



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Agenda - Final Library Board

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Tuesday, May 14, 2019

4:30 PM

225 N. Oneida Street

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[19-0654](#) April 16, 2019 Meeting Minutes

**Attachments:** [April 16 2019 Meeting Minutes.pdf](#)

4. Public Participation and Communication  
[19-0655](#) Mayoral reappointment of Alderperson Christopher Croatt to the Library Board  
**Attachments:** [ALDERMAN COMMITTEE APPTS MEMO 041719.pdf](#)  
[19-0656](#) APL Volunteers of the Year (2018 - 2019)

Establish Order of the Day

### 5. Action Items

- [19-0657](#) Bill Register - April 2019  
**Attachments:** [April Bill Register.pdf](#)  
[April Expense Report.pdf](#)
- [19-0658](#) May 2019 Budget Amendment  
**Attachments:** [May Budget Amendment.pdf](#)
- [19-0659](#) City Policy - Accident Reporting and Investigating

**Attachments:** [ACCIDENT REPORTING AND INVESTIGATING strike and bold \(most current c](#)

**6. Information Items****A. Director's Report**

[19-0660](#) Building Process Update

[19-0661](#) 2019 1st Quarter Friends Grant Funded Program Summaries

**Attachments:** [Friends Grant Funded Program Summaries 1st Quarter 2019 Final.pdf](#)

[19-0662](#) City Appycademy Presentation

**B. President's Report**

[19-0663](#) 2019 Trustee Training Topic Calendar

[19-0664](#) Nominating Committee Appointments

**Attachments:** [President Exarhos Nominating Committee Memo 2019.pdf](#)

**C. Assistant Director's Report**

[19-0665](#) Statistics - 1st Quarter 2019 (January, February, March)

**Attachments:** [JAN 2019.pdf](#)  
[FEB 2019.pdf](#)  
[MAR 2019.pdf](#)  
[Library Journal.pdf](#)

**D. Friends Report**

[19-0666](#) Friends Spring Used Book Sale Report

**E. Staff Updates**

[19-0667](#) Curating Community Digital Collections

[19-0668](#) Children's Programming Updates

[19-0669](#) Lucky Day Collection

## 7. 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

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Tuesday, April 16, 2019

4:30 PM

225 N. Oneida Street

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1. Call meeting to order

President Patricia Exarhos called the meeting to order at 4:30 pm

2. Roll call of membership

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

**Present:** 8 - Bergman, Looker, Peterson, Kellner, Exarhos, Bloedow, Hartjes and Mann

**Excused:** 2 - Scheuerman and Alderperson Croatt

**Others :** 1 - Panella

3. Approval of minutes from previous meeting

[19-0487](#)

March 19, 2019 Meeting Minutes

**Attachments:** [March 19 2019 Meeting Minutes.pdf](#)

Bloedow moved, seconded by Mann, that the March 19, 2019 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

4. Public Participation and Communication

Establish Order of the Day

President Exarhos called for a motion to move items 19-0488, 19-0489, 19-0501 and 19-0497 to Consent Agenda.

Bergman moved, seconded by Mann that items 19-0488, 19-0489, 19-0501 and 19-0497 be moved to Consent Agenda. Voice Vote. Motion Carried. (8-0)

5. Action Items

Bloedow moved, seconded by Hartjes that action items 19-0488, 19-0489, 19-0501 and 19-0497 be approved. Voice Vote. Motion Carried. (8-0)

[19-0488](#)

Bill Register - March 2019

**Attachments:**    [March Bill Register.pdf](#)  
                              [March Expense Report.pdf](#)

**This Report Action Item was approved**

[19-0489](#)

March 2019 Budget Amendment

**This Report Action Item was approved**

[19-0490](#)

Request to award single source safety and security services to Star Protection and Patrol for the balance of 2019 in an amount not to exceed \$43,905.

**Attachments:**    [Star Protection and Patrol Contract Memo Board.pdf](#)

Looker moved, seconded by Mann, that the Request to award single source safety and security services to Star Protection and Patrol for the balance of 2019 in an amount not to exceed \$43, 905 be approved. Voice Vote. Motion Carried. (8-0)

[19-0501](#)

Approval for Children/Teen Summer Library Program Participants' Fines to be Waived

**Attachments:**    [SLP Fines Waived.pdf](#)

**This Report Action Item was approved**

[19-0497](#)

City Policies - Privacy Policy, Conditions of Employment Policy

**Attachments:**    [PRIVACY POLICY.pdf](#)  
                              [CONDITIONS OF EMPLOYMENT.pdf](#)

**This Report Action Item was approved**

## **6. Information Items**

### **A. Director's Report**

[19-0491](#)

Building Process Update

[19-0492](#)

APL Staff Recognition Celebration

[19-0493](#)

National Library Week and National Library Workers Day

**Attachments:**    [NLW-2019-proclamation.docx](#)

[19-0494](#) Imagine Fox Cities Community Conversations

**B. Assistant Director's Report**

[19-0496](#) APL Hiring Process Updates

[19-0498](#) 2019 Annual Survey

**Attachments:** [Appleton Public Library 2019 Public Survey.pdf](#)

**C. Friends Report**

[19-0499](#) Friends Used Book Sale April 26 - April 27, 2019

[19-0500](#) Incoming Friends Board Members

**D. Staff Updates**

[19-0502](#) Childrens Programs and Events

**7. Adjournment**

Mann moved, seconded by Bergman that the meeting be adjourned. Voice  
Vote. Motion Carried. (8-0)  
The meeting adjourned at 5:14 pm

**OFFICE OF THE MAYOR**  
Timothy M. Hanna  
100 North Appleton Street  
Appleton, Wisconsin 54911-4799  
(920) 832-6400 FAX (920) 832-5962  
e-mail: mayor@appleton.org

**TO:** Members of the Common Council  
**FROM:** Mayor Timothy Hanna  
**DATE:** April 17, 2019  
**RE:** Committee Appointments

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I present the following committee appointments for your confirmation:

**Community and Economic Development  
Committee**

Reed – Chair  
Coenen  
Lobner  
Thao  
Van Zeeland

**Finance Committee**

Croatt – Chair  
Lobner  
Martin  
Meltzer  
Siebers

**Human Resources & Information Technology  
Committee**

Raasch – Chair  
Siebers  
Spears  
Thao  
Van Zeeland

**Municipal Services Committee**

Coenen – Chair  
Croatt  
Firkus  
Martin  
Williams

**Parks and Recreation Committee**

Martin – Chair  
Dvorachek  
Schultz  
Siebers  
Spears

**Safety and Licensing Committee**

Lobner – Chair  
Meltzer  
Thao  
Van Zeeland  
Williams

**Utilities Committee**

Meltzer – Chair  
Dvorachek  
Firkus  
Raasch  
Reed

**Appleton Redevelopment Authority**

Reed

**Board of Health**

Raasch

Spears

**Board of Review**

Croatt

Lobner

Williams

**Fox Cities Transit Commission**

Firkus

Schultz

**Historic Preservation Commission**

Schultz

**Library Board**

Croatt

**Parade Committee**

Schultz



05/07/2019 10:22  
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City of Appleton  
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/4 TO 2019/4		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
16010											Library Administration
16010	630100										Office Supplies
	001583	UNITED STATES POSTAL		10093	0	2019	4	INV P	10.15	pcard	Postage - Board Pac
	002034	OFFICE DEPOT		10096	0	2019	4	INV P	15.72	pcard	Staff Appreciation
	002034	OFFICE DEPOT		9213	0	2019	4	INV P	32.38	pcard	Certificate Holders
	002034	OFFICE DEPOT		9446	0	2019	4	INV P	46.93	pcard	General Office Supp
	002034	OFFICE DEPOT		9447	0	2019	4	INV P	16.41	pcard	Avery Name Badges
									111.44		
	999990	USPS KIOSK 560250955		10155	0	2019	4	INV P	24.75	pcard	Postage
	999990	VISTAPR*VISTAPRINT.C		8817	0	2019	4	INV P	17.39	pcard	Business Cards
									42.14		
									ACCOUNT TOTAL	163.73	
16010	630300										Memberships & Licenses
	000512	FOX CITIES CHAMBER O		9257	0	2019	4	INV P	400.00	041719	2345 connect level membe
	002221	WINDING RIVERS LIBRA		9852	0	2019	4	INV P	100.00	042419	2528 srlaaw fee
	999990	WISCONSIN LIBRARY AS		9451	0	2019	4	INV P	250.00	pcard	WISCONSIN LIBRARY A
									ACCOUNT TOTAL	750.00	
16010	630500										Awards & Recognition
	000084	APPLETON DOWNTOWN, I		9212	0	2019	4	INV P	45.00	pcard	Gift Certificates f
	999990	DOLLAR TREE		10094	0	2019	4	INV P	9.00	pcard	NLW Decorations Sta
									ACCOUNT TOTAL	54.00	
16010	630700										Food & Provisions
	001198	SAM'S CLUB		10095	0	2019	4	INV P	26.94	pcard	NLW Beverages - Sta
	999990	PAYPAL *POPPINZSGOU		10091	0	2019	4	INV P	137.90	pcard	Gourmet Popcorn fo
	999990	PICK'N SAVE #118		10092	0	2019	4	INV P	46.35	pcard	NLW Snacks - Staff
									184.25		
									ACCOUNT TOTAL	211.19	
16010	641200										Advertising
	999990	AMZN MKTP US*MW1EW6A		8818	0	2019	4	INV P	3.20	pcard	Sign Holder
									ACCOUNT TOTAL	3.20	
16010	659900										Other Contracts/Obligation
	001830	SECURITAS SECURITY S		9317	0	2019	4	INV P	4,188.38	041719	2382 security services

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City of Appleton  
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/4 TO 2019/4		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
001957	IMOBESTEG, JOHN A.	8645		0	2019	4	INV P	155.00	040319	2141	piano tuning
999990	SMK*SURVEYMONKEY.COM	10090		0	2019	4	INV P	111.00	pcard		Public Survey
ACCOUNT TOTAL								4,454.38			
ORG 16010 TOTAL								5,636.50			
Library Children's Services											
16021	630100										
16021	630100										
001983	AMAZON	9484		0	2019	4	INV P	11.90	pcard		Straws for Expo Cra
002034	OFFICE DEPOT	9446		0	2019	4	INV P	44.80	pcard		General Office Supp
999990	HOLMESCUSTOMPRODUCT	10061		0	2019	4	INV P	76.64	pcard		Summer Library Prog
999990	VISTAPR*VISTAPRINT.C	8817		0	2019	4	INV P	31.77	pcard		Business Cards
								108.41			
ACCOUNT TOTAL								165.11			
Other Contracts/Obligation											
16021	659900										
999998	MIRANDA PAUL	8643		0	2019	4	INV P	540.00	040319	2160	AUTHOR VISIT
ACCOUNT TOTAL								540.00			
ORG 16021 TOTAL								705.11			
Library Public Services											
16023	630100										
16023	630100										
001034	OUTAGAMIE WAUPACA LI	8647		0	2019	4	INV P	391.00	040319	2173	envelopes
999990	VISTAPR*VISTAPRINT.C	8817		0	2019	4	INV P	17.39	pcard		Business Cards
ACCOUNT TOTAL								408.39			
ORG 16023 TOTAL								408.39			
Library Community Partnerships											
16024	630100										
16024	630100										
001983	AMAZON	10050		0	2019	4	INV P	13.99	pcard		Attendance clickers
999990	HOLMESCUSTOMPRODUCT	10156		0	2019	4	INV P	47.85	pcard		Summer Library Prog
ACCOUNT TOTAL								61.84			
Other Contracts/Obligation											
16024	659900										
999990	SQ *CA GROUP LLC	10302		0	2019	4	INV P	250.00	pcard		Spanish Computer Cl
999998	ANGELA LEWIS	8646		0	2019	4	INV P	150.00	040319	2158	CELEBRATE WORLD HIJ
ACCOUNT TOTAL								400.00			

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INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/4 TO 2019/4		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
				ORG 16024	TOTAL			461.84		
16031				Library Building Operations						
16031	630600				Building Maint./Janitorial					
000274	CINTAS CORPORATION	9450	0	2019	4 INV P	85.35	pcard		Rug Cleaning	
				ACCOUNT TOTAL			85.35			
16031	641301				Electric					
001575	WE ENERGIES	57	0	2019	4 INV P	6,898.76	042419	2525	4835-258-176 Librar	
				ACCOUNT TOTAL			6,898.76			
16031	641302				Gas					
001575	WE ENERGIES	57	0	2019	4 INV P	1,918.58	042419	2525	5229-670-389 Public	
				ACCOUNT TOTAL			1,918.58			
				ORG 16031	TOTAL			8,902.69		
16032				Library Materials Management						
16032	503500				Other Reimbursements					
000834	MANAWA MEMORIAL LIBR	8620	0	2019	4 INV P	20.00	040319	2153	lost & paid	
000841	MARION PUBLIC LIBRAR	8621	0	2019	4 INV P	15.95	040319	2154	lost & paid	
000930	MUEHL PUBLIC LIBRARY	8622	0	2019	4 INV P	50.00	040319	2165	lost & paid	
000964	FREMONT COMMUNITY	8623	0	2019	4 INV P	24.95	040319	2129	lost & paid	
001023	ONEIDA COMMUNITY LIB	8618	0	2019	4 INV P	24.95	040319	2168	lost & paid	
001446	VILLAGE OF KIMBERLY	8617	0	2019	4 INV P	6.00	040319	2211	lost & paid	
001446	VILLAGE OF KIMBERLY	8619	0	2019	4 INV P	15.00	040319	2210	lost & paid	
001446	VILLAGE OF KIMBERLY	9271	0	2019	4 INV P	20.00	041719	2399	lost & paid	
						41.00				
002088	FLORENCE COUNTY	9270	0	2019	4 INV P	16.00	041719	2344	lost & paid	
999998	NOU CHEE XION	8624	0	2019	4 INV P	10.00	040319	2161	lost & paid	
999998	ROBIN KRUSE	8625	0	2019	4 INV P	5.00	040319	2162	lost & paid	
999998	JORDAN ARMSTRONG	9272	0	2019	4 INV P	13.00	041719	2367	lost & paid	
						28.00				
				ACCOUNT TOTAL			220.85			
16032	630100				Office Supplies					
001034	OUTAGAMIE WAUPACA LI	9318	0	2019	4 INV P	54.00	041719	2377	owlsnet fee ils rec	



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City of Appleton  
INVOICE LIST BY GL ACCOUNT

P 4  
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YEAR/PERIOD: 2019/4		TO 2019/4																	
ACCOUNT /VENDOR				DOCUMENT		PO		YEAR/PR		TYP S		CHECK RUN CHECK		CHECK		DESCRIPTION			
001983 AMAZON				9211		0		2019		4 INV P		58.90		pcard				Media Cases and Lab	
999990 SP * ELM USA				10159		0		2019		4 INV P		1,223.95		pcard				Disc Buffer Supplie	
999990 IN *ELM USA INC.				9210		0		2019		4 INV P		3,540.00		pcard				Disc Buffer	
999990 ONLINE LABELS				9514		0		2019		4 INV P		380.45		pcard				Spine and Current I	
999990 PREMIUM WATERS INC				9515		0		2019		4 INV P		176.34		pcard				Distilled water for	
												5,320.74							
ACCOUNT TOTAL												5,433.64							
16032 631500								Books & Library Materials											
000889 MIDWEST TAPE				9174		0		2019		4 INV P		1,214.61		pcard					
000889 MIDWEST TAPE				9226		0		2019		4 INV P		1,263.37		pcard					
000889 MIDWEST TAPE				9227		0		2019		4 INV P		1,318.13		pcard					
000889 MIDWEST TAPE				9315		0		2019		4 INV P		5,237.28		041719		2361 media			
												9,033.39							
000979 NL PRESS STAR/MULTI				10120		0		2019		4 INV P		49.00		pcard					
001587 UNIVERSITY OF WISCON				10121		0		2019		4 INV P		80.00		pcard					
001983 AMAZON				10122		0		2019		4 INV P		12.87		pcard					
001983 AMAZON				10123		0		2019		4 INV P		18.14		pcard					
001983 AMAZON				10124		0		2019		4 INV P		7.98		pcard					
001983 AMAZON				10125		0		2019		4 INV P		28.02		pcard					
001983 AMAZON				10126		0		2019		4 INV P		35.96		pcard					
001983 AMAZON				10127		0		2019		4 INV P		67.54		pcard					
001983 AMAZON				10184		0		2019		4 INV P		54.09		pcard					
001983 AMAZON				10185		0		2019		4 INV P		87.90		pcard					
001983 AMAZON				10187		0		2019		4 INV P		74.43		pcard					
001983 AMAZON				8867		0		2019		4 INV P		79.64		pcard					
001983 AMAZON				8868		0		2019		4 INV P		-39.00		pcard					
001983 AMAZON				8869		0		2019		4 INV P		-32.58		pcard					
001983 AMAZON				9477		0		2019		4 INV P		18.19		pcard					
001983 AMAZON				9478		0		2019		4 INV P		85.16		pcard					
001983 AMAZON				9479		0		2019		4 INV P		8.38		pcard					
001983 AMAZON				9480		0		2019		4 INV P		18.74		pcard					
												525.46							
999990 RECORDED BOOKS				10116		0		2019		4 INV P		48.14		pcard					
999990 RECORDED BOOKS				10117		0		2019		4 INV P		136.16		pcard					
999990 RECORDED BOOKS				10118		0		2019		4 INV P		63.00		pcard					
999990 RECORDED BOOKS				10119		0		2019		4 INV P		440.84		pcard					
999990 PAYPAL *BERLINPHIL				10186		0		2019		4 INV P		44.42		pcard					
999990 RECORDED BOOKS				8866		0		2019		4 INV P		307.00		pcard					
999990 BARCHART.COM, INC				8870		0		2019		4 INV P		249.00		pcard					
999990 RDA*COUNTRY BOOKS				8871		0		2019		4 INV P		33.98		pcard					
999990 INGRAM LIBRARY SERVI				9163		0		2019		4 INV P		230.75		pcard					
999990 INGRAM LIBRARY SERVI				9164		0		2019		4 INV P		130.03		pcard					

05/07/2019 10:22  
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City of Appleton  
INVOICE LIST BY GL ACCOUNT



P 5  
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YEAR/PERIOD: 2019/4		TO 2019/4									
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
999990	INGRAM LIBRARY SERVI	9165	0	2019	4	INV P	1,924.63			pcard	
999990	INGRAM LIBRARY SERVI	9166	0	2019	4	INV P	191.48			pcard	
999990	INGRAM LIBRARY SERVI	9167	0	2019	4	INV P	781.01			pcard	
999990	INGRAM LIBRARY SERVI	9168	0	2019	4	INV P	897.63			pcard	
999990	INGRAM LIBRARY SERVI	9169	0	2019	4	INV P	233.36			pcard	
999990	INGRAM LIBRARY SERVI	9170	0	2019	4	INV P	426.33			pcard	
999990	INGRAM LIBRARY SERVI	9171	0	2019	4	INV P	306.32			pcard	
999990	OVERDRIVE DIST	9172	0	2019	4	INV P	2,033.29			pcard	
999990	HOUCHEN BINDERY	9173	0	2019	4	INV P	107.40			pcard	
999990	INGRAM LIBRARY SERVI	9218	0	2019	4	INV P	572.04			pcard	
999990	INGRAM LIBRARY SERVI	9219	0	2019	4	INV P	482.83			pcard	
999990	INGRAM LIBRARY SERVI	9220	0	2019	4	INV P	1,496.10			pcard	
999990	INGRAM LIBRARY SERVI	9221	0	2019	4	INV P	281.09			pcard	
999990	INGRAM LIBRARY SERVI	9222	0	2019	4	INV P	672.22			pcard	
999990	INGRAM LIBRARY SERVI	9223	0	2019	4	INV P	251.15			pcard	
999990	INGRAM LIBRARY SERVI	9224	0	2019	4	INV P	172.13			pcard	
999990	INGRAM LIBRARY SERVI	9225	0	2019	4	INV P	371.02			pcard	
999990	THE PENWORTHY COMPAN	9475	0	2019	4	INV P	114.33			pcard	
999990	RECORDED BOOKS	9476	0	2019	4	INV P	193.60			pcard	
							13,191.28				
ACCOUNT TOTAL							22,879.13				
16032	659900	Other Contracts/Obligation									
001034	OUTAGAMIE WAUPACA LI	9318	0	2019	4	INV P	63,978.00	041719		2377 owlsnet fee ils rec	
001398	UNIQUE MANAGEMENT SE	9316	0	2019	4	INV P	259.55	041719		2390 collection agency	
ACCOUNT TOTAL							64,237.55				
ORG 16032 TOTAL							92,771.17				
16033	Library Network Services										
16033	632700	Miscellaneous Equipment									
000362	DELL MARKETING L.P.	8648	0	2019	4	INV P	15,249.00	040319		2120 laptops	
ACCOUNT TOTAL							15,249.00				
16033	641800	Equip Repairs & Maint									
001034	OUTAGAMIE WAUPACA LI	9318	0	2019	4	INV P	4,260.00	041719		2377 owlsnet fee ils rec	
001961	WELLS FARGO FINANCIA	9314	0	2019	4	INV P	419.72	041719		2405 copier rental	
ACCOUNT TOTAL							4,679.72				
ORG 16033 TOTAL							19,928.72				
=====											
FUND 100 General Fund							TOTAL:	128,814.42			

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City of Appleton  
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/4	TO 2019/4						
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN CHECK	DESCRIPTION

\*\* END OF REPORT - Generated by Jessica J. Miller \*\*



05/07/2019 10:26  
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City of Appleton  
YEAR-TO-DATE BUDGET REPORT

APRIL 2019

P 1  
glytdbud

FOR 2019 04

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
160 Library							
16010 Library Administration							
16010 423200 LIB GRANT	-1,043,692	-1,043,692	-643,736.04	-587,303.90	.00	-399,955.96	61.7%*
16010 480100 CHG SVC	-65,000	-65,000	-15,547.19	-4,229.01	.00	-49,452.81	23.9%*
16010 501500 PROP RENT	-30,000	-30,000	-30,000.00	.00	.00	.00	100.0%
16010 502000 DONATION	0	0	-39.39	-8.95	.00	39.39	100.0%
16010 503500 OTHR REIM	0	0	-8,965.66	.00	.00	8,965.66	100.0%
16010 610100 REG SAL	382,262	382,262	99,073.44	28,010.26	.00	283,188.56	25.9%
16010 610400 CALL TIME	0	0	9.60	.00	.00	-9.60	100.0%*
16010 610800 PART TIME	8,646	8,646	2,310.65	661.12	.00	6,335.35	26.7%
16010 611500 VACATION	0	0	12,484.17	2,164.95	.00	-12,484.17	100.0%*
16010 615000 FRINGES	133,160	133,160	39,852.97	10,816.70	.00	93,307.03	29.9%
16010 620100 TRAINING	4,920	4,920	3,678.92	.00	.00	1,241.08	74.8%
16010 620600 PRKG PRMIT	20,880	20,880	20,489.00	.00	.00	391.00	98.1%
16010 630100 OFFICE SUP	4,635	4,635	663.80	163.73	.00	3,971.20	14.3%
16010 630300 LICENSES	2,200	2,200	1,318.70	750.00	.00	881.30	59.9%
16010 630500 AWARDS	850	850	76.04	54.00	.00	773.96	8.9%
16010 630700 FOOD	1,135	1,135	1,450.91	211.19	.00	-315.91	127.8%*
16010 632001 COPY CHGS	100	100	.00	.00	.00	100.00	.0%
16010 641200 ADVERTISNG	1,288	1,288	1,340.47	3.20	.00	-52.47	104.1%*
16010 641307 TELEPHONE	3,290	3,290	967.79	246.01	.00	2,322.21	29.4%
16010 641308 CELL PHONE	1,428	1,428	360.16	.00	.00	1,067.84	25.2%
16010 659900 OTH CONTR	32,625	32,625	15,669.26	4,454.38	.00	16,955.74	48.0%
TOTAL Library Administration	-541,273	-541,273	-498,542.40	-544,006.32	.00	-42,730.60	92.1%
16021 Library Children's Services							
16021 503500 OTHR REIM	0	0	-10,800.00	.00	.00	10,800.00	100.0%
16021 610100 REG SAL	345,446	345,446	91,667.25	24,922.53	.00	253,778.75	26.5%
16021 610800 PART TIME	30,107	31,107	12,170.53	3,503.95	.00	18,936.47	39.1%
16021 611500 VACATION	0	0	8,407.42	1,749.31	.00	-8,407.42	100.0%*
16021 615000 FRINGES	140,683	140,733	37,164.33	10,064.70	.00	103,568.67	26.4%
16021 620100 TRAINING	4,405	4,405	1,252.35	.00	.00	3,152.65	28.4%
16021 630100 OFFICE SUP	2,812	14,381	2,120.10	165.11	.00	12,260.90	14.7%
16021 630700 3955 FOOD	0	1,200	145.95	.00	.00	1,054.05	12.2%
16021 659900 OTH CONTR	4,600	4,600	840.00	540.00	.00	3,760.00	18.3%



05/07/2019 10:26  
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City of Appleton  
YEAR-TO-DATE BUDGET REPORT

APRIL 2019

P 2  
glytdbud

FOR 2019 04

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Library Children's Services	528,053	541,872	142,967.93	40,945.60	.00	398,904.07	26.4%
16023 Library Public Services							
16023 503500 OTHR REIM	-150	-150	-1,134.36	-6.00	.00	984.36	756.2%
16023 610100 REG SAL	496,600	496,600	131,681.69	34,347.07	.00	364,918.31	26.5%
16023 610800 PART TIME	89,079	89,079	25,936.39	7,702.28	.00	63,142.61	29.1%
16023 611500 VACATION	0	0	10,946.76	4,366.21	.00	-10,946.76	100.0%*
16023 615000 FRINGES	162,911	162,911	46,226.47	12,362.62	.00	116,684.53	28.4%
16023 620100 TRAINING	2,565	2,565	800.00	800.00	.00	1,765.00	31.2%
16023 630100 OFFICE SUP	3,500	3,500	558.91	408.39	.00	2,941.09	16.0%
16023 632700 MISC EQ	1,000	1,000	.00	.00	.00	1,000.00	.0%
16023 641800 EQUIP REPR	500	500	.00	.00	.00	500.00	.0%
16023 659900 OTH CONTR	5,980	5,980	.00	.00	.00	5,980.00	.0%
TOTAL Library Public Services	761,985	761,985	215,015.86	59,980.57	.00	546,969.14	28.2%
16024 Library Community Partnerships							
16024 503500 OTHR REIM	0	0	-8,500.00	.00	.00	8,500.00	100.0%
16024 610100 REG SAL	334,235	334,235	84,858.36	22,793.91	.00	249,376.64	25.4%
16024 610800 PART TIME	0	20,000	5,559.11	1,553.39	.00	14,440.89	27.8%
16024 611500 VACATION	0	0	10,820.17	3,081.29	.00	-10,820.17	100.0%*
16024 615000 FRINGES	141,506	146,506	45,047.95	12,230.94	.00	101,458.05	30.7%
16024 620100 TRAINING	4,450	4,450	92.50	.00	.00	4,357.50	2.1%
16024 630100 OFFICE SUP	2,812	3,654	1,226.96	61.84	.00	2,427.04	33.6%
16024 659900 OTH CONTR	0	0	4,057.00	400.00	.00	-4,057.00	100.0%*
TOTAL Library Community Partnersh	483,003	508,845	143,162.05	40,121.37	.00	365,682.95	28.1%
16031 Library Building Operations							
16031 500100 COMMISSION	-1,500	-1,500	-266.46	-82.08	.00	-1,233.54	17.8%*
16031 503500 OTHR REIM	0	0	-112.65	.00	.00	112.65	100.0%
16031 610100 REG SAL	108,743	108,743	29,945.86	8,060.57	.00	78,797.14	27.5%
16031 610500 OT	0	0	11.59	.00	.00	-11.59	100.0%*
16031 610800 PART TIME	3,892	3,892	1,150.58	315.92	.00	2,741.42	29.6%





05/07/2019 10:26  
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City of Appleton  
YEAR-TO-DATE BUDGET REPORT

APRIL 2019

P 3  
glytdbud

FOR 2019 04

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16031 611500 VACATION	0	0	1,496.54	441.84	.00	-1,496.54	100.0%*
16031 615000 FRINGES	50,549	50,549	14,250.23	3,851.68	.00	36,298.77	28.2%
16031 620100 TRAINING	830	830	.00	.00	.00	830.00	.0%
16031 630100 OFFICE SUP	0	0	28.48	.00	.00	-28.48	100.0%*
16031 630600 BLDG SUPPL	10,187	10,187	4,611.88	85.35	.00	5,575.12	45.3%
16031 630902 TOOLS	150	150	.00	.00	.00	150.00	.0%
16031 632300 SFETY SUPL	550	550	15.00	.00	.00	535.00	2.7%
16031 632700 MISC EQ	650	650	112.19	.00	.00	537.81	17.3%
16031 640700 WASTE P/U	2,507	2,507	670.00	.00	.00	1,837.00	26.7%
16031 641301 ELECTRIC	101,444	101,444	25,371.48	6,898.76	.00	76,072.52	25.0%
16031 641302 GAS	24,676	24,676	11,309.53	1,918.58	.00	13,366.47	45.8%
16031 641303 WATER	4,996	4,996	1,178.47	.00	.00	3,817.53	23.6%
16031 641304 SEWER	2,083	2,083	490.08	.00	.00	1,592.92	23.5%
16031 641306 STORMWTR	2,781	2,781	727.89	.00	.00	2,053.11	26.2%
16031 641600 BLDG REPR	2,000	2,000	72.35	.00	.00	1,927.65	3.6%
16031 641800 EQUIP REPR	400	400	.00	.00	.00	400.00	.0%
16031 642000 FMD CHG	175,293	175,293	28,638.59	.00	.00	146,654.41	16.3%
TOTAL Library Building Operations	490,231	490,231	119,701.63	21,490.62	.00	370,529.37	24.4%
16032 Library Materials Management							
16032 503500 OTHR REIM	0	0	-31,757.55	-1,361.11	.00	31,757.55	100.0%
16032 610100 REG SAL	515,030	515,030	131,553.32	34,635.42	.00	383,476.68	25.5%
16032 610800 PART TIME	69,179	69,179	28,690.44	7,427.63	.00	40,488.56	41.5%
16032 611500 VACATION	0	0	12,439.22	4,787.92	.00	-12,439.22	100.0%*
16032 615000 FRINGES	173,312	173,312	47,379.77	12,802.94	.00	125,932.23	27.3%
16032 620100 TRAINING	3,324	3,324	1,000.00	.00	.00	2,324.00	30.1%
16032 630100 OFFICE SUP	30,522	30,522	10,403.12	6,010.46	.00	20,118.88	34.1%
16032 631500 BOOKS	597,644	619,334	189,302.52	22,879.13	.00	430,031.48	30.6%
16032 641800 EQUIP REPR	0	0	.00	-576.82	.00	.00	.0%
16032 659900 OTH CONTR	68,978	68,978	64,989.35	64,237.55	.00	3,988.65	94.2%
TOTAL Library Materials Managemen	1,457,989	1,479,679	454,000.19	150,843.12	.00	1,025,678.81	30.7%
16033 Library Network Services							
16033 503500 OTHR REIM	-18,500	-18,500	-8,730.61	-1,394.09	.00	-9,769.39	47.2%*
16033 610100 REG SAL	98,322	98,322	21,627.30	4,974.58	.00	76,694.70	22.0%
16033 610500 OT	0	0	225.33	.00	.00	-225.33	100.0%*



05/07/2019 10:26  
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City of Appleton  
YEAR-TO-DATE BUDGET REPORT

APRIL 2019

P 4  
glytdbud

FOR 2019 04

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<a href="#">16033 611500 VACATION</a>	0	0	5,472.25	1,266.75	.00	-5,472.25	100.0%*
<a href="#">16033 615000 FRINGES</a>	41,204	41,204	11,583.99	2,963.81	.00	29,620.01	28.1%
<a href="#">16033 620100 TRAINING</a>	2,740	2,740	1,198.00	.00	.00	1,542.00	43.7%
<a href="#">16033 630100 OFFICE SUP</a>	1,500	1,500	.00	.00	.00	1,500.00	.0%
<a href="#">16033 632700 MISC EQ</a>	67,980	67,980	32,129.10	15,249.00	6,720.00	29,130.90	57.1%
<a href="#">16033 641800 EQUIP REPR</a>	84,565	84,565	38,401.69	4,679.72	.00	46,163.31	45.4%
<a href="#">16033 681500 SOFTWARE</a>	8,498	8,498	202.33	.00	.00	8,295.67	2.4%
TOTAL Library Network Services	286,309	286,309	102,109.38	27,739.77	6,720.00	177,479.62	38.0%
2550 Library Grants							
<a href="#">2550 503500 OTHR REIM</a>	-86,086	-86,086	-67,626.00	-1,250.00	.00	-18,460.00	78.6%*
<a href="#">2550 599900 FUND BAL</a>	0	-79,139	.00	.00	.00	-79,139.00	.0%*
<a href="#">2550 610100 REG SAL</a>	22,394	22,394	6,416.23	1,659.00	.00	15,977.77	28.7%
<a href="#">2550 611500 VACATION</a>	0	0	259.78	110.60	.00	-259.78	100.0%*
<a href="#">2550 615000 FRINGES</a>	367	367	108.58	28.57	.00	258.42	29.6%
<a href="#">2550 620100 TRAINING</a>	2,300	2,300	125.94	15.78	.00	2,174.06	5.5%
<a href="#">2550 630100 OFFICE SUP</a>	3,000	3,000	2,772.77	397.71	.00	227.23	92.4%
<a href="#">2550 631500 BOOKS</a>	38,425	117,564	16,153.36	2,477.86	.00	101,410.64	13.7%
<a href="#">2550 640400 CONSULT</a>	4,600	4,600	.00	.00	.00	4,600.00	.0%
<a href="#">2550 641200 ADVERTISNG</a>	15,000	15,000	.00	.00	.00	15,000.00	.0%
TOTAL Library Grants	0	0	-41,789.34	3,439.52	.00	41,789.34	100.0%
TOTAL Library	3,466,297	3,527,648	636,625.30	-199,445.75	6,720.00	2,884,302.70	18.2%
TOTAL REVENUES	-1,244,928	-1,324,067	-827,215.91	-595,635.14	.00	-496,851.09	
TOTAL EXPENSES	4,711,225	4,851,715	1,463,841.21	396,189.39	6,720.00	3,381,153.79	
GRAND TOTAL	3,466,297	3,527,648	636,625.30	-199,445.75	6,720.00	2,884,302.70	18.2%

\*\* END OF REPORT - Generated by Jessica J. Miller \*\*

05/07/2019 10:26  
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City of Appleton  
YEAR-TO-DATE BUDGET REPORT

APRIL 2019



P 5  
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REPORT OPTIONS

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	Field #	Total	Page Break	
Sequence 1	3	Y	N	Year/Period: 2019/ 4
Sequence 2	9	Y	N	Print revenue as credit: Y
Sequence 3	0	N	N	Print totals only: N
Sequence 4	0	N	N	Suppress zero bal accts: Y

Report title:  
YEAR-TO-DATE BUDGET REPORT  
APRIL 2019

Print Full or Short description: S  
Print MTD Version: Y  
Print Revenues-Version headings: N  
Format type: 1  
Print revenue budgets as zero: N  
Include Fund Balance: N  
Include requisition amount: N  
Multiyear view: D

Carry forward code: 1  
Print journal detail: N  
From Yr/Per: 2018/12  
To Yr/Per: 2018/12  
Include budget entries: Y  
Incl encumb/liq entries: Y  
Sort by JE # or PO #: J  
Detail format option: 1

Find Criteria  
Field Name      Field Value

Org  
Object  
Project  
Rollup code  
Account type  
Account status

**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: SLP Donation	LIB-FRIEND	LIBADMIN	OTHREIMB		\$ 40.00
Admin: Marketing	LIB-FRIEND	LIBADMIN	OUTPRINT		\$ 40.00
Other Reimbursements: SLP Donation	LIB-FRIEND	CHILDSERV	OTHREIMB		\$ 180.00
Childrens: Supplies	LIB-FRIEND	CHILDSERV	SUPPLIES		\$ 180.00
Other Reimbursements: SLP Donation	LIB-FRIEND	COMMPART	OTHREIMB		\$ 180.00
Community Partnerships: Supplies	LIB-FRIEND	COMMPART	SUPPLIES		\$ 180.00

For the purpose of:

-SLP Donations from the community

_____	_____
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 programs 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.

<b>CITY OF APPLETON POLICY</b>	<b>TITLE: ACCIDENT REPORTING AND INVESTIGATING</b>	
ISSUE DATE: October 2002	LAST UPDATE: January 2004; May 2005; July 2008; June 2010, April 2015	SECTION: Safety
POLICY SOURCE: Human Resources Department	POLICY APPLICATION: All City Employees and Volunteers	TOTAL PAGES: 15
Reviewed by Legal Services Date: October 10, 2003 August 2005 August 2010 August 2015	Committee Approval Date: November 24, 2003 March 22, 2006 September 22, 2010 December 7, 2015	Council Approval Date: November 24, 2003 April 5, 2006 October 6, 2010 December 16, 2015

## I. PURPOSE

The purpose of this policy is to outline responsibilities and procedures for supervisors and employees when involved in accidents or injuries on work time, prevent future accidents, and to meet ~~both the Federal Occupational Safety and Health Administration~~ **Wisconsin Department of Safety and Professional Services** and State Department of Workforce Development recording requirements.

## II. POLICY

The City is committed to working with its employees to provide a safe ~~working~~ **work** environment and to manage and administer claims as a result of City accidents. In order to prevent accidents, timely and accurate accident investigation is essential. This policy provides guidelines for proper investigation. Failure to follow this policy **or filing a false claim** may result in disciplinary action, up to and including discharge.

## III. PROCEDURES

All City of Appleton employees and volunteers should adhere to the following procedures when an accident or injury occurs. All accidents and injuries must be immediately reported to the employee's supervisor and to the Human Resources Department. A supervisor must fully investigate the incident and work with his/her employee to complete and return **the accident reports and if applicable, any witness reports, (Exhibits A and B)** ~~an Accident Investigation Report (Exhibit A)~~ to Human Resources within 48 hours of the accident or injury. ~~if:~~

- ~~———— The accident involves damage to City property in excess of \$500~~
- ~~———— There is an injury requiring medical treatment~~
- ~~———— When the accident involves non-City employees or non-City owned property (even if there is no visible damage to the property).~~
- ~~———— The accident occurs in the Public Right of Way.~~

~~If the accident does not meet the above criteria, the incident should be documented by ——— completing the short Accident Reporting form (Exhibit D).~~

Should a supervisor have reasonable suspicion to believe that an employee is under the influence of alcohol or drugs and is involved in any motor vehicle accident, injury to themselves or others, or property/equipment damage, the supervisor should follow the procedures outlined in the City's Drug-Free Workplace policies.

**A. Motor Vehicle Accidents**

1. Immediately call 911 and report the accident to your supervisor.
- ~~2. Should a supervisor have reasonable suspicion to believe the employee is under the influence of alcohol or drugs or an accident involves an injury or more than \$500 worth of damage, the supervisor should follow the procedures outlined in the City's Drug Free Workplace policies.~~
2. Post-accident Testing – Employees who are involved in an accident while operating a motor vehicle or City equipment may be required to submit to testing based on the circumstances.
3. The filing of a State Accident Report is at the discretion of the Police Department, per State guidelines.

**B. Injuries to a City Employee**

1. When the injury occurs: the employee shall immediately notify his/her supervisor. The employee or the supervisor should also contact the Police Department if the injury is a result of a motor vehicle, **violent act** or domestic animal bite.
2. If immediate medical attention is needed, ~~the employee or witness~~ shall call 911 or Gold Cross for non-emergencies (920-727-3034). The employee's supervisor may also provide transportation.
3. **Fatalities or life-threatening injuries should be immediately reported to the employee's Department Director and Human Resources. To contact the HR Department during normal work hours, call (920) 832-6458. Outside of normal work hours, contact either the Human Resources Director or Human Resources Deputy Director. The Human Resources Department must contact the Wisconsin Department of Safety and Professional Services within 8 hours in the event of any of the following: a) a work-related employee fatality or b) the hospitalization of 3 or more employees due to one single work-related event.**
- ~~4. Report Incidents to 800 321 OSHA (6742). All work-related fatalities must be reported within 8 hours. All work-related inpatient hospitalizations, amputations and loss of an eye must be reported within 24 hours. Fatalities or life threatening injuries should be reported to the employee's department director and Human Resources (920-832-5838 or 920-832-6457) immediately.~~
4. If immediate medical attention is not needed, the employee may obtain treatment from his/her choice of medical providers. Employees must have a physician's authorization for time lost due to a **work-related** injury.
5. If medical attention is sought, the employee must submit a return-to-work slip (Exhibit **C**) to their supervisor prior to returning to work.
6. If medical attention is not sought, the employee shall log the injury into the department's first aid log, which should be initialed by a supervisor.
7. If the incident includes a possible bloodborne pathogens exposure, refer to the City's Bloodborne Pathogen policy.
8. The City has the right to verify an injury/illness through an independent medical exam.

**C. Injuries to the Public or Damage to Property Not Owned by the City of Appleton**

1. All accidents resulting in an injury requiring emergency medical services to any person not employed by the City of Appleton or damage to property not owned by the City of Appleton should be immediately reported to 911, the employee's supervisor and the Human Resources Department.
2. **Supervisors should take pictures of any physical damage that was caused if possible.**
3. **Employees should not admit liability, discuss City operations or comment on any incident or accident involving members of the public.**

4. If a citizen wishes to file a claim against the City, he/she should be directed to the City Clerk's office. The Clerk's office will forward the claim to the Human Resources Department for follow up and response to the claimant.

**D. Damage to City Property or Equipment**

City owned automobiles, **equipment** and **other** property that are damaged by fire, theft, vandalism, etc., are considered property damage claims. All damage should be reported to the employee's supervisor immediately.

1. If vandalism or a theft loss occurs, notify the Police Department.
2. If a fire occurs, notify the Fire Department.
3. Supervisors should take pictures of any physical damage that was caused if possible.
4. A minimum of 2 repair estimates will be required if third party automobile repairs are needed and only if the vehicle can be driven under its own power.
5. If a third party caused damage to City property, the Human Resources Department will work with the third party's liability insurance company to recover any costs the City incurs. If a third party causes damage to City property through a criminal act, the Human Resources Department will work with the City Attorney's Office to recover the cost the City incurs. Any monetary recoveries shall be reported to the Human Resources Department and sent to the Finance Department.
- ~~6. Damage estimates will be required if repairs are needed.~~
- ~~7. If the damage is \$500 or more, the supervisor will investigate and return the completed City Accident Investigation Report (Exhibit A) to the Human Resources Department within 48 hours.~~
- ~~8. If the damage is under \$500, the supervisor should complete Appleton's Accident Short Form (Exhibit D) and forward a copy to the Human Resources Department.~~
- ~~9. Any monetary recoveries shall be reported to the Human Resources Department and sent to the Finance Department.~~

#### **IV. RESPONSIBILITIES**

**A. The Human Resources Department is responsible for:**

1. The overall coordination of the accident investigation program, including:
  - a. Monitoring and reviewing all investigations to ensure accuracy and prompt response.
  - b. Providing technical assistance to supervisors when needed.
  - c. Offering training for all individuals who conduct accident investigations.
  - d. Following up to see that recommendations made as a result of an investigation are evaluated and that an appropriate course of action is taken.

**B. Each Department Director (or designee) is responsible for:**

1. Ensuring that an investigation is completed for every work injury or accident that involves his/her employee(s), **and** reviewing all investigations to ensure accurate and prompt response.
2. Evaluating recommendations that come out of each accident investigation and taking appropriate actions to prevent future accidents.
3. Following up to see that corrective action is implemented.
4. Ensuring all City accident investigation forms are completed and submitted within 48 hours to Human Resources.

**C. Supervisors are responsible for:**

1. Promptly reporting all accidents to Human Resources. Contacting Human Resources as soon as possible if a serious accident occurs or if the employee seeks medical treatment or misses work due to an injury sustained on the job.
2. Investigating and documenting all accidents properly, including completing and submitting the **proper accident reports** ~~City's Accident Investigation Report~~ (Exhibit A) within 48 hours to Human Resources.
3. **Obtaining written witness statement (Exhibit B), when applicable.**
4. Working with the Human Resources Department, the employee and his/her medical provider to return the employee to work on restricted or full duty.
5. Obtaining the employee's completed Return-to-Work Slip (Exhibit C) prior to the employee returning to work. The supervisor should forward this form to Human Resources upon receipt from the employee or employee's physician.
- ~~5. Supervisors may choose to use Exhibit C to assist them when investigating an accident or injury.~~

**D. Employees are responsible for:**

1. Reporting all accidents immediately.
2. Cooperating fully with a City investigation.
3. Working with his/her supervisor to complete and submit the Accident Investigation Report (Exhibit A) to Human Resources within 48 hours of the accident or injury.
4. Providing a completed Return-to-Work slip (Exhibit C) to his/her supervisor prior to returning to work if he/she sought medical treatment or missed work due to an accident or injury sustained on the job. If the injury or accident results in an extended absence, the employee is required to keep in contact with his/her supervisor and/or HR Generalist to keep the City informed of his/her progress and anticipated treatment plan.
5. Ensuring that a supervisor initials his/her first aid log entry if the employee chooses to not seek formal medical treatment.



# City of Appleton Incident / Accident Report Form – Employee’s Account | Exhibit A, Page 1

<b>INSTRUCTIONS: SUPERVISORS MUST SUBMIT ALL VEHICLE ACCIDENTS (EXCEPT FOR VALLEY TRANSIT) TO CEA. FAX TO 832-5570. THIS REPORT MUST ALSO BE SENT TO HR (FAX TO 832-5845) AND THE APPROPRIATE DEPARTMENT DIRECTOR WITHIN 48 HOURS.</b>			
Employee Name ( <i>Print</i> ):			
Employee ID:		Employee’s Department:	
Type of Incident / Accident: ( <i>check all that apply</i> )	<input type="checkbox"/>	Employee Injury	
	<input type="checkbox"/>	City Vehicle / Equipment / Property Damage	
	<input type="checkbox"/>	Injury to Public ( <i>involving City Vehicle, Property or Employee</i> )	
	<input type="checkbox"/>	Public Vehicle / Equipment / Property Damage	
Date and Time of Incident / Accident:			
Location of Incident / Accident:			
Witness Name(s), if applicable:			
Describe how the incident/accident occurred (if additional space is needed; use a separate page):			
Describe any injuries received by the employee or the affected public (if applicable); be specific:			
Did you (for employee injuries only) seek medical treatment? ____ Yes ____ No If “yes” response, I understand that I must provide a return to work certificate signed by my medical provider to my supervisor. _____ ( <i>initial here</i> ) Name of medical facility and doctor seen:			
Provide description of City vehicle(s) / property / equipment involved in the accident:			
Describe damage to City property (vehicles, equipment, etc.) and any damage to the affected public’s property (if applicable); be specific:			
What suggested changes do you have that, if made, might make it less likely for a similar incident / accident to occur in the future?			

The above statement(s) are true and correct to the best of my knowledge.

Employee Signature: \_\_\_\_\_

Date and Time Signed: \_\_\_\_\_



# City of Appleton Incident / Accident Report Form – Supervisor’s Investigation | Exhibit A, Page 2

Employee Name ( <i>Print</i> ):					
Date of Incident / Accident:					
Date Incident / Accident Reported:					
Police Incident # ( <i>if applicable</i> )					
<input type="checkbox"/>	Check here if there were witness(es) to this incident/accident. If so, obtain written witness statements ( <i>use form under Exhibit B</i> ).				
<input type="checkbox"/>	Check here if there is security or traffic camera footage of this incident/accident. If so, download this camera footage and send a copy to the Human Resources Department.				
Did employee seek medical treatment?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Where:
Did employee lose time from work?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Last day worked:
<b>Incident / Accident Description:</b> Provide a detailed description of the incident ( <i>include any pertinent photographs, diagrams and police reports or police report numbers</i> ). Aid for diagrams (show vehicles/equipment as follows: City – “A” & Other – “B”. In addition, label street signs, location of signs and point of impact between vehicles and/or equipment. If additional space is needed; use a separate page.)					
<div style="border: 1px solid black; height: 200px; width: 100%;"></div>					
<b>Possible Corrective Actions to Prevent Recurrence (check all that apply):</b>					
<input type="checkbox"/>	Isolate or guard the hazard	<input type="checkbox"/>	Improve lighting	<input type="checkbox"/>	Improve new employee orientation
<input type="checkbox"/>	Design out / remove hazard	<input type="checkbox"/>	Improve job briefing	<input type="checkbox"/>	Conduct more frequent inspections
<input type="checkbox"/>	New / different tools or equip	<input type="checkbox"/>	Additional training	<input type="checkbox"/>	Improve prev. maintenance program
<input type="checkbox"/>	Add signs / warning labels	<input type="checkbox"/>	Improve ventilation	<input type="checkbox"/>	Improve enforcement of procedures
<input type="checkbox"/>	Improve housekeeping	<input type="checkbox"/>	Improve lighting	<input type="checkbox"/>	Policy / procedure change
<input type="checkbox"/>	Obtain new / upgrade PPE	<input type="checkbox"/>	Other:		
<b>Describe correction action(s) recommended, if any, to prevent recurrence:</b>					
<i>What will be done?</i>		<i>Who will do it?</i>		<i>When will it be done?</i>	

Employee’s Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor’s Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Director’s Signature \_\_\_\_\_

Date \_\_\_\_\_



## City of Appleton Witness Reporting Form | Exhibit B

Witness Name ( <i>Print</i> ):			
Witness Address:			
Witness Phone:			
Interviewer's Name ( <i>Print</i> ):			
Date & Time of Incident/Accident:			
City Employee?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Were you at the accident scene?	<input type="checkbox"/>	Before the accident occurred.	
	<input type="checkbox"/>	While the accident was occurring.	
	<input type="checkbox"/>	After the accident occurred.	
Who was involved in the accident?			
When did the accident happen?			
How did the accident happen?			
Describe in detail the events that occurred before the accident as you remember them.			
In your opinion, what were the major contributing factors which caused the accident?			

(Use back for diagram, if necessary.)



# Employee Return-to-Work Form | Exhibit C

## EMPLOYEE WORK RESTRICTIONS

Patient Name: \_\_\_\_\_

Current Job: \_\_\_\_\_

Physician Name (please print): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date you saw patient: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Time In: \_\_\_\_\_ Injury Date: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Patient Description of Injury: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Treatment: \_\_\_\_\_

Part Time ☐ 1<sup>st</sup> Shift ☐ Sun. ☐ Thurs. ☐

Full Time ☐ 2<sup>nd</sup> Shift ☐ Mon. ☐ Fri. ☐

Seasonal ☐ 3<sup>rd</sup> Shift ☐ Tues. ☐ Sat. ☐

Temporary ☐ Swing ☐ Wed. ☐

Next scheduled work day \_\_\_\_\_

Shift \_\_\_\_\_

Shift Supervisor \_\_\_\_\_

Prescription strength medications ordered: ☐ Yes ☐ No

Medications: \_\_\_\_\_

Plan: \_\_\_\_\_

- DISPOSITION:
1. ☐ Patient is unable to work at this time.
  2. ☐ Recommend his/her return to work with no limitations on (DATE): \_\_\_\_\_
  3. ☐ He/She may return (DATE) \_\_\_\_\_ with a daily time limitation of \_\_\_\_\_ and/or with the following limitations until \_\_\_\_\_ or until re-evaluation on \_\_\_\_\_.

## CHECK ONLY AS RELATES TO ABOVE CONDITION

- ☐ **SEDENTARY WORK.** Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.
- ☐ **LIGHT WORK.** Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arms and/or leg controls.
- ☐ **LIGHT MEDIUM WORK.** Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.
- ☐ **MEDIUM WORK.** Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.
- ☐ **LIGHT HEAVY WORK.** Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.
- ☐ **HEAVY WORK.** Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Specify Restrictions for 24 day		N	O	F	C		
Sitting/Driving						Lab Work	Yes ___ No ___
Standing/Walking						X - Rays	Yes ___ No ___
Climbing							
Bending							
Kneeling/Squatting/Crawling						R	L
Reaching-Horiz./push-pull							BIL
Reaching-Vert./above shoulder							
Gross Handling							
Finger Manipulation							
Single Grasping							
Repetitive Foot Movement							

OTHER INSTRUCTIONS AND/OR LIMITATIONS:

\_\_\_\_\_

SCHEDULED APPOINTMENTS:

☐ Referral ☐ Clinic \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

☐ Referral ☐ Clinic \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Time Out: \_\_\_\_\_ ☐ Called Employer Date \_\_\_\_\_ Signature \_\_\_\_\_

I hereby authorize my attending physician and/or hospital to release any information or copies thereof acquired in the course of my examination or treatment for the injury identified on this form to my employer or his representative.

PATIENT'S SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_

PHYSICIAN'S SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_



**REPORT INCIDENTS TO 800-321-OSHA (6742). ALL WORK-RELATED FATALITIES MUST BE REPORTED WITHIN 8 HOURS. ALL WORK-RELATED INPATIENT HOSPITALIZATIONS, AMPUTATIONS AND LOSS OF AN EYE MUST BE REPORTED WITHIN 24 HOURS. THIS REPORT MUST BE SENT TO HR AND DIRECTOR WITHIN 48 HOURS. FAX TO 832-5845 ALL VEHICLE ACCIDENTS (EXCEPT FOR VALLEY TRANSIT) MUST BE SENT TO CEA. FAX TO 832-5570**

Date: \_\_\_\_\_ Incident #: \_\_\_\_\_

Date/Time Faxed to HR: \_\_\_\_\_ Date/Time Faxed to Dept. Director: \_\_\_\_\_

## CITY OF APPLETON INVESTIGATION REPORT

This incident report is to be completed by a Supervisor and submitted to the Human Resources Director within 48 hours of the incident. If the employee is unable to complete his/her account of the incident, the supervisor is to provide the information, in addition to the analysis of the incident. An employee account is required.

### GENERAL INFORMATION:

<b>Name:</b> _____				
Home Address	City	Stat	Zip	Home Telephone Number
Date and Time of Incident	Date Incident Was Reported	Department and Job Title		
Specific Location of Incident (Dept., Street, Road):				
Witness(s): 1. _____ 2. _____				City Vehicle Number
Photographs Taken by: _____ Were Police at Accident Scene? <input type="checkbox"/>				

Did the employee lose time from work due to the incident? ☐ Yes ☐ No — Last day worked:

Did the employee receive treatment? ☐ Yes ☐ No

Facility Name: \_\_\_\_\_ Doctor: \_\_\_\_\_

### INJURY INCIDENT

<b>When Injury/Illness occurs on the job, Supervisors will:</b> — 1. Determine the extent and nature of the injury/illness. See that proper first aid is administered. Activate EMS (911), if necessary. — 2. In case of fatality or serious injury notify Human Resources Department immediately 832-5838 or 832-6457. — 3. Accompany the employee to a doctor if the employee is unable to drive or call Gold Cross Medical Transport 727-3034. — 4. If not an emergency, send a return to work form with the employee.				— 5. Complete Appleton's Investigation Report. — 6. Determine the cause of Incident and correct the hazard to prevent recurrence. Replenish the first aid supply after use. — 7. Advise Human Resources Dept. when an employee returns to work. Request a doctor's release before permitting return. Be sure the employee is capable of resuming his/her work.	
Type of Injury:		Type of Incident:			
<input type="checkbox"/> A. Bruise	<input type="checkbox"/> E. Acupuncture	<input type="checkbox"/> A. Caught between	<input type="checkbox"/> F. Struck against		
<input type="checkbox"/> B. Strain/Sprain	<input type="checkbox"/> F. Burns	<input type="checkbox"/> B. Struck by	<input type="checkbox"/> G. Slip, trip, fall		
<input type="checkbox"/> C. Puncture/Cut include needle manufacturer:	<input type="checkbox"/> G. Foreign Body	<input type="checkbox"/> C. Ingested/Inhaled/Inhaled	<input type="checkbox"/> H. Strain, overexertion		
<input type="checkbox"/> D. Fracture	<input type="checkbox"/> H. Disoriented	<input type="checkbox"/> D. Sting/bite	<input type="checkbox"/> I. Lifting, pulling, etc.		
	<input type="checkbox"/> I. Infection	<input type="checkbox"/> E. Burns	<input type="checkbox"/> J. Other: _____		
	<input type="checkbox"/> J. Other: _____				
Part of body injured:		Severity of Incident:			
<input type="checkbox"/> Arm	<input type="checkbox"/> Finger	<input type="checkbox"/> Internal	<input type="checkbox"/> Shoulder		
<input type="checkbox"/> Back	<input type="checkbox"/> Foot	<input type="checkbox"/> Knee	<input type="checkbox"/> Toe		
<input type="checkbox"/> Elbow	<input type="checkbox"/> Hand	<input type="checkbox"/> Leg	<input type="checkbox"/> Other: _____		
<input type="checkbox"/> Eye(s)	<input type="checkbox"/> Head	<input type="checkbox"/> Mouth	_____		
		<input type="checkbox"/> First aid only	<input type="checkbox"/> Restricted Duty		
		<input type="checkbox"/> Medical Treatment	<input type="checkbox"/> Fatality		
		<input type="checkbox"/> Lost Time			

# Employee's Account

Describe the Incident/ Include details:

*Where did this occur:*

*When did this occur:*

*What were you doing just prior to the incident:* \_\_\_\_\_

*How did this incident occur:*

*Can the employee and/or supervisor suggest any changes to procedure or improvements to equipment that, if made, might make it less likely for a similar incident to occur in the future?* \_\_\_\_\_

## Unsafe Practice

- |   |   |
|---|---|
| <input type="checkbox"/> Operating without authority      | <input type="checkbox"/> Failure to use PPE properly                |
| <input type="checkbox"/> Failure to warn or secure        | <input type="checkbox"/> Improper loading or placement              |
| <input type="checkbox"/> Operating at an improper speed   | <input type="checkbox"/> Improper lifting                           |
| <input type="checkbox"/> Making safety devices inoperable | <input type="checkbox"/> Improper position                          |
| <input type="checkbox"/> Using defective equipment        | <input type="checkbox"/> Servicing equipment in motion              |
| <input type="checkbox"/> Using equipment improperly       | <input type="checkbox"/> Inattention                                |
| <input type="checkbox"/> Alcohol/Drugs Suspected          | <input type="checkbox"/> Horseplay                                  |
| <input type="checkbox"/> Overexertion                     | <input type="checkbox"/> Failure to comply with rules or procedures |
| <input type="checkbox"/> Stress/Fatigue/Attitude          | <input type="checkbox"/> Other: _____                               |
| <input type="checkbox"/> Inadequate training              |   |

## Unsafe Condition

- |  |   |
|--|---|
| <input type="checkbox"/> Inadequate guards or protection       | <input type="checkbox"/> Inadequate ventilation |
| <input type="checkbox"/> Defective equipment tools or material | <input type="checkbox"/> Excessive noise        |
| <input type="checkbox"/> Congestion                            | <input type="checkbox"/> Inadequate lighting    |
| <input type="checkbox"/> Inadequate warning                    | <input type="checkbox"/> Assault/Horseplay      |
| <input type="checkbox"/> Fire/Explosion hazards                | <input type="checkbox"/> Weather                |
| <input type="checkbox"/> Poor housekeeping                     | <input type="checkbox"/> Other: _____           |

The above statement is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

# Supervisor Analysis

1. Supervisor summary of the incident:

2. What improvements to equipment or procedures might make this type of accident less likely in the future?

3. Were you at the accident scene: ☐ before ☐ while occurring or ☐ after the incident?

4. Describe corrective action recommended or state why corrective action is not warranted?

## Unsafe Practice

- |   |   |
|---|---|
| <input type="checkbox"/> Operating without authority      | <input type="checkbox"/> Failure to use PPE properly                |
| <input type="checkbox"/> Failure to warn or secure        | <input type="checkbox"/> Improper loading or placement              |
| <input type="checkbox"/> Operating at an improper speed   | <input type="checkbox"/> Improper lifting                           |
| <input type="checkbox"/> Making safety devices inoperable | <input type="checkbox"/> Improper position                          |
| <input type="checkbox"/> Using defective equipment        | <input type="checkbox"/> Servicing equipment in motion              |
| <input type="checkbox"/> Using equipment improperly       | <input type="checkbox"/> Inattention                                |
| <input type="checkbox"/> Alcohol/Drugs Suspected          | <input type="checkbox"/> Horseplay                                  |
| <input type="checkbox"/> Overexertion                     | <input type="checkbox"/> Failure to comply with rules or procedures |
| <input type="checkbox"/> Stress/Fatigue/Attitude          | <input type="checkbox"/> Other:                                     |
| <input type="checkbox"/> Inadequate training              |   |

## Unsafe Condition

- |  |   |
|--|---|
| <input type="checkbox"/> Inadequate guards or protection       | <input type="checkbox"/> Inadequate ventilation |
| <input type="checkbox"/> Defective equipment tools or material | <input type="checkbox"/> Excessive noise        |
| <input type="checkbox"/> Congestion                            | <input type="checkbox"/> Inadequate lighting    |
| <input type="checkbox"/> Inadequate warning                    | <input type="checkbox"/> Assault/Horseplay      |
| <input type="checkbox"/> Fire/Explosion hazards                | <input type="checkbox"/> Weather                |
| <input type="checkbox"/> Poor housekeeping                     | <input type="checkbox"/> Other:                 |

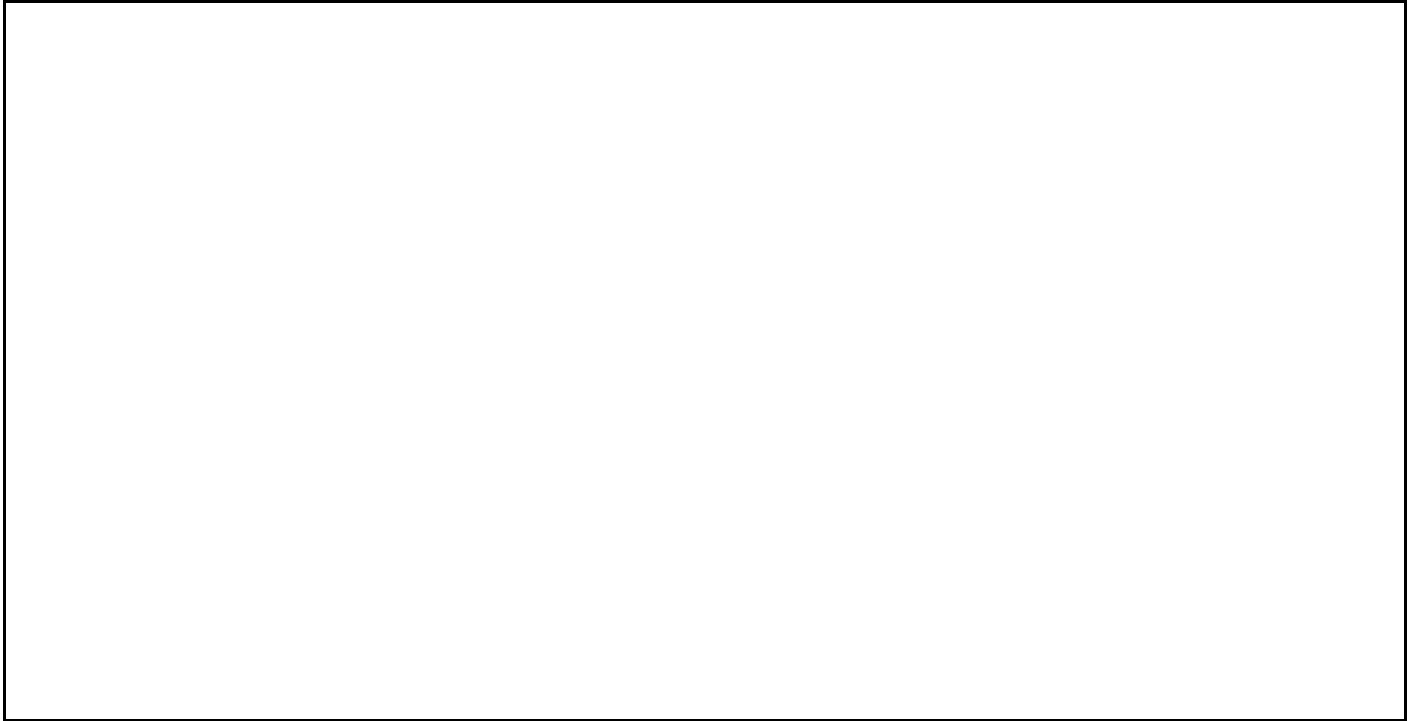
EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED BY DIRECTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## ACCIDENT DIAGRAM

☐ Motor Vehicle (Complete if No Police Report) ☐ Personal Injury ☐ Personal Property Damage



### AID FOR DIAGRAMMING: *(please check included items)*

- ☐ Show vehicles: ☐ City "A" & ☐ Other "B" ☐ Illustrate position of vehicles at time of collision  
☐ Label vehicles (A & B) ☐ Major reference points  
☐ Label street signs/type of sign/ locations ☐ Location of victim/victim injuries  
☐ Location of accident

NARRATIVE: \_\_\_\_\_

Witness: _____	Phone: _____		
Address: _____	City: _____	State: _____	Postal Code: _____
Witness: _____	Phone: _____		
Address: _____	City: _____	State: _____	Postal Code: _____



# Witness Reporting Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM  
\_\_\_\_\_

Phone: \_\_\_\_\_ Interviewer: \_\_\_\_\_

City Employee: ☐ Yes ☐ No

Were you at the accident scene: ☐ Before accident occurred  
\_\_\_\_\_ ☐ While accident was occurring  
\_\_\_\_\_ ☐ After accident occurred

Who was involved in the accident? \_\_\_\_\_

Where did the accident happen? \_\_\_\_\_

When did the accident happen? \_\_\_\_\_

Describe in detail the accident as you observed it:

(Use back for diagram if necessary.)

# PROPERTY DAMAGE INCIDENT

## Instructions:

~~City property only~~ ——— ~~1. If over \$500, investigate and report to Human Resources Department.~~  
————— ~~2. If under \$500, complete Appleton's Accident Short Form (Exhibit D) and forward to Human Resources.~~

~~Private property involved~~ — ~~1. Must be investigated by Supervisor.~~  
————— ~~2. Notify Human Resources Department within 24 hours.~~  
————— ~~3. Copy of report to Human Resources Department within 48 hours.~~  
————— ~~4. Report to Department personnel responsible for claims.~~

~~Property Damaged:~~ ———

~~City Equipment Involved (No.):~~ ———

~~Nature of Damage:~~ ———

~~Estimated Cost:~~ ———

~~Owner Name:~~ ———

——— ~~Address:~~ ———

——— ~~City:~~ ——— ~~State:~~ ——— ~~Postal Code:~~ ———

——— ~~Phone:~~ ———

~~Insurance Company:~~ ———

## INJURY/PROPERTY DAMAGE CAUSED BY ACCIDENT

Complete if No Police Report for each person claiming injury or property damage. Use a second form if necessary.

Accident involved (Check appropriate box)

☐ Property Damage Only \_\_\_\_\_ Were Police at Accident Scene? ☐ Yes ☐ No

☐ Bodily Injury Only \_\_\_\_\_

☐ Property Damage and Bodily Injury \_\_\_\_\_ Municipality: \_\_\_\_\_ Badge No: \_\_\_\_\_

☐ Fatality \_\_\_\_\_

☐ Fatality and Property Damage \_\_\_\_\_ Was supervisor at accident scene? ☐ Yes ☐ No

☐ All of the Above \_\_\_\_\_

☐ None of the Above \_\_\_\_\_

AMBULANCE REQUIRED	CLAIMED INJURIES	APPARENT INJURIES	PASSENGERS	PEDESTRIANS	OTHER VEHICLE	APPROXIMATE AGE
--------------------	------------------	-------------------	------------	-------------	---------------	-----------------

### INJURED PERSONS

	NAME	ADDRESS	CITY	( ) CHECK ONE OR MORE FOR EACH PERSON INJURED						
1	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### PROPERTY DAMAGE TO SECOND PARTY

REGISTERED OWNER _____		ADDRESS _____		CITY _____		PHONE _____	
DRIVER _____		ADDRESS _____		CITY _____		PHONE _____	
DRIVER'S LICENSE # _____	LICENSE PLATE # _____	VEHICLE MAKE & MODEL _____				MODEL YEAR _____	
INSURANCE COMPANY _____		POLICY # _____		DESCRIPTION OF DAMAGE _____			

### PROPERTY DAMAGE TO THIRD PARTY

REGISTERED OWNER _____		ADDRESS _____		CITY _____		PHONE _____	
DRIVER _____		ADDRESS _____		CITY _____		PHONE _____	
DRIVER'S LICENSE # _____	LICENSE PLATE # _____	VEHICLE MAKE & MODEL _____				MODEL YEAR _____	
INSURANCE COMPANY _____		POLICY # _____		DESCRIPTION OF DAMAGE _____			

\_\_\_\_\_  
OPERATOR'S SIGNATURE DATE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
DATE

**~~ALL REPORTS FOR CITY VEHICLE ACCIDENTS (EXCEPT VALLEY TRANSIT)~~**  
**~~MUST BE FAXED TO CEA (832-5570).~~**

**MOTOR VEHICLE INCIDENT**

Complete if No Police Report

**TYPE OF ACCIDENT**

<b>Collision With</b>	<b>Type of Collision</b>		<b>Pedestrian/Bicycle Accident</b>
<input type="checkbox"/> Other Vehicle <input type="checkbox"/> Pedestrian <input type="checkbox"/> City Vehicle <input type="checkbox"/> Fixed Object	<input type="checkbox"/> Side Swipe <input type="checkbox"/> Rear End <input type="checkbox"/> Turn Right <input type="checkbox"/> Turn Left	<input type="checkbox"/> Angle <input type="checkbox"/> Head-on <input type="checkbox"/> Broadside Backed-up	<input type="checkbox"/> In Crosswalk <input type="checkbox"/> Near-Curb <input type="checkbox"/> Mid-Block <input type="checkbox"/> Marked Trail

<b>VEHICLE</b>		<b>VEHICLE MOVEMENTS</b>	<b>VEHICLE</b>	
<b>City</b>	<b>Other</b>		<b>City</b>	<b>Other</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Stopped</b>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<b>Slowing/Stopping</b>	_____ MPH	_____ MPH
<input type="checkbox"/>	<input type="checkbox"/>	<b>Changing Lanes</b>	_____ MPH	_____ MPH
<input type="checkbox"/>	<input type="checkbox"/>	<b>Turning</b>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<b>Pulling into curb</b>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<b>Pulling away from curb</b>	<b>CITY VEHICLE INVOLVED (NO.):</b> _____	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Moving straight in its lane</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Merging</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Backing</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Parking</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Other:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Direction Traveled</b>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<b>Estimated speed when danger first noticed?</b>	_____ MPH	_____ MPH
<input type="checkbox"/>	<input type="checkbox"/>	<b>Estimated speed at time of accident?</b>	_____ MPH	_____ MPH
<input type="checkbox"/>	<input type="checkbox"/>	<b>Type of signal given by City vehicle?</b>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<b>Type of signal give by other vehicle?</b>	_____	_____

**TRAFFIC & ENVIRONMENTAL CONDITIONS**

<b>Traffic Controls</b>		<b>Weather</b>	<b>Street Conditions</b>	<b>Light</b>	<b>Exterior Lights</b>
<b>City</b>	<b>Other Vehicle</b>				<input type="checkbox"/> On <input type="checkbox"/> Off
<input type="checkbox"/>	<input type="checkbox"/> Stop Sign	<input type="checkbox"/> Overcast	<input type="checkbox"/> Dry	<input type="checkbox"/> Daylight	<b>Interior Lights</b> <input type="checkbox"/> On <input type="checkbox"/> Off
<input type="checkbox"/>	<input type="checkbox"/> Signal	<input type="checkbox"/> Fair	<input type="checkbox"/> Muddy	<input type="checkbox"/> Dark	
<input type="checkbox"/>	<input type="checkbox"/> Yield	<input type="checkbox"/> Rain	<input type="checkbox"/> Snowy/Slushy	<input type="checkbox"/> Dark w/Street lights	<b>Warning Lights</b> <input type="checkbox"/> On <input type="checkbox"/> Off
<input type="checkbox"/>	<input type="checkbox"/> Flagman/Police Officer	<input type="checkbox"/> Fog	<input type="checkbox"/> Slick/Oily	<input type="checkbox"/> Dawn	
<input type="checkbox"/>	<input type="checkbox"/> R.R. Crossing	<input type="checkbox"/> Snow	<input type="checkbox"/> Wet	<input type="checkbox"/> Dusk	
<input type="checkbox"/>	<input type="checkbox"/> Barricades	<input type="checkbox"/> Sleet	<input type="checkbox"/> Icy		
<input type="checkbox"/>	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____		
<input type="checkbox"/>	<input type="checkbox"/> None				

**~~ALL REPORTS FOR CITY VEHICLE ACCIDENTS (EXCEPT VALLEY TRANSIT)~~**  
**~~MUST BE FAXED TO CEA (832-5570).~~**

**Employee Return-to-Work Form****EMPLOYEE WORK RESTRICTIONS**

Patient Name: \_\_\_\_\_

Current Job: \_\_\_\_\_

Part Time ☐ 1<sup>st</sup> Shift ☐ Sun. ☐ Thurs. ☐

Physician Name (please print): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date you saw patient: \_\_\_\_\_ Time In: \_\_\_\_\_ Injury Date: \_\_\_\_\_

Patient Description of Injury: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Treatment: \_\_\_\_\_

Full Time ☐ 2nd shift ☐ Mon ☐ Fri ☐  
 Seasonal ☐ 3rd shift ☐ Tues ☐ Sat ☐  
 Temporary ☐ Swing ☐ Wed ☐  
 Next scheduled work day \_\_\_\_\_  
 Shift \_\_\_\_\_  
 Shift Supervisor: \_\_\_\_\_

Prescription strength medications ordered ☐ Yes ☐ No

Medications: \_\_\_\_\_

Plan: \_\_\_\_\_

DISPOSITION: 1. ☐ Patient is unable to work at this time.  
 2. ☐ Recommend his/her return to work with no limitations on (DATE): \_\_\_\_\_  
 3. ☐ He/She may return (DATE) \_\_\_\_\_ with a daily time limitation of \_\_\_\_\_  
 and/or with the following limitations until \_\_\_\_\_ or until re-evaluation on \_\_\_\_\_.

**A. CHECK ONLY AS RELATES TO ABOVE CONDITION**

☐ **SEDENTARY WORK.** Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.

☐ **LIGHT WORK.** Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arms and/or leg controls.

☐ **LIGHT MEDIUM WORK.** Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

☐ **MEDIUM WORK.** Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

☐ **LIGHT HEAVY WORK.** Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.

☐ **HEAVY WORK.** Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

OTHER INSTRUCTIONS AND/OR LIMITATIONS: \_\_\_\_\_

N=Never/Not Able F=Frequent up to 30x/hr.  
 O=Occasional up to 4 times/hr. C=Constant over 30x/hr.  
 Specify Restrictions for 24 day

	N	O	F	C	
Sitting/Driving					Lab Work Yes ___ No ___
Standing/Walking					
Climbing					X - Rays Yes ___ No ___
Bending					
Kneeling/Squatting/Crawling					
					R L BIL
Reaching-Horiz/push-pull					
Reaching-Vert./above shoulder					
Gross Handling					
Finger Manipulation					
Single Grasping					
Repetitive Foot Movement					

SCHEDULED APPOINTMENTS: \_\_\_\_\_

☐ Referral ☐ Clinic \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
☐ Referral ☐ Clinic \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Time Out: \_\_\_\_\_ ☐ Called Employer Date: \_\_\_\_\_ Signature: \_\_\_\_\_

I hereby authorize my attending physician and/or hospital to release any information or copies thereof acquired in the course of my examination or treatment for the injury identified on this form to my employer or his representative.

PATIENT'S SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

PHYSICIAN'S SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

## ACCIDENT INVESTIGATOR'S CHECK LIST

Time \_\_\_\_\_ AM/PM Date \_\_\_\_\_

### A. Arrival

- \_\_\_\_\_ 1. Make visual check to see if scene is properly protected against further accident situations.  
 \_\_\_\_\_ Call Police if necessary.  
 \_\_\_\_\_ 2. Treat injured.

### B. Gather Evidence and Document Scene

- \_\_\_\_\_ 3. Pictures taken and evidence preserved?  
 \_\_\_\_\_ Is point of impact clearly noted?  
 \_\_\_\_\_ Note any property damage.  
 \_\_\_\_\_ 4. Parties involved — vehicles, make, model, license number, vehicle occupants,  
 \_\_\_\_\_ addresses, employer?  
 \_\_\_\_\_ Time of accident, exact location?  
 \_\_\_\_\_ Location and cross streets.  
 \_\_\_\_\_ Is your employee isolated from others? Do not allow them to discuss accident.  
 \_\_\_\_\_ Witnesses names, addresses and summary of what they saw.  
 \_\_\_\_\_ Make measurements of all physical facts, including length and location of skid  
 \_\_\_\_\_ marks, and fixed objects.  
 \_\_\_\_\_ Make a sketch of accident scene.  
 \_\_\_\_\_ 5. Have Police issued citations?  
 \_\_\_\_\_ Police investigators badge numbers, city, state, etc?

### C. Analysis

When did it happen? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Where did it happen? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe what happened. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Were there any observable causes or contributing factors (such as weather conditions, etc)?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are there ways a similar incident could be avoided? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## ACCIDENT REPORTING SHORT FORM

### PROCEDURE:

1. Complete this form for all incidents which result in damage to City property estimated under \$500.
2. The City of Appleton Accident Investigation report (long form) should be completed for injuries that result in seeking medical attention (other than first aid), damage to City property estimated over \$500, or when there is any damage to non-City owned property.

### EMPLOYEE ACCOUNT SUMMARY

Employee name: \_\_\_\_\_


Date/time of incident: \_\_\_\_\_ Vehicle #: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Describe how the incident occurred: \_\_\_\_\_

Describe any injuries you received (if applicable). \_\_\_\_\_

Describe damage to City property (if applicable). \_\_\_\_\_

*\*Once completed, this form should be e-mailed to your supervisor for final completion. To e-mail, click the **Microsoft Office Button**  (upper left hand corner), point to **Send**, and then click **E-mail**.*

### SUPERVISOR ACCOUNT SUMMARY

Name of Supervisor: \_\_\_\_\_

Incident # (applicable for Police personnel only): \_\_\_\_\_

Describe how this incident occurred. \_\_\_\_\_

Describe corrective action recommended or state why corrective action is not warranted. \_\_\_\_\_

*\*Once completed, e-mailed to Human Resources ([humanresources@appleton.org](mailto:humanresources@appleton.org)). To e-mail, click the **Microsoft Office Button**  (upper left hand corner), point to **Send** and then click **E-mail** or save the document and attach to an email that you prepared.*

### **Adult Classes and Events**

#### **Computer Classes in Spanish**

The Hispanic Center of the Fox Valley taught computer classes in Spanish every Thursday at the library. The basic computer class taught Spanish-speaking adults essential computer skills. The courses helped adults learn basic computer skills that are required in jobs, professions, and school. Students who completed the class have learned to send e-mails, navigate the internet, and use Microsoft Word to write letters. Friends' funds were used to pay the honorarium for the instructor.

#### **Find Your Ancestors Series: DNA from A to B**

A group of 63 adults were excited to learn about using DNA in genealogy research from Dr. Daniel Hubbard. Dr. Hubbard covered a wide range of topics related to DNA including what your DNA is and how we inherited our ancestors' DNA, how to test your DNA, how accurate DNA testing is, the varieties of tests available, and what to do with your DNA matches when you do test. With so many audience questions, Dr. Hubbard stayed an extra half hour to answer them all! Many commented they were very impressed by his talk and it was the best talk they had attended. Friends provided financial support for this series and an honorarium for this speaker.

#### **Find Your Ancestors Series: Publishing Your Research**

Jen Rubin of the Wisconsin State Historical Society Press walked a crowd of 25 attendees through the ins and outs of publishing and self-publishing. Jen discussed the different types of publishing, what to consider when deciding what type of publishing is right for you, and benefits and drawbacks of each type of publishing. She also shared self-publishing tools and about her experience self-publishing her own book. Attendees learned about several websites where they can publish family tree charts or large posters of their genealogy research, and InfoSoup's self-publishing toolbox. Friends provided financial support for this series and an honorarium for this speaker.

#### **Find Your Ancestors Series: Using Census Records**

A crowd of 30 enjoyed Tracy Reinhardt's talk on census records, titled "Genealogists Never Die, They Just Lose Their Census." Tracy started off with a quick pop quiz to show how important some of the details you can find in the census are. Attendees learned how to work with early census records and about non-population schedules, which include mortality schedules and agricultural censuses. There were lots of great questions from the crowd and attendees were excited to hear that there were many ways to access census records using library resources. Friends provided financial support for this series and an honorarium for this speaker.

#### **FlipSide Kick-off Concert**

On Feb. 28<sup>th</sup>, APL held the kick-off concert for the FlipSide Concert Series. Our goal with this concert series is to highlight our FlipSide musicians, allowing for increased visibility for local musicians, to provide access to local live music in a welcoming space, and to promote our FlipSide streaming service. We were able to get significant publicity for this program including live television and newspaper interviews. The bands are



## FRIENDS GRANTS PROGRAM SUMMARIES

### 1<sup>st</sup> QUARTER 2019

excited to be part of music at the library. Friends' funds provided honorariums for three local bands and PA equipment rental.

#### **Hmong Contemporary Art & Culture Panel Discussion**

This program was the first event of the Hmong Contemporary Art & Culture exhibit series. A panel discussion with emerging Hmong artists and the Diversity Director at UW-Green Bay was focused on Hmong women's roles, identity and contributions in the Hmong community and the community at large. They highlighted problems and identified their culture and social practices. The audience learned more about the panelists and Hmong culture. Friends' funds were used to pay the honorarium for the panelists.

#### **Morning at the Movies**

Morning at the Movies is a monthly film series designed for persons with cognitive disabilities, but it is open to everyone. Local group homes provide shuttle service for their residents to attend G-rated films. The Friends fund refreshments and movie licensing fees.

#### **Writing and Yoga**

This spring the library and Yoga Story hosted a Writing and Yoga class. The class created an opportunity for participants to practice yoga and write. The yoga is used to improve individuals' mental and physical health and the writing helps them to stretch the mind, to be creative and expressive. Each class participant enhanced their creativity and explored how movement in the body can free their mind. Friends' funds were used to pay the honorarium for the presenter.

### **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 buttons of their favorite anime characters. Friends funds also provided refreshments and materials for crafts.

#### **Architecture Exploration**

Architecture Exploration was a three-week program that consisted of one presentation per week. Homeschool teens used laptops, videos, and various craft materials to explore architecture. In the final week, teens toured downtown to identify representations of the architectural terms they learned during the program. Friends' funds provided materials for crafts.

#### **K-Pop Club**

K-Pop Club is a monthly event designed for teens with an interest in aspects of 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

## FRIENDS GRANTS PROGRAM SUMMARIES

### 1<sup>st</sup> QUARTER 2019

opportunities to build leadership and communication skills through this program. Friends' funds provide materials and refreshments for the K-Pop Club.

#### **Pop-Up Makerspace: 3D Printer Pens**

Teens learned about 3D printer pens and used templates and created unique shapes and designs. This program was offered on a day that many students had off from school. Friends' funds were used to purchase the 3D printer pens.

#### **Pop-Up Makerspace: Sewing**

Sewing was designed for teens who had incomplete sewing projects. Staff were available to help teens finish their sewing projects at this pop-up makerspace event. Friends' funds purchased the sewing machines and sewing materials for this event.

### **Tween Classes and Events**

#### **January Maker Quest**

January's art-themed Maker Quest program reached 237 patrons, ages kindergarten to adult. Together, parents and kids had fun exploring art in many ways. Some of the highlights were drawing with 3D pens, tracing with augmented reality using the Osmos, making clouds in jars, trying out a human spirograph, planning architecture with the Arckit sets, and more. The technology and supplies that make this program possible are purchased with Friends' funds.

#### **February Maker Quest**

February's simple machine-themed Maker Quest program reached 179 patrons, ages kindergarten to adult. Our school-aged makers had fun with Wiggle Bots, Engino building sets and a zip line across the room for bugs or balloons to go on rides. Participants also designed articulated robot hands, catapults, and kaleidoscopes. We figured out how the Archimedes' screw works - and SO much more! The technology and supplies that make this program possible are purchased with Friends' funds.

#### **March Maker Quest**

March's storytelling-themed Maker Quest program reached 235 patrons, ages kindergarten to adult. This month the available technology included use of a green screen (OWLS), stop motion animation with StikBots, and creating our own video games with Bloxels. We also tried making books, building structures that the Big Bad Wolf couldn't blow down and loads of other great experiences. On his way out from Maker Quest one night a boy yelled, "I LOVE this place!" The technology and supplies that make this program possible are purchased with Friends' funds.

#### **Tinkering with Tech**

2nd, 3rd, and 4th graders had a blast at our latest visit to the Boys and Girls Club for the ongoing program, Tinkering with Tech. They learned about coding with the Ozobots and about circuitry with Little Bits. Both sets of educational technology were purchased with funds from Friends.

## FRIENDS GRANTS PROGRAM SUMMARIES

1<sup>st</sup> QUARTER 2019

### Children's Classes and Events

#### **Hmong Special: Family Photoshoot**

We invited a local Hmong photographer to capture portraits for Hmong families free of charge. Families dropped in for quick photoshoots on Monday, March 4th. Professional family portraits can be costly, this was a great opportunity for families to capture memories. 17 people participated, and Friends' funds paid a stipend to the photographer.

#### **Baby Sensory Exploration**

On Tuesday, March 19 APL held the first Baby Sensory Exploration program at the library. 27 babies (0-2 years old) and parents attended the program. There were a variety of stations set up around the room including a sensory walk/crawl with different textures from sponges, Velcro, sandpaper, a bubble wrap runway, sensory hoops tied with different fabrics, sensory bags filled with brightly colored glitter gel, slices of pool noodles to thread on jumbo pipe cleaners and many other activities. Babies and caregivers were free to explore the different sensory stations and the program ended with the beloved bubble machine (a previous Friends' Funds purchase). The babies had a blast! One of their favorite stations was contact paper, sticky side up, taped to a table flat on the ground. They loved sticking foam shapes and their hands to the contact paper and peeling them off. The program will be repeated in May and several times during the summer. Friends' funds were used to purchase supplies for the stations that will be reused in future programs.

#### **Bakers Storytime**

Hmong children explored the art of baking in Bakers Storytime. We shared stories, Hmong treats and made cinnamon salt dough ornaments together. One girl came up to me after the program and said, "I love coming to the library. Can we make slime next time?". There were 13 participants and Friends' funds were used to purchase supplies and treats.

#### **Hmong & Hispanic Play and Learns in partnership with the Seed Library**

On Sunday, January 27th, Kari from the Seed Library did a special program for Hmong and Hispanic families. She informed families about the Seed Library and how ethnic cultures can share their seeds as well to diversify the collection. We learned about the importance of gardening even in the winter by making bird feeders and painting seed pods. There were 29 participants. Friends' funds paid for birdseed and shortening so families could create their own birdfeeders.

#### **St. Patrick's Day Program**

On Friday, March 15 80 preschoolers and parents attended a St. Patrick's Day party for preschoolers. The party started with a short storytime and then the children made shamrock people, St. Patrick's Day wands and necklaces, and paper rainbows. The kids could also dig for leprechaun gold in the rice sensory bin, play with shamrock slime

## FRIENDS GRANTS PROGRAM SUMMARIES

### 1<sup>st</sup> QUARTER 2019

and have their faces painted. Friends' funds were used to purchase Fruit Loops for the rainbow necklaces.

### **Valentine's Day Program**

On Wednesday, February 13, 43 preschoolers and caregivers attended the Valentine's Day Special. The program started out with a storytime and then kids had a chance to make some Valentine's Day crafts and play with chocolate and strawberry scented playdough. The playdough was a huge hit! Kids pretended to make chocolate truffles and cookies. Friends' funds were used to purchase supplies for the crafts.

### **Programs for All Ages**

#### **Hijab Day Celebration**

The community celebrated Hijab Day at the library on February 2. There was a presentation by the Fox Cities Muslim Women group, delicious food, and the opportunity to wear a hijab. Free scarves were given to those that chose to wear it for the day or part of the day. The importance of Hijab Day is to bring awareness to the meaning of hijab and to encourage Muslim and non-Muslim women alike to try to wear the hijab for a day. Friends funds were used to pay an honorarium for the presenters.

#### **Summer Library Program T-Shirts**

In order to help promote the upcoming Summer Library Program, Children's Services purchased some eye-catching t-shirts with funds from Friends. The theme this year is A Universe of Stories and our t-shirts show an astronaut reading a book in space. These shirts will be worn during outreaches, in-house programs, and promotional visits. You can see us all wearing them in our newest SLP video here:

<https://youtu.be/hBi88lsmXoU>.

### **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. Tyla Hilfreich offered engaging and welcoming workshops that provided opportunities for patrons of all ages to print on t-shirts, create collages, and learn how to layer art. We focused our efforts on the main floor to reach an audience who may be unfamiliar with printing from woodblocks. It was a great way to showcase new art, inspire those who might not have attended a formal event, and engage with questions or interest from visitors of all ages. Friends funds provided the honorarium for the artist and ink for t-shirt printing.

## FRIENDS GRANTS PROGRAM SUMMARIES

1<sup>st</sup> QUARTER 2019

### **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 inter-generational program. This program attracts people of all ages and abilities. Friends' funds support refreshments for this program and ongoing supply needs.

### **1000 Books Before Kindergarten Prizes**

This year-round reading program encourages parents to read 1000 books to their children before they enter kindergarten. Since January, 40 children have registered for the program. Friends' funds are used to purchase prizes for every 100 books read.

### **Symphony Storytime**

The partnership with the Fox Valley Symphony Orchestra continues in 2019. We had our first 2 Symphony Storytimes in February with 62 participants. The theme was Seuss. Friends' funds paid for a portion of the performers' time. The rest is covered by the Fox Valley Symphony.

### **500 Books Before Middle School**

This year-round reading program encourages students from grades K-6<sup>th</sup> 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**

### **Constant Contact**

Friends funds pay for our mass email service provider. We use this service to email our subscribers information about library news, classes, services and more.

### **Blocks for Early Childhood Area**

Friends' funds were used to purchase jumbo, Lego-style blocks and tubs to store the blocks in. The jumbo blocks replaced the wooden blocks that were removed for cleaning. Kids are having a blast building tall towers and large buildings. The blocks are made from foam, so they don't hurt when they are knocked over and come tumbling down. Friends' funds were also used to purchase a new toy bus, racecar, and airplane to replace lost or damaged toys.

### **Community Partnerships – Library Assistant Position**

This part time non-benefitted position has increased capacity for community engagement and outreach related to job skill and workforce development. We have coordinated and implemented outreach and engagement to create visibility for library resources. We recruited and trained volunteers to assist patrons with computer use. We continue to explore and develop job skill and workforce development initiatives, including opportunities for volunteers to provide further assistance with employment searches.



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**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**

**FROM: Pat Exarhos, President**

**DATE: May 10, 2019**

**RE: Nominating Committee Appointments**

---

The Appleton Public Library Board of Trustees Bylaws (Article III.3) states:

“A nominating committee, and a chair thereof, shall be appointed by the President three months prior to the organizational meeting”

Wis. Statute 42.54(2) requires that within 60 days after the beginning of terms, the members of the Library Board shall organize by the election, from among their number, of a president and such other officers as they deem necessary.

I hereby appoint the following Trustees to serve as the Nominating Committee:

Greg Hartjes, Chair  
Terry Bergman  
Margret Mann

This committee shall present a slate of officers (President, Vice President, and Secretary) at the organizational meeting which will occur in August. No officer may serve more than two consecutive terms in a given office nor hold more than one office at a time. Additional nominations may be made from the floor during the organizational meeting by any Library Board member or officer.

Library staff will work with this committee to schedule this meeting prior to the August Board of Trustees meeting.

APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
JANUARY 2019

<b>I. Circulation</b>	<b>Current Month</b>	<b>This Month Last Year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Adult Circulation	48,953	52,622	48,953	52,622	-7%	-7%
Children's Circulation	27,969	29,534	27,969	29,534	-5%	-5%
<b>Total Circulation</b>	<b>76,922</b>	<b>82,156</b>	<b>76,922</b>	<b>82,156</b>	<b>-6%</b>	<b>-6%</b>
Adult AV/nonbook (included in above)	22,657	24,487	22,657	24,487	-7%	-7%
Children's AV/non-book (included in above)	5,689	6,093	5,689	6,093	-7%	-7%
E-Book Circulation	7,735	5,627	7,735	5,627	37%	37%
E-Audiobook Circulation	6,112	3,621	6,112	3,621	69%	69%
E-Video Circulation	453	323	453	323	40%	40%
E-Comics Circulation	588	115	588	115	411%	411%
E-Magazine Circulation	480	2,698	480	2,698	-82%	-82%
E-Music Circulation	175	177	175	177	-1%	-1%
<b>Total E-Circulation</b>	<b>15,543</b>	<b>12,561</b>	<b>15,543</b>	<b>12,561</b>	<b>24%</b>	<b>24%</b>
ILL items received (received from)	12,456	12,262	12,456	12,262	2%	2%
ILL items loaned (provided to)	13,167	14,631	13,167	14,631	-10%	-10%
Total Registered Patrons (quarterly)	81,571	78,492	n/a	n/a	4%	n/a
Door Count	34,558	37,137	34,558	37,137	-7%	-7%
Percentage of Total Circulation on Self Check Machines	73.5%	75.6%	n/a	n/a	-3%	n/a

<b>II. Customer Assistance</b>	<b>Current Month</b>	<b>This Month Last Year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Reference Transactions - Adult	3,296	3,927	3,296	3,927	-16%	-16%
Reference Transactions - Children's	1,251	1,445	1,251	1,445	-13%	-13%
<b>Total Reference</b>	<b>4,547</b>	<b>5,372</b>	<b>4,547</b>	<b>5,372</b>	<b>-15%</b>	<b>-15%</b>
Volunteer Hours	430	631	430	631	-32%	-32%

<b>III. Collections &amp; Processing</b>	<b>Current Month</b>	<b>This Month Last Year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Volumes Added	1,815	3,473	1,815	3,473	-48%	-48%
Volumes Withdrawn	11,542	2,926	11,542	2,926	294%	294%
Total Titles	272,936	286,877	n/a	n/a	-5%	n/a
Total Volumes	322,897	339,783	n/a	n/a	-5%	n/a



APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
JANUARY 2019

IV. Programs	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>Children's</b>						
Children's Programs (including group visit)	63	53	63	53	19%	19%
Children's Program Attendance (including group visit)	1,640	1,334	1,640	1,334	23%	23%
Children's One-on-One Visits	1	0	1	0	>100%	>100%
Children's One-on-One Visits Participants	2	0	2	0	>100%	>100%
Children's Literacy Offerings	0	0	0	0	0%	0%
Children's Literacy Offering Participants	0	0	0	0	0%	0%
Children's Drop-In Activities	8	7	8	7	14%	14%
Children's Drop-In Activity Participants	597	1,000	597	1,000	-40%	-40%
<b>Young Adult</b>						
Young Adult Programs	23	11	23	11	109%	109%
Young Adult Program Attendance	332	198	332	198	68%	68%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Drop-In Activities	0	0	0	0	0%	0%
Young Adult Drop-In Activity Participants	0	0	0	0	0%	0%
<b>Adult</b>						
Adult Programs	22	19	22	19	16%	16%
Adult Program Attendance	324	270	324	270	20%	20%
Adult One-on-One Instructions	7	3	7	3	133%	133%
Adult One-on-One Instruction Attendance	7	3	7	3	133%	133%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Drop-In Activities	5	2	5	2	150%	150%
Adult Drop-In Activity Participants	17	2	17	2	750%	750%
<b>Total Programs</b>	<b>108</b>	<b>83</b>	<b>108</b>	<b>83</b>	<b>30%</b>	<b>30%</b>
<b>Total Program Attendance</b>	<b>2,296</b>	<b>1,802</b>	<b>2,296</b>	<b>1,802</b>	<b>27%</b>	<b>27%</b>
<b>Meeting Room Usage</b>						
Meeting Room Uses - Room Reservations (Public)	236	249	236	249	-5%	-5%
Meeting Room Uses - Events (Library Programs)	139	151	139	151	-8%	-8%
<b>Total Meeting Room Uses</b>	<b>375</b>	<b>400</b>	<b>375</b>	<b>400</b>	<b>-6%</b>	<b>-6%</b>



APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
JANUARY 2019

V. Electronic Access Services	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	354,289	43,149	354,289	43,149	721%	721%
Web Page "Hits"	80,835	97,973	80,835	97,973	-17%	-17%
Fox Valley Memory "Hits"	1,146	2,732	1,146	2,732	-58%	-58%
Remote Logins to InfoSoup	11,629	12,445	11,629	12,445	-7%	-7%
Public Computing Sessions	4,183	4,776	4,183	4,776	-12%	-12%
Total Time Used on Public Computers	3467:00:00	3933:00:00	3467:00:00	3933:00:00	-12%	-12%
Data Transferred (GB)	2000	1420	2000	1420	41%	41%
WIFI Distinct Clients	2835	2917	2835	2917	-3%	-3%

APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
FEBRUARY 2019

<b>I. Circulation</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Adult Circulation	45,264	46,434	94,217	99,056	-3%	-5%
Children's Circulation	27,854	29,758	55,823	59,292	-6%	-6%
<b>Total Circulation</b>	<b>73,118</b>	<b>76,192</b>	<b>150,040</b>	<b>158,348</b>	<b>-4%</b>	<b>-5%</b>
Adult AV/nonbook (included in above)	21,047	21,909	43,704	46,396	-4%	-6%
Children's AV/non-book (included in above)	5,649	5,977	11,338	12,070	-5%	-6%
E-Book Circulation	6,278	5,014	14,013	10,641	25%	32%
E-Audiobook Circulation	5,107	3,981	11,219	7,602	28%	48%
E-Video Circulation	436	279	889	602	56%	48%
E-Comics Circulation	106	112	694	227	-5%	206%
E-Magazine Circulation	1,555	129	2,035	2,827	1105%	-28%
E-Music Circulation	189	149	364	326	27%	12%
<b>Total E-Circulation</b>	<b>13,671</b>	<b>9,664</b>	<b>29,214</b>	<b>22,225</b>	<b>41%</b>	<b>31%</b>
ILL items received (received from)	12,158	10,963	25,325	23,225	11%	9%
ILL items loaned (provided to)	12,588	12,676	25,044	27,307	-1%	-8%
Total Registered Patrons (quarterly)	81,571	78,492	n/a	n/a	4%	n/a
Door Count	33,237	35,244	67,795	72,381	-6%	-6%
Percentage of Total Circulation on Self Check Machines	71.1%	74.9%	n/a	n/a	-5%	n/a

<b>II. Customer Assistance</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Reference Transactions - Adult	3,304	3,529	6,600	7,456	-6%	-11%
Reference Transactions - Children's	1,234	1,612	2,485	3,057	-23%	-19%
<b>Total Reference</b>	<b>4,538</b>	<b>5,141</b>	<b>9,085</b>	<b>10,513</b>	<b>-12%</b>	<b>-14%</b>
Volunteer Hours	481	601	911	1,232	-20%	-26%

<b>III. Collections &amp; Processing</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Volumes Added	2,303	2,704	4,118	6,177	-15%	-33%
Volumes Withdrawn	5,042	3,808	16,584	6,734	32%	146%
Total Titles	270,033	285,559	n/a	n/a	-5%	n/a
Total Volumes	320,158	338,679	n/a	n/a	-5%	n/a

APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
FEBRUARY 2019

<b>IV. Programs</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
<b>Children's</b>						
Children's Programs (including group visit)	71	80	134	133	-11%	1%
Children's Program Attendance (including group visit)	2,075	2,286	3,715	3,620	-9%	3%
Children's One-on-One Visits	2	5	3	5	-60%	-40%
Children's One-on-One Visits Participants	5	13	7	13	-62%	-46%
Children's Literacy Offerings	0	0	0	0	0%	0%
Children's Literacy Offering Participants	0	0	0	0	0%	0%
Children's Drop-In Activities	8	7	16	14	14%	14%
Children's Drop-In Activity Participants	413	897	1,010	1,897	-54%	-47%
<b>Young Adult</b>						
Young Adult Programs	5	8	28	19	-38%	47%
Young Adult Program Attendance	58	57	390	255	2%	53%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Drop-In Activities	1	1	1	1	0%	0%
Young Adult Drop-In Activity Participants	3	150	3	150	-98%	-98%
<b>Adult</b>						
Adult Programs	29	29	51	48	0%	6%
Adult Program Attendance	416	672	740	942	-38%	-21%
Adult One-on-One Instructions	2	9	9	12	-78%	-25%
Adult One-on-One Instruction Attendance	3	10	10	13	-70%	-23%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Drop-In Activities	4	1	9	3	300%	200%
Adult Drop-In Activity Participants	18	1	35	3	1700%	1067%
<b>Total Programs</b>	<b>105</b>	<b>117</b>	<b>213</b>	<b>200</b>	<b>-10%</b>	<b>7%</b>
<b>Total Program Attendance</b>	<b>2,549</b>	<b>3,015</b>	<b>4,845</b>	<b>4,817</b>	<b>-15%</b>	<b>1%</b>
<b>Meeting Room Usage</b>						
Meeting Room Uses - Room Reservations (Public)	213	236	449	485	-10%	-7%
Meeting Room Uses - Events (Library Programs)	155	195	294	346	-21%	-15%
<b>Total Meeting Room Uses</b>	<b>368</b>	<b>431</b>	<b>743</b>	<b>831</b>	<b>-15%</b>	<b>-11%</b>

APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
FEBRUARY 2019

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	62,941	62,098	417,230	105,247	1%	296%
Web Page "Hits"	72,562	91,250	153,397	189,223	-20%	-19%
Fox Valley Memory "Hits"	1,408	2,408	2,554	5,140	-42%	-50%
Remote Logins to InfoSoup	9,800	11,500	21,429	23,945	-15%	-11%
Public Computing Sessions	4,381	4,496	8,564	9,272	-3%	-8%
Total Time Used on Public Computers	3211:00:00	3710:00:00	6678:00:00	7643:00:00	-13%	-13%
Data Transferred (GB)	1280	1010	3280	2430	27%	35%
WIFI Distinct Clients	2855	2803	5690	5720	2%	-1%

APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
MARCH 2019

<b>I. Circulation</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Adult Circulation	49,662	51,403	143,879	150,459	-3%	-4%
Children's Circulation	33,810	35,427	89,633	94,719	-5%	-5%
<b>Total Circulation</b>	<b>83,472</b>	<b>86,830</b>	<b>233,512</b>	<b>245,178</b>	<b>-4%</b>	<b>-5%</b>
Adult AV/nonbook (included in above)	22,423	23,684	66,127	70,080	-5%	-6%
Children's AV/non-book (included in above)	6,932	7,921	18,270	19,991	-12%	-9%
E-Book Circulation	7,602	4,847	21,615	15,488	57%	40%
E-Audiobook Circulation	6,170	3,827	17,389	11,429	61%	52%
E-Video Circulation	485	316	1,374	918	53%	50%
E-Comics Circulation	136	113	830	340	20%	144%
E-Magazine Circulation	2,008	1,129	4,043	3,956	78%	2%
E-Music Circulation	231	194	595	520	19%	14%
<b>Total E-Circulation</b>	<b>16,632</b>	<b>10,426</b>	<b>45,846</b>	<b>32,651</b>	<b>60%</b>	<b>40%</b>
ILL items received (received from)	13,251	12,352	38,576	35,577	7%	8%
ILL items loaned (provided to)	13,058	13,677	38,102	40,984	-5%	-7%
Total Registered Patrons (quarterly)	81,571	78,492	n/a	n/a	4%	n/a
Door Count	33,205	35,513	101,000	107,894	-6%	-6%
Percentage of Total Circulation on Self Check Machines	71.3%	76.7%	n/a	n/a	-7%	n/a

<b>II. Customer Assistance</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Reference Transactions - Adult	4,122	3,731	10,722	11,187	10%	-4%
Reference Transactions - Children's	1,678	1,602	4,163	4,659	5%	-11%
<b>Total Reference</b>	<b>5,800</b>	<b>5,333</b>	<b>14,885</b>	<b>15,846</b>	<b>9%</b>	<b>-6%</b>
Volunteer Hours	607	582	1,518	1,814	4%	-16%

<b>III. Collections &amp; Processing</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Volumes Added	2,571	1,908	6,689	8,085	35%	-17%
Volumes Withdrawn	4,701	2,869	21,285	9,603	64%	122%
Total Titles	267,909	284,342	n/a	n/a	-6%	n/a
Total Volumes	318,028	337,718	n/a	n/a	-6%	n/a

APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
MARCH 2019

<b>IV. Programs</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
<b>Children's</b>						
Children's Programs (including group visit)	72	87	206	220	-17%	-6%
Children's Program Attendance (including group visit)	2,326	2,661	6,041	6,281	-13%	-4%
Children's One-on-One Visits	3	7	6	12	-57%	-50%
Children's One-on-One Visits Participants	12	20	19	33	-40%	-42%
Children's Literacy Offerings	1	1	1	1	0%	0%
Children's Literacy Offering Participants	255	113	255	113	126%	126%
Children's Drop-In Activities	6	8	22	22	-25%	0%
Children's Drop-In Activity Participants	715	471	1,725	2,368	52%	-27%
<b>Young Adult</b>						
Young Adult Programs	12	15	40	34	-20%	18%
Young Adult Program Attendance	145	180	535	435	-19%	23%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Drop-In Activities	0	1	1	2	-100%	-50%
Young Adult Drop-In Activity Participants	0	15	3	165	-100%	-98%
<b>Adult</b>						
Adult Programs	28	26	79	74	8%	7%
Adult Program Attendance	454	459	1,194	1,401	-1%	-15%
Adult One-on-One Instructions	4	15	13	27	-73%	-52%
Adult One-on-One Instruction Attendance	3	13	13	26	-77%	-50%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Drop-In Activities	2	2	11	5	0%	120%
Adult Drop-In Activity Participants	165	374	200	377	-56%	-47%
<b>Total Programs</b>	<b>112</b>	<b>128</b>	<b>325</b>	<b>328</b>	<b>-13%</b>	<b>-1%</b>
<b>Total Program Attendance</b>	<b>2,925</b>	<b>3,300</b>	<b>7,770</b>	<b>8,117</b>	<b>-11%</b>	<b>-4%</b>
<b>Meeting Room Usage</b>						
Meeting Room Uses - Room Reservations (Public)	270	267	719	752	1%	-4%
Meeting Room Uses - Events (Library Programs)	146	200	440	546	-27%	-19%
<b>Total Meeting Room Uses</b>	<b>416</b>	<b>467</b>	<b>1,159</b>	<b>1,298</b>	<b>-11%</b>	<b>-11%</b>

APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
MARCH 2019

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	109,757	55,879	526,987	161,126	96%	227%
Web Page "Hits"	80,322	96,196	233,719	285,419	-17%	-18%
Fox Valley Memory "Hits"	792	3,435	3,346	8,575	-77%	-61%
Remote Logins to InfoSoup	11,026	11,782	32,455	35,727	-6%	-9%
Public Computing Sessions	4,708	4,689	13,272	13,961	0%	-5%
Total Time Used on Public Computers	3824:00:00	3815:00:00	10502:00:00	11458:00:00	0%	-8%
Data Transferred (GB)	2000	1280	5280	3710	56%	42%
WIFI Distinct Clients	3221	3085	8911	8805	4%	1%

# Circ Shift

by Barbara Hoffert  
Mar 14, 2019 | Filed in [News](#)

## As subjects realign and circulation slips for the first time since 1999, librarians find ways to forge ahead.

Since its inception in 1998, *LJ*'s annual materials survey has tracked budget and circulation statistics in public libraries nationwide. This year, owing to the increasing complexity of the materials libraries collect, we've moved the focus to circulation alone, leaving financial matters to the annual budget survey (see "More Service than Circ"). It proved a particularly timely decision. In 2018, for the first time since 1999, circulation stumbled.

In the intervening years, crowned by 2009's impressive seven percent increase overall, circulation has headed upward, though sometimes meagerly: last year's increase was only 0.9 percent, and percentage increases have been trending downward since 2013. But in 2018, circulation fell by 0.5 percent overall and sometimes by as much as ten percent. Fully 40 percent of respondents saw circulation decrease.

According to the budget survey, last year's materials budget bloomed by a healthy 2.4 percent, so a lack of materials can't explain circulation's poor showing. Reasons given for the downturn range from bad weather to a good economy to introducing more accurate counting methods. But looming above them all is the problem posed by media, a big source of circulation energy that last year blew a fuse.

TRENDING OF CIRCULATION SOURCES								
MATERIALS	2011	2012	2013	2014	2015	2016	2017	2018
	%	%	%	%	%	%	%	%
Books	67	63	63	58	60	57	55	57
Ebooks	2	3	4	5	5	8	7	9
Media Netted	29	32	31	34	32	31	35	31
Audiobooks				6	6	5	6	5
Downloadable audio				2	2	3	4	4
DVD/Blu-ray				23	21	19	19	18
Streaming media							2	1
Music CDs/music				3	3	3	4	2
Other electronic products					1	2	2	2
Other	2	2	2	3	3	2	1	2

SOURCE: *LJ*/MATERIALS SURVEY 2019

Since 2009, when this survey began tracking media circulation, its contribution to the mix has risen, if bumpily; in 2017, media constituted 35 percent of total circulation. But in 2018 (see "Trending of Circulation Sources," below) that figure stepped back significantly to 31 percent as the circulation of DVD/Blu-rays and physical audiobooks fell by 2.3 percent and four percent, respectively. (Borrowing of these materials has been decelerating for several years.)

Though the circulation of downloadable audios pepped up by nearly ten percent and that of streaming media by over seven percent, these gains did not offset the losses. One reason: streaming media, offered by under half of respondents, makes up only one percent of total circulation overall.

### NEW EXPECTATIONS

Kathryn King, Fort Worth Public Library, TX, neatly sums it up. "We are seeing a significant shift from physical to digital," she explains. "We have increases for our digital materials in the range of 25–27 percent. Unfortunately, it isn't enough to make up for the drops in the physical materials, particularly our DVDs and Blu-rays."

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#### BUDGETS & FUNDING



King goes on to explain how current cultural assumptions are impacting circulation and not just of media: "I think our entire customer base is undergoing a change in their expectations, and waiting weeks or months for a new book or DVD just isn't considered okay anymore.... If I have the money I can just order it off of Amazon and not have to wait my turn in a hold queue."

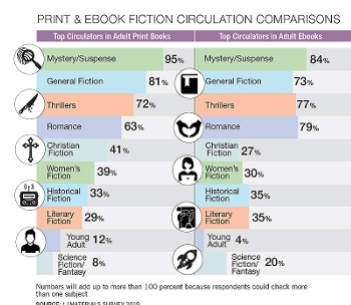
From 2011 to 2018, print circulation fell steadily from 67 percent of total circulation to 57 percent, with an uptick in 2018, while ebooks marched from two percent of total circulation to nine percent. The ebook success story would seem like a circulation booster, but while three quarters of *LJ*'s respondents did report increases in ebook borrowings, the rate of increase has slowed consistently in the last few years, from 18.4 percent in 2014 to 8.2 percent in 2018.

Still, downloadable content is clearly the wave of the future, and librarians everywhere are considering better ways to deliver it as a key to upping circulation. Notes one West Coast librarian, "Devoting more resources to e-content would boost circulation, particularly working to lower holds ratios for popular content and developing a broader collection."

Adds an East Coast colleague, "For ebooks, changing the purchase of new content from two times a week to every weekday has resulted in increased checkouts. When customers realize new content is being added more frequently, they come back more frequently and checkout/place holds on additional titles."

## SUBJECT SHIFTS

In 2018, fiction outcircled nonfiction by a margin of 64 to 36 percent, as it has with barely a variation for eight years. After a surprise spike in 2017, YA circulation settled back down to eight percent of total circulation in 2018. (Adult books and children's books clock in at 51 percent and 41 percent, respectively.) Individual subjects, though, showed some eye-catching ups and downs.



Asked to cite their top five fiction print circulators in 2018, respondents started with mystery, general fiction, thrillers, and romance—the same order as in 2017, though that year saw thrillers moving past romance to claim third place for the first time. The percentage endorsements ranged from 95 percent for

mystery to 63 percent for romance, putting these four genres well ahead of the pack. Then things changed.

Christian fiction, which placed seventh in 2017 with a 27 percent endorsement, used its 14-point increase in 2018 to reach fifth place. The anomalous 2017 showing for this genre, which had scored well since 2012, may have resulted from major disruptions in the Christian publishing industry.

Meanwhile, historical fiction, which jumped past women's fiction and Christian fiction in 2017, plummeted 15 points last year to seventh place. The reasons? Possibly fewer big titles, the absence of something new on the order of *Hamilton* to spike interest, or a retreat from 2017's hunger for fiction that echoed the year's political chaos—but from a distance.

Amid this tumult, literary fiction proved the surprise winner. Cited as a contender by only five percent of respondents in 2012, it has advanced to a 29 percent rating in 2018. One reason may be the increase in literary titles written with pop fiction's ease and propulsion and promoted as hitting that sweet spot between the two genres.

Notes Sally Bissell, who served on *LJ*'s 2018 Best Literary Fiction committee, "Literary fiction has become so much more accessible through social media recommendations and the emergence of celebrity book clubs and imprints like Sarah Jessica Parker's. And more adaptations are based on literary books; look at Margaret Atwood's *The Handmaid's Tale* and Elsa Ferrante's *My Brilliant Friend*."

In addition, fellow committee member Joshua Finnell cites the benefits of increased diversity. "So many of literary fiction's big titles last year came from authors—Tommy Orange, R.O. Kwon, Tayari Jones, Aja Gabel—who weren't white men," he says, "and the genre is finally expanding beyond the 'Great American Novels' of Jonathan Franzen and Jonathan Lethem to include a much wider range of what literary fiction means."

What's Hot Now? |  
Materials Survey 2018

**BARBARA HOFFERT**

BUDGETS & FUNDING

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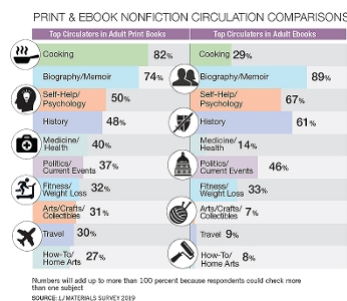
As often happens, nonfiction proved even shifter than fiction in its rankings. In 2017, biography/memoir knocked cooking from the top spot, where it had reigned for a decade. But this year cooking is back on top, with 82 percent of respondents citing it among their top print nonfiction circulators. Taking second place with a 74 percent shout-out, biography/memoir is still far ahead of third-place self-help/psychology, which claimed 50 percent.

Still, self-help/psychology isn't languishing. While it slipped in 2017, perhaps because the field was saturated, it bounced back by a full 17 points in 2018 and has nearly tripled its 19 percent showing in 2011. Religion/philosophy/spirituality also bounded upward, rising to 24 percent from 2017's 16 percent and 2011's nine percent.

Together, the strong showing of these two areas suggests an urgency on the part of readers to take control of their lives. Says Anitra Gates, Erie County Public Library, PA, of religion/spirituality, "People seem to need this topic more during times of political turmoil." But they don't stop reading political books. After sinking in 2011–16, these books headed back upward to a 35 percent rating in 2017 and a 37 percent rating in 2018—hardly surprising, given the current climate. It's still a sixth-place finish, but in ebook format this subject achieves fourth place.

## PRINT VS. EBOOK

Such contrasts in print and ebook circulation show that people read differently in different formats. In ebook format, politics does especially well because of immediate interest, while self-help/psychology moves up to second place with a 67 percent rating because of immediate need. Having doubled its popularity in print over a decade, biography/memoir again takes the top spot in ebook nonfiction, while print-favorite cooking—not so practical in digital format—falls to seventh place.



In ebook fiction, mystery still triumphs, but with fewer endorsements, while longtime tech-savvy romance readers pushed their favorite subject past general fiction and thrillers for the second-place ribbon. Historical fiction ranks fifth, as does literary fiction, by far its best showing in this format. Opines Finnell, "Studies show that college graduates are more likely to read an ebook, and I suspect that is the demographic of literary fiction readers." Readers of women's and Christian fiction prefer print. But only eight percent of respondents cited sf/fantasy as a big print circulator vs. 20 percent for ebook format—about where that figure has been since 2013.

## CIRC BOOSTERS

In the media shift from physical to digital format, circulation may wobble until librarians find the best way to acquire and promote the latter. Clarifies Fort Worth's King, "In FY17, we struggled to get DVDs and Blu-rays on order in time to generate holds and interest. [In FY18], we moved to a standing-order program from our vendor. Trying to make sure that we have the right number of copies at the right time is...becoming even more of a factor." That applies to print, too, so King's library changed to a standing-order program for several key collections (e.g., adult fiction, graphic novels), ensuring that in-demand books land expeditiously while freeing selectors to focus on topics requiring deeper attention.

Respondents had numerous tips for plumping up circulation, from increasing the number of cardholders through promotion, automatic renewal, and mobile sign-up to adding that personal touch with staff-pick stickers and flyers and tossing out old materials and giving prominence to the new. But perhaps one Virginia-based respondent said it best: "There are two essential (and time-honored) keys to boosting circulation: one is marketing (in-library displays, push emails, etc.), and the other is relating all library programs to the collection."

Of course, circulation truly soars when librarians succeed at the crystal ball-gazing task of determining what people want, and our respondents have advice there, too. In fiction, diversity isn't just for literati; Erie County's Gates argues that readers of all stripes will seek out diverse titles given their ongoing publication and promotion and interest in "understand[ing] the experiences of others." Similarly, Philip Jones,

Central Arkansas Library System, highlights Kevin Kwan's *Crazy Rich Asians* read-alikes and African American superhero graphic novels because of reader and media attention (see "Space Is the Place," p. 45–47, for recommended titles).

Not surprisingly, half the respondents who shared their thoughts on the most-anticipated nonfiction subjects cited politics, and several respondents advocate for continued interest in the self-help/religion area; King's library keeps adding copies of Rachel Hollis's *Girl Wash Your Face* owing to "massive demand."

Cooking will stay strong with a continuing flow of fresh titles, particularly regarding ethnic cuisine, and librarians should also consider books on health insurance and investment for retirees. But who knows what will really be hot in 2019? Look for next year's survey to find out.

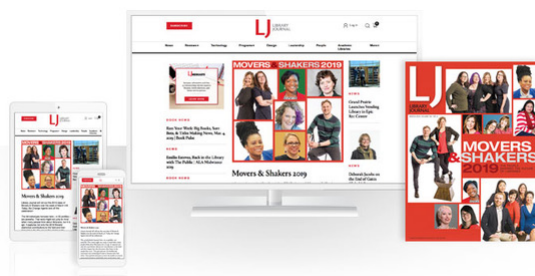


#### Barbara Hoffert

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[2019 Materials Survey](#)
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#### RECOMMENDED

**BUDGETS & FUNDING**  
**DGE UND** More Service Than Circ

Lisa Peet

LJ's 2019 Budgets and Funding survey shows less lending but more programming, patron amenities, and outreach.

#### BUDGETS & FUNDING

### What's Hot Now? | Materials Survey 2018

Barbara Hoffert

What's hot, what's not, and how much does it cost? That's what LJ first asked two decades ago when it launched its annual book-buying survey of U.S. public libraries. With today's media mostly on the horizon, the survey initially dwelled on print, and library purchasing power was the main thrust. Now the survey takes in ever-shifting funding and borrowing data for an ever-growing range of materials, with a greater focus on what circulates.

BUDGETS & FUNDING



## Federal Library Authorization Act Signed Into Law

Lisa Peet

On December 19, the House of Representatives passed the Museum and Library Services Act (MLSA) by a margin of 331–28, and it was signed into law on December 31. The bill, also known as S. 3530, reauthorizes the Institute of Museum and Library Services (IMLS) through 2025.



### BUDGETS & FUNDING

## Mixed Success, but No Library Wave in Midterms 2018

Lisa Peet

Voters turned out at the polls in record numbers on Tuesday, November 6, for the 2018 midterm elections. But strong voter turnout did not necessarily drive support for libraries at the voting booth.