Participants	0	0	380	697	0%	-45%
Adult Drop-In Activities	0	2	26	32	-100%	-19%
Adult Drop-In Activity Participants	0	2	1,118	1,052	-100%	6%
Total Programs	81	76	1,134	1,269	7%	-11%
Total Program Attendance	1,965	1,724	35,339	44,742	14%	-21%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	186	210	2761	2859	-11%	-3%
Meeting Room Uses - Events (Library Programs)	117	129	1,571	1,747	-9%	-10%
Meeting Room Uses	303	339	4,332	4,606	-11%	-6%

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V. Electronic Access Services	This Month				Month % Change	Year % Change
	Current Month	Last Year	Year to Date	Last Year to Date		
Database Sessions	45,048	51,342	964,324	790,752	-12%	22%
Web Page "Hits"	70,227	76,659	1,047,900	1,136,941	-8%	-8%
Fox Valley Memory "Hits"	1,320	2,387	22,124	30,518	-45%	-28%
Remote Logins to InfoSoup	9,756	10,605	132,093	185,493	-8%	-29%
Public Computing Sessions	4,405	4,204	54,510	66,872	5%	-18%
Total Time Used on Public Computers	3690:00:00	3494:00:00	45260:00:00	56030:00:00	6%	-19%
Data Transferred (GB)	1920	1280	14923	13648	50%	9%
WIFI Distinct Clients	2929	2531	35732	33355	16%	7%