



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, March 16, 2021

4:30 PM

City Hall, 6th Floor A/B

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[21-0291](#) February 23, 2021 Meeting Minutes

Attachments: [Febraury 23, 2021 Meeting Minutes.pdf](#)

4. **Public Participation & Communication**
[21-0295](#) Introduction of New Trustees - Lisa Nett and Umika Sivasamy

Establish Order of the Day

5. Action Items

- [21-0292](#) Bill Register - February 2021

Attachments: [February Bill Register.pdf](#)
[February Budget Report.pdf](#)

- [21-0293](#) Request to endorse the City of Appleton Common Council Finance Committee's approval to award a design and engineering services contract for the Appleton Public Library to Skidmore, Owings & Merrill in the amount of \$2,721,389 with a 5% contingency of \$136,070 for a project total not to exceed \$2,857,459

Attachments: [2021 Library Architect and Engineers.pdf](#)
[SOM Letter to Appleton Community_3-8-2021.pdf](#)

6. Information Items

A. Administrative Report

[21-0294](#) Continuity of Operations and Library Service Update

[21-0296](#) APL Hiring Processes

[21-0297](#) 2020 End of Year Statistics

Attachments: [OCT 2020.pdf](#)

[NOV 2020.pdf](#)

[DEC 2020.pdf](#)

[2020BytheNumbersCirculationInfographic.pdf](#)

[2020BytheNumbersAdultServicesInfographic.pdf](#)

[2020BytheNumbersYouthServices.pdf](#)

[2020BytheNumbersProgrammingInfographic.pdf](#)

[2020BytheNumbersTechnologyInfographic.pdf](#)

[21-0298](#) End of Year 2020 Collaborative Efforts List

Attachments: [2020 Year End Collaborative Cooperative Agreements Library Final.pdf](#)

B. President's Report

[21-0299](#) Servant Leadership and the Library Trustees

Attachments: [Trustees-and-Directors-Part-1.pdf](#)

[Using-Your-Passions-as-a-Library-Trustee-handout.pdf](#)

C. Staff Updates

[21-0301](#) Children's Services Programming Updates

Attachments: [Childrens Services Update March 2021.pdf](#)

[21-0303](#) Community Partnerships Update

Attachments: [2021-03 Board Report - CP.pdf](#)

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, February 23, 2021

1:00 PM

City Hall, 6th Floor A/B

1. Call meeting to order

President Rebecca Kellner called the meeting to order at 1:01pm

2. Roll call of membership

Others Present: Owen Anderson, Nicole Casner, Ann Cooksey, Tina Krueger, Adriana McCleer, Jessica Miller, Colleen Rortvedt, Tasha Saecker, Nick Vande Castle, Maureen Ward

Present: 11 - Bergman, Peterson, Hartjes, Looker, Kellner, Exarhos, Siebers, Scheuerman, Mann, Erickson and Nett

Excused: 1 - Sivasamy

3. Approval of minutes from previous meeting

[21-0176](#)

January 19, 2021 Meeting Minutes

Attachments: [January 19 2021 Meeting Minutes.pdf](#)

Exarhos moved, seconded by Mann that the January 19, 2021 Meeting Minutes be approved. Voice Vote. Motion Carried. (10-0)

Bergman moved, seconded by Hartjes, that the January 19, 2021 Meeting Minutes be approved as amended. Voice Vote. Motion Carried. (10-0)

4. Public Participation & Communication

Establish Order of the Day

President Kellner called for a motion to move Action Items 21-0177, 21-0178, 21-0179, 21-0180, 21-0181 and 21-0182 to a Consent Agenda.

Peterson moved, seconded by Hartjes to move Action Items 21-0177, 21-0178, 21-0179, 21-0180, 21-0181 and 21-0182 to a Consent Agenda. Voice Vote. Motion Carried. (10-0)

5. Action Items

Bergman moved, seconded by Siebers, that Consent Agenda Action Items 21-0177, 21-0178, 21-0179, 21-0180, 21-0181 and 21-0182 be approved. Voice Vote. Motion Carried. (10-0)

[21-0177](#) Bill Register - December 2020 (final), January 2021

Attachments: [2020 Final Bill Register.pdf](#)
[2020 Final Expense Report.pdf](#)
[January Bill Register.pdf](#)
[January Budget Report.pdf](#)

This Report Action Item was approved

[21-0178](#) February 2021 Budget Amendment

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

This Report Action Item was approved

[21-0179](#) Friends Budget 2021

Attachments: [2021 Friends Funded Initiatives.pdf](#)

This Report Action Item was approved

[21-0180](#) 2021 Annual Report

Attachments: [APL 2020 Annual Report.pdf](#)

This Report Action Item was approved

[21-0181](#) Report of the Personnel & Policy Committee

Attachments: [February 16 2021 Personnel and Policy Committee Meeting Minutes.pdf](#)

This Report Action Item was approved

[21-0182](#) Library Director's established 2021 Performance Goals

This Report Action Item was approved

6. Information Items

A. Administrative Report

[21-0183](#) Continuity of Operations and Library Service Update

Attachments: [Memo Continuity of Operations Feb 2021.pdf](#)

[21-0184](#) Building Project Update

Attachments: [Building Process Update Memo February 2021.pdf](#)

[21-0185](#) APL Hiring Processes

B. President's Report

[21-0186](#) Libraries Step Up and Library Advocacy

Attachments: [LLD Libraries Step Up 2021.pdf](#)
[LLD Wisconsin Libraries Strengthen Communities 2021.pdf](#)
[LLD State Budget Priorities.pdf](#)
[State Aid Overview 2021.pdf](#)

C. Community Partnerships Report

[21-0187](#) Books Build Community

Attachments: [2021-02 CP Board Report.pdf](#)

Closed Session

7. Adjournment

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

The meeting was adjourned at 1:29pm

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/2 TO 2021/2	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16010								Library Administration
16010	620100							Training/Conferences
	999990 WISCONSIN LIBRARY AS	50158	0	2021 2	INV P	25.00	pcard	Library Legislative
					ACCOUNT TOTAL	25.00		
16010	630100							Office Supplies
	002034 OFFICE DEPOT	50156	0	2021 2	INV P	3.59	pcard	Pencil Grips
	002034 OFFICE DEPOT	50157	0	2021 2	INV P	96.17	pcard	Pens, Post it notes
						99.76		
	002259 DEMCO SOFTWARE	50118	0	2021 2	INV P	23.43	pcard	Withdrawn Stamp, In
					ACCOUNT TOTAL	123.19		
16010	630300							Memberships & Licenses
	999990 WISCONSIN LIBRARY AS	50148	0	2021 2	INV P	150.00	pcard	WLA Membership 2021
					ACCOUNT TOTAL	150.00		
16010	630500							Awards & Recognition
	999990 MANDERFIELDS HOME BA	50120	0	2021 2	INV P	20.00	pcard	MANDERFIELDS HOME B
	999990 THE CAKE GURU	50144	0	2021 2	INV P	48.00	pcard	Cupcakes for P. Sta
						68.00		
					ACCOUNT TOTAL	68.00		
16010	641200							Advertising
	002597 UNLISTED LLC	49489	0	2021 2	INV P	1,500.00	021721	547212 Annual Report Desig
					ACCOUNT TOTAL	1,500.00		
16010	659900							Other Contracts/Obligation
	002229 STAR PROTECTION AND	49990	0	2021 2	INV P	360.00	021721	547181 Security Guard
	002229 STAR PROTECTION AND	50509	0	2021 2	INV P	160.00	030321	547372 Security Guard
	002229 STAR PROTECTION AND	50510	0	2021 2	INV P	180.00	030321	547372 Security Guard
	002229 STAR PROTECTION AND	50511	0	2021 2	INV P	160.00	030321	547372 Security Guard
						860.00		
					ACCOUNT TOTAL	860.00		
				ORG 16010	TOTAL	2,726.19		
16023								Library Public Services
16023	630100							Office Supplies
	001034 OUTAGAMIE WAUPACA LI	49989	0	2021 2	INV P	61.00	021721	547162 Receipt Paper
	001034 OUTAGAMIE WAUPACA LI	50512	0	2021 2	INV P	61.00	030321	547362 Receipt Paper, Movi
						122.00		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/2 TO 2021/2	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
	002034 OFFICE DEPOT	50119	0	2021 2	INV P	97.96 pcard	Staplers
					ACCOUNT TOTAL	219.96	
				ORG 16023	TOTAL	219.96	
16024					Library Community Partnerships		
16024	659900				Other Contracts/Obligation		
	001034 OUTAGAMIE WAUPACA LI	50512	0	2021 2	INV P	1,242.00 030321	547362 Receipt Paper, Movi
	002559 WILLOW BAYER	49446	0	2021 2	INV P	300.00 021721	547222 Artist In Residence
	002584 SK TRANSLATIONS	50232	0	2021 2	INV P	150.00 022421	547280 Find Your Ancestors
	002590 SARAH SHIPFERLING-PE	50568	0	2021 2	INV P	100.00 030321	547370 The Knitting Circle
					ACCOUNT TOTAL	1,792.00	
				ORG 16024	TOTAL	1,792.00	
16031					Library Building Operations		
16031	630600				Building Maint./Janitorial		
	000274 CINTAS CORPORATION	50143	0	2021 2	INV P	39.16 pcard	Rug cleaning
					ACCOUNT TOTAL	39.16	
16031	640700				Solid waste/Recycling Pickup		
	999990 GFL ENVIRONMENTAL IN	50322	0	2021 2	INV P	250.00 pcard	Recycling Jan 2021
	999990 GFL ENVIRONMENTAL IN	50323	0	2021 2	INV P	74.00 pcard	Trash pickup Jan. 2
						324.00	
					ACCOUNT TOTAL	324.00	
				ORG 16031	TOTAL	363.16	
16032					Library Materials Management		
16032	503500				Other Reimbursements		
	999998 John Kellogg	49411	0	2021 2	INV P	8.00 021721	547155 Lost and Paid reimb
					ACCOUNT TOTAL	8.00	
16032	630100				Office supplies		
	001034 OUTAGAMIE WAUPACA LI	50512	0	2021 2	INV P	185.70 030321	547362 Receipt Paper, Movi
					ACCOUNT TOTAL	185.70	
16032	631500				Books & Library Materials		
	000077 APPLETON AREA SCHOOL	49449	0	2021 2	INV P	47.00 021721	547122 2021 Almanack c/o M
	000534 FOX VALLEY LUTHERAN	49457	0	2021 2	INV P	45.00 021721	547139 2021 Yearbook-C/O J

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/2 TO 2021/2									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
000771 LAKELAND BOATING	50203	0	2021 2	INV	P	24.95		pcard	
000870 MERGENT, INC.	49887	0	2021 2	INV	P	201.00	021721		547154 Ann. Bond Rec.
000889 MIDWEST TAPE	50121	0	2021 2	INV	P	1,454.24		pcard	
000889 MIDWEST TAPE	50159	0	2021 2	INV	P	6,393.05		pcard	
000889 MIDWEST TAPE	50160	0	2021 2	INV	P	1,176.15		pcard	
						9,023.44			
001034 OUTAGAMIE WAUPACA LI	49460	0	2021 2	INV	P	28,203.41	021721		547162 2021 WPLC Buying Po
001983 AMAZON	50147	0	2021 2	INV	P	14.94		pcard	
001983 AMAZON	50204	0	2021 2	INV	P	4.97		pcard	
						19.91			
002096 JOANN STORES, LLC	49445	0	2021 2	INV	P	3,415.00	021721		547146 Inv.DMARVA21-883, C
002395 RECORDED BOOKS	50200	0	2021 2	INV	P	1,322.55		pcard	
002396 INGRAM LIBRARY SERV	50122	0	2021 2	INV	P	128.89		pcard	
002396 INGRAM LIBRARY SERV	50162	0	2021 2	INV	P	3,436.70		pcard	
002396 INGRAM LIBRARY SERV	50163	0	2021 2	INV	P	350.00		pcard	
002396 INGRAM LIBRARY SERV	50164	0	2021 2	INV	P	544.37		pcard	
002396 INGRAM LIBRARY SERV	50165	0	2021 2	INV	P	366.58		pcard	
002396 INGRAM LIBRARY SERV	50166	0	2021 2	INV	P	1,490.29		pcard	
002396 INGRAM LIBRARY SERV	50167	0	2021 2	INV	P	213.91		pcard	
002396 INGRAM LIBRARY SERV	50168	0	2021 2	INV	P	266.08		pcard	
002396 INGRAM LIBRARY SERV	50169	0	2021 2	INV	P	247.38		pcard	
						7,044.20			
002583 BLACKSTONE PUBLISHIN	49888	0	2021 2	INV	P	68.95	021721		547125
002583 BLACKSTONE PUBLISHIN	49889	0	2021 2	INV	P	153.73	021721		547125
002583 BLACKSTONE PUBLISHIN	49890	0	2021 2	INV	P	59.76	021721		547125
						282.44			
999990 OVERDRIVE DIST	50161	0	2021 2	INV	P	996.34		pcard	
999990 SIERRA CLUB	50190	0	2021 2	INV	P	40.17		pcard	
999990 LJL*LIBRARY JOURNALS	50191	0	2021 2	INV	P	249.99		pcard	
999990 LJL*LIBRARY JOURNALS	50192	0	2021 2	INV	P	157.99		pcard	
999990 THOMSON WEST*TCD	50193	0	2021 2	INV	P	1,008.72		pcard	
999990 THOMSON WEST*TCD	50194	0	2021 2	INV	P	521.07		pcard	
999990 JD POWER	50195	0	2021 2	INV	P	-660.64		pcard	
999990 JD POWER	50196	0	2021 2	INV	P	129.96		pcard	
999990 JD POWER	50197	0	2021 2	INV	P	204.69		pcard	
999990 JD POWER	50198	0	2021 2	INV	P	204.69		pcard	
999990 JD POWER	50199	0	2021 2	INV	P	121.30		pcard	
999990 NATIONAL AUDUBON SOC	50201	0	2021 2	INV	P	30.00		pcard	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/2 TO 2021/2									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
999990 JOSTENS INC.	50202	0	2021	2	INV P	117.00			pcard
999990 SQ *H W WILSON*	50205	0	2021	2	INV P	199.00			pcard
						3,320.28			
					ACCOUNT TOTAL	52,949.18			
					ORG 16032 TOTAL	53,142.88			
16033					Library Network Services				
16033	641800				Equip Repairs & Maint				
001961 WELLS FARGO FINANCIA	50461	0	2021	2	INV P	1,150.60	030321		547394 Copier Lease
					ACCOUNT TOTAL	1,150.60			
					ORG 16033 TOTAL	1,150.60			
FUND 100 General Fund					TOTAL:	59,394.79			

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

YEAR-TO-DATE BUDGET REPORT
2021 YEAR TO DATE BUDGET

FOR 2021 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
160 Library							
423200 Library Grants & Aids	-1,091,736	0	-1,091,736	.00	.00	-1,091,736.00	.0%
480100 General Charges for Service	-30,000	0	-30,000	-510.76	.00	-29,489.24	1.7%
501500 Rental of City Property	-30,000	0	-30,000	-60,000.00	.00	30,000.00	200.0%
502000 Donations & Memorials	0	0	0	-145.69	.00	145.69	100.0%
503500 Other Reimbursements	-131,896	0	-131,896	-135,438.95	.00	3,542.95	102.7%
610100 Regular Salaries	2,362,861	0	2,362,861	266,055.16	.00	2,096,805.84	11.3%
610800 Part-Time Wages	204,006	0	204,006	22,942.31	.00	181,063.69	11.2%
611400 Sick Pay	0	0	0	724.30	.00	-724.30	100.0%
611500 Vacation Pay	0	0	0	12,863.13	.00	-12,863.13	100.0%
615000 Fringes	865,594	0	865,594	.00	.00	865,594.00	.0%
615100 FICA	0	0	0	24,882.48	.00	-24,882.48	100.0%
615200 Retirement	0	0	0	22,677.33	.00	-22,677.33	100.0%
615301 Health Insurance	0	0	0	59,254.27	.00	-59,254.27	100.0%
615302 Dental Insurance	0	0	0	4,646.77	.00	-4,646.77	100.0%
615400 Life Insurance	0	0	0	102.30	.00	-102.30	100.0%
620100 Training/Conferences	25,584	0	25,584	1,952.29	.00	23,631.71	7.6%
620600 Parking Permits	23,100	0	23,100	23,100.00	.00	.00	100.0%
630100 Office Supplies	49,731	0	49,731	2,244.09	.00	47,486.91	4.5%
630300 Memberships & Licenses	2,200	0	2,200	150.00	.00	2,050.00	6.8%
630500 Awards & Recognition	850	0	850	68.00	.00	782.00	8.0%
630600 Building Maint./Janitorial	11,084	0	11,084	871.38	.00	10,212.62	7.9%
630700 Food & Provisions	1,135	0	1,135	87.75	.00	1,047.25	7.7%
630902 Tools & Instruments	150	0	150	68.99	.00	81.01	46.0%
631500 Books & Library Materials	671,834	0	671,834	103,158.52	.00	568,675.48	15.4%
632002 Outside Printing	100	0	100	.00	.00	100.00	.0%
632300 Safety Supplies	550	0	550	.00	.00	550.00	.0%
632700 Miscellaneous Equipment	68,630	0	68,630	.00	.00	68,630.00	.0%
640400 Consulting Services	3,600	0	3,600	.00	.00	3,600.00	.0%
640700 Solid Waste/Recycling Pickup	4,005	0	4,005	.00	.00	4,005.00	.0%
641200 Advertising	11,288	0	11,288	1,515.57	.00	9,772.43	13.4%
641301 Electric	95,890	0	95,890	6,410.26	.00	89,479.74	6.7%
641302 Gas	22,283	0	22,283	2,886.78	.00	19,396.22	13.0%
641303 Water	5,125	0	5,125	.00	.00	5,125.00	.0%
641304 Sewer	2,114	0	2,114	.00	.00	2,114.00	.0%
641306 Stormwater	3,700	0	3,700	.00	.00	3,700.00	.0%
641307 Telephone	2,948	0	2,948	277.17	.00	2,670.83	9.4%
641308 Cellular Phones	1,600	0	1,600	95.00	.00	1,505.00	5.9%
641600 Build Repairs & Maint	2,000	0	2,000	.00	.00	2,000.00	.0%
641800 Equip Repairs & Maint	84,931	0	84,931	40,499.33	.00	44,431.67	47.7%
642000 Facilities Charges	183,973	0	183,973	12,188.56	.00	171,784.44	6.6%

YEAR-TO-DATE BUDGET REPORT
 2021 YEAR TO DATE BUDGET

FOR 2021 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
659900 Other Contracts/Obligation	153,309	0	153,309	3,902.00	.00	149,407.00	2.5%
681500 Software Acquisition	4,498	0	4,498	.00	.00	4,498.00	.0%
TOTAL Library	3,585,041	0	3,585,041	417,528.34	.00	3,167,512.66	11.6%
TOTAL REVENUES	-1,283,632	0	-1,283,632	-196,095.40	.00	-1,087,536.60	
TOTAL EXPENSES	4,868,673	0	4,868,673	613,623.74	.00	4,255,049.26	
GRAND TOTAL	3,585,041	0	3,585,041	417,528.34	.00	3,167,512.66	11.6%

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



“...meeting community needs...enhancing quality of life.”

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Finance Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 3/8/2021

RE: Action Item: Award contract to Skidmore, Owings & Merrill for design and engineering services for the Appleton Public Library for a contract of \$2,721,389 and a 5% design contingency of \$137,744 for a contract not to exceed \$2,857,459 and approve the related 2021 Budget amendment.

On February 4, 2021, Proposals were received from 11 architectural firms for design and engineering services to redesign the Appleton Public Library (APL). After review of the proposals by an 11-person panel of City staff, elected officials and citizens, two of those firms were chosen and subsequently interviewed on February 23, 2021. Upon conclusion of the interviews, reference calls, and discussion among the panel, the firm of Skidmore, Owings & Merrill (SOM) was unanimously selected by the review team to be recommended for award of the contract.

The process to get to this step began during the 2020 city budget process when the Common Council approved funding to begin the design to address the community's longstanding library. This was after a dozen years of planning and studies that provided valuable information to help define the needs of the Library. Since the adoption of the 2021 budget, which included \$26.4M for the overall Library project spread across three fiscal years, the following events have occurred:

- December 9, 2020 – Public Listening Session conducted to obtain input into the Request for Proposals (RFP) to hire a consultant for architectural and engineering services. Holding a public listening session at the RFP stage was a new addition to the City's standard process.
- December 15, 2020 – RFP Draft reviewed with the Library Board.
- December 16, 2020 – RFP Draft reviewed with the Common Council.
- December 17, 2020 – Final RFP released and advertised including updates based on feedback provided by the public, Library Board and Common Council.
- February 4, 2021 – Proposals received from 11 firms.
- March 3, 2021 – 11-member review team recommends Skidmore, Owings, & Merrill upon reviewing proposals and performing reference checks.

The Proposal review team consisted of City Departmental Directors, Deputy Directors and staff representing Facilities & Construction Management, Library, Community & Economic Development and Public Works Friends of the Library, Library Board, Common Council and the Mayor.

Proposals were evaluated based on the terms put forth in the RFP: relevant experience, project success, project team, project understanding/study methodology, project schedule, and cost. It was important that the firms clearly demonstrated experience in the design of libraries as well as an understanding of and ability to articulate the important role of the public library in our community. Additionally, the firms had to present a commitment to listening and the ability to foster strong, representative public engagement throughout the design process resulting in meaningful input into the eventual library design.

Specifically, SOM demonstrated an understanding and approach to the project that illustrated their depth of experience, knowledge in library design and construction, listening skills and importance of garnering meaningful public input and building trust throughout the process. In addition, they have significant experience in building re-use, equity and inclusion, sustainability, technology, operational efficiency, and many important key factors necessary for a successful library.

SOM is a passionate collective of architects, designers, engineers, and planners, dedicated to designing treasured public buildings and have significant experience in library design. Established in 1936, SOM brings a global perspective with Midwest roots. They are known as a leader in design with extensive experience and is often selected for significant projects. Currently, SOM is the selected firm to design the Mulva Cultural Center in DePere, WI. SOM made the decision to propose on our project realizing Appleton is a vibrant community and this a unique project that combines a newly updated facility that will have a significant impact on the neighborhood and residents.

SOM is a firm with a significant depth of skills and experience and the team they have assembled for Appleton is highly skilled and experienced in award-winning design. In addition to their impressive credentials, they have demonstrated an open, curious and down-to-earth style that was reinforced in conversations with their references. They are known for balancing design, functionality, and the technical needs of a project to provide spaces that serve generations.

Therefore, based on a careful review of the information provided, and subsequent personal interviews of firm representatives, the review team respectfully and unanimously recommends awarding a contract to the architectural firm of Skidmore, Owings & Merrill for \$2,721,389 with a design contingency of 5% for a contract total not to exceed \$2,857,459. Note that both reimbursable and contingency expenses are only utilized as needed and allowed per contract and authorization by the project manager.

The fees provided by the firms interviewed averaged \$2,612,533. Though the request for proposal was very specific, firms varied in what was included and/or did not meet completely meet the requirements in the RFP. SOM's proposal was very extensive and included all services requested which is reflected in their pricing.

The 2021 Budget includes \$2,400,000 for library design services. It was anticipated design would begin in 2021 and construction would begin in 2022. This contract also includes construction administration services to be completed in 2022. Rather than creating two separate contracts, it is standard practice to issue one contract to include all services. In order to provide the additional spending authority for the anticipated cost of this contract, a 2021 Budget amendment is also being

proposed for \$457,459, which will be deducted from the existing project total of \$26.4 million as approved in the 2021 Budget and Service Plan. It is anticipated that any budgeted funds related to this contract that are not expended in 2021 would be carried over to 2022.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.

March 5, 2021

Dear Appleton Community,

On behalf of the entire SOM team, we are absolutely thrilled to be selected as the design firm for your new library, and we consider it a privilege to work with you to realize a new, specially-designed building that will serve the Appleton community for the next generation and beyond.

To achieve this goal, we will welcome engagement and input from various stakeholders from the city and Library staff, the Library Board of Trustees, City of Appleton Common Council, to Friends of the Appleton Public Library, community groups, and the public. We are committed to engaging a wide range of voices and an inclusive process to create a design reflective of your diverse community. Listening to you and understanding your goals as a community will be the driving force of our design—we won't begin designing until we hear from you! Our mission is to create a design that successfully meets your needs and aspirations and that appropriately reflects the culture of the Appleton community. We will set out to design a space that enriches the environment, fulfills the Library's operational needs, and instills a sense of pride for the community.

We understand the responsibility that comes with publicly-funded civic projects. We realize that we are entrusted with a community facility that has served this community for 40 years and are shaping investments in the future of Appleton. We will strive to maximize the benefit and reach of these investments. To this end, we will give serious consideration to the possibility of adaptively reusing the existing structure—and the benefits offered—versus creating an entirely new building. Our focus is finding creative, cost-effective, project-specific solutions that respond to your needs. We are not just working for you—we become a part of your team.

We regularly take on projects of all shapes and types, public and private, near home and abroad. Our design philosophy is rooted in pragmatism with a diverse portfolio of projects ranging from small renovations to large mixed-use developments. Our work in the public sector ranges from libraries and schools to plazas and parks, and



represents our firm's commitment to creating spaces that enhance the lives of the communities they serve. Visiting our recently completed library projects in Chicago and around the country provides a sense of accomplishment seeing the librarians at work, patrons engaged, and children at play—reading, learning, and interacting. They represent places for everyone.

In your project we recognize an exciting design opportunity to create a unique project that requires bold, creative thinking grounded in practicality. We've identified several key focus areas for the new library and will use these as the guiding principles in our process: establish a nucleus for Appleton; feature upgraded, state-of-the-art technology; create an open, inviting space filled with natural light; employ sustainable, energy efficient strategies; foster a welcoming and safe environment; lead an inclusive, community-driven process; and craft flexible, adaptable spaces.

To bring your vision to life, we have thoughtfully curated a team with experience working in Wisconsin, most recently for the Mulva Cultural Center, just a few miles down the Fox River in De Pere. The knowledge we have gained in local culture, climate, and construction strategies, along with a respect for Wisconsin's history of craftsmanship, will allow us to hit the ground running on your behalf.

It is an honor to support the Library and its mission by designing a civic gem and an extraordinary place of education and culture that will serve Appleton for generations to come. We are excited to get started and we look forward to working with you.

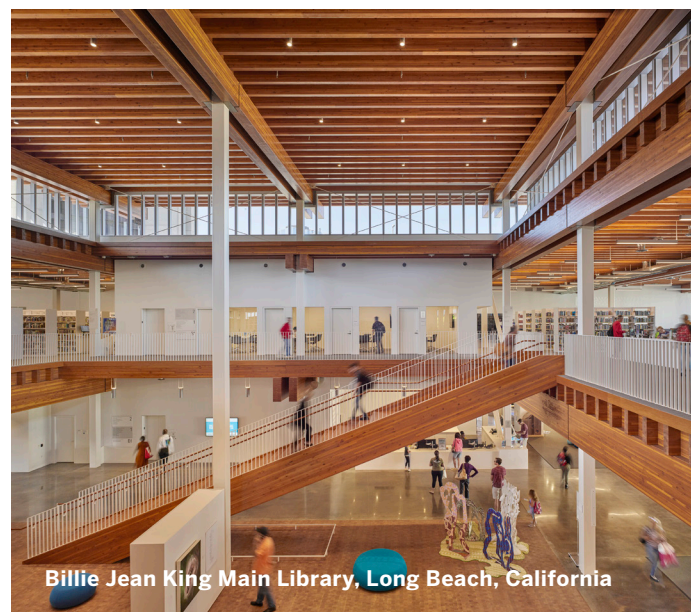
With sincere gratitude for the opportunity,



Adam Semel
Partner



Scott Duncan
Partner



APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
OCTOBER 2020

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation*	0	45,642	136,428	463,009	-100%	-71%
Children's Circulation*	0	29,424	79,114	297,045	-100%	-73%
Total Circulation*	23,919	75,066	215,542	760,054	-68%	-72%
Adult AV/nonbook (included in above)*	0	20,616	56,057	202,777	-100%	-72%
Children's AV/non-book (included in above*)	0	5,155	12,544	58,281	-100%	-78%
E-Book Circulation	7,633	7,410	87,538	72,079	3%	21%
E-Audiobook Circulation	6,054	6,722	68,510	61,787	-10%	11%
E-Video Circulation	610	449	6,065	4,704	36%	29%
E-Comics Circulation	187	94	1,849	1,608	99%	15%
E-Magazine Circulation	2,723	1,945	18,465	16,891	40%	9%
E-Music Circulation	133	227	1,617	2,042	-41%	-21%
Total E-Circulation	17,340	16,847	184,044	159,111	3%	16%
ILL items received (received from)	8,746	13,196	58,912	122,618	-34%	-52%
ILL items loaned (provided to)	8,409	12,108	56,532	122,130	-31%	-54%
Total Registered Patrons (quarterly)	74,131	79,729	n/a	n/a	-7%	n/a
Door Count	3,914	33,345	99,376	346,450	-88%	-71%
Percentage of Total Circulation on Self Check Machines	0.0%	71.4%	n/a	n/a	-100%	n/a

II. Customer Assistance	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	2,148	4,588	22,688	34,721	-53%	-35%
Reference Transactions - Children's	0	1,426	3,215	13,620	-100%	-76%
Total Reference	2,148	6,014	25,903	48,341	-64%	-46%
Volunteer Hours	103	496	1,681	6,029	-79%	-72%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	3,350	3,221	25,284	27,052	4%	-7%
Volumes Withdrawn	147	8,420	14,367	65,498	-98%	-78%
Total Titles	251,982	243,104	n/a	n/a	4%	n/a
Total Volumes	299,067	291,032	n/a	n/a	3%	n/a

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY

OCTOBER 2020

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's						
Children's Programs (including group visit)	63	96	456	842	-34%	-46%
Children's Program Attendance (including group visit)	1,425	2,872	17,794	41,283	-50%	-57%
Children's Home Visits	2	1	9	33	100%	-73%
Children's Home Visit Participants	3	2	13	108	50%	-88%
Children's Literacy Offerings	0	0	1	0	0%	>100%
Children's Literacy Offering Participants	0	0	607	0	0%	>100%
Children's Self Directed Activities	5	6	76	51	-17%	49%
Children's Self Directed Activity Participants	582	572	1,581	6,052	2%	-74%
Young Adult						
Young Adult Programs	8	2	45	105	300%	-57%
Young Adult Program Attendance	49	34	712	3,202	44%	-78%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Self Directed Activities	0	0	5	5	0%	0%
Young Adult Self Directed Activity Participants	0	0	86	5	0%	1620%
Adult						
Adult Programs	32	31	155	206	3%	-25%
Adult Program Attendance	6,222	438	10,614	4,478	1321%	137%
Adult One-on-One Instructions	0	13	41	63	-100%	-35%
Adult One-on-One Instruction Attendance	0	13	41	64	-100%	-36%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Self Directed Activities	0	1	3	26	-100%	-88%
Adult Self Directed Activity Participants	0	1	47	1,104	-100%	-96%
Total Programs	103	129	656	1,153	-20%	-43%
Total Program Attendance	7,696	3,344	29,120	48,963	130%	-41%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	0	297	677	2345	-100%	-71%
Meeting Room Uses - Events (Library Programs)	0	190	427	1,357	-100%	-69%
Total Meeting Room Uses	0	487	1,104	3,702	-100%	-70%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY

OCTOBER 2020

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	83,515	68,129	988,887	1,168,962	23%	-15%
Web Page "Hits"	41,366	76,445	520,975	742,696	-46%	-30%
Fox Valley Memory "Hits"	610	578	6,615	9,069	6%	-27%
Remote Logins to InfoSoup	999	19,444	71,087	120,663	-95%	-41%
Public Computing Sessions	0	5,154	10,233	43,393	-100%	-76%
Total Time Used on Public Computers	0:00:00	3564:00:00	8140:00:00	33683:00:00	-100%	-76%
Data Transferred (GB)	435	3740	8215	23018	-88%	-64%
WIFI Distinct Clients	1552	3726	19790	33161	-58%	-40%

**Due to the differences in the way reporting is set up in our new integrated library system, we are currently unable to accurately break down the total circulation into smaller collections such as adult and children's, AV and non-AV, etc. We are working with OWLS and the vendor to obtain these numbers and will update once we are able.*

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 NOVEMBER 2020

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation*	0	42,138	136,428	505,147	-100%	-73%
Children's Circulation*	0	26,995	79,114	324,040	-100%	-76%
Total Circulation*	24,089	69,133	215,542	829,187	-65%	-74%
Adult AV/nonbook (included in above)*	0	19,030	56,057	221,807	-100%	-75%
Children's AV/non-book (included in above)*	0	4,823	12,544	63,104	-100%	-80%
E-Book Circulation	7,621	7,055	95,159	79,134	8%	20%
E-Audiobook Circulation	6,188	4,245	74,698	66,032	46%	13%
E-Video Circulation	674	508	6,739	5,212	33%	29%
E-Comics Circulation	192	122	2,041	1,730	57%	18%
E-Magazine Circulation	2,704	2,106	21,169	18,997	28%	11%
E-Music Circulation	125	204	1,742	2,246	-39%	-22%
Total E-Circulation	17,504	14,240	201,548	173,351	23%	16%
ILL items received (received from)	8,916	12,422	67,828	135,040	-28%	-50%
ILL items loaned (provided to)	7,165	10,695	63,697	132,825	-33%	-52%
Total Registered Patrons (quarterly)	74,131	79,729	n/a	n/a	-7%	n/a
Door Count	3,200	33,779	102,576	380,229	-91%	-73%
Percentage of Total Circulation on Self Check Machines	0.0%	72.3%	n/a	n/a	-100%	n/a

II. Customer Assistance	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	1,853	2,618	24,541	37,339	-29%	-34%
Reference Transactions - Children's	1	1,333	3,216	14,953	-100%	-78%
Total Reference	1,854	3,951	27,757	52,292	-53%	-47%
Volunteer Hours	56	553	1,737	6,582	-90%	-74%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	1,977	2,202	27,261	29,254	-10%	-7%
Volumes Withdrawn	153	2,545	14,520	68,043	-94%	-79%
Total Titles	248,085	242,658	n/a	n/a	2%	n/a
Total Volumes	295,343	290,689	n/a	n/a	2%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY

NOVEMBER 2020

IV. Programs	This Month			Last Year to Date	Month % Change	Year % Change
	Current Month	Last year	Year to Date			
Children's						
Children's Programs (including group visit)	86	79	542	921	9%	-41%
Children's Program Attendance (including group visit)	1,464	2,921	19,258	44,204	-50%	-56%
Children's Home Visits	0	0	9	33	0%	-73%
Children's Home Visit Participants	0	0	13	108	0%	-88%
Children's Literacy Offerings	0	0	1	0	0%	>100%
Children's Literacy Offering Participants	0	0	607	0	0%	>100%
Children's Self Directed Activities	5	8	81	59	-38%	37%
Children's Self Directed Activity Participants	101	471	1,682	6,523	-79%	-74%
Young Adult						
Young Adult Programs	2	2	47	107	0%	-56%
Young Adult Program Attendance	12	20	724	3,222	-40%	-78%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Self Directed Activities	0	0	5	2	0%	150%
Young Adult Self Directed Activity Participants	0	0	86	5	0%	1620%
Adult						
Adult Programs	9	25	164	231	-64%	-29%
Adult Program Attendance	311	509	10,925	4,987	-39%	119%
Adult One-on-One Instructions	0	8	41	71	-100%	-42%
Adult One-on-One Instruction Attendance	0	3	41	67	-100%	-39%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Self Directed Activities	0	0	3	26	0%	-88%
Adult Self Directed Activity Participants	0	0	47	1,104	0%	-96%
Total Programs	97	106	753	1,259	-8%	-40%
Total Program Attendance	1,787	3,450	30,907	52,413	-48%	-41%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	0	254	677	2599	-100%	-74%
Meeting Room Uses - Events (Library Programs)	0	165	427	1,522	-100%	-72%
Meeting Room Uses	0	419	1,104	4,121	-100%	-73%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY

NOVEMBER 2020

V. Electronic Access Services	This Month			Last Year to Date	Month % Change	Year % Change
	Current Month	Last year	Year to Date			
Database Sessions	80,338	47,027	1,069,225	1,215,989	71%	-12%
Web Page "Hits"	43,817	64,794	564,792	807,490	-32%	-30%
Fox Valley Memory "Hits"	547	845	7,162	9,914	-35%	-28%
Remote Logins to InfoSoup	354	10,235	71,441	130,898	-97%	-45%
Public Computing Sessions	0	3,642	10,233	47,035	-100%	-78%
Total Time Used on Public Computers	0:00:00	3056:00:00	8140:00:00	36739:00:00	-100%	-78%
Data Transferred (GB)	562	3530	8777	26548	-84%	-67%
WIFI Distinct Clients	1501	3589	21291	36750	-58%	-42%

**Due to the differences in the way reporting is set up in our new integrated library system, we are currently unable to accurately break down the total circulation into smaller collections such as adult and children's, AV and non-AV, etc. We are working with OWLS and the vendor to obtain these numbers and will update once we are able.*

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 DECEMBER 2020

I. Circulation	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation*	0	39,989	136,428	545,136	-100%	-75%
Children's Circulation*	0	21,895	79,114	345,935	-100%	-77%
Total Circulation*	24,476	61,884	215,542	891,071	-60%	-76%
Adult AV/nonbook (included in above)*	0	18,072	56,057	239,879	-100%	-77%
Children's AV/non-book (included in above)*	0	4,229	12,544	67,333	-100%	-81%
E-Book Circulation	7,679	6,207	102,838	85,341	24%	21%
E-Audiobook Circulation	6,368	5,385	81,066	71,417	18%	14%
E-Video Circulation	659	409	7,398	5,621	61%	32%
E-Comics Circulation	147	106	2,188	1,836	39%	19%
E-Magazine Circulation	2,427	1,499	23,596	20,496	62%	15%
E-Music Circulation	136	196	1,878	2,442	-31%	-23%
Total E-Circulation	17,416	13,802	218,964	187,153	26%	17%
ILL items received (received from)	10,181	11,527	78,009	146,567	-12%	-47%
ILL items loaned (provided to)	8,723	10,400	72,420	143,225	-16%	-49%
Total Registered Patrons (quarterly)	74,131	79,729	n/a	n/a	-7%	n/a
Door Count	3,240	28,303	105,816	408,532	-89%	-74%
Percentage of Total Circulation on Self Check Machines	0.0%	71.8%	n/a	n/a	-100%	n/a

II. Customer Assistance	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	1,453	2,623	25,994	39,962	-45%	-35%
Reference Transactions - Children's	2	1,031	3,218	15,984	-100%	-80%
Total Reference	1,455	3,654	29,212	55,946	-60%	-48%
Volunteer Hours	265	855	2,002	7,437	-69%	-73%

III. Collections & Processing	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	958	1,905	28,219	31,159	-50%	-9%
Volumes Withdrawn	129	7,644	14,649	75,687	-98%	-81%
Total Titles	248,531	240,888	n/a	n/a	3%	n/a
Total Volumes	296,172	284,950	n/a	n/a	4%	n/a

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 DECEMBER 2020

IV. Programs	This Month			Last Year to Date	Month % Change	Year % Change
	Current Month	Last Year	Year to Date			
Children's						
Children's Programs (including group visit)	32	47	574	968	-32%	-41%
Children's Program Attendance (including group visit)	509	1,269	19,767	45,473	-60%	-57%
Children's Home Visits	0	2	9	35	-100%	-74%
Children's Home Visit Participants	0	5	13	113	-100%	-88%
Children's Literacy Offerings	0	0	1	0	0%	>100%
Children's Literacy Offering Participants	0	0	607	0	0%	>100%
Children's Self Directed Activities	4	3	85	62	33%	37%
Children's Self Directed Activity Participants	50	144	1,732	6,667	-65%	-74%
Young Adult						
Young Adult Programs	1	2	48	109	-50%	-56%
Young Adult Program Attendance	66	21	790	3,243	214%	-76%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Self Directed Activities	0	0	5	2	0%	150%
Young Adult Self Directed Activity Participants	0	0	86	5	0%	1620%
Adult						
Adult Programs	8	13	172	244	-38%	-30%
Adult Program Attendance	176	175	11,101	5,162	1%	115%
Adult One-on-One Instructions	0	7	41	78	-100%	-47%
Adult One-on-One Instruction Attendance	0	7	41	74	-100%	-45%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Self Directed Activities	0	3	3	29	-100%	-90%
Adult Self Directed Activity Participants	0	130	47	1,234	-100%	-96%
Total Programs	41	62	794	1,321	-34%	-40%
Total Program Attendance	751	1,465	31,658	53,878	-49%	-41%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	0	230	677	2829	-100%	-76%
Meeting Room Uses - Events (Library Programs)	0	138	427	1,660	-100%	-74%
Meeting Room Uses	0	368	1,104	4,489	-100%	-75%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 DECEMBER 2020

V. Electronic Access Services	This Month			Last Year to Date	Month % Change	Year % Change
	Current Month	Last Year	Year to Date			
Database Sessions	71,185	72,412	1,140,410	1,288,401	-2%	-11%
Web Page "Hits"	44,474	67,866	609,266	875,356	-34%	-30%
Fox Valley Memory "Hits"	538	576	7,700	10,490	-7%	-27%
Remote Logins to InfoSoup	426	9,468	71,867	140,366	-96%	-49%
Public Computing Sessions	0	3,234	10,233	50,269	-100%	-80%
Total Time Used on Public Computers	0:00:00	2701:00:00	8140:00:00	39440:00:00	-100%	-79%
Data Transferred (GB)	567	2330	7673	26878	-76%	-71%
WIFI Distinct Clients	1438	3164	22729	39914	-55%	-43%

**Due to the differences in the way reporting is set up in our new integrated library system, we are currently unable to accurately break down the total circulation into smaller collections such as adult and children's, AV and non-AV, etc. We are working with OWLS and the vendor to obtain these numbers and will update once we are able.*

APPLETON PUBLIC LIBRARY

BY THE NUMBERS

We provide access to **536,938** materials for everyone in our community!



212,887 print books



164,442 e-books



30,133 audio materials



41,443 videos



103 electronic collections

Appleton Public Library informs our community!

APPLETON PUBLIC LIBRARY

BY THE NUMBERS

We support the information needs of adults in our community!



74,168 people have Appleton Public Library cards



536,938 items in the collection were checked out 513,113 times



Information professionals used trustworthy resources to answer 29,212 questions



38 public access computers were used 10,233 times



6,961 people attended 162 programs designed for adults or audiences from non-specific age groups

APPLETON PUBLIC LIBRARY

BY THE NUMBERS



We help the children in our community grow!



Offered **500** programs designed for children and **34** designed for young adults in 2020.



Access to **103** electronic databases for research.



Checked out **132,982** children's materials in 2020.



Appleton Public Library offers the programming and resources that grow our children's minds and futures.

APPLETON PUBLIC LIBRARY

BY THE NUMBERS

We support the programs that are important to our community!



13,422 people attended 500 programs designed for children age 11 and under.



376 people attended 34 programs for young adults.



6,961 people attended 162 programs designed for adults or audiences from non-specific age groups.

APPLETON PUBLIC LIBRARY

BY THE NUMBERS

We provide community access to technological tools and resources!



22,735 WiFi sessions.



103 electronic databases available.



1,328,769 e-resources downloaded



38 public Internet computers were used 10,233 times.

Collaborative/Cooperative Agreements

Library 2020 END OF YEAR

Maintained Agreements	
Other Governments	
Appleton Housing Authority	Outreach, committee membership
Black Creek Public Library	Reach Out and Read
City of Appleton Diversity & Inclusion	Programs
City of Appleton Health Department	Staff Training, EOC
City of Appleton Human Resources	Student Leadership Event, training program
City of Appleton Mayor's Office	Program
City of Appleton Police Department	APL staff training, Summer Library Program
City of Appleton Parks & Rec	Summer Library Program, Display, Story Walk
Fox Cities Workforce Development - Job Center of Wisconsin	Volunteer Training, outreach
Gerald H. Van Hoof Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
Hortonville Public Library	Reach Out and Read
James J Siebers Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
Kaukauna Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
Menasha Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read, Latino Fest
Muehl Public Library	Reach Out and Read
Neenah Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
New London Public Library	Reach Out and Read
Outagamie Birth-3 Early Intervention	Appleton Ready to Read (ARTR)
Outagamie County Mentoring Program	Program
Outagamie County Public Health	EOC
Outagamie County Restorative Justice	Volunteer program
Outagamie Waupaca Library System	16 municipalities
OWLSnet	consortium
Wisconsin Department of Vocational Rehabilitator	Work Experience Volunteer
Wisconsin Digital Archives	online initiative
School Districts	
AASD	Outreach Visits & 3-5 yr old Screenings, Fox Cities Book Festival, Fox Cities Reads
AASD	4K-12th grade
AASD	Birth to 5 programs
AASD Appleton Public Montessori	Regular field trips
AASD Diversity, Equity & Inclusion Department	Program, outreach, MLK day committee member
AASD Title 1	Appleton Ready to Read (ARTR)
Community Early Learning Center	ARTR
Lutheran Schools	Celebration Lutheran, Riverview Lutheran, Mt. Olive, Saint Paul and Saint Peter
St. Frances Xavier Catholic School System	School age visits and outreach
Non-Profit Organizations	
AARP	Tax Aide
African Heritage Inc.	Program
American Association of University Women (AAUW)	STEM essay contest
Appleton Downtown Inc.	Rhythms of the World program, Marketing committee, Summer Library Program, Story Walk
Appleton Downtown Rotary	Rhythms of the World program
Appleton Fox Cities Kiwanis Club	Fox Cities, Kidz Expo, Outreach program, Cops N Kids
Appleton Historical Society	Board membership, Display, Research support, program marketing, outreach
Appleton Visually Impaired Support Group	Outreach program
Bay Area Genealogical Society	Membership, program marketing
Boys & Girls Club	ELL Club & SLP Outreach, programs with S.T.A.R., programs with Runaway and Homeless
Building for Kids	multiple collaborations based on exhibits, Children's Parade and special events, Reach Out & StoryWalk
Casa Hispana	Interagency meetings and grant support - Latino Fest, Scholarship reviewer
Community Outreach Center	Program, outreach
Children's Hospital of Wisconsin	Reach Out and Read
ESTHER	Program
Even Start	Outreach & ARTR
Family Roots - Wisconsin	Organization membership, program marketing
Feeding America	Mobile Food Pantry Info
Fox Arts Network - participating organizations: Appleton Boy choir, ADI Inc.,	FAN Pass
Forward Services	ELL Job Club Outreach, work experiences, Appleton Ready to Read
Fox Cities Book Festival	Author committee membership, Fox Cities Reads, programs, APL volunteers
Fox Cities Community Council	Board membership, outreach
Fox Cities Housing Coalition	Monthly meetings
Fox Cities Performing Arts Center	Various programs based on current shows and programs, North East Wisconsin Professional
Fox Cities Resource Provider Group	Program
Fox Valley Symphony	Symphony Storytime - virtual with Building for Kids (BFK)
Fox Valley Literacy Council	Outreach Specialists Refer Families, Board and committee membership, Appleton Ready to
Friends of Appleton Public Library	Display
Goodwill Industries	Fox Cities Reads, outreach, volunteer work experience
Goodwill Prosperity Center	Outreach
Headstart	ARTR (Appleton Ready To Read), Outreach, Programming
Hearthstone Historic House Museum	Program marketing
Heid Music	StoryWalk
History Museum at the Castle	SLP, Hmong American programs, local history reference, ELL Club, display
Hmong American Partnership	Hmong American Day
Hmong Service Center	Program
Hmong Wisconsin Chamber	Program
Imagine Fox Cities	Committee membership, programs
Lawrence University	ELL Pollinator Project, LU volunteer program, D&I Advisory board, Display, 5th Ensemble, Artist, Programs
League of Woman Voters	Registration table, program
LEAVEN	Program, outreach
Little Chute Historical Society	Program marketing
Manitowoc County Genealogical Society	Membership, program marketing
NAMI	Outreach & Represent Library on Committee, programs
Outagamie County Master Gardeners	Programs

POINT - US Venture	Action Team
Reach Out and Read	Wisconsin
Reach Out and Read	National
Salvation Army Life Skills Program	Outreach program
St. Joe's Food Program	Outreach
St. Vincent De Paul Next Step Program	Outreach program
The Space LGBTQ+ Teens	Outreach programs
United Hmong American Association	Outreach, programs
United Way	Reach Out and Read, 211 Display, staff training presentation
UW Madison Extension	ELL Club, program planning, programs
UW Oshkosh Head Start	Outreach
World Relief Fox Valley	Refugee resettlement, monthly meetings, outreach
Winnebago Genealogical Society	Membership, program marketing
WUCMAA- Wisconsin United Coalition of Mutual Assistance Associations	Program
YMCA	ELL Clubs, Summer Library Program
Youth Advocacy Network	Membership, program marketing
Youth Worker Coalition	Outreach program
Other	
Acension	Reach Out and Read
Active Minds Community	Outreach program
Appleton Coworking	Outreach
Appleton Retirement Community	Outreach programs
The Atrium Post Acute Care	Outreach service
Aurora Health System	Reach Out and Read
B.A.B.E.S.	SLP Outreach
Bellin Health	Reach Out and Read
BMO Harris Bank	ELL Sponsor
Bowl 91	StoryWalk
Brookdale Senior Living	Outreach service
Century Oaks Assisted Living	Outreach service
Child care providers	Apple Tree Connections, Child's Choice Learning Center, Creative Child, Celebration
Digital Readiness Community of Practice	Committee Membership
Family Care Fox Cities	Reach Out and Read
Fox Valley Humane Association	Display
Fox Valley Lutheran Home	Outreach programs, outreach service
Fox Valley Technical College - Venture Center	Outreach programs
Fox Valley Technical College	Student tour, outreach, volunteer recruitment, program
The Heritage	Outreach service, Walking Books
Homeschool Hub Teen Group	Program
Imagine Fox Cities	Committee membership, programs
Indiana University	Dr. Beth Wahler
IndUS of Fox Valley	Rhythms of the World, program planning
Joy Jordan	Program
Local Voices Network	Service and collection offering
Long Cheng Market Place	Outreach
Mosaic Family Health	Reach Out and Read
NEW Hmong Professionals	Committee membership, programs
Oneida Heights (Appleton Housing Authority)	Outreach service program
Partnership Community Health Center	Reach Out and Read
Pfefferle Management	Appleton Ready to Read (ARTR)
Pillars	Program
Prevea Health	Reach Out and Read
Primary Care Associates of Appleton	Reach Out and Read
Recollection Wisconsin	Project
Ridgeview Highlands Community	Outreach service
Thedacare Health System	Reach Out and Read
The Fire	StoryWalk
The Seed Guild	Appleton Seed Library, Programs
Trout Museum	ELL Club, Light Up Appleton outreach, StoryWalk
University of Wisconsin Oshkosh - School of Social Work	Social Worker Intern
University of Wisconsin Press	Author Program
Valley Packaging	ARTR Outreach, programs
WFRV	Program and service marketing
WHBY	Outreach, Program and service marketing
Wisconsin Historical Society Press	Program
Wisconsin Library Services (WILS)	Project
Wriston Art Galleries	Hmong Exhibit Program
Yoga Teacher Leela Peebles	Children's Yoga Program
Young Professionals Visioning Group	Committee Membership
New Agreements	
Other Governments	
Outagamie Health and Human Services, Children and Families Division	Program
Wisconsin Department of Public Instruction	Committee, training
School Districts	
Non-Profit Organizations	
Advance Care Planning Partnership and Let's Talk Fox Valley	Program
American Library Association	Grant, program
Belgian Heritage Center	Program
CAP Services	Programs
Catalpa	Storytime Live with Building For Kids (BFK)
Colorbold Business Association	Programs
Diverse & Resilient	Information resources
Fox Cities Muslim Group	Program
Fox Cities Tai Chi	Program
Girls Who Code	Program
Kairos Alive!	Program

New England Historic Genealogical Society	Program
Oconto County Genealogical Society	Program marketing
Storycatchers	Program
St. Therese	Program, outreach
Thriving Libraries	Committee, training
Waupaca Area Genealogical Society	Program marketing
WISCSIBS	ELL Club
Wisconsin Public Radio	Program, program and service marketing
Wisconsin State Genealogical Society	Program marketing
Other	
ACOCA Coffe	StoryWalk
The Ancestor Guy	Program and marketing
Appleton Beer Factory	StoryWalk
Avenue Jewelers	StoryWalk
Bagelicious	StoryWalk
Beatnik Betty's Resale Butik	StoryWalk
Blue Moon Emporium	StoryWalk
Braids Unlimited Salon and Barbershop	Take and Create Drop Off
Casting On	StoryWalk
College Connectors	Program
Crazy Sweet	StoryWalk
Dance	StoryWalk
Doughlicious	StoryWalk
Eco Candle Co.	StoryWalk
Maddie Corum	ELL Club
Float Light Float Center	StoryWalk
Fox Cities Chamber of Commerce	Leadership Fox Cities involvement
Hmong Grocery Store	Take and Create Drop Off
Hoot & Company	StoryWalk
Inspire Spa	StoryWalk
Lillian's of Appleton	StoryWalk
Lisa Gardiner - Baker	ELL Club
Lisa Net - Tree Expert	ELL Club
Ms Moua	Hmong Language Class
Mud & Prints	StoryWalk
Murray Photo & Video	StoryWalk
Oriental Food Market	Take and Creat Distribution
Pixel Pro Audio	StoryWalk
Post Crescent	Collection materials, marketing
Scouter G	StoryWalk
Spectrum News	Program and service marketing
University of Wisconsin Madison ISchool	Program
University of Wisconsin Milwaukee	Programs
The Vintage Garden	StoryWalk
Wisconsin Homeschooling Parents Association	
Venture Wisconsin	Video production, program marketing

Welcome!

While we're waiting for the meeting to start, there might be some awkward silence! If you'd like to, you can:

- **Share in just a few words, what your ideal library board experience is...how do you know when it's all working?**
- Get that last-minute tea, water, or snack!
- Kick back and relax. We'll start in a few minutes.



IFLS Trustee Webinar Series

Webinar I: Understanding your role as a library trustee
November 2020



Introductions



WILS

Webinar series overview

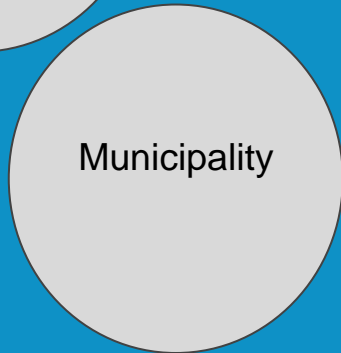
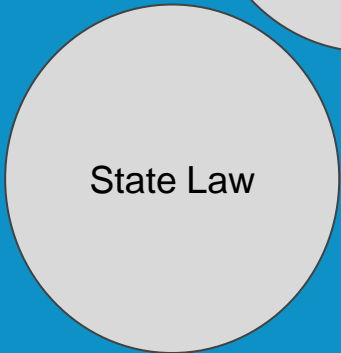
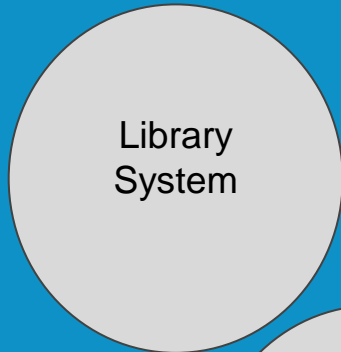
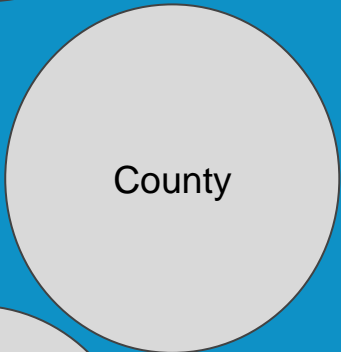
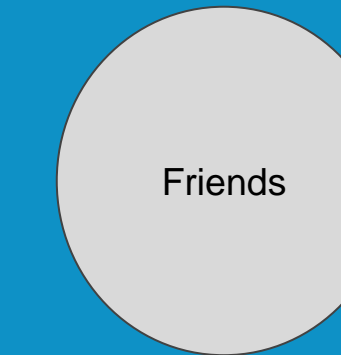
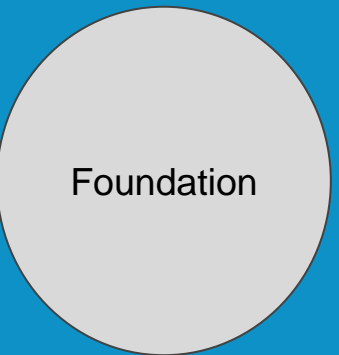
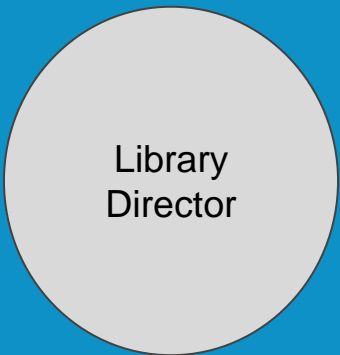
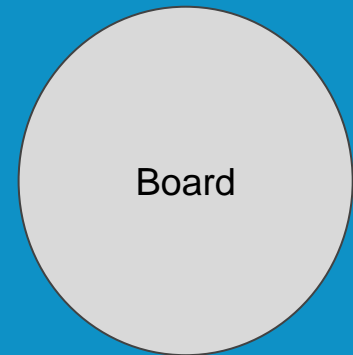
November 5, 12-1: Understanding your role

November 12, 12-1: Understanding the library

November 19, 12-1: Connecting the library and community

December 3, 7-8pm: Bringing it all together, a conversation





LIBRARY



ECOSYSTEM



Imagine....

- What is the ideal experience or what the best board experience might be

Library Board Responsibilities

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

Library Director Responsibilities

Overseeing the library budget and preparing reports as required by the board.

Managing of library collections.

Hiring, training, supervising, and scheduling other library personnel.

Supervising circulation of material and record keeping.

Cooperating with the board, community officials, and groups in planning library services and publicizing library programs within the community.

Supervising the maintenance of all library facilities and equipment.

What is a Trustee?



“part of a trustee board, trustees serve on a volunteer basis, can be elected or appointed to a library board for a period of time, and are tasked with the duty of helping to direct the funds and policies of an institution.”

-- I Love Libraries, an initiative of the American Library Association

What is a Trustee?



Participate as a member of a team (the library board) to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the local public library.

--DPI definition

OK, but what if we thought about being a Trustee a little differently?

Servant



Qualities



In Action

Listening

Empathy

Healing

Awareness

Community conversations

Regular check-ins with your director

Reaching out to those who don't use the library

Regular board meeting attendance and participation

Qualities



In Action

Persuasion

Conceptualization

Foresight

Stewardship

Use consensus as a basis of decision making

Strategic planning

Data collection and usage

Careful, responsible budgeting; understanding library finances and community needs

Qualities



In Action

Commitment to the growth of people

Building community

Commitment to continuing education

Take part in and attend community wide events, informally meet with members of the community; build partnerships

What is a Trustee?



- Shares power
- Encourages library directors and staff to gain skills and knowledge beyond their own
- Uses consensus building and listens carefully to guide the library
- Places high value on the community, both the library community and the larger community
- Is committed to the growth and improvement of those being led.

How do you embody servant leadership?

What ISN'T a Trustee?

- Rubber stamp
- Library boss
- Killer of ideas



How can you best support your
director?

Understand how your library functions



- What services does the library offer?
- What are the touchstones for the library?
- Where does the money come from? Where does it go?
- What are the legal obligations of the library and trustees?

Communicate openly and clearly



- Sharing knowledge (or lack thereof!)
- Sharing feedback
 - Ongoing
 - Annually

Participate actively



- Be prepared for meetings
- Offer thoughts/ideas
- Focus on *what* you accomplish rather than how fast you can accomplish it.
(and accomplishment is not always signaled by a motion)

Be a conduit between the library and the community



- Share what you hear (empathetically)
- Understand issues and prepare responses
- Be an advocate

Do the little things



- Respond
- Meet deadlines
- Visit the library
- Check in with the director

If nothing else...

You can best support your director through
leadership



[Working Together: Roles and Responsibilities Guideline](#)

[Trustee Essentials: A Handbook for Wisconsin Public Library Trustees](#)

[Wisconsin Trustee Training Week](#)

[Center for Servant Leadership](#)

Closing

- Homework: spend 5-10 minutes reflecting on what you learned today and write down at least one thing you can use to strengthen your role as a trustee at your library.
- Extra credit: Complete the Using Your Passions as a Library Trustee worksheet
- Next webinar is November 12, 12-1: Understanding the library
- Thank you for your time and energy!

Questions, comments? Reach out to Melissa McLimans at melissa@wils.org



Using your Passions as a Library Trustee

What do I find the most joy helping people with? How do I do this as a library trustee?

What do I have training or education in that I enjoy doing (and sharing)? How do I share it at the library in my role as trustee?

What do people ask me for help with, in the library or in the community? What can I learn from this to support the board and the library?

How does my ideal work benefit other people? What might this mean for me as library trustee?

One of my greatest accomplishments to date is...How can I apply to this to what I do as a trustee?

What's the KEY takeaway I want someone in a future generation (the community I serve) to get from my story?



Children's Programming Updates

Program Reach – Teresa has been excited to welcome a toddler from the UK to her Monday morning storytimes. Hmong Language class continues to draw families from across the country with a mother from Cincinnati, Ohio staying after class to share how impressed she is that our library offers Hmong language classes. She said it's great that kids from all over the place can join in the learning.

Backyard Groove Feedback

- "We really enjoyed the Backyard Grooves program! Nathan hasn't made his Ghanaian bracelet yet, but he can't wait to. He was amazed to see the pictures of a preschool classroom in Ghana. Thank you for helping open up his world! He knows where Africa is, but to be able to connect that to other people and cultures is really eye opening for him. 😊"

Bouncing Beats Feedback answering the question, "What was the highlight of the program for you and your family?"

- Both kids loved everything about the program. They really enjoyed learning to drum! Both kids would sing the songs they learned from class for a long time (even now!).
- The goodbye song! See you later...both of them Ada and Evan sing it all the time!
- Live Music!
- Nani playing and dancing
- Energy level! All of these backyard grooves have been so well prepared, but Nani's energy was so very contagious (even through zoom, which is honestly even more impressive)

Fun with Books & All Star Readers Feedback: Below is an excerpt from a patron letter. The letter was accompanied by a video of the child reading one of the books she received from the program. She is a new reader and was doing a great job. The mom went on to ask Pa Ja for advice on what books her child should read next and Pa Ja created a Book Pack for her.

Hello Miss Pa Ja, Good morning

I am thankful to you for sharing the reading books along with star reader program, books are really amazing and helpful.

She really enjoys the books that u give along with the All Star reader program

I am Sharing the picture of the book and her video enjoying reading.

Girls Who Code – The girls are working hard and learning a lot. While the girls learn coding basics, we are also focusing on each of them finding and/or sharing their own unique voice. We have just started brainstorming on a final project that reflects a change they would like to see in

the world. Some of the ideas they're working on are: an educational bee pollination game, an interactive endangered animal page, and a positive affirmation phone reminder.

Graphic Novel Book Club – This club has been utilizing the graphic novels available through Hoopla & has a very devoted following. Attendees are given three options for each club and usually say they want to read them all instead of having to choose one. They are excited to discover which graphic novels have been made into shows, and then they can't wait to read the graphic novel and then watch the show and compare.

Kids Cooking Series Feedback

- We are gluten free, so we loved your suggestions on how to make things gluten free!! Please run this class again! My girls would love to attend again!
- Loved it and can't wait for the baking class.
- We are excited for these (baking classes)! The cooking ones you guys did in Feb were great too.
- We thoroughly enjoyed this! My daughter looked forward to it every week. I think the nature of having grades 2 to 6 and different levels of experience, made it a bit easy/review for my daughter. However, she did learn new recipes and enjoyed the aspect of making something completely on her own.

Maker Quest – In February, patrons were tasked with making a working heart pump model. It was not an easy project! One participant was so happy when she completed it that she created a video for us that showed how it worked while she described what happens with the blood in our body. Another participant was excited enough about hers that she decided to share it with her entire class!

March Field Trip Teacher Feedback

- Thank you so very much for coming. It was absolutely perfect. We loved every second of it. You were great. We enjoyed the stories and songs.

Yoga Storytime Feedback

- "Nathan loves your Yoga Storytime as well! The visual you do with the expanding ball has helped him understand deep breathing and it's brilliant. "

Community Partnerships Update – March 2021

Find Your Ancestors: The Find Your Ancestors virtual program series has been highly attended and impactful for attendees. Local History Librarian Katie Stilp coordinates monthly programs via Zoom webinar and hosts expert genealogy researchers and professional historians. The three 2021 programs have had an average of 142 attendees in the live webinars. 205 attendees completed a Project Outcome program survey after the session to share their experience with the programs.

- 96% learned something that was helpful.
- 94% intend to apply what they learned.
- 93% felt more confident about what they learned.
- 84% were more aware of resources and services provided by the library.

Attendees also shared many detailed feedback comments. The following speak to the series in general.

- Just keep on having wonderful genealogy webinars!
- I liked that the host provided a flyer about the library and upcoming programs. I was already familiar with the presenter and knew she was knowledgeable and encouraging.
- The library is doing a great job of providing genealogy webinars. (Thanks Katie!) Thanks to the Friends of Appleton Public Library for providing the funds.
- Thank you for providing the public with free and helpful genealogy webinars to further our family research.
- Appleton Library has great programs -- some of the best in the country. Thank you!

Connecting Cards: Adult Services & Engagement Librarian Melanie Thurber introduced a new program called Connecting Cards to foster social connectedness amongst community members. This program provides pre-stamped, pre-addressed cards for patrons to pick up and write a message to a resident of a care facility. Cards are currently addressed to the Service Coordinator at Oneida Heights. If writers are interested in allowing for a return letter they are welcome to write their return address on the card, but it is not required. Oneida Heights has been provided with blank cards for this purpose.

