



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final-revised Library Board

Tuesday, January 14, 2020

4:30 PM

225 N. Oneida Street

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[20-0029](#) December 17, 2019 Meeting Minutes

Attachments: [December 17 2019 Meeting Minutes.pdf](#)

4. Public Participation and Communication

Establish Order of the Day

5. Action Items

- [20-0030](#) December 2019 Bill Register (Partial)

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

6. Information Items

A. Director's Report

- [20-0032](#) Public Library Fines: Current Trends and Approaches

- [20-0033](#) General Annual Trustees Calendar

Attachments: [General Board Meeting Schedule \(1-2020\).pdf](#)

B. Assistant Director's Report

- [20-0034](#) APL Hiring Processes

C. President's Report

[20-0035](#) Trustee Essentials - Chapter 2: Who Runs the Library? and Chapter 7: The Library Board and Library Personnel

Attachments: [Trustee Essentials 2 - Who Runs the Library.pdf](#)

[Trustee Essentials 7 - The Library Board and Library Personnel.pdf](#)

D. Staff Updates

[20-0036](#) FlipSide

[20-0037](#) Workforce and Job Skill Development

[20-0038](#) Civic Engagement

[20-0039](#) Children's Services Program Updates

Closed Session

The Library Board will go into closed session according to State Statute § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session regarding the mixed use library development and then reconvene into open session.

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

Tuesday, December 17, 2019

4:30 PM

225 N. Oneida Street

1. Call meeting to order

President Rebecca Kellner called the meeting to order at 4:30pm

2. Roll call of membership

Others Present: Ann Cooksey, Derik Henken, Tina Krueger, Adriana McCleer,
Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Maureen Ward

Present: 8 - Bergman, Peterson, Bloedow, Alderperson Croatt, Mann, Looker, Kellner
and Exarhos

Excused: 3 - Scheuerman, Hartjes and Panella

3. Approval of minutes from previous meeting

[19-1916](#)

November 19, 2019 Meeting Minutes

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

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

4. Public Participation and Communication

Establish Order of the Day

President Kellner called for a motion to refer Action Item 19-1919 back to the Scholarship Committee.

[19-1919](#)

Report of the Scholarship Committee

Attachments: [Scholarship Committee Meeting Minutes 12-13-2019.pdf](#)

Looker moved, seconded by Exarhos, that the Report of the Scholarship Committee be referred back to the Library Board Scholarship Committee. Voice Vote. Motion Carried. (8-0)

5. Action Items

President Kellner called for a motion to place Action Items 19-1917, 19-1918 and 19-1927 on a Consent Agenda. Voice Vote. Motion Carried. (8-0)

Exarhos moved, seconded by Mann that Action Items 19-1917, 19-1918 and 19-1927 be approved. Voice Vote. Motion Carried. (8-0)

[19-1917](#)

November 2019 Bill Register

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

This Report Action Item was approved

[19-1918](#)

Adopt Library Budget 2020 - Final

Attachments: [2020 Library.pdf](#)
 [2020 Library Self Check CIP.pdf](#)
 [2020 Lighting Upgrades CIP.pdf](#)
 [2020 Roof Replacement CIP.pdf](#)
 [2020 Downtown Development CIP.pdf](#)
 [2020 Library Grants.pdf](#)

This Report Action Item was approved

[19-1927](#)

City Salary Administration Policy

Attachments: [Salary Administration Policy 2019.pdf](#)

This Report Action Item was approved

6. Information Items

A. President's Report

[19-1921](#)

Upcoming 2020 Personnel and Policy Committee Meeting

[19-1922](#)

Trustee Essentials - Effective Board Meetings and Trustee Participation

Attachments: [Trustee Essentials Effective Board Meetings and Trustee Participation.pdf](#)

B. Friends Report

[19-1924](#)

Next Generation Event - January 24, 2020

C. Staff Updates

[19-1925](#)

Adult Programs & Events

[19-1926](#)

Artist in Residence: Gregory Frederic

7. Adjournment

**Bergman moved, seconded by Peterson that the meeting be adjourned. Voice
Vote. Motion Carried. (8-0)**

The meeting was adjourned at 4:58pm

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City of Appleton
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/12 TO 2019/12		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16010										Library Administration
16010	620100									Training/Conferences
	000260	CHARLES LATORRE CONS	25024		0	2019 12	INV P	250.00	123119	541306 leadership consulta
	999990	AMERLIBASSOC ECOMMER	25717		0	2019 12	INV P	644.00	pcard	American Library As
								894.00		ACCOUNT TOTAL
16010	630100									Office Supplies
	001583	UNITED STATES POSTAL	25676		0	2019 12	INV P	6.15	pcard	Scholarship Committ
	001583	UNITED STATES POSTAL	25677		0	2019 12	INV P	9.10	pcard	Board Meeting Packe
								15.25		
	001983	AMAZON	25667		0	2019 12	INV P	13.35	pcard	Lost and Found tags
	002034	OFFICE DEPOT	25678		0	2019 12	INV P	44.67	pcard	Post Its, Napkins
	002034	OFFICE DEPOT	25679		0	2019 12	INV P	5.09	pcard	Sharpies
								49.76		
	999990	AMZN MKTP US*6I7M754	25551		0	2019 12	INV P	23.78	pcard	lost and found tags
								102.14		ACCOUNT TOTAL
16010	630500									Awards & Recognition
	000084	APPLETON DOWNTOWN, I	25758		0	2019 12	INV P	50.00	pcard	ADI
								50.00		ACCOUNT TOTAL
16010	630700									Food & Provisions
	001198	SAM'S CLUB	25807		0	2019 12	INV P	35.96	pcard	Teen Services Meet
								35.96		ACCOUNT TOTAL
16010	641200									Advertising
	999990	FREEPIK & FLATICON	24456		0	2019 12	INV P	9.99	pcard	Stock Images
	999990	FACEBK *DLNGBQ2YX2	25552		0	2019 12	INV P	12.52	pcard	Facebook Ad
								22.51		
								22.51		ACCOUNT TOTAL
16010	659900									Other Contracts/Obligation
	000203	BORN JOY	23669		0	2019 12	INV P	150.00	120419	540908 mindfulness session
	000203	BORN JOY	24935		0	2019 12	INV P	150.00	122619	541192 mindfulness session
								300.00		
	001957	IMBERSTEG PIANO	25023		0	2019 12	INV P	155.00	123119	541322 piano tuning
	002229	STAR PROTECTION AND	23667		0	2019 12	INV P	1,470.00	120419	540962 Security Services



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YEAR/PERIOD: 2019/12 TO 2019/12				ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
002229	STAR	PROTECTION AND	23668			0	2019 12	INV	P	1,470.00	120419	540962	Security Services
002229	STAR	PROTECTION AND	23730			0	2019 12	INV	P	1,160.00	121119	541044	security guard
002229	STAR	PROTECTION AND	23731			0	2019 12	INV	P	1,470.00	121119	541044	security guard
002229	STAR	PROTECTION AND	24936			0	2019 12	INV	P	1,470.00	122619	541250	security guard
002229	STAR	PROTECTION AND	25021			0	2019 12	INV	P	1,470.00	123119	541343	security guard
002229	STAR	PROTECTION AND	25022			0	2019 12	INV	P	1,470.00	123119	541343	security guard
										9,980.00			
ACCOUNT TOTAL										10,435.00			
ORG 16010 TOTAL										11,539.61			
Library Children's Services													
16021	620100			Training/Conferences									
001587	UNIVERSITY OF WISCON	24572				0	2019 12	INV	P	162.50	pcard		Lead the Way Regist
ACCOUNT TOTAL										162.50			
Office Supplies													
999990	FUN EXPRESS	24504				0	2019 12	INV	P	39.69	pcard		FUN EXPRESS
999990	WAL-MART #5090	25496				0	2019 12	INV	P	23.63	pcard		Special Program
999990	SSI SCHOOL SPECIALTY	25497				0	2019 12	INV	P	90.95	pcard		Backroom Supplies
999990	AMZN MKTP US*PN4B58V	25874				0	2019 12	INV	P	44.90	pcard		Circ Kits
999990	US TOY/CONSTR PLAYTH	25875				0	2019 12	INV	P	246.44	pcard		Circ Kits
999990	AMZN MKTP US	25876				0	2019 12	INV	P	-55.95	pcard		Circ Kits
999990	AMZN MKTP US*6D7TR40	25877				0	2019 12	INV	P	12.99	pcard		Circ Kits
999990	AMZN MKTP US*IS9E633	25878				0	2019 12	INV	P	492.09	pcard		Circ Kits
999990	AMZN MKTP US*MX83016	25879				0	2019 12	INV	P	9.99	pcard		Circ Kits
999990	AMZN MKTP US*KA21K2M	25880				0	2019 12	INV	P	16.87	pcard		Circ Kits
999990	AMZN MKTP US*7U46O9U	25881				0	2019 12	INV	P	63.97	pcard		Circ Kits
999990	AMZN MKTP US*N496T94	25882				0	2019 12	INV	P	143.16	pcard		Circ Kits
999990	AMZN MKTP US*0S4T37Y	25883				0	2019 12	INV	P	9.90	pcard		Circ Kits
999990	AMZN MKTP US*2Z6Z65A	25884				0	2019 12	INV	P	759.36	pcard		Circ Kits
999990	AMZN MKTP US*IK54X7A	25885				0	2019 12	INV	P	14.99	pcard		Circ Kits
999990	AMZN MKTP US*0I3GZ7F	25886				0	2019 12	INV	P	55.95	pcard		Circ Kits
999990	AMZN MKTP US*GP44N3Z	25887				0	2019 12	INV	P	70.01	pcard		Circ Kits
999990	AMZN MKTP US*Z61040X	25888				0	2019 12	INV	P	8.49	pcard		Circ Kits
999990	AMZN MKTP US*3R38E7N	25889				0	2019 12	INV	P	13.60	pcard		Circ Kits
999990	AMZN MKTP US*L03IO34	25890				0	2019 12	INV	P	25.64	pcard		Circ Kits
999990	AMZN MKTP US*S79PQ1H	25891				0	2019 12	INV	P	16.99	pcard		Circ Kits
999990	MODULAR ROBOTICS	25897				0	2019 12	INV	P	249.95	pcard		Circ Kits
999990	AMZN MKTP US*5B85T4M	25898				0	2019 12	INV	P	7.09	pcard		Circ Kits
999990	AMZN MKTP US*G778G4L	25899				0	2019 12	INV	P	22.99	pcard		Circ Kits
999990	AMZN MKTP US*KN36T3D	25900				0	2019 12	INV	P	364.80	pcard		Circ Kits
999990	AMZN MKTP US*QF8V112	25901				0	2019 12	INV	P	11.99	pcard		Circ Kits
999990	AMZN MKTP US*078ZB6I	25902				0	2019 12	INV	P	29.74	pcard		Circ Kits
999990	AMZN MKTP US*ER5HO1F	25903				0	2019 12	INV	P	29.99	pcard		Circ Kits
999990	AMZN MKTP US*HF0SV81	25904				0	2019 12	INV	P	89.99	pcard		Circ Kits
999990	AMZN MKTP US*SX5872A	25905				0	2019 12	INV	P	29.95	pcard		Circ Kits
999990	AMZN MKTP US*IP66616	25906				0	2019 12	INV	P	1,145.98	pcard		Circ Kits
999990	AMAZON.COM*OO40Z4MW3	25907				0	2019 12	INV	P	7.95	pcard		Circ Kits

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YEAR/PERIOD: 2019/12 TO 2019/12		DOCUMENT		PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
								4,094.08			
ACCOUNT TOTAL								4,094.08			
16021	630100	3955			Office Supplies ELL						
999990	PICK'N	SAVE #118	25526	0	2019 12 INV P			43.80	pcard		PICK'N SAVE ELL
ACCOUNT TOTAL								43.80			
16021	630700	3955			Food & Provisions ELL						
999990	MARCUS	FUNSET BLVD T	25642	0	2019 12 INV P			20.00	pcard		MARCUS FUNSET BLVD
ACCOUNT TOTAL								20.00			
ORG 16021 TOTAL								4,320.38			
Library Public Services											
16023	630100				Office Supplies						
001034	OUTAGAMIE	WAUPACA LI	23737	0	2019 12 INV P			108.00	121119	541034	receipt paper
ACCOUNT TOTAL								108.00			
ORG 16023 TOTAL								108.00			
Library Community Partnerships											
16024	630100				Office Supplies						
001983	AMAZON		25499	0	2019 12 INV P			14.49	pcard		cups-programming su
999990	AMZN MKTP	US*4R3WP0Q	25390	0	2019 12 INV P			18.99	pcard		Paint pens for teen
999990	DOLLAR TREE		25391	0	2019 12 INV P			24.00	pcard		Mugs for teen progr
999990	AMZN MKTP	US*TWOVE7I	25392	0	2019 12 INV P			64.85	pcard		Black Friday craft
999990	AMZN MKTP	US*873KH43	25393	0	2019 12 INV P			13.76	pcard		Mod Podge for teen
999990	AMZN MKTP	US*L45RH6Y	25498	0	2019 12 INV P			31.98	pcard		Tri-pod and Colored
999990	TARGET	000124	25776	0	2019 12 INV P			12.26	pcard		Storage bins Cocoa
								165.84			
ACCOUNT TOTAL								180.33			
16024	659900				Other Contracts/Obligation						
002370	GREGORY	FREDERIC	23733	0	2019 12 INV P			322.84	121119	541005	teen wall mural
999990	SQ	*HOLA MEDIA AGEN	24590	0	2019 12 INV P			87.50	pcard		Spanish Instructor
ACCOUNT TOTAL								410.34			
ORG 16024 TOTAL								590.67			
Library Building Operations											
16031	640700				Solid Waste/Recycling Pickup						
000023	ADVANCED	DISPOSAL SO	25531	0	2019 12 INV P			74.00	pcard		Trash disposal

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YEAR/PERIOD: 2019/12 TO 2019/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
ACCOUNT TOTAL								74.00			
16031	641301				Electric						
001575	WE ENERGIES	517		0	2019 12	INV	P	5,895.62	122619	541288	4835-258-176 Librar
ACCOUNT TOTAL								5,895.62			
16031	641302				Gas						
001575	WE ENERGIES	517		0	2019 12	INV	P	3,043.05	122619	541288	5229-670-389 Public
ACCOUNT TOTAL								3,043.05			
ORG 16031 TOTAL								9,012.67			
16032					Library Materials Management						
16032	503500				Other Reimbursements						
000042	ALGOMA PUBLIC LIBRAR	23578		0	2019 12	INV	P	15.99	120419	540899	lost & paid
000188	BLACK CREEK VILLAGE	25013		0	2019 12	INV	P	16.00	123119	541299	lost and paid
001446	VILLAGE OF KIMBERLY	24869		0	2019 12	INV	P	10.00	122619	541283	lost & paid
001446	VILLAGE OF KIMBERLY	25015		0	2019 12	INV	P	17.00	123119	541356	lost and paid
								27.00			
001598	CITY OF NEW LONDON	23800		0	2019 12	INV	P	19.99	121119	540988	lost and paid
001615	DOOR COUNTY LIBRARY	24870		0	2019 12	INV	P	19.99	122619	541199	lost & paid
001615	DOOR COUNTY LIBRARY	25014		0	2019 12	INV	P	10.00	123119	541310	lost and paid
								29.99			
999998	JOHN KOSS	23585		0	2019 12	INV	P	7.00	120419	540947	LOST & PAID
999998	ALEXANDRA NAJAR	23586		0	2019 12	INV	P	25.00	120419	540939	LOST & PAID
999998	BETTY PROPER	23587		0	2019 12	INV	P	35.00	120419	540942	LOST & PAID
999998	SARAH LANE	23801		0	2019 12	INV	P	23.00	121119	541024	lost and paid
999998	KENDRA SUTTON HUAT	23807		0	2019 12	INV	P	5.00	121119	541022	lost and paid
999998	ROBERT MAZIBUKO	25016		0	2019 12	INV	P	95.00	123119	541331	lost and paid
								190.00			
ACCOUNT TOTAL								298.97			
16032	630100				Office Supplies						
000185	BIBLIOTHECA, LLC	25673		0	2019 12	INV	P	5,299.47	pcard		RFID Tags
001034	OUTAGAMIE WAUPACA LI	23666		0	2019 12	INV	P	246.22	120419	540953	barcodes
001983	AMAZON	25674		0	2019 12	INV	P	16.49	pcard		Engraving pen
002259	DEMCO SOFTWARE	25671		0	2019 12	INV	P	92.10	pcard		Labels, tape, shelf

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YEAR/PERIOD: 2019/12 TO 2019/12		DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
ACCOUNT/VENDOR							
999990 AMZN MKTP US*W36HZ43	24458	0	2019 12	INV P	15.97	pcard	Newspaper display b
999990 KAPCO	25672	0	2019 12	INV P	849.65	pcard	Book jacket covers
					865.62		
ACCOUNT TOTAL					6,519.90		
16032 631500				Books & Library Materials			
000400 EBSCO INFORMATION SE	24592	0	2019 12	INV P	10,047.00	pcard	
000400 EBSCO INFORMATION SE	25857	0	2019 12	INV P	731.85	pcard	
					10,778.85		
000468 FINDAWAY WORLD, LLC	24464	0	2019 12	INV P	84.98	pcard	
000468 FINDAWAY WORLD, LLC	24465	0	2019 12	INV P	1,649.63	pcard	
					1,734.61		
000550 GALE / CENGAGE LEARN	25783	0	2019 12	INV P	300.00	pcard	
000550 GALE / CENGAGE LEARN	25784	0	2019 12	INV P	4,867.79	pcard	
000550 GALE / CENGAGE LEARN	25916	0	2019 12	INV P	885.50	pcard	
000550 GALE / CENGAGE LEARN	25917	0	2019 12	INV P	172.40	pcard	
					6,225.69		
000889 MIDWEST TAPE	24462	0	2019 12	INV P	2,468.81	pcard	
000889 MIDWEST TAPE	24463	0	2019 12	INV P	2,399.50	pcard	
000889 MIDWEST TAPE	25690	0	2019 12	INV P	3,265.75	pcard	
000889 MIDWEST TAPE	25856	0	2019 12	INV P	5,000.00	pcard	
					13,134.06		
001265 SOO LINE HISTORICAL	23577	0	2019 12	INV P	35.00	120419	540961 media
001590 STATE BAR OF WISCONS	24609	0	2019 12	INV P	214.94	pcard	
001934 SAGE PUBLISHING	23665	0	2019 12	INV P	282.94	120419	540958 media
001940 INFOGROUP	23661	0	2019 12	INV P	330.00	120419	540924 media
001983 AMAZON	24525	0	2019 12	INV P	14.99	pcard	
001983 AMAZON	24526	0	2019 12	INV P	19.36	pcard	
001983 AMAZON	24527	0	2019 12	INV P	8.98	pcard	
001983 AMAZON	24528	0	2019 12	INV P	39.99	pcard	
001983 AMAZON	24529	0	2019 12	INV P	17.47	pcard	
001983 AMAZON	24530	0	2019 12	INV P	17.99	pcard	
001983 AMAZON	24531	0	2019 12	INV P	21.41	pcard	
001983 AMAZON	24532	0	2019 12	INV P	23.45	pcard	
001983 AMAZON	24533	0	2019 12	INV P	17.63	pcard	
001983 AMAZON	24534	0	2019 12	INV P	49.94	pcard	
001983 AMAZON	24535	0	2019 12	INV P	14.49	pcard	

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YEAR/PERIOD: 2019/12 TO 2019/12		ACCOUNT /VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
001983	AMAZON		24536	0	2019 12	INV	P	13.49		pcard	
001983	AMAZON		24537	0	2019 12	INV	P	24.53		pcard	
001983	AMAZON		24538	0	2019 12	INV	P	13.39		pcard	
001983	AMAZON		24539	0	2019 12	INV	P	21.99		pcard	
001983	AMAZON		24540	0	2019 12	INV	P	12.97		pcard	
001983	AMAZON		24541	0	2019 12	INV	P	52.38		pcard	
001983	AMAZON		24542	0	2019 12	INV	P	457.99		pcard	
001983	AMAZON		24543	0	2019 12	INV	P	9.81		pcard	
001983	AMAZON		24544	0	2019 12	INV	P	13.94		pcard	
001983	AMAZON		24545	0	2019 12	INV	P	29.57		pcard	
001983	AMAZON		24546	0	2019 12	INV	P	13.96		pcard	
001983	AMAZON		24547	0	2019 12	INV	P	11.84		pcard	
001983	AMAZON		24548	0	2019 12	INV	P	16.93		pcard	
001983	AMAZON		24549	0	2019 12	INV	P	6.98		pcard	
001983	AMAZON		24550	0	2019 12	INV	P	43.72		pcard	
001983	AMAZON		24551	0	2019 12	INV	P	72.87		pcard	
001983	AMAZON		24552	0	2019 12	INV	P	24.70		pcard	
001983	AMAZON		24553	0	2019 12	INV	P	16.13		pcard	
001983	AMAZON		24554	0	2019 12	INV	P	23.93		pcard	
001983	AMAZON		24555	0	2019 12	INV	P	43.94		pcard	
001983	AMAZON		24556	0	2019 12	INV	P	19.99		pcard	
001983	AMAZON		24557	0	2019 12	INV	P	14.48		pcard	
001983	AMAZON		24558	0	2019 12	INV	P	30.24		pcard	
001983	AMAZON		24559	0	2019 12	INV	P	29.00		pcard	
001983	AMAZON		24560	0	2019 12	INV	P	20.79		pcard	
001983	AMAZON		24561	0	2019 12	INV	P	44.73		pcard	
001983	AMAZON		24562	0	2019 12	INV	P	29.98		pcard	
001983	AMAZON		24610	0	2019 12	INV	P	-22.98		pcard	
001983	AMAZON		24611	0	2019 12	INV	P	230.95		pcard	
001983	AMAZON		24612	0	2019 12	INV	P	14.98		pcard	
001983	AMAZON		24613	0	2019 12	INV	P	-12.99		pcard	
001983	AMAZON		24614	0	2019 12	INV	P	-11.29		pcard	
001983	AMAZON		24615	0	2019 12	INV	P	143.58		pcard	
001983	AMAZON		24616	0	2019 12	INV	P	170.12		pcard	
001983	AMAZON		24618	0	2019 12	INV	P	339.48		pcard	
001983	AMAZON		24619	0	2019 12	INV	P	28.98		pcard	
001983	AMAZON		24620	0	2019 12	INV	P	63.86		pcard	
001983	AMAZON		25781	0	2019 12	INV	P	28.98		pcard	
001983	AMAZON		25782	0	2019 12	INV	P	21.57		pcard	
001983	AMAZON		25788	0	2019 12	INV	P	-4.99		pcard	
001983	AMAZON		25789	0	2019 12	INV	P	-33.77		pcard	
001983	AMAZON		25790	0	2019 12	INV	P	23.94		pcard	
001983	AMAZON		25791	0	2019 12	INV	P	36.49		pcard	
001983	AMAZON		25792	0	2019 12	INV	P	8.62		pcard	
001983	AMAZON		25793	0	2019 12	INV	P	47.49		pcard	
001983	AMAZON		25794	0	2019 12	INV	P	17.15		pcard	
001983	AMAZON		25795	0	2019 12	INV	P	68.94		pcard	
001983	AMAZON		25796	0	2019 12	INV	P	13.28		pcard	
001983	AMAZON		25797	0	2019 12	INV	P	14.70		pcard	
001983	AMAZON		25798	0	2019 12	INV	P	35.71		pcard	
001983	AMAZON		25799	0	2019 12	INV	P	23.89		pcard	
001983	AMAZON		25910	0	2019 12	INV	P	26.47		pcard	



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INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2019/12 TO 2019/12		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
001983	AMAZON	25911	0	2019 12	INV	P	61.90			pcard
001983	AMAZON	25912	0	2019 12	INV	P	18.56			pcard
001983	AMAZON	25913	0	2019 12	INV	P	43.94			pcard
001983	AMAZON	25914	0	2019 12	INV	P	38.94			pcard
001983	AMAZON	25915	0	2019 12	INV	P	-52.16			pcard
001983	AMAZON	25919	0	2019 12	INV	P	-8.20			pcard
001983	AMAZON	25920	0	2019 12	INV	P	26.44			pcard
001983	AMAZON	25921	0	2019 12	INV	P	367.27			pcard
001983	AMAZON	25922	0	2019 12	INV	P	15.99			pcard
001983	AMAZON	25923	0	2019 12	INV	P	63.98			pcard
001983	AMAZON	25924	0	2019 12	INV	P	50.00			pcard
001983	AMAZON	25925	0	2019 12	INV	P	5.87			pcard
001983	AMAZON	25926	0	2019 12	INV	P	14.90			pcard
001983	AMAZON	25927	0	2019 12	INV	P	16.62			pcard
001983	AMAZON	25928	0	2019 12	INV	P	13.99			pcard
001983	AMAZON	25929	0	2019 12	INV	P	14.98			pcard
001983	AMAZON	25930	0	2019 12	INV	P	9.87			pcard
001983	AMAZON	25931	0	2019 12	INV	P	43.90			pcard
001983	AMAZON	25932	0	2019 12	INV	P	24.39			pcard
001983	AMAZON	25933	0	2019 12	INV	P	19.91			pcard
001983	AMAZON	25934	0	2019 12	INV	P	20.22			pcard
001983	AMAZON	25935	0	2019 12	INV	P	32.78			pcard
001983	AMAZON	25936	0	2019 12	INV	P	43.11			pcard
001983	AMAZON	25937	0	2019 12	INV	P	6.00			pcard
001983	AMAZON	25938	0	2019 12	INV	P	18.93			pcard
001983	AMAZON	25939	0	2019 12	INV	P	23.98			pcard
001983	AMAZON	25940	0	2019 12	INV	P	243.40			pcard
001983	AMAZON	25941	0	2019 12	INV	P	9.85			pcard
001983	AMAZON	25942	0	2019 12	INV	P	28.48			pcard
001983	AMAZON	25943	0	2019 12	INV	P	12.96			pcard
001983	AMAZON	25944	0	2019 12	INV	P	11.79			pcard
001983	AMAZON	25945	0	2019 12	INV	P	38.93			pcard
001983	AMAZON	25946	0	2019 12	INV	P	15.99			pcard
001983	AMAZON	25947	0	2019 12	INV	P	15.96			pcard
001983	AMAZON	25948	0	2019 12	INV	P	14.52			pcard
001983	AMAZON	25949	0	2019 12	INV	P	15.99			pcard
001983	AMAZON	25950	0	2019 12	INV	P	18.08			pcard
001983	AMAZON	25951	0	2019 12	INV	P	18.48			pcard
001983	AMAZON	25952	0	2019 12	INV	P	17.13			pcard
001983	AMAZON	25953	0	2019 12	INV	P	11.23			pcard
001983	AMAZON	25954	0	2019 12	INV	P	92.84			pcard
001983	AMAZON	25955	0	2019 12	INV	P	182.22			pcard
001983	AMAZON	25956	0	2019 12	INV	P	5.49			pcard
001983	AMAZON	25957	0	2019 12	INV	P	7.67			pcard
001983	AMAZON	25958	0	2019 12	INV	P	11.97			pcard
001983	AMAZON	25959	0	2019 12	INV	P	18.94			pcard
001983	AMAZON	25960	0	2019 12	INV	P	13.99			pcard
001983	AMAZON	25961	0	2019 12	INV	P	29.70			pcard
001983	AMAZON	25962	0	2019 12	INV	P	26.75			pcard
001983	AMAZON	25963	0	2019 12	INV	P	10.99			pcard
001983	AMAZON	25964	0	2019 12	INV	P	28.87			pcard



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YEAR/PERIOD: 2019/12 TO 2019/12			ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
									4,471.46		
002261	BAKER & TAYLOR	23662	0	2019 12	INV	P			121.91	120419	540906 media
002261	BAKER & TAYLOR	23663	0	2019 12	INV	P			237.90	120419	540906 media
002261	BAKER & TAYLOR	23664	0	2019 12	INV	P			119.95	120419	540906 media
002261	BAKER & TAYLOR	25020	0	2019 12	INV	P			124.95	123119	541298 media
									604.71		
999990	OVERDRIVE DIST	24466	0	2019 12	INV	P			5,003.77	pcard	
999990	INGRAM LIBRARY SERVI	24467	0	2019 12	INV	P			790.32	pcard	
999990	INGRAM LIBRARY SERVI	24468	0	2019 12	INV	P			611.99	pcard	
999990	INGRAM LIBRARY SERVI	24469	0	2019 12	INV	P			5.30	pcard	
999990	INGRAM LIBRARY SERVI	24470	0	2019 12	INV	P			1,266.63	pcard	
999990	INGRAM LIBRARY SERVI	24471	0	2019 12	INV	P			156.04	pcard	
999990	INGRAM LIBRARY SERVI	24472	0	2019 12	INV	P			461.94	pcard	
999990	INGRAM LIBRARY SERVI	24473	0	2019 12	INV	P			374.39	pcard	
999990	IBI*INFORMA ONLINE	24523	0	2019 12	INV	P			160.00	pcard	
999990	VALUE LINE PUBLISHIN	24524	0	2019 12	INV	P			2,995.00	pcard	
999990	RISKMANAGEM	24563	0	2019 12	INV	P			414.60	pcard	
999990	HOUCHEN BINDERY	24593	0	2019 12	INV	P			109.15	pcard	
999990	INGRAM LIBRARY SERVI	24594	0	2019 12	INV	P			794.61	pcard	
999990	INGRAM LIBRARY SERVI	24595	0	2019 12	INV	P			15.12	pcard	
999990	INGRAM LIBRARY SERVI	24596	0	2019 12	INV	P			753.42	pcard	
999990	INGRAM LIBRARY SERVI	24597	0	2019 12	INV	P			190.82	pcard	
999990	INGRAM LIBRARY SERVI	24598	0	2019 12	INV	P			1,305.53	pcard	
999990	INGRAM LIBRARY SERVI	24599	0	2019 12	INV	P			246.71	pcard	
999990	FINDAWAY	24600	0	2019 12	INV	P			94.98	pcard	
999990	EBSCO	24601	0	2019 12	INV	P			20.53	pcard	
999990	MIDWEST TAPE- LLC	24602	0	2019 12	INV	P			4,880.36	pcard	
999990	MIDWEST TAPE- LLC	24603	0	2019 12	INV	P			1,909.77	pcard	
999990	RECORDED BOOKS	24617	0	2019 12	INV	P			260.20	pcard	
999990	OVERDRIVE DIST	25691	0	2019 12	INV	P			5,073.74	pcard	
999990	INGRAM LIBRARY SERVI	25692	0	2019 12	INV	P			449.90	pcard	
999990	INGRAM LIBRARY SERVI	25693	0	2019 12	INV	P			551.10	pcard	
999990	INGRAM LIBRARY SERVI	25694	0	2019 12	INV	P			112.85	pcard	
999990	INGRAM LIBRARY SERVI	25695	0	2019 12	INV	P			233.48	pcard	
999990	INGRAM LIBRARY SERVI	25696	0	2019 12	INV	P			786.26	pcard	
999990	INGRAM LIBRARY SERVI	25697	0	2019 12	INV	P			449.16	pcard	
999990	INGRAM LIBRARY SERVI	25698	0	2019 12	INV	P			486.46	pcard	
999990	INGRAM LIBRARY SERVI	25699	0	2019 12	INV	P			203.32	pcard	
999990	INGRAM LIBRARY SERVI	25700	0	2019 12	INV	P			230.00	pcard	
999990	INGRAM LIBRARY SERVI	25701	0	2019 12	INV	P			236.57	pcard	
999990	INGRAM LIBRARY SERVI	25702	0	2019 12	INV	P			186.07	pcard	
999990	REI*MATTHEW BENDER &	25777	0	2019 12	INV	P			244.10	pcard	
999990	CFRA	25778	0	2019 12	INV	P			430.00	pcard	
999990	THOMSON WEST*TCD	25779	0	2019 12	INV	P			889.09	pcard	
999990	THOMSON WEST*TCD	25780	0	2019 12	INV	P			486.98	pcard	
999990	RECORDED BOOKS	25785	0	2019 12	INV	P			41.40	pcard	
999990	WORLD BOOK SCHOOL AN	25786	0	2019 12	INV	P			999.00	pcard	
999990	MSI*MORNINGSTAR	25787	0	2019 12	INV	P			5,363.00	pcard	



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INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2019/12 TO 2019/12											
ACCOUNT /VENDOR				DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN CHECK		DESCRIPTION
999990	INGRAM LIBRARY SERVI	25858	0	2019 12	INV	P			275.09	pcard	
999990	INGRAM LIBRARY SERVI	25859	0	2019 12	INV	P			347.53	pcard	
999990	INGRAM LIBRARY SERVI	25860	0	2019 12	INV	P			667.49	pcard	
999990	INGRAM LIBRARY SERVI	25861	0	2019 12	INV	P			796.13	pcard	
999990	INGRAM LIBRARY SERVI	25862	0	2019 12	INV	P			421.75	pcard	
999990	INGRAM LIBRARY SERVI	25863	0	2019 12	INV	P			452.00	pcard	
999990	INGRAM LIBRARY SERVI	25864	0	2019 12	INV	P			2,024.35	pcard	
999990	INGRAM LIBRARY SERVI	25865	0	2019 12	INV	P			479.32	pcard	
999990	INGRAM LIBRARY SERVI	25866	0	2019 12	INV	P			439.97	pcard	
999990	NYT*NY TIMES SUBS	25908	0	2019 12	INV	P			2,220.40	pcard	
999990	OLDHOUSEONLINE.COM	25909	0	2019 12	INV	P			11.98	pcard	
999990	GAN*WINEWSPAPERCIRC	25918	0	2019 12	INV	P			468.04	pcard	
999990	HEARING LOSS ASSN	25965	0	2019 12	INV	P			80.00	pcard	
									48,957.71		
999998	CHRIS ANDERSON	23588	0	2019 12	INV	P			100.00	120419	540943 MUSIC LICENSE AGREE
999998	ERIC COX	23589	0	2019 12	INV	P			100.00	120419	540946 MUSIC LICENSE AGREE
999998	CHRIS RUGOWSKI	23590	0	2019 12	INV	P			100.00	120419	540944 MUSIC LICENSE AGREE
999998	IAN OLVERA	23803	0	2019 12	INV	P			100.00	121119	541021 MUSIC LICENSE AGREE
999998	GREG ASHAUER	23804	0	2019 12	INV	P			100.00	121119	541020 MUSIC LICENSE AGREE
999998	RYAN PATTERSON	23805	0	2019 12	INV	P			100.00	121119	541023 MUSIC LICENSE AGREE
									600.00		
ACCOUNT TOTAL									87,369.97		
16032	659900	Other Contracts/Obligation									
001398	UNIQUE MANAGEMENT SE	23736	0	2019 12	INV	P			313.25	121119	541056 collection agency
ACCOUNT TOTAL									313.25		
ORG 16032 TOTAL									94,502.09		
16033	Library Network Services										
16033	632700	Miscellaneous Equipment									
000229	CAMERA CORNER, INC.	25680	0	2019 12	INV	P			1,153.00	pcard	Additional Cameras
000362	DELL MARKETING L.P.	24440	0	2019 12	INV	P			620.18	pcard	Optiplex Workstatio
001619	CDW GOVERNMENT, INC.	25681	0	2019 12	INV	P			2,990.00	pcard	Lenovo Laptops for
001983	AMAZON	24459	0	2019 12	INV	P			19.48	pcard	USB-C Cables
001983	AMAZON	24460	0	2019 12	INV	P			109.95	pcard	Keyboard case for i
001983	AMAZON	24461	0	2019 12	INV	P			47.82	pcard	Wireless Mice
001983	AMAZON	24574	0	2019 12	INV	P			19.98	pcard	USB C Cables for ch
001983	AMAZON	25633	0	2019 12	INV	P			23.97	pcard	MiniDP to HDMI Cabl
001983	AMAZON	25682	0	2019 12	INV	P			9.99	pcard	3M Adhesive Strips
									231.19		
999990	TECHSOUP	25632	0	2019 12	INV	P			75.00	pcard	Mobile Hotspots for

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City of Appleton
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/12 TO 2019/12									
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION	
ACCOUNT TOTAL						5,069.37			
16033	641800			Equip Repairs & Maint					
001961	WELLS FARGO FINANCIA	23735	0	2019 12	INV P	419.73	121119	541070	copier lease
002025	INDUSTRY WEAPON, INC	24573	0	2019 12	INV P	1,764.00	pcard		Digital Signage Ren
ACCOUNT TOTAL						2,183.73			
			ORG 16033	TOTAL		7,253.10			
=====									
FUND 100 General Fund				TOTAL:		127,326.52			
=====									

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City of Appleton
YEAR-TO-DATE BUDGET REPORT
2019 YEAR TO DATE

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FOR 2019 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
160 Library							
423200 Library Grants & Aids	-1,043,692	0	-1,043,692	-1,045,947.40	.00	2,255.40	100.2%
480100 General Charges for Service	-65,000	0	-65,000	-44,645.62	.00	-20,354.38	68.7%
500100 Fees & Commissions	-1,500	0	-1,500	-1,004.99	.00	-495.01	67.0%
501500 Rental of City Property	-30,000	0	-30,000	-30,012.50	.00	12.50	100.0%
502000 Donations & Memorials	0	0	0	-587.21	.00	587.21	100.0%
503500 Other Reimbursements	-104,736	-105,546	-210,282	-222,030.13	.00	11,748.13	105.6%
599900 Fund Balance Applied	0	-79,139	-79,139	.00	.00	-79,139.00	.0%
610100 Regular Salaries	2,303,032	0	2,303,032	1,996,236.67	.00	306,795.33	86.7%
610400 Call Time Wages	0	0	0	9.60	.00	-9.60	100.0%
610500 Overtime Wages	0	0	0	265.40	.00	-265.40	100.0%
610800 Part-Time Wages	200,903	22,500	223,403	253,883.82	.00	-30,480.82	113.6%
611400 Sick Pay	0	0	0	5,064.37	.00	-5,064.37	100.0%
611500 Vacation Pay	0	0	0	209,713.17	.00	-209,713.17	100.0%
615000 Fringes	843,692	5,050	848,742	591,421.27	.00	257,320.73	69.7%
615100 FICA	0	0	0	43,012.60	.00	-43,012.60	100.0%
615200 Retirement	0	0	0	37,552.13	.00	-37,552.13	100.0%
615301 Health Insurance	0	0	0	128,484.60	.00	-128,484.60	100.0%
620100 Training/Conferences	25,534	4,500	30,034	22,910.48	.00	7,123.52	76.3%
620600 Parking Permits	20,880	0	20,880	20,729.00	.00	151.00	99.3%
630100 Office Supplies	48,781	37,351	86,132	66,850.10	.00	19,281.90	77.6%
630300 Memberships & Licenses	2,200	3,200	5,400	3,218.17	.00	2,181.83	59.6%
630500 Awards & Recognition	850	1,000	1,850	985.99	.00	864.01	53.3%
630600 Building Maint./Janitorial	10,187	0	10,187	11,949.26	.00	-1,762.26	117.3%
630700 Food & Provisions	1,135	5,700	6,835	4,009.12	.00	2,825.88	58.7%
630902 Tools & Instruments	150	0	150	.00	.00	150.00	.0%
631500 Books & Library Materials	636,069	129,429	765,498	686,891.12	.00	78,606.88	89.7%
632001 City Copy Charges	100	0	100	.00	.00	100.00	.0%
632002 Outside Printing	0	1,040	1,040	1,031.42	.00	8.58	99.2%
632300 Safety Supplies	550	0	550	499.53	.00	50.47	90.8%
632700 Miscellaneous Equipment	69,630	5,000	74,630	55,839.20	.00	18,790.80	74.8%
640400 Consulting Services	4,600	0	4,600	3,810.00	.00	790.00	82.8%
640700 Solid Waste/Recycling Pickup	2,507	0	2,507	2,478.00	.00	29.00	98.8%
641200 Advertising	16,288	1,000	17,288	5,214.50	.00	12,073.50	30.2%
641301 Electric	101,444	0	101,444	88,807.92	.00	12,636.08	87.5%
641302 Gas	24,676	0	24,676	22,352.04	.00	2,323.96	90.6%
641303 Water	4,996	0	4,996	4,362.97	.00	633.03	87.3%
641304 Sewer	2,083	0	2,083	1,802.75	.00	280.25	86.5%
641306 Stormwater	2,781	0	2,781	3,075.28	.00	-294.28	110.6%
641307 Telephone	3,290	0	3,290	2,798.57	.00	491.43	85.1%
641308 Cellular Phones	1,428	0	1,428	1,395.38	.00	32.62	97.7%

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City of Appleton
YEAR-TO-DATE BUDGET REPORT
2019 YEAR TO DATE

FOR 2019 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
641600 Build Repairs & Maint	2,000	0	2,000	2,424.00	.00	-424.00	121.2%
641800 Equip Repairs & Maint	85,465	-20,000	65,465	72,366.64	.00	-6,901.64	110.5%
642000 Facilities Charges	175,293	0	175,293	126,349.98	.00	48,943.02	72.1%
659900 Other Contracts/Obligation	112,183	51,580	163,763	161,762.66	.00	2,000.34	98.8%
681500 Software Acquisition	8,498	0	8,498	2,304.53	.00	6,193.47	27.1%
TOTAL Library	3,466,297	62,665	3,528,962	3,297,634.39	.00	231,327.61	93.4%
TOTAL REVENUES	-1,244,928	-184,685	-1,429,613	-1,344,227.85	.00	-85,385.15	
TOTAL EXPENSES	4,711,225	247,350	4,958,575	4,641,862.24	.00	316,712.76	
GRAND TOTAL	3,466,297	62,665	3,528,962	3,297,634.39	.00	231,327.61	93.4%

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



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City of Appleton
YEAR-TO-DATE BUDGET REPORT
2019 YEAR TO DATE
REPORT OPTIONS

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

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: Y

Print Full or Short description: S

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

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

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2019/12

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria

Field Name	Field Value
------------	-------------

Org	
Object	
Project	
Rollup code	
Account type	
Account status	

General Annual Trustee Calendar

Highlights of the general activities of a board member and significant library annual initiatives. Items designated to happen in specific months may shift to one of the surrounding months and other items will occur that are not on this list based on current issues. Action items - (A)

General monthly activities:

- Minutes (A)
- Bill Register (A)
- Trustee micro trainings and discussions
- Staff updates on recent and upcoming programs, services and topics relevant to Trustees

Quarterly:

- Friends grant report narratives
- Safety and Security Report

Semiannually

- Statistics

As needed:

- State, system and legislative updates
- Approval of City Policies
- Collaborative and Cooperative Efforts (Prepared for the Mayor's Office)

Monthly activities:

January

- Materials Budget (A)
- Friends end of year grant report
- End of year partial budget (A)

February

- Policy/Personnel Committee
 - Director's goals for current year established(A)
 - Policy Updates (A)
- Friends grant budget adoption (A)
- Annual Report for the Department of Public Instruction (A)
- Fox Cities Reads selection is announced
- Wisconsin Library Association Legislative Agenda

Note: [Friends annual fundraiser / Love My Library](#)

March

- End of year final budget (A)
- Carryover from prior year (A)

April

- Volunteer Recognition
- Fox Cities Reads
- National Library Week

- Staff Recognition
- Friends grant quarterly report
- New Council Appointment

Note: Friendship Month

May

- President appoints Nominating Committee

Note: Friends Annual Meeting (election of board members, budgets, volunteer recognition)

Note: WAPL conference

June

Note: Summer Library Program begins

July

- Finance Committee
- Budget adoption for upcoming year to be submitted to Mayor (A)
- Policy/Personnel Committee
 - Directors midyear evaluation (A)
 - Policy revisions (A)
- Friends grant quarterly report

Note: New Board of Trustee terms begin

August

- Nominating Committee meeting – Election of Officers (A)

September

- Summer summary of statistics and programs
- President appoints new committees

October

- Calendar of Open/Closed dates for next year (A)
- Fox Cities Book Festival
- Friends grant quarterly report

Note: Executive Budget published first Wednesday of the month. City of Appleton Finance Committee's Budget Saturday at end of the month.

Note: WLA Conference

November

- Final Budget Adoption (A)

December

- Policy/Personnel Committee
 - Directors end of year performance evaluation (A)
 - Policy revisions (A)
- Scholarship Committee selects recipient (A)
- Board Meeting Schedule for upcoming year (A)

Note: Holiday brunch

Who Runs the Library?

The mission of most public libraries is to support the educational, recreational, and informational needs of the community. Everyone is welcome at the library, from the preschooler checking out his or her first book to the hobbyist looking for a favorite magazine to the middle-aged breadwinner continuing her education by taking a class over the Internet.

Providing a large number of services to meet the needs of a diverse population requires a large supporting cast including trustees, the library director and staff, and representatives of the municipal government. When all members of the team know their responsibility and carry out their particular tasks, the library can run like a well-oiled machine. When one of the players attempts to take on the job of another, friction may cause a breakdown.

Responsibilities of the Library Board

The separate roles and responsibilities of each member of the team are spelled out in Wisconsin Statutes under Section 43.58, which is titled “Powers and Duties.” The primary responsibilities of trustees assigned here include:

- Exclusive control of all library expenditures.
- Purchasing of a library site and the erection of the library building *when authorized*.
- Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes.
- Supervising the administration of the library and appointing a librarian.
- Prescribing the duties and compensation of all library employees.

This charge from the legislature provides library boards, but not individual trustees, with considerable discretion to operate libraries as they deem necessary independent of direct control by other municipal players—city councils, town boards, mayors, village board presidents, etc. In providing this governance structure for libraries, the legislature was attempting to keep library operations under direct citizen control and as far as possible outside the political sphere of government. Compared with other appointed boards, library boards have extraordinary powers and responsibilities. Many other appointed boards can only recommend actions to an elected board or council higher up the ladder of government. Library board actions are made independently of any further approval by other government bodies or officials as long as such actions are within statutory authority.

The independent authority granted to public library boards is intended to protect the historic role of the public library as a source of unbiased information.

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In This Trustee Essential

- Responsibilities of the library board
- Responsibilities of the library director
- The division of labor between the library director and the board
- Responsibilities of the municipal government

Responsibilities of the Director

While the library board is charged with the full responsibility for deciding what services the library will provide, and setting policy to regulate service for the benefit of all, it is the library director who should be delegated responsibility for supervising day-to-day operations of the library.

As stated above, the library board appoints a librarian who shall appoint other employees. This charge of the legislature sets up a clear chain of command between the library board and library employees. The library director is the chief operating officer of the library, reporting to and typically serving at the pleasure of the library board. All other employees report to the library director. The library director is the professional in charge of the library. His or her duties include (but are not limited to):

1. Overseeing the library budget and preparing reports as required by the board.
2. Managing of library collections, including selecting all library material according to policies approved by the board, oversight of the cataloging and classification of library material, and the operation of automated systems.
3. Hiring, training, supervising, and scheduling other library personnel.
4. Supervising circulation of material and record keeping.
5. Cooperating with the board, community officials, and groups in planning library services and publicizing library programs within the community.
6. Supervising the maintenance of all library facilities and equipment.

Depending on the size of the library, the director will provide public services either directly or with the assistance of other staff. In all cases, the library director is an ambassador to the community, the professional consultant to the board, a politician representing the library to municipal officers, and a person skilled in public relations. The days are long gone, even in the smallest library, where all the director is expected to do is to check out books and greet the public.

The Division of Labor between the Library Board and the Director

The *library board* decides what services the library will provide and to what lengths the director and his or her staff may go to provide those services. However, it is up to the *director*, as the hired professional, to create the procedures needed to carry out the policies of the board and ensure that services are provided effectively and efficiently. While the *board* alone can decide how many employees the library should have, according to Section 43.58(4) it is the *director* who hires and supervises other staff. Except in extreme situations, library trustees should not discuss library business with employees other than the *director*. The library board may solicit library staff input on the director's performance as part of a formal

evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Administration of the budget and expenditure of funds is a frequent source of misunderstanding regarding the division of labor between boards and directors. Section 43.58(2) states that “The library board shall audit and approve all expenditures of the public library.” This statement is sometimes interpreted by individual boards to mean they must negotiate the necessity of every purchase with the library director, whether the purchase is an expensive computer system or a two-dollar box of pencils. Fortunately, in most libraries, the director is given reasonable latitude to administer the budget and expend funds according to board guidelines. The library board must review expenditures and keep an eye on the flow of funds, but should trust the judgment of the director when it comes to which books to purchase or which is the most economical office supply vendor.

Responsibilities of Municipal Governments

The most frequent source of misunderstanding between library boards and their municipal government regards expenditure of funds. This is actually one area where the statutes are quite clear on what is to happen. When the director, or his authorized staff, makes a purchase of material or service, an invoice is received from the vendor. The director will then prepare a group of invoices for review at the monthly meeting of the library board. Usually, the director will also provide a list of the invoices along with a financial statement indicating how much money will be left in each line of the budget after payment is made. According to Wisconsin Statutes Section 43.58(2), “The library board shall audit and approve all expenditures” and forward these to the appropriate municipal or county financial officer. The municipal or county officer must then pay the bill. No further approval is necessary by any municipal or county body or official.

At times, municipal and county boards believe that this procedure outlined in statute causes them to lose control over library spending. They are, after all, accustomed to approving the expenditures of other city/county departments. In fact, municipal governments maintain a great deal of leverage over library boards, since it is the municipal body that decides on the amount of the annual appropriation for library service. It is the chief municipal officer—mayor, village president, county board chair, etc.—who appoints the library board in the first place. Budgets may be cut in future years or trustees may not be re-appointed in cases where there is too much dissension between the library and its governing municipality. Therefore, close cooperation and communication between the two is essential.

One final point on finances: while the library board has full authority over the expenditure of funds, the municipality holds the money. The library board may take out a bank account and/or entrust library funds to a financial secretary, but only donations and other private funds. All other funds must be deposited in the municipality’s (or county’s) library fund. The library board has control over the use of the money in the municipality-held library fund, but it does not sign the checks or maintain physical control over the actual dollars and cents in the fund. (See [Trustee Essential #9: Managing the Library’s Money](#) for more information.)

Besides acting as the “banker” for the library, municipalities can help out the library in an infinite variety of other ways. They may help with purchasing, or with private fund raising for a building project; they may provide invaluable consulting on building maintenance issues; in many smaller communities they may even take over building maintenance for the library. By the same token, the most successful libraries are often partners in promoting municipal service agendas. For example, the library director will attend department-head meetings with other administrators. He or she may attend city council meetings and give a report. The library may provide services on behalf of the municipality, such as maintaining the village webpage. Just as the municipality is a partner in providing library service, the library can be a strong partner in providing municipal service to the community.

Discussion Questions

1. What are the pros and cons of citizen board control of the library?
2. How are requests for expenditures presented and approved at your library?
3. Who prepares the first draft of the library budget?
4. What is the education and background of your director?
5. How do library personnel and/or the board interact with your local government?
6. How can the library board promote a positive relationship with the municipality?
7. How involved, or uninvolved, is your director with the community and municipal government?
8. How is the annual budget and funding request presented to your municipal government?

Sources of Additional Information

- *Wisconsin Trustee Training Module #1: Library Board Powers and Duties* (pld.dpi.wi.gov/pld_trustee)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information.](#))

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

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The Library Board and Library Personnel

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The most important determinant of library service quality is the training, experience, attitude, and motivation of the library staff. Developing and maintaining a high-quality library staff requires careful decision-making and cooperation by both the library board and the library director.

Role of the Board / Role of the Director

The most direct personnel responsibility of the library board is the hiring and supervision of the library director (see [Trustee Essential #5: Hiring a Library Director](#) and [Trustee Essential #6: Evaluating the Director](#)), but the board's responsibilities extend to issues that affect all library staff. It is the library director who hires and supervises all other library staff, but the library board has the legal responsibility for establishing the duties and compensation, as well as the personnel policies, for all library staff.

While both the library board and the library director have significant personnel responsibilities, the library will operate most effectively if the two parties cooperate and communicate on important personnel matters, while avoiding intrusion into each other's area of responsibility. Keep in mind that:

- The library director can and should recommend personnel policy changes, but can implement only policies officially approved by the board.
- The library director has the authority to hire staff to fill positions authorized by the library board and to supervise those staff, but should keep the library board informed of important personnel issues and consult with the board, if possible, before making significant personnel decisions.
- The library board's unsolicited intrusion into the director's responsibility to select and supervise staff can undermine the authority of the director and create discord and disorganization in library operations.

Staff duties and compensation are another area where cooperation is essential. While the library board has the legal responsibility for establishing staff duties and compensation, your library will run most effectively if the library board delegates to the director the responsibility for the day-to-day assignment of staff duties and supports the recommendations of the director for changes in staff compensation (within the policies established by the board).

In This Trustee Essential

- The roles of the board and the library director on personnel issues
- How board decisions can affect the quality of library staff and library services

Lines of Communication

While trustees will want to know the individuals who comprise the staff and what they think about the library and its policies, services and collections, trustees must be very careful to avoid undermining the authority of the director if he/she is going to be able to manage effectively. Trustees should direct staff members who have complaints about the director, policies, or materials to discuss the situation with their supervisor or the director. If that does not resolve the issue, the staff should be encouraged to follow the library's grievance or complaint procedure provided in the library's personnel policy. Only in extreme situations should staff complaints go directly to the board.

Because the library board may want input from the staff on certain issues, the board should solicit such input through the director. In addition, the library board may decide to obtain library staff input on the director's performance as part of a formal evaluation process. (See [Trustee Essential #6: Evaluating the Director](#) for more information about the evaluation process.)

Except in unusual circumstances, communication between the library board and library staff about library business should be carried on through the library director. Going behind the director's back undermines the trust necessary for effective and orderly operation of the library.

Staff Compensation Levels

The ability to attract and retain high-quality staff depends partially on competitive and fair wages and benefits for library staff. Compensation for library staff should be competitive with compensation provided by similar-sized libraries in Wisconsin and nationwide (see the [Sources of Additional Information](#) section below for sources of this data). Compensation for library staff should be in line with other community positions that require similar training and responsibilities.

Personnel Policy

It is the responsibility of the library board to approve a personnel policy for library staff that formally establishes compensation and benefit policies, rules and conditions of employment for library staff, etc. It is important for these policies to be gathered into a written personnel handbook available to all library staff. These written policies ensure that all staff are treated according to the same rules.

Many state and federal laws govern the relationship between employer and employee, and it is essential that the library's personnel policy comply with these laws. (For more information, see [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#).) Your municipality or county may have personnel department staff that keeps up to date on these laws. Knowledgeable individuals should review all proposed changes in the personnel policy. To simplify maintenance of their personnel policies, many library boards adopt the personnel policy of their municipality as the library personnel policy, subject to those changes approved by the library board.

The library board should also approve a salary schedule that covers all staff positions and written job descriptions that list the essential job duties of each staff position, any educational and experience requirements, the physical and mental requirements of the job, and the salary range. Carefully prepared job descriptions will help the library comply with Title I of the Americans with Disabilities Act (ADA), which deals with employment issues. For more information about the employment-related requirements of the ADA including a sample job description, see [*Trustee Essential #5: Hiring a Library Director*](#).

Sample personnel policies are available from the Wisconsin Public Library Policy Resource Webpage at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Library Employee Unions

The right to bargain collectively is guaranteed by federal and state law. The library board must not take actions that interfere with library employees' legal collective bargaining rights. Note: Under [*2011 Wisconsin Act 10*](#), collective bargaining for most public employees (including library staff) was sharply curtailed.

In Wisconsin, collective bargaining practices are subject to rulings of the Wisconsin Employment Relations Commission (WERC). The WERC has ruled on a number of occasions that the library board (and not the municipality) is considered the "employer" of library employees for collective bargaining purposes. Therefore, it is the library board (or a designee of the library board acting under library board supervision) that negotiates with any union(s) representing library employees. An individual familiar with [*Chapter 43*](#), library board concerns, and collective bargaining law should handle all labor negotiations on behalf of the board. Knowledgeable individuals should assist in the development of library board collective bargaining strategy. The library board must ratify any union agreements involving library employees.

The library board may not abrogate or delegate its legal responsibilities for establishing library policies and personnel policies or for determining the duties and compensation of all library staff. In addition, the library board may not take away the library director's legal authority to hire and supervise all other library staff.

Personnel Records and Board Meetings on Personnel Issues

Wisconsin's public records law provides special rules for the handling of staff personnel records, and Wisconsin's open meetings law has special rules for library board proceedings involving collective bargaining and other personnel issues. See [*Trustee Essential #14: The Library Board and the Open Meetings Law*](#) and [*Trustee Essential #15: The Library Board and the Public Records Law*](#) for more information.

Continuing Education for Library Staff

Library staff members, regardless of their level of employment, should have the opportunity to continue to expand their knowledge of library practice, communication skills, and library technology related to their job responsibilities through participation in workshops, conferences, and other continuing education activities. It is recommended that the library adequately budget for staff continuing education and professional activities, including paid work time for attendance, registration fees, and travel costs. Wisconsin library directors must participate in continuing education as required by Wisconsin librarian certification and recertification rules. (See [Trustee Essential #19: Library Director Certification](#).)

Discussion Questions

1. How can the library board help attract and retain high-quality library staff?
2. How can the library board help promote the professional growth of library staff?
3. What is the library board's role in disciplinary action concerning a library staff member?
4. How can the library board promote orderly functioning of library operations?

Sources of Additional Information

- Your regional library system staff (see [Trustee Tool B: Library System Map and Contact Information](#))
- Your municipal attorney and municipal personnel staff.
- Sample personnel policies on the Wisconsin Public Library Policy Resource page (<http://dpi.wi.gov/pld/boards-directors/policy-resources>)
- Annual nationwide Public Library Data Service Statistical Report (available from the Public Library Association)
- Wisconsin Association of Public Libraries Sample Library Position Descriptions (contact WLA or your library system)
- State publications on employment laws (dwd.wisconsin.gov/er/)
- Federal Laws Prohibiting Job Discrimination: Questions and Answers (www.eeoc.gov/facts/qanda.html)

Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232, www.adagreatlakes.org

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