



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Agenda - Final Library Board

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Thursday, February 24, 2022

4:00 PM

City Hall 6 A/B 100 N. Appleton Street

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[22-0138](#) January 18, 2022 Meeting Minutes

**Attachments:** [January 18 2022 Board Meeting Minutes.pdf](#)

#### 4. Public Participation & Communications

[22-0139](#) Volunteer of The Year - Lisa Gardiner

[22-0140](#) Scholarship Award Recipient Thank You Note (J. Standiford)

**Attachments:** [J. Standiford Scholarship Thank You.pdf](#)

#### Establish Order of the Day

#### 5. Action Items

[22-0141](#) Bill Registers - December 2021 FINAL, January 2022

**Attachments:** [Bill Register-Dec-2021-final.pdf](#)

[EOY Budget-2021.pdf](#)

[Bill Register-Jan-2022.pdf](#)

[Jan 2022 YTD Budget.pdf](#)

[22-0142](#) February 2022 Budget Amendment and Friends Grant Budget through June 2022

**Attachments:** [Budget Amendment Request-2152022.pdf](#)

[22-0143](#) Wisconsin Public Library 2021 Annual Report

**Attachments:** [APL 2021 Annual Report Unsigned.pdf](#)

[22-0145](#) Report of the Finance Committee

**Attachments:** [Finance Committee Meeting Minutes 2-15-2022.pdf](#)  
[2022 Library Materials Budget.pdf](#)  
[COA Procurement and Contract Management Policy.pdf](#)  
[Financial Policy \(Approved 7-20-21\).pdf](#)  
[APL Financial Monthly Cash Flow-2021-Final.pdf](#)  
[APL Financial Cash Flow-2021-Final \(3 year view\).pdf](#)

[22-0146](#) Report of the Building & Equipment Committee

**Attachments:** [Building & Equipment Committee Meeting Minutes 2-15-2022.pdf](#)  
[Donations of property to nonprofits and city depts February 2022.pdf](#)  
[Items of significance for board update.pdf](#)  
[Piano Policy \(Approved 12-18-18\).pdf](#)  
[Temporary relocation of piano.pdf](#)  
[Gifts and Donations Policy \(Approved 8-20-19\).pdf](#)

[22-0147](#) Report of the Personnel & Policy Committee

**Attachments:** [Competency Definitions.pdf](#)  
[City of Appleton - Library Director Job Description - current.pdf](#)

## 6. Information Items

### A. Administrative Report

[22-0149](#) State of Wisconsin Neighborhood Investment Fund Grant

[22-0148](#) Library Building Project Update

**Attachments:** [MovingBookmark.pdf](#)

[22-0150](#) **OWLS Updates:**

- OWLS Move
- Governor's Commendation

**Attachments:** [OWLS GovProclamation2021.pdf](#)

[22-0151](#) Library Legislative Day Agenda and Resources

**Attachments:** [LLD Agenda 2-8-2022.pdf](#)  
[LLD\\_wisconsin-libraries-by-the-numbers.pdf](#)  
[LLD\\_libraries-step-up.pdf](#)  
[LLD\\_state-aid-overview.pdf](#)  
[LLD\\_help-with-job-search.pdf](#)

[22-0153](#) APL Hiring Processes

[22-0154](#) Statistics - EOY 2021 ( October, November, December)

**Attachments:** [OCT 2021.pdf](#)  
[NOV 2021.pdf](#)  
[DEC 2021.pdf](#)

[22-0155](#) 4th Quarter 2021 Friends Grant Funded Program Summaries

**Attachments:** [Friends Grant Funded Program Summaries 4th Quarter 2021-FINAL.pdf](#)

## **B. President's Report**

[22-0156](#) Trustee Development - Summary of Survey Results

**Attachments:** [TRUSTEE QUESTIONNAIRE RESULTS SUMMARY.pdf](#)

[22-0157](#) Upcoming Board Committee Meetings

## **C. Friends of Appleton Public Library Report**

[22-0152](#) Trustee / Friends Training

## **D. Staff Updates**

[22-0159](#) Childrens' Program Updates

**Attachments:** [Childrens Services February APM.pdf](#)

[22-0160](#) Community Partnerships Updates

[22-0163](#) Temporary Library Overview / Discussion

**Closed Session**

*The Board may meet in Closed Session pursuant to WI Statute 19.85(f)(c) to discuss personnel matters and then resume meeting in 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.*



Meeting Minutes  
Library Board

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Tuesday, January 18, 2022

4:30 PM

City Hall Council Chambers 6 A / B

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1. Call meeting to order

President Nancy Scheuerman called the meeting to order at 4:30pm

2. Roll call of membership

**Others Present:** Owen Anderson, Nicole Casner, Ann Cooksey, Robert Edwards, Dean Gazza, Tina Krueger, Adriana McCleer, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Nick Vande Castle, Maureen Ward

**Present:** 8 - Looker, Kellner, Exarhos, Scheuerman, Mann, Nett, Keller and Brozek

**Excused:** 2 - Hartjes and Van Zeeland

**Others :** 1 - Sivasamy

3. Approval of minutes from previous meeting

[21-1791](#)

December 14, 2021 Meeting Minutes

**Attachments:** [December 14 2021 Meeting Minutes.pdf](#)

Kellner moved, seconded by Brozek, that the December 14, 2021 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

4. Public Participation & Communication

**Establish Order of the Day**

President Scheuerman moved Action Item 21-1803 to the beginning of the Action Items.

President Scheuerman called for a motion to move Action Items 21-1792, 21-1793 and 21-1794 to a Consent Agenda.

Kellner moved, seconded by Mann that Action Items 21-1792, 21-1793 and 21-1794 be placed on a Consent Agenda. Voice Vote. Motion Carried. (8-0)

5. Action Items

Brozek moved, seconded by Mann that the Consent Agenda items 21-1792, 21-1793 and 21-1794 be approved. Voice Vote. Motion Carried. (8-0)

[21-1803](#) Temporary Library Location

**Attachments:** [2022 Temporary Library Lease Memo 1-18-2022.pdf](#)

Mann moved, seconded by Brozek, that the Temporary Library Lease for the location at 2411 S. Kensington Drive be approved. Voice Vote. Motion Carried. (8-0)

[21-1792](#) Bill Register - December 2021 (Partial)

**Attachments:** [Bill Register -December 2021.pdf](#)  
[YTD Budget period ending 12-31-2021.pdf](#)  
[Friends 4th Quart-2021.pdf](#)

This Report Action Item was approved

[21-1793](#) OWLS / APL 2022 Facilities Transition Agreement

**Attachments:** [OWLS APL Building Projects Transition Plan FINAL 1-14-2022.pdf](#)

This Report Action Item was approved

[21-1794](#) Report of the Scholarship Committee

**Attachments:** [December 20 2021 Scholarship Committee Meeting Minutes.pdf](#)

This Report Action Item was approved

## 6. Information Items

### A. Administrative Report

[21-1795](#) Library Building Project Update

**Attachments:** [Building Project Update January 2022.pdf](#)

[21-1796](#) OWLS Updates

[21-1797](#) APL Hiring Processes

### B. President's Report

[21-1798](#) Trustee Training: Who Uses the Library

[21-1799](#) Re-scheduled February 2022 Library Board Meeting Date and Time

**Attachments:** [APL Board Meeting Schedule 2022 REVISED 1-2022.pdf](#)

[21-1804](#) Upcoming Committee Meetings

**C. Friends of Appleton Public Library Report**

[21-1800](#) I Love My Library 2022

[21-1805](#) Judy and Austin Boncher Appleton Library Endowment Fund

**D. Staff Updates**

[21-1801](#) Children's Program Updates

[21-1802](#) Community Partnerships Updates

**7. Adjournment**

**Mann moved, seconded by Kellner that the Meeting be adjourned. Voice Vote.  
Motion Carried. (8-0)**

**The Meeting was adjourned at 5:31pm**

## Maureen Ward

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**From:** Jonathan Standiford <jonathan.s.standiford@gmail.com>  
**Sent:** Sunday, January 30, 2022 11:43 AM  
**To:** Maureen Ward  
**Subject:** F. P. Young Scholarship Thank You

Dear Ms. Ward,

I would like to thank you for your and the Appleton Public Library's generous \$837.50 Frank P. Young Scholarship. I was thrilled when I learned I was one of the recipients of your scholarship for the 2021-2022 year.

As I progress with my second semester of library school, I learn more about what is required of a library professional, both in terms of serving patrons, improving the library environment, and professional development. Thanks to you and APL, I have gained more confidence that my background has contributed to preparing me for library work and I will continue to seek out professional development and networking opportunities outside of school to further prepare myself.

The Frank P. Young Scholarship has, along with my Graduate Assistant position at Dominican University's Innovation Lab, helped lighten the financial burden of attending graduate school significantly. This will help me focus on learning all I can about libraries, both in library school and outside of it. Thank you again for awarding me the Frank P. Young Scholarship and I hope one day to give back to others thanks to the educational and professional development opportunities that the Frank P. Young Scholarship helped with.

Sincerely,  
Jonathan Standiford

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/12 TO 2021/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16010									Library Administration
16010	630100								Office Supplies
	001583	UNITED STATES POSTAL	69599	0	2021 12	INV P		13.72	pcard Board Packet Mailin
	001583	UNITED STATES POSTAL	69709	0	2021 12	INV P		4.68	pcard Scholarship Committ
								18.40	
	001983	AMAZON	69385	0	2021 12	INV P		24.99	pcard Polaroid Film for H
	002034	OFFICE DEPOT	69708	0	2021 12	INV P		25.30	pcard 2022 Calendar Refil
	002034	OFFICE DEPOT	70275	0	2021 12	INV P		65.85	pcard Label Tape Cartridg
	002034	OFFICE DEPOT	70326	0	2021 12	INV P		35.20	pcard Post its, Packing T
								126.35	
	999990	AMZN MKTP US*JA80D7L	69334	0	2021 12	INV P		19.95	pcard Circulation Labels/
	999990	BARNES & NOBLE #2977	70263	0	2021 12	INV P		33.99	pcard Volunteer recogniti
								53.94	
								ACCOUNT TOTAL	223.68
16010	630500								Awards & Recognition
	999990	WALGREENS #5102	69383	0	2021 12	INV P		8.02	pcard Chocolate Bars for
	999990	TWIGS & VINES FLORAL	70264	0	2021 12	INV P		45.00	pcard Volunteer recogniti
								53.02	
								ACCOUNT TOTAL	53.02
16010	641200								Advertising
	999990	FACEBK *4Y3AX8TYX2	69333	0	2021 12	INV P		1.69	pcard Facebook Ad
	999990	FREEPIK & FLATICON	70661	0	2021 12	INV P		99.00	pcard Icon Subscription
								100.69	
								ACCOUNT TOTAL	100.69
16010	641308								Cellular Phones
	002272	U.S. CELLULAR	69600	0	2021 12	INV P		278.13	pcard Cell Phones
								ACCOUNT TOTAL	278.13
16010	659900								Other Contracts/Obligation
	000621	HEID MUSIC COMPANY,	69619	0	2021 12	INV P		10.00	pcard Gift Card for Holid
	001003	NORTHSIDE HARDWARE,	69621	0	2021 12	INV P		10.00	pcard Gift Card for Holid
	001775	MICHELIS CATERING	67904	0	2021 12	INV P	120821	947.50	551452 APL Staff Holiday B
	001871	BAGELICIOUS	69624	0	2021 12	INV P		10.00	pcard Gift Card for Holid

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/12 TO 2021/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
001887	BREWED AWAKENINGS	69623	0	2021 12	INV P	10.00	pcard		Gift Card for Holid
002229	STAR PROTECTION AND	68067	0	2021 12	INV P	2,719.20	121521	551589	Security Guard
002229	STAR PROTECTION AND	71639	0	2021 12	INV P	1,055.75	020222	552299	Security Guard
						<b>3,774.95</b>			
999990	TST* HOME BURGER BAR	69453	0	2021 12	INV P	10.00	pcard		Gift Card Prize for
999990	THE FIRE LLC	69454	0	2021 12	INV P	10.30	pcard		Gift Card for Holid
999990	SQ *JOSEF'S GYROS AN	69455	0	2021 12	INV P	10.00	pcard		Gift Card for Holid
999990	TST* ACOCA COFFEE	69456	0	2021 12	INV P	10.00	pcard		Gift Card for Holid
999990	SQ *GREEN GECKO GROC	69457	0	2021 12	INV P	10.00	pcard		Gift card for Holid
999990	TST* BOWL NINETY-ONE	69458	0	2021 12	INV P	10.00	pcard		Gift card for Holid
999990	CHIMERA HOBBY SHOP	69617	0	2021 12	INV P	10.00	pcard		Gift Card for Holid
999990	TWIGS & VINES FLORAL	69618	0	2021 12	INV P	10.00	pcard		Gift card for Holid
999990	JERSEY BAGEL & DELI	69620	0	2021 12	INV P	10.00	pcard		Gift Card for Holid
999990	SQ *DEPAWSITORY ALL	69622	0	2021 12	INV P	10.00	pcard		Gift Card for Holid
999990	SQ *WHISK & ARROW SU	69625	0	2021 12	INV P	10.00	pcard		Gift Card for Holid
999990	TST* HAPPY BELLIES B	69626	0	2021 12	INV P	10.00	pcard		Gift Card for Holid
999990	SQ *BLUE MOON EMPORI	69627	0	2021 12	INV P	10.00	pcard		Gift Card for Holid
999990	IN *CRAZY SWEET	69628	0	2021 12	INV P	10.00	pcard		Gift Card for Holid
999990	SP * BOARDLANDIA	69629	0	2021 12	INV P	10.00	pcard		Gift Card for Holid
999990	SQ *WILMAR CHOCOLATE	69630	0	2021 12	INV P	10.00	pcard		Gift Card for Holid
						<b>160.30</b>			
ACCOUNT TOTAL						4,922.75			
ORG 16010 TOTAL						5,578.27			
16021	620100								
16021	001587	UNIVERSITY OF WISCON	70219	0	2021 12	INV P	225.00	pcard	UWCC REGISTRATIONS
Library Children's Services									
Training/Conferences									
ACCOUNT TOTAL						225.00			
16021	630100								
999990	AMZN MKTP US*JG8T69G	69498	0	2021 12	INV P	179.99	pcard		Amazon Outreach Sui
999990	CHARLIES KIDS FDN	69583	0	2021 12	INV P	11.20	pcard		Shipping cost on No
999990	AMZN MKTP US*KS45Y5Q	69632	0	2021 12	INV P	11.98	pcard		To Go Supplies
999990	AMZN MKTP US*911055F	69633	0	2021 12	INV P	19.90	pcard		To Go Supplies
999990	AMZN MKTP US*0S33J01	69683	0	2021 12	INV P	38.73	pcard		Amazon Canvas Stora
999990	AMZN MKTP US*4I4N07H	70095	0	2021 12	INV P	6.99	pcard		Stickers for Candy
999990	AMZN MKTP US*2F85T1G	70096	0	2021 12	INV P	30.46	pcard		Stickers and Tissue
999990	AMAZON.COM*BG3065LU3	70097	0	2021 12	INV P	29.78	pcard		Supplies for Candy
999990	AMAZON.COM*RC8ZH10J3	70220	0	2021 12	INV P	10.21	pcard		Amazon Zip Lock Bag
999990	AMAZON.COM*248LE1NF2	70342	0	2021 12	INV P	28.00	pcard		Amazon Pencil Sharp
						<b>367.24</b>			
ACCOUNT TOTAL						367.24			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/12 TO 2021/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16021	630100 3955	999990	AMZN MKTP US*0I5GP8J	70088	0	Office Supplies ELL 2021 12 INV P	6.99	pcard	Amazon ELL Supplies
ACCOUNT TOTAL							6.99		
16021	659900	999990	ANJIPLAY.COM	71495	0	Other Contracts/Obligation 2021 12 INV P	400.00	pcard	ANJIPLAY.COM
ACCOUNT TOTAL							400.00		
ORG 16021 TOTAL							999.23		
Library Public Services									
16023	630100	001034	OUTAGAMIE WAUPACA LI	67865	0	Office Supplies 2021 12 INV P	61.00	120821	551463 Receipt Paper
16023	630100	001034	OUTAGAMIE WAUPACA LI	68199	0	Office Supplies 2021 12 INV P	61.00	122221	551673 Receipt Paper
							122.00		
999990	AMZN MKTP US*JA80D7L	69334			0	2021 12 INV P	55.25	pcard	Circulation Labels/
ACCOUNT TOTAL							177.25		
ORG 16023 TOTAL							177.25		
Library Community Partnerships									
16024	630100	001631	STATE OF WISCONSIN	69713	0	Office Supplies 2021 12 INV P	28.00	pcard	2022 State Park Pas
ACCOUNT TOTAL							28.00		
16024	659900	000511	FOX CITIES BOOK FEST	67824	0	Other Contracts/Obligation 2021 12 INV P	2,000.00	121521	551540 Contribution for 20
ACCOUNT TOTAL							2,000.00		
ORG 16024 TOTAL							2,028.00		
Library Building Operations									
16031	630600	000274	CINTAS CORPORATION	69384	0	Building Maint./Janitorial 2021 12 INV P	39.34	pcard	Rugs and Towels Cle
ACCOUNT TOTAL							39.34		
16031	640700	999990	GFL ENVIRONMENTAL IN	70659	0	Solid waste/Recycling Pickup 2021 12 INV P	82.88	pcard	Trash - Dec 2021
999990	GFL ENVIRONMENTAL IN	70660			0	2021 12 INV P	250.00	pcard	Recycling Dec 2021
							332.88		
ACCOUNT TOTAL							332.88		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/12 TO 2021/12									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
16031 641301 001575 WE ENERGIES	540	0	2021 12	INV P	5,819.73	123021	551780 00262		
					5,819.73				
16031 641302 001575 WE ENERGIES	540	0	2021 12	INV P	3,245.29	123021	551780 00162		
					3,245.29				
			ORG 16031	TOTAL	9,437.24				
16032				Library Materials Management					
16032 503500 001851 MARINETTE COUNTY	68181	0	2021 12	INV P	20.00	122221	551662 Patron Reimbursemen		
999998 ANN MARIE NELSON	68198	0	2021 12	INV P	16.00	122221	551664 PATRON MATERIAL REI		
					36.00				
16032 620100 999990 AMERLIBASSOC ECOMMER	69736	0	2021 12	INV P	153.00	pcard	American Library As		
					153.00				
16032 630100				Office Supplies					
001983 AMAZON	69604	0	2021 12	INV P	18.95	pcard	DVD cases		
001983 AMAZON	69605	0	2021 12	INV P	126.14	pcard	DVD cases and scale		
					145.09				
002259 DEMCO SOFTWARE	69603	0	2021 12	INV P	472.00	pcard	spine label tape		
					617.09				
16032 631500				Books & Library Materials					
000468 FINDAWAY WORLD, LLC	69555	0	2021 12	INV P	62.99	pcard			
000468 FINDAWAY WORLD, LLC	70253	0	2021 12	INV P	104.98	pcard			
000468 FINDAWAY WORLD, LLC	70254	0	2021 12	INV P	125.98	pcard			
000468 FINDAWAY WORLD, LLC	70255	0	2021 12	INV P	49.99	pcard			
					343.94				
000550 GALE / CENGAGE LEARN	69645	0	2021 12	INV P	600.00	pcard			
000550 GALE / CENGAGE LEARN	69646	0	2021 12	INV P	2,094.75	pcard			
					2,694.75				
000797 LEXIS NEXIS	70333	0	2021 12	INV P	308.31	pcard			
000889 MIDWEST TAPE	69350	0	2021 12	INV P	873.14	pcard			
000889 MIDWEST TAPE	69351	0	2021 12	INV P	6,258.84	pcard			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/12 TO 2021/12									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
000889	MIDWEST TAPE	69553	0	2021	12	INV	P	2,433.38	pcard
000889	MIDWEST TAPE	69697	0	2021	12	INV	P	636.70	pcard
000889	MIDWEST TAPE	69698	0	2021	12	INV	P	35,000.00	pcard
000889	MIDWEST TAPE	70252	0	2021	12	INV	P	584.12	pcard
000889	MIDWEST TAPE	71693	0	2021	12	INV	P	44.96	pcard
								<b>45,831.14</b>	2022
001590	STATE BAR OF WISCONS	69641	0	2021	12	INV	P	80.33	pcard
001983	AMAZON	69465	0	2021	12	INV	P	12.95	pcard
001983	AMAZON	69466	0	2021	12	INV	P	13.99	pcard
001983	AMAZON	69642	0	2021	12	INV	P	49.97	pcard
001983	AMAZON	69643	0	2021	12	INV	P	37.85	pcard
001983	AMAZON	69644	0	2021	12	INV	P	22.93	pcard
001983	AMAZON	69715	0	2021	12	INV	P	29.99	pcard
001983	AMAZON	69716	0	2021	12	INV	P	22.26	pcard
001983	AMAZON	69717	0	2021	12	INV	P	21.99	pcard
001983	AMAZON	69719	0	2021	12	INV	P	10.56	pcard
001983	AMAZON	69720	0	2021	12	INV	P	35.08	pcard
								<b>257.57</b>	
002396	INGRAM LIBRARY SERV	69352	0	2021	12	INV	P	854.92	pcard
002396	INGRAM LIBRARY SERV	69353	0	2021	12	INV	P	269.36	pcard
002396	INGRAM LIBRARY SERV	69354	0	2021	12	INV	P	1,718.28	pcard
002396	INGRAM LIBRARY SERV	69355	0	2021	12	INV	P	350.05	pcard
002396	INGRAM LIBRARY SERV	69556	0	2021	12	INV	P	546.17	pcard
002396	INGRAM LIBRARY SERV	69557	0	2021	12	INV	P	431.19	pcard
002396	INGRAM LIBRARY SERV	69558	0	2021	12	INV	P	2,100.00	pcard
002396	INGRAM LIBRARY SERV	69559	0	2021	12	INV	P	397.00	pcard
002396	INGRAM LIBRARY SERV	69560	0	2021	12	INV	P	244.37	pcard
002396	INGRAM LIBRARY SERV	69561	0	2021	12	INV	P	176.38	pcard
002396	INGRAM LIBRARY SERV	69562	0	2021	12	INV	P	100.14	pcard
002396	INGRAM LIBRARY SERV	69699	0	2021	12	INV	P	174.63	pcard
002396	INGRAM LIBRARY SERV	69700	0	2021	12	INV	P	4,153.54	pcard
002396	INGRAM LIBRARY SERV	69701	0	2021	12	INV	P	328.36	pcard
002396	INGRAM LIBRARY SERV	69702	0	2021	12	INV	P	755.63	pcard
002396	INGRAM LIBRARY SERV	69703	0	2021	12	INV	P	751.92	pcard
002396	INGRAM LIBRARY SERV	69704	0	2021	12	INV	P	314.40	pcard
002396	INGRAM LIBRARY SERV	70256	0	2021	12	INV	P	139.05	pcard
002396	INGRAM LIBRARY SERV	70257	0	2021	12	INV	P	207.27	pcard
002396	INGRAM LIBRARY SERV	70258	0	2021	12	INV	P	17.27	pcard
002396	INGRAM LIBRARY SERV	70259	0	2021	12	INV	P	1,055.70	pcard
002396	INGRAM LIBRARY SERV	70260	0	2021	12	INV	P	802.43	pcard
002396	INGRAM LIBRARY SERV	70261	0	2021	12	INV	P	225.29	pcard
002396	INGRAM LIBRARY SERV	71694	0	2021	12	INV	P	237.82	pcard
002396	INGRAM LIBRARY SERV	71695	0	2021	12	INV	P	219.43	pcard
002396	INGRAM LIBRARY SERV	71696	0	2021	12	INV	P	498.42	pcard
002396	INGRAM LIBRARY SERV	71697	0	2021	12	INV	P	167.28	pcard
								<b>17,236.30</b>	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/12 TO 2021/12									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
002583 BLACKSTONE PUBLISHIN	68171	0	2021 12	INV	P	56.85	122221	551628	INV2012788
999990 OVERDRIVE DIST	69356	0	2021 12	INV	P	4,122.96			pcard
999990 UPS*1ZR4493503959605	69554	0	2021 12	INV	P	17.28			pcard
999990 OVERDRIVE DIST	69563	0	2021 12	INV	P	9,142.77			pcard
999990 OVERDRIVE DIST	69564	0	2021 12	INV	P	7,593.44			pcard
999990 OVERDRIVE DIST	69565	0	2021 12	INV	P	7,054.03			pcard
999990 CFRA	69638	0	2021 12	INV	P	430.00			pcard
999990 THOMSON WEST*TCD	69639	0	2021 12	INV	P	557.54			pcard
999990 THOMSON WEST*TCD	69640	0	2021 12	INV	P	1,054.95			pcard
999990 RISK MANAGEMENT ASSO	69647	0	2021 12	INV	P	439.60			pcard
999990 OVERDRIVE DIST	69705	0	2021 12	INV	P	6,902.70			pcard
999990 SUNSET PUBLISHING CO	69714	0	2021 12	INV	P	24.95			pcard
999990 HEARST MEMBERSHIP	69718	0	2021 12	INV	P	40.00			pcard
999990 OVERDRIVE DIST	70262	0	2021 12	INV	P	5,051.07			pcard
999990 GAN*WINEWSPAPER CIRC	70284	0	2021 12	INV	P	250.80			pcard
999990 OVERDRIVE DIST	71698	0	2021 12	INV	P	2,509.58			pcard
						<b>45,191.67</b>			
			ACCOUNT TOTAL			112,000.86			
16032 659900			Other Contracts/Obligation						
999990 INVOICE #607081	71494	0	2021 12	INV	P	895.00			INVOICE #607081
			ACCOUNT TOTAL			895.00			
			ORG 16032	TOTAL		113,701.95			
16033			Library Network Services						
16033 630100			Office Supplies						
999990 VISTAPR*VISTAPRINT.C	69534	0	2021 12	INV	P	31.99			Niemi Business Card
999990 WWW.CAMCODE.COM	70341	0	2021 12	INV	P	430.00			Barcode Labels for
						<b>461.99</b>			
			ACCOUNT TOTAL			461.99			
16033 632700			Miscellaneous Equipment						
000362 DELL MARKETING L.P.	70301	0	2021 12	INV	P	1,246.51			Laptop - Latitude 7
000362 DELL MARKETING L.P.	70302	0	2021 12	INV	P	1,801.11			Laptop - Precision
000362 DELL MARKETING L.P.	70303	0	2021 12	INV	P	10,572.30			Laptops (9) - Latit
						<b>13,619.92</b>			
001619 CDW GOVERNMENT, INC.	69490	0	2021 12	INV	P	138.79			Barcode Scanner
			ACCOUNT TOTAL			13,758.71			
16033 641800			Equip Repairs & Maint						
000428 ENVISIONWARE, INC.	69485	0	2021 12	INV	P	725.00			ENVISION WARE

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/12 TO 2021/12									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
001619 CDW GOVERNMENT, INC.	69491	0	2021 12	INV P	77.00	pcard	Canon Toner Cartrid		
001961 WELLS FARGO FINANCIA	67777	0	2021 12	INV P	843.46	120821	551494 Copiers - Lease		
001983 AMAZON	69748	0	2021 12	INV P	42.98	pcard	Laptop Replacement		
001983 AMAZON	69749	0	2021 12	INV P	121.50	pcard	Laptop Screen		
					164.48				
				ACCOUNT TOTAL	1,809.94				
16033 659900				Other Contracts/Obligation					
000620 HEARTLAND BUSINESS S	67829	0	2021 12	INV P	6,000.00	120821	551434 Flex Services		
000620 HEARTLAND BUSINESS S	67835	0	2021 12	INV P	3,000.00	120821	551434 Flex Services		
					9,000.00				
				ACCOUNT TOTAL	9,000.00				
16033 681500				Software Acquisition					
001619 CDW GOVERNMENT, INC.	69750	0	2021 12	INV P	200.00	pcard	Microsoft Office Li		
001619 CDW GOVERNMENT, INC.	70339	0	2021 12	INV P	873.84	pcard	Sophos Subscription		
					1,073.84				
999990 ZOOM.US 888-799-9666	69667	0	2021 12	INV P	17.33	pcard	ZOOM Cloud		
999990 FS *TECHSMITH	69668	0	2021 12	INV P	13.17	pcard	Snag It		
999990 ZOOM.US 888-799-9666	70300	0	2021 12	INV P	40.00	pcard	Zoom Cloud Recordin		
999990 ASSETPANDA	70340	0	2021 12	INV P	2,250.00	pcard	IT Equipment Tracki		
					2,320.50				
				ACCOUNT TOTAL	3,394.34				
				ORG 16033 TOTAL	28,424.98				
FUND 100 General Fund				TOTAL:	160,346.92				

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## YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>16010 Library Administration</b>							
423200 Library Grants & Aids	-1,091,736	-1,091,736	-1,091,736.00	.00	.00	.00	100.0%
480100 General Charges for Service	-30,000	-30,000	-3,980.21	-55.40	.00	-26,019.79	13.3%
501500 Rental of City Property	-30,000	-30,000	-30,000.00	.00	.00	.00	100.0%
502000 Donations & Memorials	0	0	-1,279.29	-2.37	.00	1,279.29	100.0%
503500 Other Reimbursements	0	-67,500	-68,946.13	.00	.00	1,446.13	102.1%
610100 Regular Salaries	460,663	460,663	396,385.71	41,672.07	.00	64,277.29	86.0%
610400 Call Time Wages	0	0	600.00	.00	.00	-600.00	100.0%
610500 Overtime Wages	0	0	.01	.01	.00	-.01	100.0%
610800 Part-Time Wages	8,790	8,790	6,724.06	542.92	.00	2,065.94	76.5%
611400 Sick Pay	0	0	1,831.47	.00	.00	-1,831.47	100.0%
611500 Vacation Pay	0	0	59,978.41	12,185.85	.00	-59,978.41	100.0%
615000 Fringes	179,508	179,508	2,387.07	2,387.07	.00	177,120.93	1.3%
615100 FICA	0	0	33,404.06	2,644.43	.00	-33,404.06	100.0%
615200 Retirement	0	0	30,513.51	2,423.63	.00	-30,513.51	100.0%
615301 Health Insurance	0	0	92,923.41	12,350.03	.00	-92,923.41	100.0%
615302 Dental Insurance	0	0	7,944.14	1,042.27	.00	-7,944.14	100.0%
615400 Life Insurance	0	0	80.00	10.00	.00	-80.00	100.0%
620100 Training/Conferences	4,920	12,085	2,265.22	.00	.00	9,819.78	18.7%
620200 Mileage Reimbursement	0	0	90.00	30.00	.00	-90.00	100.0%
620600 Parking Permits	23,100	23,100	23,109.00	.00	.00	-9.00	100.0%
630100 Office Supplies	4,635	4,635	3,776.61	223.68	.00	858.39	81.5%
630300 Memberships & Licenses	2,200	2,200	2,202.22	.00	.00	-2.22	100.1%
630500 Awards & Recognition	850	1,150	1,072.99	53.02	.00	77.01	93.3%
630700 Food & Provisions	1,135	3,135	609.65	.00	.00	2,525.35	19.4%
632002 Outside Printing	100	1,300	2,463.31	.00	.00	-1,163.31	189.5%
641200 Advertising	1,288	10,288	6,330.13	100.69	.00	3,957.87	61.5%
641307 Telephone	2,948	2,948	3,406.50	286.25	.00	-458.50	115.6%
641308 Cellular Phones	1,600	1,600	1,231.96	278.13	.00	368.04	77.0%
659900 Other Contracts/Obligation	76,537	133,037	67,882.62	4,922.75	.00	65,154.38	51.0%
<b>TOTAL Library Administration</b>	<b>-383,462</b>	<b>-374,797</b>	<b>-448,729.57</b>	<b>81,095.03</b>	<b>.00</b>	<b>73,932.57</b>	<b>119.7%</b>

## YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>16021 Library Children's Services</b>							
503500 Other Reimbursements	0	-2,065	-2,732.79	-485.20	.00	667.79	132.3%
610100 Regular Salaries	369,371	369,371	324,462.99	35,652.80	.00	44,908.01	87.8%
610800 Part-Time wages	30,528	30,528	33,307.22	4,194.29	.00	-2,779.22	109.1%
611400 Sick Pay	0	0	1,487.99	1,487.99	.00	-1,487.99	100.0%
611500 Vacation Pay	0	0	32,317.17	4,722.41	.00	-32,317.17	100.0%
615000 Fringes	158,189	158,189	2,006.11	2,006.11	.00	156,182.89	1.3%
615100 FICA	0	0	26,663.95	2,088.55	.00	-26,663.95	100.0%
615200 Retirement	0	0	24,080.81	1,883.86	.00	-24,080.81	100.0%
615301 Health Insurance	0	0	79,027.90	10,656.35	.00	-79,027.90	100.0%
615302 Dental Insurance	0	0	5,639.80	763.51	.00	-5,639.80	100.0%
615400 Life Insurance	0	0	169.20	14.10	.00	-169.20	100.0%
620100 Training/Conferences	4,405	4,405	3,579.08	225.00	.00	825.92	81.3%
620200 Mileage Reimbursement	0	0	180.00	60.00	.00	-180.00	100.0%
630100 Office Supplies	2,812	21,379	7,080.78	374.23	.00	14,298.22	33.1%
630700 Food & Provisions	0	4,085	270.03	400.00	.00	3,814.97	6.6%
659900 Other Contracts/Obligation	1,000	9,000	14,459.80	400.00	.00	-5,459.80	160.7%
<b>TOTAL Library Children's Services</b>	<b>566,305</b>	<b>594,892</b>	<b>552,000.04</b>	<b>64,044.00</b>	<b>.00</b>	<b>42,891.96</b>	<b>92.8%</b>

## YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>16023 Library Public Services</b>							
503500 Other Reimbursements	-400	-400	-28.46	.00	.00	-371.54	7.1%
610100 Regular Salaries	455,427	455,427	389,613.20	41,460.75	.00	65,813.80	85.5%
610500 Overtime Wages	0	0	-90.54	-90.54	.00	90.54	100.0%
610800 Part-Time Wages	90,508	90,508	84,679.59	11,408.63	.00	5,828.41	93.6%
611400 Sick Pay	0	0	6,952.34	.00	.00	-6,952.34	100.0%
611500 Vacation Pay	0	0	42,689.34	5,951.55	.00	-42,689.34	100.0%
615000 Fringes	137,227	137,227	2,316.32	2,316.32	.00	134,910.68	1.7%
615100 FICA	0	0	30,449.40	2,194.66	.00	-30,449.40	100.0%
615200 Retirement	0	0	26,610.83	1,918.06	.00	-26,610.83	100.0%
615301 Health Insurance	0	0	91,638.71	11,129.35	.00	-91,638.71	100.0%
615302 Dental Insurance	0	0	6,102.96	651.21	.00	-6,102.96	100.0%
615400 Life Insurance	0	0	213.90	21.00	.00	-213.90	100.0%
620100 Training/Conferences	2,565	2,565	390.84	.00	.00	2,174.16	15.2%
630100 Office Supplies	3,500	4,500	2,182.59	177.25	.00	2,317.41	48.5%
659900 Other Contracts/Obligation	8,524	23,751	.00	.00	.00	23,751.00	.0%
<b>TOTAL Library Public Services</b>	<b>697,351</b>	<b>713,578</b>	<b>683,721.02</b>	<b>77,138.24</b>	<b>.00</b>	<b>29,856.98</b>	<b>95.8%</b>

## YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>16024 Library Community Partnerships</b>							
503500 Other Reimbursements	0	-2,844	-2,125.00	.00	.00	-719.00	74.7%
610100 Regular Salaries	344,212	344,212	317,645.88	32,999.10	.00	26,566.12	92.3%
610800 Part-Time wages	0	12,000	18,621.42	2,286.84	.00	-6,621.42	155.2%
611500 Vacation Pay	0	0	33,055.98	7,313.53	.00	-33,055.98	100.0%
615000 Fringes	146,325	146,325	2,199.60	2,199.60	.00	144,125.40	1.5%
615100 FICA	0	0	25,304.44	1,937.69	.00	-25,304.44	100.0%
615200 Retirement	0	0	23,578.82	1,814.06	.00	-23,578.82	100.0%
615301 Health Insurance	0	0	86,142.80	10,708.86	.00	-86,142.80	100.0%
615302 Dental Insurance	0	0	6,760.29	841.53	.00	-6,760.29	100.0%
615400 Life Insurance	0	0	116.40	9.70	.00	-116.40	100.0%
620100 Training/Conferences	4,450	4,450	2,513.60	44.68	.00	1,936.40	56.5%
620200 Mileage Reimbursement	0	0	396.00	132.00	.00	-396.00	100.0%
620600 Parking Permits	0	0	5.00	.00	.00	-5.00	100.0%
630100 Office Supplies	2,812	11,148	3,462.07	28.00	.00	7,685.93	31.1%
659900 Other Contracts/obligation	0	16,000	9,736.66	2,000.00	.00	6,263.34	60.9%
<b>TOTAL Library Community Partnersh</b>	<b>497,799</b>	<b>531,291</b>	<b>527,413.96</b>	<b>62,315.59</b>	<b>.00</b>	<b>3,877.04</b>	<b>99.3%</b>

## YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
100 General Fund							
<b>16031 Library Building Operations</b>							
500100 Fees & Commissions	0	0	-143.57	.00	.00	143.57	100.0%
503500 Other Reimbursements	-600	-600	-6.10	.00	.00	-593.90	1.0%
610100 Regular Salaries	76,128	76,128	68,096.11	7,690.79	.00	8,031.89	89.4%
610800 Part-Time Wages	3,912	3,912	6,867.04	1,710.94	.00	-2,955.04	175.5%
611500 Vacation Pay	0	0	9,467.30	1,225.02	.00	-9,467.30	100.0%
615000 Fringes	26,104	26,104	355.10	355.10	.00	25,748.90	1.4%
615100 FICA	0	0	5,849.05	456.34	.00	-5,849.05	100.0%
615200 Retirement	0	0	5,212.93	401.20	.00	-5,212.93	100.0%
615301 Health Insurance	0	0	14,053.37	1,762.75	.00	-14,053.37	100.0%
615302 Dental Insurance	0	0	963.52	119.94	.00	-963.52	100.0%
620100 Training/Conferences	830	830	.00	.00	.00	830.00	.0%
630600 Building Maint./Janitorial	11,084	11,084	7,906.68	39.34	.00	3,177.32	71.3%
630902 Tools & Instruments	150	150	81.97	.00	.00	68.03	54.6%
632300 Safety Supplies	550	550	244.50	.00	.00	305.50	44.5%
632700 Miscellaneous Equipment	650	650	1,324.85	.00	.00	-674.85	203.8%
640700 Solid Waste/Recycling Pickup	4,005	4,005	3,896.88	332.88	.00	108.12	97.3%
641301 Electric	95,890	95,890	88,236.73	5,819.73	.00	7,653.27	92.0%
641302 Gas	22,283	22,283	28,478.90	3,245.29	.00	-6,195.90	127.8%
641303 Water	5,125	5,125	2,052.66	.00	.00	3,072.34	40.1%
641304 Sewer	2,114	2,114	941.53	.00	.00	1,172.47	44.5%
641306 Stormwater	3,700	3,700	3,167.25	.00	.00	532.75	85.6%
641600 Build Repairs & Maint	2,000	2,000	15.06	.00	.00	1,984.94	.8%
641800 Equip Repairs & Maint	400	400	.00	.00	.00	400.00	.0%
642000 Facilities Charges	183,973	183,973	123,148.10	.00	.00	60,824.90	66.9%
TOTAL Library Building Operations	438,298	438,298	370,209.86	23,159.32	.00	68,088.14	84.5%

## YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>16032 Library Materials Management</b>							
503500 Other Reimbursements	0	-21,000	-35,242.55	-791.46	.00	14,242.55	167.8%
610100 Regular Salaries	524,489	524,489	465,372.46	45,868.68	.00	59,116.54	88.7%
610800 Part-Time wages	70,268	70,268	70,389.44	8,124.49	.00	-121.44	100.2%
611400 Sick Pay	0	0	1,449.78	79.64	.00	-1,449.78	100.0%
611500 Vacation Pay	0	0	46,079.35	13,343.07	.00	-46,079.35	100.0%
615000 Fringes	161,250	161,250	2,186.76	2,186.76	.00	159,063.24	1.4%
615100 FICA	0	0	30,838.57	2,385.64	.00	-30,838.57	100.0%
615200 Retirement	0	0	27,250.42	2,103.58	.00	-27,250.42	100.0%
615301 Health Insurance	0	0	85,102.44	10,075.81	.00	-85,102.44	100.0%
615302 Dental Insurance	0	0	7,278.09	888.07	.00	-7,278.09	100.0%
615400 Life Insurance	0	0	96.00	9.50	.00	-96.00	100.0%
620100 Training/Conferences	3,324	3,324	1,003.33	153.00	.00	2,320.67	30.2%
630100 Office Supplies	30,522	30,522	18,157.17	617.09	.00	12,364.83	59.5%
631500 Books & Library Materials	597,644	637,889	623,739.20	112,000.86	.00	14,149.80	97.8%
659900 Other Contracts/Obligation	67,248	67,248	63,643.00	895.00	.00	3,605.00	94.6%
<b>TOTAL Library Materials Management</b>	<b>1,454,745</b>	<b>1,473,990</b>	<b>1,407,343.46</b>	<b>197,939.73</b>	<b>.00</b>	<b>66,646.54</b>	<b>95.5%</b>

## YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>16033 Library Network Services</b>							
503500 Other Reimbursements	-18,500	-18,500	-5,429.78	-365.49	.00	-13,070.22	29.4%
610100 Regular Salaries	107,321	107,321	76,902.62	10,906.24	.00	30,418.38	71.7%
611400 Sick Pay	0	0	231.68	231.68	.00	-231.68	100.0%
611500 Vacation Pay	0	0	4,043.37	192.00	.00	-4,043.37	100.0%
615000 Fringes	43,193	43,193	182.82	182.82	.00	43,010.18	.4%
615100 FICA	0	0	6,109.83	525.83	.00	-6,109.83	100.0%
615200 Retirement	0	0	5,452.13	478.14	.00	-5,452.13	100.0%
615301 Health Insurance	0	0	7,156.89	865.41	.00	-7,156.89	100.0%
615302 Dental Insurance	0	0	503.75	79.96	.00	-503.75	100.0%
615400 Life Insurance	0	0	70.50	5.00	.00	-70.50	100.0%
620100 Training/Conferences	2,740	2,740	35.84	35.84	.00	2,704.16	1.3%
630100 Office Supplies	1,500	1,500	675.61	461.99	.00	824.39	45.0%
632700 Miscellaneous Equipment	67,980	71,980	32,567.70	13,758.71	.00	39,412.30	45.2%
641800 Equip Repairs & Maint	84,531	84,531	77,858.81	1,809.94	.00	6,672.19	92.1%
659900 Other Contracts/Obligation	0	0	13,304.34	9,000.00	.00	-13,304.34	100.0%
681500 Software Acquisition	4,498	4,498	11,533.53	3,394.34	.00	-7,035.53	236.4%
TOTAL Library Network Services	293,263	297,263	231,199.64	41,562.41	.00	66,063.36	77.8%
TOTAL General Fund	3,564,299	3,674,515	3,323,158.41	547,254.32	.00	351,356.59	90.4%
TOTAL REVENUES	-1,171,236	-1,264,645	-1,241,649.88	-1,699.92	.00	-22,995.12	
TOTAL EXPENSES	4,735,535	4,939,160	4,564,808.29	548,954.24	.00	374,351.71	

## YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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GRAND TOTAL	3,564,299	3,674,515	3,323,158.41	547,254.32	.00	351,356.59	90.4%
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\*\* END OF REPORT - Generated by Robert L. Edwards \*\*

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/1 TO 2022/1		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16010						Library Administration			
16010	630100					Office Supplies			
	001583	UNITED STATES POSTAL	71358	0	2022	1 INV P		10.92	pcard January Board Packe
	002034	OFFICE DEPOT	71745	0	2022	1 INV P		38.50	pcard Correction Tape, Qu
	002034	OFFICE DEPOT	71746	0	2022	1 INV P		18.89	pcard Scissors
	002034	OFFICE DEPOT	71747	0	2022	1 INV P		84.56	pcard Labels. Dividers, C
								141.95	
						ACCOUNT TOTAL		152.87	
16010	630300					Memberships & Licenses			
	999990	AMERLIBASSOC ECOMMER	71499	0	2022	1 INV P		165.00	pcard ALA Annual Membersh
						ACCOUNT TOTAL		165.00	
16010	630500					Awards & Recognition			
	999990	SQ *COPPER ROCK COFF	72071	0	2022	1 INV P		72.53	pcard Lunch - Volunteer o
						ACCOUNT TOTAL		72.53	
16010	630700					Food & Provisions			
	999990	WALGREENS #5102	71357	0	2022	1 INV P		12.00	pcard Staff Incentives -
						ACCOUNT TOTAL		12.00	
16010	641200					Advertising			
	999990	FACEBK *PL2WFB3YX2	71910	0	2022	1 INV P		10.31	pcard Facebook Ad
	999990	AMZN MKTP US*1Z0EX9E	71928	0	2022	1 INV P		4.76	pcard Building Project Wa
	999990	AMZN MKTP US*ZN2LH4E	71929	0	2022	1 INV P		46.64	pcard Building Project Wa
	999990	SIGNS.COM	71930	0	2022	1 INV P		90.65	pcard Building Project Wa
	999990	AMAZON.COM*862WC21B3	71931	0	2022	1 INV P		10.99	pcard Building Project Wa
	999990	AMZN MKTP US*7P5LT8X	71969	0	2022	1 INV P		16.94	pcard Building Project Wa
	999990	SIGNS.COM	71970	0	2022	1 INV P		71.55	pcard Building Project Wa
								251.84	
						ACCOUNT TOTAL		251.84	
16010	641308					Cellular Phones			
	002272	U.S. CELLULAR	70760	0	2022	1 INV P		97.96	pcard Cell Phones - Final
						ACCOUNT TOTAL		97.96	
16010	659900					Other Contracts/Obligation			
	002229	STAR PROTECTION AND	69883	0	2022	1 INV P	010522	2,956.10	551822 Security Guard
	002229	STAR PROTECTION AND	69885	0	2022	1 INV P	010522	1,982.75	551822 Security Guard
								4,938.85	
						ACCOUNT TOTAL		4,938.85	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/1 TO 2022/1		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
				ORG 16010	TOTAL		5,691.05	
16021								Library Children's Services
16021	620100							Training/Conferences
999990	AMERLIBASSOC	ECOMMER	72029	0	2022	1 INV P	200.00	pcard AMERLIBASSOC ECOMME
				ACCOUNT TOTAL			200.00	
16021	659900							Other Contracts/Obligation
999990	IN *ZOOBEAN, INC		71502	0	2022	1 INV P	995.00	pcard Beanstack Badge Boo
				ACCOUNT TOTAL			995.00	
				ORG 16021	TOTAL		1,195.00	
16023								Library Public Services
16023	630100							Office Supplies
000526	FOX STAMP, SIGN & SP		72072	0	2022	1 INV P	88.08	pcard Notary Stamp / Embo
				ACCOUNT TOTAL			88.08	
				ORG 16023	TOTAL		88.08	
16024								Library Community Partnerships
16024	659900							Other Contracts/Obligation
000511	FOX CITIES BOOK FEST		70842	0	2022	1 INV P	1,000.00	012622 552150 Annual FCR 2022
				ACCOUNT TOTAL			1,000.00	
				ORG 16024	TOTAL		1,000.00	
16031								Library Building Operations
16031	641301							Electric
001575	WE ENERGIES		541	0	2022	1 INV P	6,742.00	020222 552329 00262
				ACCOUNT TOTAL			6,742.00	
16031	641302							Gas
001575	WE ENERGIES		541	0	2022	1 INV P	4,462.50	020222 552329 00162
				ACCOUNT TOTAL			4,462.50	
				ORG 16031	TOTAL		11,204.50	
16032								Library Materials Management
16032	503500							Other Reimbursements
000278	CITY OF KAUKAUNA		70957	0	2022	1 INV P	9.00	011922 552031 PATRON MATERIAL REI
999998	EMMA JEAN PHELPS		70956	0	2022	1 INV P	50.00	011922 552070 PATRON MATERIAL REI
				ACCOUNT TOTAL			59.00	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/1 TO 2022/1		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16032	630100					Office Supplies		
	000526	FOX STAMP, SIGN & SP	72073	0	2022	1 INV P	131.09 pcard	Withdrawn Stamps
ACCOUNT TOTAL							131.09	
16032	631500					Books & Library Materials		
	000400	EBSCO INFORMATION SE	69909	0	2022	1 INV P	23,370.45 011322	551875 1648704 / CG-F-5701
	000534	FOX VALLEY LUTHERAN	70485	0	2022	1 INV P	45.00 011922	552043 2022FOXVA / 2022 YE
	000771	LAKELAND BOATING	71322	0	2022	1 INV P	24.95 pcard	2022LAKEL
	000889	MIDWEST TAPE	71699	0	2022	1 INV P	433.54 pcard	501482792 501482793
	000889	MIDWEST TAPE	71709	0	2022	1 INV P	563.95 pcard	501535281 501535282
	000889	MIDWEST TAPE	71733	0	2022	1 INV P	488.77 pcard	504561936 501561937
							1,486.26	
	001240	SIERRA CLUB MEMBER S	71320	0	2022	1 INV P	25.00 pcard	2022-0106-23781637
	001624	WISCONSIN INTERSCHOL	71469	0	2022	1 INV P	18.00 012622	552250 20220124WIAA / App1
	001983	AMAZON	71319	0	2022	1 INV P	8.99 pcard	113-0554905-7701820
	001983	AMAZON	71360	0	2022	1 INV P	25.99 pcard	112-4902712-1361023
	001983	AMAZON	71361	0	2022	1 INV P	6.99 pcard	111-9218329-2281064
	001983	AMAZON	72081	0	2022	1 INV P	29.99 pcard	111-4758937-0746628
							71.96	
	002188	GREY HOUSE PUBLISHIN	70498	0	2022	1 INV P	199.00 011922	552050 363463 / LWI248
	002396	INGRAM LIBRARY SERV	71700	0	2022	1 INV P	1,893.65 pcard	56858190
	002396	INGRAM LIBRARY SERV	71701	0	2022	1 INV P	423.14 pcard	56936592
	002396	INGRAM LIBRARY SERV	71702	0	2022	1 INV P	1,677.58 pcard	56915750
	002396	INGRAM LIBRARY SERV	71703	0	2022	1 INV P	194.74 pcard	56950984
	002396	INGRAM LIBRARY SERV	71711	0	2022	1 INV P	286.39 pcard	56980464
	002396	INGRAM LIBRARY SERV	71712	0	2022	1 INV P	173.32 pcard	56995203
	002396	INGRAM LIBRARY SERV	71713	0	2022	1 INV P	343.80 pcard	57007805
	002396	INGRAM LIBRARY SERV	71714	0	2022	1 INV P	1,292.41 pcard	57057032
	002396	INGRAM LIBRARY SERV	71715	0	2022	1 INV P	344.66 pcard	57086606
	002396	INGRAM LIBRARY SERV	71716	0	2022	1 INV P	223.35 pcard	57114802
	002396	INGRAM LIBRARY SERV	71717	0	2022	1 INV P	211.41 pcard	57099257
	002396	INGRAM LIBRARY SERV	71734	0	2022	1 INV P	141.52 pcard	57126189
	002396	INGRAM LIBRARY SERV	71735	0	2022	1 INV P	156.66 pcard	57167099
	002396	INGRAM LIBRARY SERV	71736	0	2022	1 INV P	157.08 pcard	57152183
	002396	INGRAM LIBRARY SERV	71737	0	2022	1 INV P	156.71 pcard	57213230
	002396	INGRAM LIBRARY SERV	71738	0	2022	1 INV P	1,505.64 pcard	57213229
	002396	INGRAM LIBRARY SERV	71739	0	2022	1 INV P	160.08 pcard	57237330
							9,342.14	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/1 TO 2022/1		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
002583	BLACKSTONE PUBLISHIN	70812		0	2022	1 INV P	225.15	011922	552021 Invoice: 2016212 /
002583	BLACKSTONE PUBLISHIN	71781		0	2022	1 INV P	197.55	020222	552256 2020742 / CusID1014
002583	BLACKSTONE PUBLISHIN	71782		0	2022	1 INV P	82.15	020222	552257 2019110 / CusID 101
							<b>504.85</b>		
002803	MANITOWISH RIVER PRE	71413		0	2022	1 INV P	18.95	012622	552173 20220118MRP / c/o A
999990	JOSTENS INC.	71321		0	2022	1 INV P	222.49	pcard	w81303587
999990	NATIONAL AUDUBON SOC	71323		0	2022	1 INV P	31.18	pcard	90937801
999990	LJL*LIBRARY JOURNALS	71359		0	2022	1 INV P	249.99	pcard	202267566
999990	LA BORINQUENA COM	71574		0	2022	1 INV P	74.09	pcard	3306
999990	UPS*1ZR4493503996343	71710		0	2022	1 INV P	14.08	pcard	1ZR449350399634312
999990	OVERDRIVE DIST	71740		0	2022	1 INV P	1,148.48	pcard	00669C022017720
999990	THOMSON WEST*TCD	72079		0	2022	1 INV P	1,054.95	pcard	845618191
999990	THOMSON WEST*TCD	72080		0	2022	1 INV P	557.54	pcard	845703382
							<b>3,352.80</b>		
ACCOUNT TOTAL							38,459.36		
ORG 16032 TOTAL							38,649.45		
16033	641800		Library Network Services						
000185	BIBLIOTHECA, LLC	71372	Equip Repairs & Maint	0	2022	1 INV P	13,035.00	pcard	RFID Workstations
000362	DELL MARKETING L.P.	71368		0	2022	1 INV P	1.99	pcard	Battery
001161	RFID LIBRARY SOLUTIO	70530		0	2022	1 INV P	5,000.00	011322	551947 AMH Service Agreeme
001619	CDW GOVERNMENT, INC.	71778		0	2022	1 INV P	25.40	pcard	Ink Cartridges
001619	CDW GOVERNMENT, INC.	71779		0	2022	1 INV P	34.72	pcard	Ink Cartridges
							<b>60.12</b>		
001961	WELLS FARGO FINANCIA	70935		0	2022	1 INV P	421.73	011922	552118 Copier Lease
ACCOUNT TOTAL							18,518.84		
16033	681500		Software Acquisition						
999990	PDQ.COM	71371		0	2022	1 INV P	1,800.00	pcard	Software
999990	ZOOM.US 888-799-9666	72086		0	2022	1 INV P	40.00	pcard	ZOOM Cloud Recordin
999990	WPFORMS PRO - 5 SITE	72087		0	2022	1 INV P	199.50	pcard	WPFORMS PRO - 5 SIT
							<b>2,039.50</b>		
ACCOUNT TOTAL							2,039.50		
ORG 16033 TOTAL							20,558.34		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/1 TO 2022/1	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
FUND 100 General Fund			TOTAL:		78,386.42			

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## YEAR-TO-DATE BUDGET REPORT

FOR 2022 01

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
480100 General Charges for Service	0	0	-52.85	-52.85	.00	52.85	100.0%
500100 Fees & Commissions	0	0	-121.97	-121.97	.00	121.97	100.0%
502000 Donations & Memorials	0	0	-	-	.00	.32	100.0%
503500 Other Reimbursements	0	0	-1,766.70	-1,766.70	.00	1,766.70	100.0%
610100 Regular Salaries	0	0	83,283.51	83,283.51	.00	-83,283.51	100.0%
610400 Call Time Wages	0	0	200.00	200.00	.00	-200.00	100.0%
610800 Part-Time Wages	0	0	9,318.19	9,318.19	.00	-9,318.19	100.0%
611400 Sick Pay	0	0	3,180.97	3,180.97	.00	-3,180.97	100.0%
611500 Vacation Pay	0	0	4,628.74	4,628.74	.00	-4,628.74	100.0%
615100 FICA	0	0	12,389.47	12,389.47	.00	-12,389.47	100.0%
615200 Retirement	0	0	10,921.04	10,921.04	.00	-10,921.04	100.0%
615301 Health Insurance	0	0	19,454.35	19,454.35	.00	-19,454.35	100.0%
615302 Dental Insurance	0	0	1,535.97	1,535.97	.00	-1,535.97	100.0%
615400 Life Insurance	0	0	72.70	72.70	.00	-72.70	100.0%
620100 Training/Conferences	0	0	364.76	364.76	.00	-364.76	100.0%
620200 Mileage Reimbursement	0	0	180.00	180.00	.00	-180.00	100.0%
620600 Parking Permits	0	0	1,820.00	1,820.00	.00	-1,820.00	100.0%
630100 Office Supplies	0	0	372.04	372.04	.00	-372.04	100.0%
630300 Memberships & Licenses	0	0	175.00	175.00	.00	-175.00	100.0%
630500 Awards & Recognition	0	0	72.53	72.53	.00	-72.53	100.0%
630700 Food & Provisions	0	0	12.00	12.00	.00	-12.00	100.0%
631500 Books & Library Materials	0	0	42,557.13	42,557.13	.00	-42,557.13	100.0%
641200 Advertising	0	0	251.84	251.84	.00	-251.84	100.0%
641301 Electric	0	0	6,742.00	6,742.00	.00	-6,742.00	100.0%
641302 Gas	0	0	4,462.50	4,462.50	.00	-4,462.50	100.0%
641307 Telephone	0	0	295.55	295.55	.00	-295.55	100.0%
641308 Cellular Phones	0	0	97.96	97.96	.00	-97.96	100.0%
641800 Equip Repairs & Maint	0	0	18,518.84	18,518.84	.00	-18,518.84	100.0%
659900 Other Contracts/Obligation	0	0	6,933.85	6,933.85	.00	-6,933.85	100.0%
681500 Software Acquisition	0	0	2,039.50	2,039.50	.00	-2,039.50	100.0%
TOTAL General Fund	0	0	227,938.60	227,938.60	.00	-227,938.60	100.0%
TOTAL REVENUES	0	0	-1,941.84	-1,941.84	.00	1,941.84	
TOTAL EXPENSES	0	0	229,880.44	229,880.44	.00	-229,880.44	

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 01

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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GRAND TOTAL	0	0	227,938.60	227,938.60	.00	-227,938.60	100.0%
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\*\* END OF REPORT - Generated by Robert L. Edwards \*\*

**CITY OF APPLETON**  
**BUDGET AMENDMENT REQUEST**  
**Budget Year 2022**

<u>Description</u>	ORG	OBJECT	PROJ (in GL)		<u>Amount</u>
	PROJECT	SEG 1	SEG 2	SEG 3	
<b>Friends Grant Distribution</b>	<b>LIB-FRIEND</b>	<b>LIBADMIN</b>	<b>OTHREIMB</b>		<b>\$ 34,000</b>
Admin: Awards & Recognition	LIB-FRIEND	LIBADMIN	AWARD/RECOG		\$ 1,000
Admin: Food & Provisions	LIB-FRIEND	LIBADMIN	FOOD/PROV		\$ 800
Admin: Printing	LIB-FRIEND	LIBADMIN	OUTPRINT		\$ 1,200
Admin: Advertising	LIB-FRIEND	LIBADMIN	MARKETING		\$ 4,000
Admin: Contracts	LIB-FRIEND	LIBADMIN	OTHCONTR		\$ 1,000
Childrens: Supplies	LIB-FRIEND	CHILDSERV	SUPPLIES		\$ 6,000
Childrens: Contracts	LIB-FRIEND	CHILDSERV	OTHCONTR		\$ 3,000
CP: Supplies	LIB-FRIEND	COMMPART	SUPPLIES		\$ 3,000
CP: Wage	LIB-FRIEND	COMMPART	PTWAGES		\$ 6,000
CP: Contracts	LIB-FRIEND	COMMPART	OTHCONTR		\$ 6,000
MM: Library Materials	LIB-FRIEND	MATERIALS	BOOKS/MATS		\$ 2,000
<b>Other Reimbursements</b>	<b>16032</b>	<b>503500</b>	<b>OTHEREIMB</b>		<b>\$ 150</b>
MM: Library Materials	16032	659900	OTHCONTR		\$ 150
<b>Other Reimbursements</b>	<b>16021</b>	<b>503500</b>			<b>\$ 19</b>
Children's: Contracts-ROR	16021	503500	3954		\$ 19

For the purpose of:

- Friends of APL first half of 2022 distribution of grant funds
- Patron Contribution- C. Dorn & K. Dorn -Materials Management
- United Way Contribution-ROR

Requested by:

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

**Information:**

**Action:**

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

Reported to Finance Committee:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Finance comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Budget Entry (BE) No.: \_\_\_\_\_



Wisconsin Department of Public Instruction  
**PUBLIC LIBRARY ANNUAL REPORT**  
 PI-2401 (Rev. 1-21)  
 S. 43.05(4) & 43.58(6)  
**FOR THE YEAR 2021**

**INSTRUCTIONS:** Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2021 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION					
1. Name of Library			2. Public Library System		
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does the library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53?				
20. Square Footage of Public Library	21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year?		22. DUNS Number <i>Nine digits</i>		

HOURS OF OPERATION			
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter Hours Open per Week			
19b. Number of Winter Weeks			
19c. Summer Hours Open per Week			
19d. Number of Summer Weeks			
19e. Total Weeks per Year			
19f. Total Hours per year for this location			

**COVID-19**

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)		
1b. providing reference service		
1bi. reference service provided via email		
1bii. reference service provided via chat		
1biii. reference service provided via text message		
1biv. reference service provided via telephone		
1bv. reference service provided via another method (e.g., online service or form)		
1bvi. describe "another method of reference service":		
1c. hosting virtual programming or recorded content		
1d. offering curbside pickup		
1e. offering drive-thru circulation of physical materials		
1f. offering vestibule/porch pickups		
1g. offering delivery of materials (mail or drop-off)		
1h. managing IT services for external Wi-Fi access		
1i. providing other types of online and electronic services		
1ii. describe "other services":		

	<b>ELECTRONIC MATERIALS ADDED DUE TO COVID-19</b>	
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Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally		
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia		
2c. increasing the number of electronic materials and holdings purchased locally		
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia		
2e. augmenting the public's ability to use electronic materials in another way		
2f. describe "augmenting in another way":		

	<b>PUBLIC SERVICES COVID-19</b>	
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Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued During COVID-19	
4. External Wi-Fi Access Added During COVID-19	
5. External Wi-Fi Access Increased During COVID-19	
6. Staff Re-Assigned During COVID-19	

	<b>COVID-19 CLOSURES</b>	
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Initial date closed due to COVID-19	
First date reopened following initial COVID-19 closure	
Additional building closure and reopening dates, please describe	

<b>II. LIBRARY COLLECTION</b>		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>		
2. Electronic Books <i>E-books</i>		
3. Audio Materials		
4. Electronic Audio Materials <i>Downloadable</i>		
5. Video Materials		
6. Electronic Video Materials <i>Downloadable</i>		
7. Other Materials Owned		
8a. Electronic Collections <i>Locally owned or leased</i>		
8b. Electronic Collections <i>Purchased by library system or consortia</i>		
8c. Electronic Collections <i>Provided through BadgerLink</i>		
9. Total Electronic Collections <i>Local, regional, and state</i>		
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		

III. LIBRARY SERVICES							
1. Circulation Transactions		b. Children's Materials		c. Circulation of Other Physical Items (subset of 1a.)			
a. Total Circulation							
2. Interlibrary Loans (ILL)							
Method for Counting ILL Transactions							
Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)							
				Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library System (ILS)							
WISCAT							
Other (includes OCLC, manual tracking, or other methods)							
Total							
3. Number of Registered Users			4. Reference Transactions		5. Library Visits		
a. Resident	b. Nonresident	c. Total	a. Method	b. Annual Count	a. Method	b. Annual Count	
6. Uses of Public Internet Computers							
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access		c. Method	d. Annual Count	7. Uses of Public Wireless Internet		
					a. Method	b. Annual Count	
8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals			
10. Uses of Electronic Materials by Library Users							
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials			

**LIBRARY PROGRAMS AND ATTENDANCE**

11. Programs and Program Attendance Annual Count  
 Method for Counting Number of Programs and Attendance

**Total Program and Attendance Statistics**

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs					
Total Program Attendance					
Describe the library's programs					

**In-person, Virtual, and Pre-recorded Program Statistics**

	In-Person Programs		d Program Attendance		Count
	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs					
Total Program Attendance					
Describe the library's in-person programs:					

**Live Views of Virtual Programs and Virtual Program Attendance Annual Count**

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Live Virtual Programs					
Total Live Virtual Program Attendance					
Total Views of Live Programs Recorded for Asynchronous Viewing					
Which platforms does the library use to host the library's live, virtual programs:					
Describe the library's live, virtual programs:					

**Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count**

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs				
Total Pre-recorded Program Views				
Which platforms does the library use to host the library's pre-recorded programs:				
Describe the library's pre-recorded programs:				

**IV. LIBRARY GOVERNANCE**

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
<b>PRESIDENT</b>					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

Number of Library Board Members  
*Include vacancies in this count*

[Greyed-out input area for the number of library board members]





**X. STAFF**

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian							

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

Other Persons Holding the Title of Librarian (FTE)

Subtotal 2a

b. All Other Paid Staff (FTE)  
*Include maintenance, plant operations, and security*

c. Total Library Staff (FTE)

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**XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS**

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents  
*See instructions for definition of nonresident*

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County				
3. Circulation to Nonresidents Living in Another County in the Library System				
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System				
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State		
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?		

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

**XII. TECHNOLOGY**

1. Does the library provide wireless Internet access?	2. Library type of Internet connection <i>Mark all that apply</i> <input type="checkbox"/> a. State TEACH line <input type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Library use of Internet filtering software or service <input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input type="checkbox"/> c. No filtering on any Internet workstation
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**XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS**

1. Self-directed Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
	Number of Self-directed Activities				
	Total Self-directed Activity Participation				

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name                      b. Last Name                      c. Email Address

3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name                      b. Last Name                      c. Email Address

**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS**

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

**XV. CERTIFICATION**

**I CERTIFY THAT**, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature <i>or designee</i> 	Name of President or Designee <i>Print or type</i>	Date Signed
Library Director / Head Librarian Signature 	Name of Director / Head Librarian <i>Print or type</i>	Date Signed

**STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS**

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County
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The \_\_\_\_\_ Board of Trustees hereby states that in 2021 the \_\_\_\_\_  
Name of Public Library  Name of Public Library System / Service

- did** provide effective leadership and adequately met the needs of the library.
- did not** provide effective leadership and **did not** adequately meet the needs of the library.

*Indicate with an X one of the above two statements.*

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

**CERTIFICATION**

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature <i>or designee</i>	Name of President or Designee <i>Print or type</i>	Date Signed
➤		

**COMMENTS**

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Meeting Minutes  
Library Board

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Tuesday, February 15, 2022

9:00 AM

225 N. Oneida Street

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Library Board Finance Committee

1. Call meeting to order

Chairperson Hartjes called the meeting to order at 9:06am

2. Roll call of membership

Others Present: Nicole Casner, Robert Edwards, Colleen Rortvedt, Tasha Saecker

Katie Van Zeeland arrived at 9:07am

3. Action Items

[22-0116](#)

2022 Library Materials Budget

**Attachments:** [2022 Library Materials Budget.pdf](#)

Nett moved, seconded by Keller, that the 2022 Library Materials Budget be recommended for approval. Voice Vote. Motion Carried. (4-0)

4. Information Items

[22-0117](#)

Library and City Financial Policies Overview (APL Financial Policy, City Procurement and Contract Management Policy)

**Attachments:** [Financial Policy \(Approved 7-20-21\).pdf](#)  
[COA Procurement and Contract Management Policy.pdf](#)

[22-0118](#)

Library Financial Reports - Review New Format

**Attachments:** [APL Financial Monthly Cash Flow-2021-Final.pdf](#)  
[APL Financial Cash Flow-2021-Final \(3 year view\).pdf](#)

5. Adjournment

Keller moved, seconded by Nett that the meeting be Adjourned. Voice Vote. Motion Carried. (4-0)

The meeting was Adjourned at 9:52am

	2021 Expenditures	2022 Proposed Allocations	
Electronic Resources	\$286,415.00	\$182,519.00	Includes \$20,000 for new Kanopy streaming video content
Fiction - Adult	\$59,305.00	\$49,799.00	
Fiction - Children	\$39,614.00	\$33,799.00	
Fiction - Teen	\$7,385.00	\$5,000.00	
Lucky Day	\$8,804.00	\$15,000.00	Purchasing restarted May 2021, expended \$1106 per month with consistently high circulation, funding increased for full fiscal year
Media - Adult	\$55,261.00	\$45,000.00	
Media - Childrens	\$13,578.00	\$10,000.00	
Media - Teen	\$631.00	\$500.00	
Non-Fiction - Adult	\$67,163.00	\$58,000.00	
Non-Fiction - Children	\$21,856.00	\$17,000.00	
Office Collections & Tools	\$11,971.00	\$8,296.00	
Serials & Standing Orders	\$49,320.00	\$50,087.00	
Wisconsin Collection	\$1,392.00	\$0.00	Wisconsin serial subscriptions reflected in Serials & Standing Orders, book funding reduced to \$0 in order to review collection and revise collection focus
<b>Totals</b>	<b>\$622,695.00</b>	<b>\$475,000.00</b>	

<b>CITY OF APPLETON POLICY</b>		<b>TITLE: PROCUREMENT AND CONTRACT MANAGEMENT POLICY</b>	
<b>ISSUE DATE:</b> 09/01/10	<b>LAST UPDATE:</b> 10/07/15	<b>SECTION:</b> Finance	<b>FILE NAME:</b>
<b>POLICY SOURCE:</b> Finance Department			<b>TOTAL PAGES:</b> 18
Reviewed by Attorney's Office Date: 09/10/15	Finance Committee Approval Date: 08/25/10 Date: 08/08/12 Date: 09/26/12 Date: 09/22/15	Council Approval Date: 09/01/10 Date: 08/15/12 Date: 10/03/12 Date: 10/07/15	

## **I. PURPOSE**

Procurement Policy – To allow the City to acquire, on a competitive basis, all goods and services at the best value possible and to operate in a manner that maximizes the effectiveness and efficiency of services provided by and for the City.

Contract Management Policy – To allow for the City to manage all contracts, and change orders associated with all contracts, in a manner that maximizes the effectiveness and efficiency of those contracts and change orders while ensuring adequate internal controls are followed.

## **II. POLICY**

This policy establishes a Purchasing Office, Purchasing Manager and a contract management process. The Purchasing Office will have the responsibility to institute and maintain an effective and economical program for the purchase of goods and services. The Purchasing Manager, acting as a representative of the Mayor and reporting to the Finance Director, will ensure the proper and efficient administration of this program, and monitor compliance with these procedures, rules and regulations throughout City operations.

The purpose of the purchasing program is to enable departments to acquire needed equipment, materials, supplies and services of suitable quality for the purpose intended from the lowest priced responsible and responsive bidder while enhancing competition and providing fair opportunity and equitable treatment for all vendors.

This will be accomplished by utilizing a combined effort between City departments and the Purchasing Office. The Purchasing Office will concentrate efforts on standardizing and centralizing purchases of common use items among all departments while enlisting individual departments' expertise in purchasing specialized items unique to their departments. When purchasing these specialized items, the individual department becomes responsible for ensuring that the provisions of this policy are followed.

The policy pertains to all agencies, departments or offices of the City and, when applicable unless otherwise provided by statute, those committees, boards or commissions which manage or operate other City properties, installations or activities.

Failure to comply with this policy may result in loss of individual purchasing authority and/or disciplinary action up to and including discharge.

### III. DEFINITIONS

***Auction Administrator.*** An individual assigned by the City to assist departments in selecting an auction type and venue, establish procedures and responsibilities, and conduct online auctions for the sale of surplus supplies or equipment.

***Bid.*** A formal price solicited from a vendor for a good or service. Bids are required to conform to specific terms and well defined specifications contained in the solicitation documents. A sealed written bid is required with public notice setting a specific time and place to open all bids received for any project defined as public construction.

***Change Order.*** Change Order is defined as any increase or decrease in an approved contract amount or time necessary to complete the approved project.

***City.*** The City of Appleton, WI.

***Contract Amendment.*** A change in the contract scope which results in a change in the amount payable to the contractor/consultant/vendor, either increasing or decreasing the amount due.

***Committee of Jurisdiction.*** A sub-committee of the Appleton Common Council with authority to hear and act upon a particular scope of subject matter.

***Contract.*** An agreement between two (2) or more parties to do something or provide specific goods or services.

***Contract Cost.*** Total cost of a contract, whether for one or more years.

***Contract with Contingency.*** This is a contract entered into for a specific dollar amount for a specific scope of work. A contingency amount is approved at the time of the contract approval with the contingency amount set aside for unforeseen conditions or design shortfalls identified after a construction project begins.

***Contractual Services.*** Includes, but may not be limited to: telephone, gas, water, electric light, power and heating services; towel and cleaning services; leases for grounds, buildings, equipment, office or other space required by the user department; and the rental, repair or maintenance of equipment, machinery or other property owned by the City.

***Council.*** The Common Council of the City of Appleton.

**Critical timing issues.** Critical timing issues are those where a decision must be made on a timely basis to avoid sources of significant costs.

**Department.** All agencies, departments or offices of the City and, when applicable unless otherwise provided by statute, those committees, boards or commissions which manage or operate other City properties, installations or activities.

**Invitation for Bid (IFB).** The documents used to solicit bids from vendors.

**Lump Sum Contract.** A contract entered into for a specific dollar amount which will be paid for all of the work required by the contract, regardless of the actual costs incurred. A contract amendment will only be considered when there is either an increase or decrease in the scope of work required.

**Procurement Card.** A credit card issued by the City to an employee for the purpose of facilitating primarily low-cost purchases and to reduce associated administration.

**Professional Services.** Services, the value of which are substantially measured by the professional competence of the persons performing them and which are not susceptible to realistic competition by cost alone. Such services include, but shall not be limited to those customarily rendered by architects, engineers, surveyors, real estate appraisers, certified public accountants, attorneys, financial advisors, medical and social service providers, computer software applications, systems development/implementation, management and other consultants, promotional programs such as marketing and advertising, and such other specific services as determined by the Mayor or his/her designee.

**Project Upgrade.** A project upgrade is considered to be either a new item not necessary to the functioning of the project or a significant change in quality.

**Proposal.** A plan received from a vendor and the related cost of implementing the plan. Proposals are usually requested when the specifications or scope of the services needed cannot be adequately prepared to provide all prospective vendors a complete and accurate description of the work to be performed. Vendors are asked to propose their best solution to the needs defined in the solicitation. Proposals are often requested when soliciting costs for professional services, high-tech equipment, other specialized equipment and research and development expenditures.

**Public Construction.** Substantial repairs, remodeling, construction or other changes to any City-owned land or building (Wisconsin Statute §62.15).

**Quotation.** An informal type of bid received from a vendor offering to sell a product or service. The quotation will contain specified pricing, terms and conditions of sale. The quotation may be either in writing (including a price list or catalog) or verbal, depending upon the dollar value as outlined in IV.C (2) (3).

***Request for Proposal (RFP).*** All documents, whether attached or incorporated by reference, used for soliciting proposals for professional services.

***Request for Qualifications (RFQ).*** All documents, whether attached or incorporated by reference, used for soliciting statements of qualification for professional services.

***Request for Quotations (RFQ).*** A written request for informal bids or quotes.

***Service.*** The furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than usual reports, materials or drawings which are the end result of and incidental to the required performance.

***Unit Price Contract.*** A contract in which a fixed sum is paid for each completed unit of work.

#### **IV. PROCEDURES**

##### **A. PURCHASING MANUAL**

The Purchasing Manager shall prepare and maintain a Purchasing Manual setting forth the authorized purchasing procedures and the rules and regulations in connection therewith which shall be approved by Council.

##### **B. DEPARTMENT SPECIFIC PURCHASES**

In order to take advantage of the technical expertise within the various City departments, department personnel will have the authority to purchase specialized items unique to their operations. The Purchasing Office will be available to serve in an advisory capacity. However, if the department wishes, the responsibility for the purchase of these specialized items may be turned over to the Purchasing Office. Certain departments employ individuals whose duties include routine purchasing of non-specialized goods and services. These individuals retain such authority at the discretion of the Finance Director, and shall execute their purchasing responsibilities in accordance with all provisions of this policy and under the general oversight of the Purchasing Office. The individual coordinating the purchase will be responsible for ensuring that all provisions of the Procurement Policy are followed. Upon request of the Purchasing Manager, departments will furnish copies of quotes and other documentation to show compliance with the procurement policy.

##### **C. PURCHASING AND CONTRACTING LEVELS**

Purchases of and contracts for supplies, materials, equipment and contractual services shall be based on competitive bids/quotations whenever practical subject to the following spending guidelines. However, for all purchases the Purchasing

Manager reserves the right to coordinate the purchase of like items where such purchase is beneficial and practical to the City.

- (1) *Purchases up to \$ 2,000* may be made based on the best judgment of the department making the purchase, except as section IV.D applies. However, it is recommended to seek competition for these purchases for the lowest prices within the parameters of quality and delivery. Accordingly, whenever making a purchase under \$2,000 the department is encouraged to seek competition from as many sources *as reasonable* to assure best price and delivery.
- (2) *Purchases of \$ 2,000 or more but less than \$ 7,500* require the solicitation of two (2) or more quotes, which may be written or verbal, but documented in either case. When verbal quotes are received, all pertinent details of the quote should be documented in writing by the department and retained on file.
- (3) *Purchases of \$ 7,500 or more* require that a minimum of three (3) written quotations be solicited. Additionally, any new contracts or agreements for services or equipment with an anticipated contract cost of \$ 25,000 or more require the recommendation of the Committee of Jurisdiction and the approval of the Common Council prior to execution. New contracts or agreements shall be defined as those which:
  - a. are for services or equipment procured on a special or one-time basis; or
  - b. are *not* for the renewal or reaward of existing, previously approved and budgeted, ongoing operational requirements (i.e., existing maintenance agreements, fuel, salt); or
  - c. are not defined by either (a) or (b), but have an anticipated total contract cost in excess of \$100,000 (i.e., janitorial services, uniforms, etc.)
- (4) *Public Construction Projects.* In accordance with Wisconsin Statute §62.15, all such projects for which the cost is expected to be greater than \$25,000 must be competitively bid. The City Attorney's Office will determine the applicability of this statute to individual projects.

The bidding and awarding processes are detailed in Wisconsin Statute §66.0901. All public works bids and staff recommendations shall be submitted through the Finance Committee for Common Council approval.

**D. STANDARD CONTRACTS**

When the Purchasing Manager has standardized the purchasing of a good or service and has issued standard purchase orders or contracts for these goods or services, such goods or services shall be purchased from the agreed upon vendor for the length of the agreement. Exceptions will be made only when the requisition clearly states the reason for which the standard item is unacceptable.

**E. COOPERATIVE PURCHASING**

The Purchasing Manager and other authorized City personnel shall have authority to join with other units of government, with quasi-government agencies funded in whole or in part by the City, and with other purchasing associations in cooperative purchasing plans when the best interest of the City would be served.

Competitively bid cooperative purchasing contracts onto which the City “piggybacks” must contain language specifically allowing participation by other government agencies. They are considered to have met competitive requirements, and no additional quotes are necessary. Additionally, if identical products can be obtained at a lower price than current cooperative purchasing contracts, no additional quotes are required.

**F. PURCHASING FROM GOVERNMENT UNITS**

Materials, supplies, machinery and equipment offered for sale by the federal or state government or by any municipality may be purchased without bids at prices to be agreed upon between the Purchasing Manager and the respective department for which the item is to be acquired. Expert assistance for appraisal of such items may be employed at the discretion of the Purchasing Manager.

**G. SOLE SOURCE**

Purchases of goods or services under \$25,000 may be made without competition when it is agreed in advance between the department and the Purchasing Office that there is a valid reason to purchase from one source or that only one source is available.

For sole source purchases over \$2,000 but less than \$7,500, the department shall obtain verbal approval from the Purchasing Office, and document the reasons and agreement at the department level. The Purchasing Manager may suggest or assist in locating additional competitive sources.

- (1) For sole source purchases over \$7,500 but less than \$25,000, a written justification shall be forwarded to the Purchasing Manager, who will either concur with the sole source or assist in locating additional competitive sources.

- (2) Any sole source purchase of \$25,000 or more must have a recommendation by the Committee of Jurisdiction and an approval of the Common Council.
- (3) The use of the sole source exception to the competitive bidding process will expire on an annual basis.
- (4) A sole source purchase may be allowed when a needed item becomes available on a one-time basis at an “exceptionally advantageous” price. The buyer must be able to show that the purchase price of the item presents a unique and temporary opportunity for significant savings relative to its market value. Examples include auctions, used equipment offerings, liquidations, etc. Approval procedures G.(1) through G.(3) above still apply.

#### **H. EMERGENCY PURCHASES**

Any City department or agency may purchase in the open market, without filing a requisition or estimate, or receiving competitive bids, any supplies, materials or equipment for immediate delivery to meet emergencies arising from unforeseen causes. The following situations constitute an emergency under this provision of the policy:

- (1) Any situation in which there exists immediate and substantial danger to the health, life or property of any person or any situation in which there exists potential for increased damage to City property if the situation is not immediately remedied;
- (2) Any situation where the normal operation of any City department or Agency is seriously impaired or is in jeopardy of being seriously impaired; or
- (3) When the Mayor’s Office declares an emergency.

#### **I. PURCHASE OF RECYCLED MATERIALS**

The Purchasing Manager will ensure that the average recycled content of all paper purchased by the City measured as a proportion, by weight, of the fiber content of all paper products purchased in the year is not less than those percentages specified in Wisconsin Statute §66.0131(3)(a)(2).

#### **J. PURCHASE ORDERS**

Purchase orders should be issued for all purchases of goods and services unless such payment is covered by an existing contract or other agreement. However,

purchase orders should not be issued when a City issued procurement card is used to facilitate the purchase.

**K. PROCUREMENT CARDS**

A City issued procurement card should be used whenever practicable for purchases of low dollar items (\$1,000 or less) in accordance with the limitations imposed on the cardholder and following the City's procurement card use policies. Authorized transactions greater than \$1,000 are still subject to the quote requirements of this policy. See the City of Appleton Procurement Card Policy for complete rules of use.

**L. SERIAL CONTRACTING**

No contract or purchase shall be subdivided to avoid the requirements of this policy. Serial contracting is the practice of issuing a series of purchase orders to the same vendor for the same commodity or service in any 90-day period in order to avoid the requirements of the Procurement Policy.

**M. APPROPRIATIONS**

All purchases shall be made in accordance with the appropriations (budgets) that have been approved by the Council for the operation of the respective City departments. The responsibility for not exceeding existing appropriations rests with the department head making the requisitions or purchases. Contracts or agreements extending beyond one year should contain language allowing for termination in the event funding is not appropriated in subsequent fiscal years.

**N. LOWEST RESPONSIBLE BIDDER AND BEST VALUE CONCEPT**

All open market orders or contracts shall be awarded to the lowest priced responsible bidder taking into consideration the following factors: the qualities of the articles to be supplied; conformity with specifications; product compatibility; maintenance costs; vendor support after the purchase, and delivery terms. Where appropriate, life cycle costing or TCO (total cost of ownership) concepts should be used to determine and evaluate cost components beyond the base purchase price.

If two or more qualified bids are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to the local bidder. Where this is not practical, the contract will be awarded to one of the bidders by drawing lots in public.

**O. CONTRACT APPROVAL**

Contract recommendation by Committee and approval by Council shall be approved with the following language:

**Lump sum or unit price contract:**

Award “Project Name” to “Vendor” in an amount not to exceed \$XX,XXX.XX.

**Contract with contingency:**

Award “Project Name” to “Vendor Name” in the amount of \$XXX,XXX with a XX% contingency of \$XX,XXX for a project total not to exceed \$XXX,XXX.

**P. CHANGE ORDER PROCEDURE**

Change orders to contracts shall be governed by this procedure, unless an exception to the procedure has been previously approved by Council. This procedure may be modified by the Common Council and Committee of Jurisdiction for larger Public Construction contracts. Under no circumstances shall a change order be split to fall within a desired category. Where feasible, critical timing issues may be addressed by scheduling a special committee meeting. Emergency actions affecting the health or safety of the community will be addressed in accordance with the existing emergency policy.

(1) EXPLANATION

- a. All Change Order approval requests will include a brief description of the change being made and the reason supporting the need for the change.

(2) CHANGE ORDER APPROVAL

- a. For projects with a contracted cost less than \$500,000, Change Orders of less than \$15,000 within contingency may be approved by the department head, and the item brought to the Committee of Jurisdiction as an informational item prior to issuing final payment.
- b. On projects with a contracted amount of \$500,000 or greater, Change Orders for less than \$50,000 within contingency, may be approved by the department head. The Change Order shall be reported out to the Committee of Jurisdiction as an informational item at its next regularly scheduled meeting or within thirty (30) days, whichever is sooner. Additionally, a project summary detailing the total cost of the project,

including Change Orders, shall be reported as an informational item to the Committee of Jurisdiction prior to issuing final payment.

- c. All Change Orders not included in either of the paragraphs above must be recommended by the Committee of Jurisdiction and approved by the City Council prior to the contractor being authorized to begin work.
- d. If approval of the Change Order results in the contract amount exceeding the remaining contingency and/or the project budget, recommendation of the contract amendment must be obtained from the Finance Committee, Committee of Jurisdiction, and approved by the Common Council prior to beginning any work under the Change Order.
- e. If, in the determination of the Mayor, the work called for under a proposed Change Order is a Critical Timing situation, the Change Order may be authorized by the Mayor, in consultation with Department Head and Director of Finance. Any such approval shall be reported to the Common Council as an informational item at its next regularly scheduled meeting or within thirty (30) days, whichever is sooner.

(3) REPORTING

- a. Change orders required to be recommended by Committee and approved by Council shall be submitted to Committee with the following language:

**Change Order within contingency:**

Approve Change Order # X to contract XXXXXX for “Project Name” to increase (decrease) for “description of why” in the amount of \$XX,XXX resulting in a(n) decrease (increase) to contingency from \$XX,XXX to \$XX,XXX. No change to overall contract amount.

**Change Order outside of contingency:**

Approve Amendment and Change Order # X to contract XXXXXX for “Project Name” to increase for “description of why” in the amount of \$XX,XXX resulting in a(n) decrease (increase) to contingency from \$XX,XXX to \$XX,XXX. Overall contract increased from \$XXX,XXX to \$XXX,XXX. (THIS MAY REQUIRE A BUDGET ADJUSTMENT IF

PROJECT BUDGET IS EXCEEDED – IF BUDGET ADJUSTMENT REQUIRED, IT MUST ALSO BE CONTINGENT UPON FINANCE COMMITTEE APPROVAL OF FUNDING.)

- (4) Change Orders not required to be recommended by Committee and approved by Council shall be reported out informationally to the Committee of Jurisdiction prior to the Finance Department issuing final payment.

**Q. PROCUREMENT OF SERVICES**

Whenever practical, the purchase of all services should be based on competitive bids/quotations/proposals subject to the spending guidelines noted in Procedure IV(C) of this policy. This includes, but is not limited to, the following categories of services:

*Professional Services.* Consulting and expert services provided by an organization or individual.

*Contractor Services.* The furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than those that are the end result of and incidental to the required performance.

*Client Services.* Those services provided directly to individuals on behalf of the City.

*Construction Services.* Services provided in the construction of roads, buildings or other infrastructure.

*Technology Services.* Services provided in the design, development, installation, and/or operation or maintenance of automated computer systems, including hardware and software.

If it is estimated that the service being solicited has a total cost of over \$ 25,000 and the value of the service is substantially measured by the professional competence of the providers rather than cost alone, it is recommended that a Request for Proposal (RFP) or Request for Qualifications (RFQ) be used to solicit vendor responses. The Purchasing Office is available to assist in these situations.

Exceptions to competition for procurement of services shall only be made in accordance with the City’s Sole Source policy (see section IV.G.).

**R. PROHIBITED BUSINESS TRANSACTIONS**

- (1) Employees are not allowed to participate directly or indirectly in a purchase when the employee, or a member of the employee's family, has a financial interest in the purchase or the employee, or a member of the employee's family, is negotiating or has an arrangement concerning prospective employment with the supplier.
- (2) Purchases for services or goods should not be made from employees of the City unless the employee can be considered an independent contractor as defined by the Internal Revenue Service.
- (3) Employees of the City are not allowed to use City negotiated discounts or the City's tax exempt status to purchase goods or services for their own personal use or gain. Employee discount programs offered by vendors may be used by employees only when the discount is available to all City employees regardless of position, and is also offered to other organizations or companies of similar size.
- (4) The City of Appleton Code of Conduct Policy shall be referenced regarding receipt of gifts. Employees who receive offers of gifts or other improper attempts to influence purchasing decisions should report this to their supervisor and/or the Purchasing Manager, who will in turn consult with the City Attorney's Office to determine the appropriate course of action.

#### **S. SURPLUS OR OBSOLETE SUPPLIES OR EQUIPMENT**

Disposal of City-owned supplies or equipment that are no longer required or serving a useful purpose shall be handled in a manner that is:

- economically feasible;
- in compliance with all applicable laws, regulations and policies;
- environmentally responsible; and
- deemed to be in the best interest of the City.

Departments should contact the Purchasing Manager for assistance in determining the most appropriate and beneficial method of disposal. There are several approved methods for disposal of surplus, including:

- 1) A live auction conducted by the City or other government agency;
- 2) Internet-based auctions or selling tools (i.e., eBay);
- 3) Sale to the general public via advertised, sealed bidding;
- 4) Trade-in on new supplies or equipment;
- 5) Transfer to another City department;
- 6) Direct sale to an interested firm or individual;

- 7) Donation to approved non-profit organizations;
- 8) Sale, trade, transfer or donation to an outside publicly funded agency;
- 9) Recycling and/or sale as scrap;
- 10) Discarding as trash; and
- 11) Other methods which may be recommended on a case by case basis by the Finance Committee and approved by the Common Council, or the Library Board.

Which method of disposal is most appropriate will depend upon several factors, including:

- The condition, location and physical characteristics of the item(s);
- The amount of time, effort, administration and expense required for the method relative to the potential value received;
- The public benefits and/or liabilities associated with the method.

The City will assign one or more Auction Administrators to facilitate sale by auction when appropriate. He or she shall assist departments in selecting an auction type and venue, establish procedures and responsibilities and conduct online auctions.

Disposing of items or groups of items with an estimated value of \$500 or more using methods other than 1 through 5 in the approved methods list above shall require a recommendation of the Finance Committee and approval by the Common Council. Exception: method #6 (direct sale) may be used at the discretion of the Department, with agreement of the Purchasing Manager, on direct sale of items up to \$2500 to an interested firm or individual, when it is determined that one or more of the following is true:

- the item is so specialized that broader interest is unlikely;
- due diligence in locating other interested parties has been done;
- a pending offer for the item is deemed so advantageous that the City's best interest is only served by its timely acceptance.

For items or groups of items with an estimated value of less than \$50, departments may, at their discretion, utilize any of the approved methods listed, provided the disposal meets the general criteria listed at the beginning of this section. For estimated values over \$50, departments should contact the Purchasing Manager for assistance in determining the most appropriate and beneficial method of disposal.

All proceeds received from the sale of City surplus property shall be reported and delivered to the Accounting Manager of the Finance Department for deposit and application to the proper account(s).

City owned supplies or equipment shall not be taken by, given to, or sold to City employees except by public auction or competitive bidding, regardless of their apparent value or condition, unless a specific exception is granted by the Common Council.

**T. INSURANCE REQUIREMENTS**

A vendor's Certificate of Insurance is required in conjunction with many contracts for services or goods. A valid certificate must be received and approved by the Risk Management office prior to executing or beginning performance under the contract. Employees can check if a vendor has a Certificate of Insurance on file by accessing the Metafile system. Additionally, employees should consult with Risk Management when developing RFPs and IFBs to determine the appropriate levels of insurance and include the requirements as part of the solicitation documents.

**U. OPEN RECORDS/PUBLIC INFORMATION**

With few exceptions, records related to governmental purchasing are subject to public access under Wisconsin's Open Records Law. This includes, but is not limited to, quotes, bids, proposals, purchase orders and related correspondence. While employees may ask that open records requests be made in writing, the requestor is not required to do so.

- (1) When conducting public bid openings, the names of the bidders and certain bid details, including price shall be read aloud. In the case of proposal (RFP) openings, only the names of the proposers shall be read aloud. In either case, copies of the bids or proposals are not made available, nor is inspection of the documents permitted, until contract award has been submitted for recommendation to the Committee of Jurisdiction.
- (2) Vendors requesting confidentiality of their quotes, bids, proposals or portions thereof must identify the confidential materials as such and state the specific, legitimate reason(s), i.e., trade secret, propriety customer list.
- (3) Questions regarding compliance with an open records request should be referred to the City Attorney's Office. Also consult the City of Appleton Public Records Policy for more detail.

**V. INFORMATION TECHNOLOGY RELATED EQUIPMENT AND SUPPLIES**

In order to ensure compatibility and maintain standards for the City's information systems, all purchases of information technology equipment, supplies and

services must be initiated by and acquired through the Information Technology (IT) Department. This includes, but is not limited to, computers, software, printers, copiers, inks, toners, repair parts, support and maintenance services, telephone equipment, scanners or any peripheral device which interfaces with any part of the City's information systems. IT staff should be the primary vendor point of contact for all information technology needs. In turn, the IT Department is responsible for adhering to the provisions of this policy when conducting such procurement activities.

#### **W. VALLEY TRANSIT**

Procurement activities by or for Valley Transit are subject to the provisions of the Federal Transit Administration "Appendix A of Procurement Policies." A current version of this Appendix is available upon request to Valley Transit Administrative Services. The Appendix and its certifications, affidavits, and other requirements must be incorporated into all formal solicitation documents when the procurement is funded in whole or in part with federal monies. In addition, agencies issuing paratransit service contracts through Valley Transit will complete a procurement checklist, attach the appropriate documentation and submit it to the Valley Transit General Manager or his/her designee for review to ensure federal compliance.

#### **X. LOCAL PROCUREMENT**

Since there are often cost and service related advantages associated with buying from local sources, the Common Council has adopted the following resolution:

"Resolved, that where not prohibited by law, the City of Appleton include in the evaluations of all bids, proposals and quotations for goods and/or services (except public construction) where the value of such goods or services is expected to exceed \$5,000, evaluation criteria which favorably and accurately assess the relevant cost and service advantages of procurement from local sources. Where point based systems are used for proposal evaluation and award, the points available for this purpose shall be determined prior to proposal opening and shall not exceed 5% of the total points available."

The Purchasing Manager is available to assist departments in applying this policy resolution to specific procurement situations. Note regarding Valley Transit: The Federal Transit Administration has ruled that this resolution is a prohibited geographical preference which may not be applied when the procurement will be funded in whole or in part with federal monies.

#### **Y. OWNER DIRECT PURCHASING**

Owner direct purchasing refers to a tax exempt entity (City) directly buying and furnishing materials, equipment or components of a construction project to the contractor in order to save the sales tax that contractor normally would have paid

and included in their bid. While this method can be advantageous in certain cases, it also can be administratively complex and present risks that could offset the intended savings. Generally, owner direct purchasing should only be considered when:

- (1) The estimated sales tax savings exceeds \$1,000;
- (2) The item(s) to be directly purchased can be easily identified, quantified and separated from the bill of materials;
- (3) The original bid request documents, contractor's bid, and the resulting contract specifically provide for the direct purchase; and
- (4) Established administrative procedures are followed in the execution of the direct purchase. Contact the Purchasing Manager to obtain a copy of the procedures. The City Attorney's Office should be consulted on any legal questions or issues that could potentially impact the process.

The owner direct purchasing process does not relieve the City from other applicable requirements of the Procurement Policy; for example, documentation of quotes or bids for the item(s) purchased, sole source justification, Common Council approval, etc., as well as compliance with State Statutes regarding public construction projects.

## **Z. ENVIRONMENTALLY PREFERABLE PROCUREMENT**

The City of Appleton recognizes that it is a large consumer of goods and services. All of its purchases have an environmental impact resulting from the combined effects of a product's manufacture, use and disposition. By including environmental considerations in purchasing decisions, along with traditional concerns of price, performance and availability, the City will remain fiscally responsible while promoting practices that improve public health and safety, reduce pollution, conserve natural resources, and reward manufacturers and vendors that reduce the adverse environmental impact of their production and distribution systems.

"Environmentally preferable" goods and services have reduced adverse effects on human health and the environment when compared with competing products and services that serve the same purpose. This comparison considers all phases of the product's life cycle, including raw materials, manufacturing, packaging, distribution, operation, maintenance and disposal, including potential for reuse or ability to be recycled.

When determining whether a product is environmentally preferable, buyers should consider attributes including, but not necessarily limited to, the following:

Bio based	Biodegradable
Carcinogen-free	Chlorofluorocarbon (CFC) –free
Compostable	Durable
Energy or fuel efficient	Heavy metal free (i.e., no lead, mercury, cadmium)
Less hazardous	Locally manufactured (less transportation)
Organic	Low-toxicity
Recycled content	Low volatile organic compound (VOC) content
Reduced packaging	Not persistent, bio-accumulative toxic (PBT)
Reduced greenhouse gas emissions	Refurbished
Reusable	Upgradeable
Multi-use	Water efficient
Certified (i.e., Green Seal, EcoLogo, Energy Star, EPEAT).	

Nothing in this policy shall be construed as requiring a buyer to procure products that do not perform adequately for their intended use, that exclude adequate competition, or are not available at a competitive price or in a reasonable period of time. However, when substantive, measurable environmental advantages can be identified for a product, any associated cost savings over the life cycle of the product should be considered when evaluating price.

**AA. DOCUMENT RETENTION**

Procurement-related documents shall be retained by the originating department as follows:

Bids, proposals and quotations (successful) –  
Seven (7) years from contract expiration

Bids, proposals and quotations (unsuccessful) –  
Two (2) years from award of contract

Purchase orders and related requisitions and invoices –  
Seven (7) years from date of completion

Procurement card purchase receipts, statements and related documents –  
Seven (7) years from date of transaction

Ref.: Appleton Municipal Code Sec. 2-1(a)(8)

**BB. BONDING AND LEGAL REVIEW**

- (1) The Purchasing Office along with the City Attorney’s Office shall have the authority to require a performance bond or other similar

instrument of surety in such amount as is reasonably necessary to protect the best interest of the City before entering into a contract.

- (2) Contracts must be approved as to form and sufficiency by the Office of the City Attorney, and routed for signatures in accordance with the City of Appleton Contract Routing procedure, as follows:
  - a) City Attorney
  - b) Mayor
  - c) Finance Director
  - d) HR/Risk (review insurance requirements)
  - e) City Clerk (filing of one original document)

#### **CC. PAYMENTS IN ADVANCE**

The City's policy is to avoid making advance (down) payments whenever practicable, except under certain conditions and with proper approval. When a vendor insists upon advance payment(s) prior to shipment or performance, the department shall submit a written request to the Finance Director or designee, including the amount requested, and the reason(s) why the purchase from the requesting vendor is necessary. The Finance Department will investigate and advise whether the payment may be made, taking into account any factors which may impact the City's financial interest.



## FINANCIAL POLICY

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The Appleton Public Library (“APL”) Board of Trustees (“library board”) establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of APL’s mission and goals, and compliance with appropriate laws and ordinances and City of Appleton (“city”) policies.

### 1. Consistency

- a. Library staff (“staff”), while preserving the library board’s legal prerogatives under Wis. Stats. §§ 43.58(1) and 43.58(2), will keep library practices in compliance with city policies.
- b. Staff will work with the city’s Finance Department to ensure that the city’s financial policies accommodate the library board’s responsibility and bring these policies to the library board for approval.

### 2. Budget

- a. The library board shall establish an annual budget request according to State of Wisconsin statutes and the city’s Budget Policy.
- b. Staff shall budget revenue funds and associated expenditures as follows:
  - i. Best estimate of revenue, but no associated expenditures for county reimbursements
  - ii. Best estimate of revenue, and associated expenditures for revenue based on use: printing/copying, reader-printers, vending machines, and benefitted positions funded by grant awards approved prior to budget.
  - iii. No revenue budgeted, but any revenue realized during the year to be transferred to appropriate spending accounts via budget adjustments: lost and paid materials with the exception of the variance in 4c, resource library agreement funds, memorials, unbudgeted grants received throughout the year, gifts and donations.”
- c. Staff shall work with the Mayor, Finance Department, and Common Council (“Council”) to seek adoption of the library board’s request, reporting any changes or concerns to the library board.
- d. After the budget adoption by the City Council, staff will present the adopted budget for the year to the library board for review and approval.
- e. The library board delegates to staff the expenditure of monies, the development of an annual collection budget to allocate funds available for library materials and development of a Friends of Appleton Public Library (“Friends”) grant budget all subject to review and approval by the library board.

- f. Budget amendments, transfers and new appropriations are subject to the city's Budget and Grants policies.
- g. The library board's authority over budgeted city funds shall lapse at the end of the calendar year and any budget fund balances shall revert to city authority, subject to city carryover policies and procedures.

### **3. Expenditures**

- a. Staff will follow the city's Procurement and Contract Management Policy for purchases and processing of payments.
- b. On a monthly basis, staff shall present the bill register, a list of all expenditures, to the library board for review and approval. Staff will also present a monthly financial report showing the status of all accounts and funds.

### **4. Receipts**

- a. Revenue received by the library from overdue fines, rent and utility payments, printing/copying, reader-printer copies, vending machine commissions, and county reimbursements for library service will be submitted to the city as general revenue. Non-sufficient fund charges will be submitted to the city as general revenue.
- b. Reimbursements for lost or damaged materials will be added to the materials budget via budget adjustments to be used to purchase replacement materials. These funds will be eligible for carryover.
- c. There is a multi-year variance as part of the elimination of overdue fines approved in 2021. For a limited time, a portion of the revenue earned from lost and paid materials will be treated in the manner of items in 4.a and will be submitted to the city as a general revenue based on the following schedule:
  - 2022: \$25,000
  - 2023: \$15,000
  - 2024: \$5,000
- d. Should the library utilize petty cash, staff will implement petty cash procedures consistent with city procedures, for use when immediate payment or reimbursement for a purchase or service is required.
- e. Staff will work with the city's Finance Department to ensure appropriate journal entries and necessary budget adjustments are prepared to reflect all additional revenues and expenditures.

### **5. Gifts and Donations**

- a. Gifts and donations are subject to the library's Gifts and Donations Policy
- b. Staff will track donations for the express purpose of purchasing library materials or supporting a specific program. The purchase of specifically identified titles or the funding of specifically dictated programs or services with such funds cannot be guaranteed, nor

does the donor have the right of approval of titles or services before purchase. However, donors are encouraged to recommend subject or service areas.

- c. Staff will request carryover of any unexpended donated funds, so that funds shall be used to purchase materials or support programs consistent with donor wishes.
- d. Any cash found in the library and unclaimed after thirty (30) days will be considered donated funds.

## **6. Grants**

- a. The library board shall have the right to approve or deny library utilization of grant or contract funds on behalf of the library by any organization or individual.
- b. Grants received are subject to the city's Grant Policy and approval of the library board.
- c. Friends' grants will be administered as follows:
  - i. Staff present a spending plan for Friends grants at the beginning of the library's fiscal year projecting funding based on the previous year's distribution.
  - ii. Friends will inform the library in spring of the grant allocation for their upcoming July to June fiscal year.
  - iii. Should the City of Appleton budget require amendments, staff will present amendments and updated spending plans upon approval of the Friends annual budget to the library board.
  - iv. Staff will present grant expenditures via the bill register and monthly reports. They will also provide quarterly report narratives of grant programs to the library board and Friends board.
  - v. Friends staff will provide semiannual disbursements upon receipt of a request from library administration.
  - vi. Expenditures and receipts will be recorded consistent with city policy and subject to carry over.
  - vii. Grants from the Friends of Appleton Library/Frank P. Young Scholarship Fund shall be made in accordance with the Scholarship Policy.
  - viii. Distributions from the FOCOL Fund will be made in accordance with the fund agreement.

## **7. Disposal of Property**

- a. Withdrawn library materials, materials donated but not added to the collection, and other computer equipment no longer needed for library services may be given to the Friends for sale.
- b. Other surplus or obsolete supplies or equipment will be disposed of in compliance with the city's Procurement and Contract Management Policy.

## **8. Review and Reporting**

- a. All library funds, expenditures and revenues will be audited as part of the city's annual audit. Staff shall report to the library board any notes or communications from the city's auditor regarding the library.
- b. Library finances will be reported annually to the State of Wisconsin's Department of Public Instruction.

*-12/96, 12/99, 12/02, 10/04, 11/10, 2/2016, 12/2018, 7/2021*

Appleton Public Library Cash Flow Report-2021 YTD																	
			JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC			
GL Account	DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	YTD ACTUAL	YTD ACTUAL	AVAILABLE BUDGET	% USED	
423200	Library Grants & Aids	1091736	1091736	0.00	0.00	0.00	610,019.00	610,019.00	610,019.00	610,019.00	1,091,736.00	1,091,736.00	1,091,736.00	1,091,736.00	\$1,091,736.00	\$0.00	100.00%
480100	General Charges for Ser	30000	30000	281.92	510.76	871.29	1,677.11	1,883.94	2,871.46	3,242.58	3,554.66	3,735.05	3,849.08	3,924.81	\$3,980.21	\$26,019.79	13.30%
500100	Fees & Commissions	0	0	0.00	0.00	0.29	0.29	90.92	90.92	90.92	80.17	147.82	146.82	143.57	\$143.57	(\$143.57)	100.00%
501500	Rental of City Property	30000	30000	30,000.00	60,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	\$30,000.00	\$0.00	100.00%
502000	Donations & Memorials	0	0	145.69	145.69	146.65	248.10	260.37	385.52	385.52	386.27	407.90	429.84	1,276.92	\$1,279.29	(\$1,279.29)	100.00%
503500	Other Reimbursements	19500	112909	59,336.50	84,852.29	63,485.40	65,519.08	67,078.07	69,069.82	72,244.33	73,764.97	105,111.23	109,822.42	112,868.66	\$114,510.81	(\$1,601.81)	101.40%
<b>Total Revenue</b>		<b>1,171,236.00</b>	<b>1,264,645.00</b>	<b>89,764.11</b>	<b>145,508.74</b>	<b>94,503.63</b>	<b>707,463.58</b>	<b>709,332.30</b>	<b>712,436.72</b>	<b>715,976.35</b>	<b>1,199,522.07</b>	<b>1,231,138.00</b>	<b>1,235,984.16</b>	<b>1,239,949.96</b>	<b>\$1,241,649.88</b>	<b>\$22,995.12</b>	
<b>Expense</b>																	
610100	Regular Salaries	(2,337,611.00)	(2,337,611.00)	(95,051.66)	(263,472.62)	(429,377.38)	(678,950.01)	(840,211.73)	(995,883.88)	(1,139,037.36)	(1,286,685.39)	(1,517,394.10)	(1,670,465.45)	(1,822,228.54)	(\$2,038,478.97)	(\$299,132.03)	87.20%
610400	Call Time Wages	0.00	0.00	0.00	0.00	0.00	(600.00)	(600.00)	(600.00)	(600.00)	(600.00)	(600.00)	(600.00)	(600.00)	(\$600.00)	\$600.00	100.00%
610500	Overtime Wages	0.00	0.00	0.00	(90.53)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$90.53	(\$90.53)	100.00%
610800	Part-Time Wages	(204,006.00)	(216,006.00)	(6,982.27)	(20,006.05)	(32,732.78)	(55,869.01)	(73,402.73)	(87,986.10)	(106,192.25)	(125,672.06)	(152,644.90)	(172,493.75)	(192,320.66)	(\$220,588.77)	\$4,582.77	98.10%
611400	Sick Pay	0.00	0.00	(724.30)	(724.30)	(824.58)	(1,832.56)	(1,832.56)	(2,246.68)	(6,481.84)	(7,727.48)	(7,758.74)	(9,207.99)	(10,153.95)	(\$11,953.26)	\$11,953.26	100.00%
611500	Vacation Pay	0.00	0.00	(6,052.79)	(12,436.40)	(17,274.08)	(30,413.58)	(49,516.46)	(68,206.91)	(89,173.83)	(109,794.70)	(144,179.54)	(162,599.28)	(182,697.49)	(\$227,630.92)	\$227,630.92	100.00%
615000	Fringes	(851,796.00)	(851,796.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(\$11,633.78)	(\$840,162.22)	1.40%
615100	FICA	0.00	0.00	(12,357.75)	(24,540.33)	(36,226.39)	(54,898.13)	(67,474.46)	(79,539.69)	(91,455.92)	(103,374.68)	(122,354.32)	(134,312.68)	(146,386.16)	(\$158,619.30)	\$158,619.30	100.00%
615200	Retirement	0.00	0.00	(11,371.83)	(22,415.99)	(33,166.98)	(49,821.51)	(60,885.73)	(71,822.47)	(82,492.19)	(93,215.50)	(109,873.19)	(120,817.08)	(131,676.92)	(\$142,699.45)	\$142,699.45	100.00%
615301	Health Insurance	0.00	0.00	(20,811.91)	(58,130.50)	(94,815.90)	(132,516.76)	(170,229.57)	(207,245.32)	(244,400.75)	(280,973.45)	(319,739.03)	(359,349.50)	(398,496.96)	(\$456,045.52)	\$456,045.52	100.00%
615302	Dental Insurance	0.00	0.00	(1,731.19)	(4,563.93)	(7,414.87)	(10,359.90)	(13,244.94)	(16,116.53)	(19,001.58)	(21,846.65)	(24,828.63)	(27,834.07)	(30,806.06)	(\$35,192.55)	\$35,192.55	100.00%
615400	Life Insurance	0.00	0.00	(50.30)	(102.30)	(154.30)	(214.90)	(280.50)	(346.10)	(410.20)	(474.30)	(548.10)	(612.40)	(676.70)	(\$746.00)	\$746.00	100.00%
<b>Personnel Services</b>		<b>(3,393,413.00)</b>	<b>(3,405,413.00)</b>	<b>(155,134.00)</b>	<b>(406,392.42)</b>	<b>(651,987.26)</b>	<b>(1,015,476.36)</b>	<b>(1,277,678.68)</b>	<b>(1,529,993.68)</b>	<b>(1,779,245.92)</b>	<b>(2,030,364.21)</b>	<b>(2,399,920.55)</b>	<b>(2,658,292.20)</b>	<b>(2,916,043.44)</b>	<b>(\$3,304,097.99)</b>	<b>(\$101,315.01)</b>	
<b>Expense</b>																	
620100	Training/Conferences	(23,234.00)	(30,399.00)	(1,742.29)	(2,057.29)	(2,242.29)	(2,537.29)	(4,664.57)	(7,259.99)	(7,489.99)	(7,890.99)	(8,181.99)	(8,626.99)	(9,325.99)	(\$9,787.91)	(\$20,611.09)	32.20%
620200	Mileage Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(222.00)	(444.00)	(\$666.00)	\$666.00	100.00%
620600	Parking Permits	(23,100.00)	(23,100.00)	(23,100.00)	(23,100.00)	(23,100.00)	(23,102.00)	(23,102.00)	(23,102.00)	(23,107.00)	(23,112.00)	(23,112.00)	(23,114.00)	(23,114.00)	(\$23,114.00)	\$14.00	100.10%
630100	Office Supplies	(45,781.00)	(73,684.00)	(1,755.19)	(3,881.97)	(7,425.43)	(9,971.58)	(14,876.90)	(16,831.48)	(18,319.20)	(26,615.81)	(28,230.83)	(30,944.88)	(33,156.28)	(\$35,334.83)	(\$38,349.17)	48.00%
630300	Memberships & Licenses	(2,200.00)	(2,200.00)	(325.00)	(616.08)	(1,066.08)	(1,066.08)	(1,207.08)	(1,207.08)	(1,207.08)	(1,207.08)	(1,207.08)	(1,254.33)	(1,446.33)	(\$2,202.22)	\$2.22	100.10%
630500	Awards & Recognition	(850.00)	(1,150.00)	0.00	(68.00)	(68.00)	(222.75)	(735.34)	(852.94)	(881.43)	(904.78)	(934.97)	(934.97)	(1,019.97)	(\$1,072.99)	(\$77.01)	93.30%
630600	Building Maint./Janitor	(11,084.00)	(11,084.00)	(832.22)	<b>(988.86)</b>	(2,534.93)	(4,088.42)	(4,775.25)	(5,117.30)	(5,946.78)	(6,143.48)	(6,300.84)	(6,458.20)	(7,389.22)	(\$7,906.68)	(\$3,177.32)	71.30%
630700	Food & Provisions	(1,135.00)	(7,220.00)	(87.75)	(87.75)	(96.73)	(229.86)	(395.48)	(507.65)	(603.89)	(603.89)	(643.05)	(643.05)	(879.68)	(\$879.68)	(\$6,340.32)	12.20%
630902	Tools & Instruments	(150.00)	(150.00)	(68.99)	(68.99)	(81.97)	(81.97)	(81.97)	(81.97)	(81.97)	(81.97)	(81.97)	(81.97)	(81.97)	(\$81.97)	(\$68.03)	54.60%
631500	Books & Library Materia	(597,644.00)	(637,889.00)	(48,629.94)	(110,934.81)	(151,783.26)	(204,953.42)	(244,440.91)	(269,835.34)	(302,359.35)	(340,787.06)	(392,511.87)	(449,075.79)	(511,738.34)	(\$623,739.20)	(\$14,149.80)	97.80%
632002	Outside Printing	(100.00)	(1,300.00)	0.00	0.00	(2,058.89)	(2,058.89)	(2,058.89)	(2,154.51)	(2,174.51)	(2,191.51)	(2,463.31)	(2,463.31)	(2,463.31)	(\$2,463.31)	\$1,163.31	189.50%
632300	Safety Supplies	(550.00)	(550.00)	0.00	0.00	0.00	(110.00)	(110.00)	(110.00)	(110.00)	(110.00)	(110.00)	(110.00)	(110.00)	(\$244.50)	(\$305.50)	44.50%
632700	Miscellaneous Equipment	(68,630.00)	(72,630.00)	0.00	(50.95)	(100.94)	(814.04)	(1,587.27)	(2,839.91)	(8,230.99)	(15,643.80)	(16,651.15)	(16,664.15)	(20,044.64)	(\$33,892.55)	(\$38,737.45)	46.70%
640700	Solid Waste/Recycling P	(4,005.00)	(4,005.00)	0.00	(324.00)	(972.00)	(1,296.00)	(1,620.00)	(2,268.00)	(2,592.00)	(2,592.00)	(2,916.00)	(2,916.00)	(3,240.00)	(\$3,896.88)	(\$108.12)	97.30%
641200	Advertising	(1,288.00)	(10,288.00)	(15.57)	(1,614.57)	(1,691.26)	(4,151.03)	(4,261.61)	(4,291.61)	(4,370.64)	(4,451.15)	(4,464.19)	(6,212.41)	(6,229.44)	(\$6,330.13)	(\$3,957.87)	61.50%
641301	Electric	(95,890.00)	(95,890.00)	(6,410.26)	(6,410.26)	(17,567.57)	(24,010.34)	(30,039.27)	(38,790.61)	(48,388.90)	(57,888.58)	(66,835.94)	(75,685.90)	(82,417.00)	(\$88,236.73)	(\$7,653.27)	92.00%
641302	Gas	(22,283.00)	(22,283.00)	(2,886.78)	(2,886.78)	(7,639.96)	(10,243.50)	(13,834.20)	(15,794.82)	(17,620.68)	(18,741.13)	(20,358.45)	(22,645.11)	(25,233.61)	(\$28,478.90)	\$6,195.90	127.80%
641303	Water	(5,125.00)	(5,125.00)	0.00	(384.42)	(384.42)	(384.42)	(775.53)	(775.53)	(775.53)	(1,367.28)	(1,367.28)	(1,367.28)	(1,367.28)	(\$2,052.66)	(\$3,072.34)	40.10%
641304	Sewer	(2,114.00)	(2,114.00)	0.00	(133.54)	(133.54)	(133.54)	(304.92)	(304.92)	(304.92)	(595.43)	(595.43)	(595.43)	(595.43)	(\$941.53)	(\$1,172.47)	44.50%
641306	Stormwater	(3,700.00)	(3,700.00)	0.00	(811.23)	(811.23)	(811.23)	(1,562.05)	(1,562.05)	(1,562.05)	(2,347.39)	(2,347.39)	(2,347.39)	(2,347.39)	(\$3,167.25)	(\$532.75)	85.60%
641307	Telephone	(2,948.00)	(2,948.00)	(277.17)	(559.10)	(839.60)	(1,124.63)	(1,413.71)	(1,700.80)	(1,986.91)	(2,268.67)	(2,549.05)	(2,549.05)	(2,828.97)	(\$3,406.50)	\$458.50	115.60%
641308	Cellular Phones	(1,600.00)	(1,600.00)	(95.00)	(190.00)	(285.00)	(380.00)	(475.00)	(667.83)	(667.83)	(861.05)	(861.05)	(1,231.96)	(953.83)	(\$1,231.96)	(\$368.04)	77.00%
641600	Build Repairs & Maint	(2,000.00)	(2,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(15.06)	(15.06)	(15.06)	(\$15.06)	(\$1,984.94)	0.80%	
641800	Equip Repairs & Maint	(84,931.00)	(84,931.00)	(40,516.65)	(46,894.14)	(49,063.74)	(56,522.48)	(61,259.02)	(66,834.54)	(67,483.01)	(73,065.63)	(74,261.12)	(74,809.07)	(76,048.87)	(\$77,858.81)	(\$7,072.19)	91.70%
642000	Facilities Charges	(183,973.00)	(183,973.00)	(12,188.56)	(23,395.46)	(37,373.30)	(47,654.34)	(59,247.00)	(70,142.90)	(80,402.94)	(86,244.67)	(86,244.67)	(101,339.87)	(112,473.57)	(\$134,007.24)	(\$49,965.76)	72.80%
659900	Other Contracts/Obligat	(153,309.00)	(249,036.00)	(1,250.00)	(6,951.80)	(74,609.80)	(90,599.46)	(99,800.24)	(109,180.86)	(113,922.26)	(123,901.37)	(128,508.62)	(141,325.82)	(151,808.67)	(\$169,026.42)	(\$80,009.58)	67.90%
681500	Software Acquisition	(4,498.00)	(4,498.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(2,297.89)	(8,139.19)	(\$11,533.53)	\$7,035.53	256.40%
<b>Operating Expense</b>		<b>(1,342,122.00)</b>	<b>(1,533,747.00)</b>	<b>(140,181.37)</b>	<b>(232,410.00)</b>	<b>(381,929.94)</b>	<b>(486,547.27)</b>	<b>(572,628.21)</b>	<b>(641,566.64)</b>	<b>(710,265.86)</b>	<b>(799,631.78)</b>	<b>(871,399.12)</b>	<b>(975,931.88)</b>	<b>(1,085,046.54)</b>	<b>(\$1,271,569.44)</b>	<b>(\$262,177.56)</b>	
<b>Personnel Services</b>		<b>(3,393,413.00)</b>	<b>(3,405,413.00)</b>														

YTD Report-Period ending December 31, 2021

GL Account	ACCOUNT DESCRIPTION	2019 YTD ACTUAL	2020 YTD ACTUAL	2021 YTD ACTUAL
423200	<b>Library Grants &amp; Aids</b>	\$1,045,947.40	\$1,070,138.00	\$1,091,736.00
480100	<b>General Charges for Ser</b>	\$44,645.62	\$14,728.21	\$3,980.21
500100	<b>Fees &amp; Commissions</b>	\$1,004.99	\$336.66	\$143.57
501500	<b>Rental of City Property</b>	\$30,012.50	\$30,000.00	\$30,000.00
502000	<b>Donations &amp; Memorials</b>	\$587.21	\$552.97	\$1,279.29
503500	<b>Other Reimbursements</b>	\$145,674.13	\$121,959.89	\$114,510.81
	<b>Total Distributions</b>	\$1,267,871.85	\$1,237,715.73	\$1,241,649.88
610100	<b>Regular Salaries</b>	(\$1,976,313.87)	(\$2,104,093.70)	(\$2,038,478.97)
610400	<b>Call Time Wages</b>	(\$9.60)	(\$15.00)	(\$600.00)
610500	<b>Overtime Wages</b>	(\$267.32)	(\$798.49)	\$90.53
610800	<b>Part-Time Wages</b>	(\$253,883.82)	(\$187,296.37)	(\$220,588.77)
611000	<b>Other Compensation</b>	\$0.00	\$0.00	\$0.00
611400	<b>Sick Pay</b>	(\$5,064.37)	(\$4,337.69)	(\$11,953.26)
611500	<b>Vacation Pay</b>	(\$207,459.86)	(\$186,964.17)	(\$227,630.92)
615000	<b>Fringes</b>	(\$561,466.62)	\$66,070.68	(\$11,633.78)
615100	<b>FICA</b>	(\$42,687.72)	(\$159,545.03)	(\$158,619.30)
615200	<b>Retirement</b>	(\$37,250.43)	(\$144,506.18)	(\$142,699.45)
615301	<b>Health Insurance</b>	(\$126,939.69)	(\$452,456.23)	(\$456,045.52)
615302	<b>Dental Insurance</b>	\$0.00	(\$37,409.92)	(\$35,192.55)
615400	<b>Life Insurance</b>	\$0.00	(\$448.68)	(\$746.00)
620100	<b>Training/Conferences</b>	(\$22,537.72)	(\$17,081.11)	(\$9,787.91)
620200	<b>Mileage Reimbursement</b>	\$0.00	\$0.00	(\$666.00)
620600	<b>Parking Permits</b>	(\$20,729.00)	(\$22,823.00)	(\$23,114.00)
630100	<b>Office Supplies</b>	(\$64,507.78)	(\$45,770.05)	(\$35,334.83)
630300	<b>Memberships &amp; Licenses</b>	(\$3,218.17)	(\$3,466.78)	(\$2,202.22)
630500	<b>Awards &amp; Recognition</b>	(\$1,156.67)	(\$878.70)	(\$1,072.99)
630600	<b>Building Maint./Janitor</b>	(\$12,560.41)	(\$6,415.98)	(\$7,906.68)
630700	<b>Food &amp; Provisions</b>	(\$5,519.72)	(\$1,009.03)	(\$879.68)
630902	<b>Tools &amp; Instruments</b>	\$0.00	(\$14.22)	(\$81.97)
631500	<b>Books &amp; Library Materia</b>	(\$641,651.19)	(\$623,913.96)	(\$623,739.20)
632001	<b>City Copy Charges</b>	\$0.00	(\$302.60)	\$0.00
632002	<b>Outside Printing</b>	(\$1,031.42)	(\$1,032.63)	(\$2,463.31)
632101	<b>Uniforms</b>	\$0.00	(\$179.77)	\$0.00
632300	<b>Safety Supplies</b>	(\$499.53)	(\$1,038.82)	(\$244.50)
632700	<b>Miscellaneous Equipment</b>	(\$57,149.70)	(\$72,439.09)	(\$33,892.55)
640700	<b>Solid Waste/Recycling P</b>	(\$2,562.95)	(\$4,218.75)	(\$3,896.88)
641200	<b>Advertising</b>	(\$2,408.90)	(\$2,477.40)	(\$6,330.13)
641301	<b>Electric</b>	(\$88,807.92)	(\$83,150.97)	(\$88,236.73)
641302	<b>Gas</b>	(\$22,352.04)	(\$16,436.83)	(\$28,478.90)
641303	<b>Water</b>	(\$4,362.97)	(\$2,895.36)	(\$2,052.66)
641304	<b>Sewer</b>	(\$1,802.75)	(\$1,143.79)	(\$941.53)
641306	<b>Stormwater</b>	(\$3,075.28)	(\$3,149.99)	(\$3,167.25)
641307	<b>Telephone</b>	(\$3,068.96)	(\$3,358.09)	(\$3,406.50)
641308	<b>Cellular Phones</b>	(\$1,517.48)	(\$615.10)	(\$1,231.96)
641600	<b>Build Repairs &amp; Maint</b>	(\$2,424.00)	(\$1,788.45)	(\$15.06)
641800	<b>Equip Repairs &amp; Maint</b>	(\$73,370.85)	(\$76,664.31)	(\$77,858.81)
642000	<b>Facilities Charges</b>	(\$163,950.09)	(\$179,312.65)	(\$134,007.24)
642400	<b>Software Support</b>	\$0.00	\$0.00	\$0.00
659900	<b>Other Contracts/Obligat</b>	(\$163,949.61)	(\$105,674.77)	(\$169,026.42)
681500	<b>Software Acquisition</b>	(\$2,304.53)	(\$4,576.10)	(\$11,533.53)
	<b>Expense Total</b>	(\$4,577,862.94)	(\$4,493,629.08)	(\$4,575,667.43)



Meeting Minutes  
Library Board

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Tuesday, February 15, 2022

10:00 AM

225 N. Oneida Street

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**Library Board Building & Equipment Committee Meeting**

1. Call meeting to order

Chairperson Brian Looker called the meeting to order at 10:01am

2. Roll call of membership

**Others Present:** Owen Anderson, Nicole Casner, Robert Edwards, Alex Niemi, Colleen Rortvedt, Tasha Saecker

**Present:** 4 - Hartjes, Looker, Van Zeeland and Kellner

**Others :** 1 - Scheuerman

3. **Action Items**

[22-0119](#)

Donation of Library Items to City Departments and Local Non-Profits

**Attachments:** [Donations of property to nonprofits and city depts February 2022.pdf](#)  
[Items of significance for board update.pdf](#)

Kellner moved, seconded by Van Zeeland, that the Donation of Library Items to City Departments and Local Non-Profits be recommended for approval. Voice Vote. Motion Carried. (4-0)

[22-0120](#)

Approval of Temporary Relocation of Community Piano to Neenah Public Library During Construction

**Attachments:** [Piano Policy \(Approved 12-18-18\).pdf](#)  
[Temporary relocation of piano.pdf](#)

Hartjes moved, seconded by Kellner, that the Temporary Relocation of Community Piano to Neenah Public Library During Construction be recommended for approval. Voice Vote. Motion Carried. (4-0)

4. **Information Items**

[22-0121](#)

Overview of City of Appleton Procurement and Contract Management Policy and APL Donations Policy

**Attachments:** [COA Procurement and Contract Management Policy.pdf](#)  
[Gifts and Donations Policy \(Approved 8-20-19\).pdf](#)

[22-0122](#)

Temporary Library Facility Overview / Discussion

[22-0123](#)

RFP Auctioneer Update

5. Adjournment

**Kellner moved, seconded by Hartjes that the meeting be Adjourned. Voice Vote. Motion Carried. (4-0)**

**The meeting was Adjourned at 11:10am**



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

**TO: Members of the Appleton Public Library Building and Equipment Committee and the Board of Trustees**  
**FROM: Colleen Rortvedt, Library Director**  
**DATE: February 9, 2022**  
**RE: Donations of property to local nonprofits and City departments**

Decisions about library property fall under the City of Appleton’s Procurement and Contract Management Policy. One method is to donate to approved non-profit organizations. For items valued at over \$500 or more, that requires committee and library board approval.

I ask that you approve the following proposals to donate the following pieces of artwork and memorabilia in recognition of their local, historical, or mission-based importance to the recipient. All of these items are welcomed by the organizations and will be fitting additions to their organizations.

Upon your approval library staff will work with the organizations to arrange the transfer of property.

**Baker, Brenda. Carved and painted wood pieces.**

Nine pieces of various sizes with a global/exploration theme.

**Donation to: The Building for Kids**



**Mann, Lynn. *Appleton Speaks*. 1998.**

Oil painting featuring Edna Ferber, Harry Houdini, John Bradley, Samuel Plantz, Rocky Bleier, Mary Stansbury, Gladys Taber. Frame constructed out of molding salvaged by Urban Artifacts from a William Waters home.  
Size: aprox. 5'3" by 4'10"

**Donation to: The History Museum at the Castle**



**Gabby the Bear**

Stuffed bear mounted on wood base.  
Size: aprox. 5'8" tall

**Donation to: The Building for Kids**



NEWfasa

Lion sculpture, 2007.

**Donation to: City of Appleton Parks and Recreation Department**



## Library Property - Items of significance

The following decision-making is being used around library property in preparation for relocating to a temporary library during construction. City of Appleton Procurement and Contract Management Policy and the Library's Donation Policy are being used as guidance.

### Artwork

- Developing a Library Art Policy
  - Establishing a process in concert with the City of Appleton Public Art Commission Policy to select items for more permanent addition to the building and surrounding library property.
  - Establishing an APL permanent rotating collection of artwork.
- Wisconsin Sesquicentennial Prints were purchased by the Appleton Library Foundation, now Friends of APL. Friends are working on a plan for the future preservation of this collection.
- Donating pieces to local nonprofits and city departments for preservation as permitted by the Procurement Policy.
- Auctioning smaller items with other library property.

### Piano

- Creating an agreement for a temporary home for the piano at Neenah Public Library and a process for moving to and from that location.

### Lion

- City of Appleton Parks and Recreation

### Bear

- The Building for Kids

### Shelving

- Relocated to temporary library location, auctioned, or sold for recycling

### Booksale books

- Liquidated in extended fall book sale including a final free day.
- Donated to local schools and nonprofits.
- Donations of remaining books to Goodwill.

### Furniture

- Public furniture being used at temporary location, as needed, including three of our service desks
- Auctioning via the City of Appleton's GovDeals auction site
- Developed an RFP for an auction service after the library ceases operations at Oneida Street location.

### Long term storage

- Identifying items that will be stored for duration of construction.
- Automated materials handling system will be stored and updated

## Purpose

The Community Piano is a Yamaha C6 that was a gift from the Fox Valley Music Teachers Association (FVMTA) in 2013. The library and FVMTA entered into a memorandum of understanding regarding the piano, its ownership and care. The Community Piano may be used in the lower level meeting room for concerts, recitals and programs that comply with APL's Meeting Room Policy.

## Policy

1. The piano must be reserved, in advance, through the meeting room booking system or Library Administration.
2. The piano must remain covered and locked at all times that it is not in use.
3. The piano may only be moved by library personnel. The piano should be closed and covered when it is moved.
4. The piano will be kept in the storage location unless it is in use.
5. Nothing may be placed on or in the piano, even when it is covered. (That includes handouts, etc., for meetings.) Prepared piano is not allowed.
6. The piano may not be moved out of the meeting rooms or storage area.
7. No food or beverages are allowed on or near the piano or its bench.
8. Any group or individual damaging the piano in any way is liable for the cost of repairs.
9. If a musician, piano teacher, etc., wants to have the piano tuned for a program beyond the regular tuning schedule, the library will employ its regular tuner/technician and the requestor will compensate the library in advance for the tuning. The piano must be tuned to equal temperament/standard pitch with no historical (non-equal) temperaments.
10. Professional musicians may reserve the meeting room to practice on the piano before a concert to become familiar with the piano's action and tone based on the availability of the meeting room. Otherwise, the piano is not available for practicing or for piano lessons.
11. Persons not following these regulations, the Meeting Room Policy, rules or regulations may be denied future access to the piano by the library director. Appeals will be heard in accordance with the Library Board of Trustees' Bylaws Article VI, 8.

## Piano Maintenance

Tunings and piano maintenance and repair occur quarterly. Donations to offset the cost of piano maintenance are welcome and shall be deposited in the Friends of Appleton Public Library piano maintenance fund.



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Appleton, WI 54911-4780  
(920) 832-6170 | FAX: (920) 832-6182

**TO: Members of the Appleton Public Library Building and Equipment Committee and the Board of Trustees**  
**FROM: Colleen Rortvedt, Library Director**  
**DATE: February 9, 2022**  
**RE: Temporary relocation of piano to Neenah Public Library**

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The Appleton Public Library has been the proud owner of a Yamaha C6 grand piano thanks to the generous fundraising efforts of the Fox Valley Music Teachers Association (FVMTA) and Heid Music. This instrument is an important part of library programming and recitals that occur in our meeting rooms and has been an important element in planning for activities that will happen in the new library's meeting room.

FVMTA helped identify possible temporary locations for the piano and identified Neenah Public Library as an option.

Neenah Public Library has agreed to be the temporary caretaker of this instrument during the construction of the new library.

We have identified a skilled mover recommended by Heid Music to move piano to Neenah and return it when construction is complete.

Neenah has a grand piano, understands the caretaking required for the instrument, utilizes the same piano tuner, has a comparable piano policy for the public and is enthusiastic about the opportunity to have access to this instrument for the period of construction.

Our insurance covers the instrument regardless of where it is held.

This requires approval of the Appleton Public Library and Neenah Public Library Boards of Trustees.

**I request approval for the temporary relocation of the piano to Neenah Public Library for the period of construction. Moving will be provided by A-1 Moving & Storage at a cost of \$855.00 (The return charge in 2023 will be \$650.00).**

## GIFTS AND DONATIONS POLICY

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### Purpose

The Appleton Public Library (“APL”) believes that private initiative has an important role in extending and enriching the services of the library. The APL Board of Trustees (“library board”) establishes this policy to set guidelines for accepting gifts and donations.

### Policy

1. The library board is authorized to receive, manage and dispose of gifts and donations for library purposes per Wis. Stat. § 43.58(7).
2. Gifts and donations for the library should be of such nature that usage of them falls within the mission of the APL.
3. Gifts and donations are an addition or supplement to, not a reduction of, the APL operating budget.
4. Gifts and donations should be complete and may be refused if the expenditure of library funds is necessary to make the gift item usable or they result in ongoing operating costs to APL such as staffing or special maintenance. Any such gift requires library board approval for acceptance.
5. Depending on the wishes of the donors, the library board may refer, pay or transfer any gift, donation, bequest, devise, or endowment, or its proceeds, to the City of Appleton (“city”); or the library board may refer, pay or transfer the gift, donation, bequest, devise or endowment to the Friends of Appleton Public Library (“Friends”). APL reserves the right to transfer ownership to the Friends or sell the item and use the proceeds of the sale for purposes in keeping with APL’s mission.
6. Gifts and donations shall be handled consistent with APL’s Financial and Collection Development Policies as well as the city’s Code of Conduct and Procurement and Contract Management Policies.
7. APL accepts gifts and donations of the following:
  - a. Donations of new or gently used books, media and periodical materials
    - i. Materials will be evaluated for inclusion based on the Collection Development Policy and may or may not be added to the collection.
    - ii. Materials not added to the collection are subject to the Financial Policy - Disposal of Property.
    - iii. APL reserves the right to refuse items based on format, condition, volume of items received in specific formats and ability to use the format.
  - b. Monetary gifts, trusts, real property and stocks
    - i. Gifts of cash, real property, stocks, trusts, etc. will be accepted. Such resources may be used to purchase materials in keeping with the APL’s collection development plan, or to provide services in keeping with the APL’s mission.
    - ii. The purchase of specifically identified titles or the funding of specifically dictated programs or services with such funds cannot be guaranteed, nor

does the donor have the right of approval of titles or services before purchase. However, donors are encouraged to recommend subject areas.

iii. The acceptance of these items is subject to the approval of the library board.

c. Art, personal property, other objects and collections

i. Donations of art, personal property, other objects and collections will be accepted if such items have a use in the library or if the sale of such items can benefit APL's mission.

ii. Acceptance of these items does not guarantee display within the library.

8. Receipts, Appraisals and Recognition:

a. APL does not assign a monetary value to gifts or donations, and the appraisal of gifts or donations to APL for tax purposes is the responsibility of the donor.

b. The APL will furnish appropriate acknowledgement for gifts or donations upon request, either in the form of a receipt or letter.

c. Recognition of gifts and donations may be made through the APL's newsletter, website or other communication channels and shared with media outlets.

d. APL bookplates may be placed in library materials purchased with gift funds, format permitting.

e. Programs and services made possible by gift funds will include recognition of such benefactors in their supporting literature.

9. Disposal of gifts and donations:

a. The library reserves the right at all times to dispose of any gift or donation without notification to the donor if in the judgment of the staff such item no longer serves the purposes of the library.

b. Disposal of gifts or donations will fall in compliance with this policy as well as the Procurement and Contract Management Policy.

10. Personal gifts and donations

a. Per Wis. Per Wis. Stat. § 19.59 and the city's Code of Conduct, no employee, volunteer or trustee may solicit or accept from any person or organization, directly or indirectly, money or anything of value if it could reasonably be expected to influence such employee's official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of such employee.

b. Staff should consult the Legal Services Department to determine appropriateness.

11. Grants are administered through APL's Financial Policy and the city's Grant Administration Policy.

1/99; 6/08; 10/15; 8/19

## **DIRECTORS/DEPUTY DIRECTORS**

- Communication
- Vision
- Organizational Savvy
- Strategic Mindset
- Decision Quality

### **COMMUNICATION**

Clearly conveys and receives information and ideas to individuals or groups. Invites and constructively responds to feedback. Keeps others informed as appropriate. Demonstrates effective written, oral and listening skills. Maintains a positive attitude consistently, despite difficult or challenging circumstances, and communicates positively when working with others.

Organizations thrive when the flow of information and ideas is timely and accurate. When quality of communication is a consistent high priority. Good communication results in mutual understanding, harmony, and action. Poor communication wastes time and resources, hinders goal accomplishment, and sours relationships. Leaders communicate to inform, persuade, coach, and inspire. People at all levels share ideas, learn from each other, and keep each other informed about problems, opportunities, progress, and solutions. Effective communicators provide a clear message that is understood by everyone in the audience. They are attentive listeners who are open to others' ideas. They deliver a message that is consistent but fine-tuned for a particular audience. It has just the right tone. The perfect pacing. The best possible wording. The audience finds the message to be crisp. Relevant. Impactful. Effective communication, whether written or verbal, enables you to convey your vision, to point the way forward, and to energize others to work together and pull in the same direction.

#### ➤ **Exceptional**

Delivers messages in a clear, compelling, and concise manner.

Actively listens and checks for understanding.

Articulates messages in a way that is broadly understandable.

Adjusts communication content and style to meet the needs of diverse stakeholders.

Models and encourages the expression of diverse ideas and opinions.

#### ➤ **Consistent**

Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and position levels

Attentively listens to others.

Adjusts to fit the audience and the message.

Provides timely and helpful information to others across the organization.

Encourages the open expression of diverse ideas and opinions.

➤ **Inconsistent**

Has difficulty communicating clear written and verbal messages.

Tends to always communicate the same way without adjusting to diverse audiences.

Doesn't take the time to listen or understand others' viewpoints.

Doesn't consistently share information others need to do their jobs.

*Resources:*

*Adams, S. (2013, November 19). How to communicate effectively at work. Forbes.*

*Charan, R. (2012, June 21). The discipline of listening. Harvard Business Review Blog Network.*

*Cherry, K. (n.d.). Types of nonverbal communication: 8 Major nonverbal behaviors. About.com Psychology*

*Cohan, P. (2012, December 4). 5 Ways to communicate more clearly. Inc.*

*Nierenberg, A. (2005, February 17). Adapting to different communication styles. Small Business Advocate.*

*Bailey, E. P., Jr. (2007). Writing and speaking at work (4<sup>th</sup> ed.). Upper Saddle River, NJ: Prentice Hall.*

*Bough, B., & Condrill, J. (2005). 101 Ways to improve your communication skills instantly (4<sup>th</sup> ed.). San Antonio, TX: GoalMinds, Inc.*

*Garcia, H. F. (2012). The power of communication: Skills to build trust, inspire loyalty, and lead effectively, Upper Saddle River, NJ: FT Press*

*Hamilton, C. (2013). Communicating for results: A guide for business and the professions. Boston, MA: Cengage Learning.*

*Weeks H. (2008). Failure to communicate: How conversations go wrong and what you can do to right them. Boston, MA: Harvard Business School Press.*

## VISIONARY

Takes a long-term view and acts as a catalyst for organizational changes. Builds a shared vision with others. Influences others to translate vision into action. Capably translates high-level strategies into practice implementation strategies.

When faced with ongoing uncertainty and change, people look for something they can hold on to. Believe in. Aspire toward. They want to know that what they do matters. That they're contributing to something worthwhile. Larger than themselves. A sound purpose and inspiring vision – whether for an organization, team, project, or initiative – fuel commitment and unify efforts. People are more engaged when they understand how what they do connects to the big picture. They make better decisions when they know where they're headed. They're more resilient when setbacks occur, knowing they're on the right path. To influence others to pursue a meaningful direction, create a vision of the future you want to achieve together. A future that captivates the group's imagination. If that vision isn't inspiring to you on a personal level, it won't light any fires in others either. If you are passionate about the purpose, about closing the gap between current reality and the future you desire, you still need to find a way to ignite that passion in others. Shape and deliver a message that appeals to the core interests and values of your audience. But words alone aren't enough. You need to demonstrate your commitment to the purpose and vision you espouse. This will inspire others to show their commitment as well.

### ➤ **Exceptional**

Articulates a compelling, inspired, and relatable vision.

Communicates the vision with a sense of purpose about the future.

Makes the vision sharable by everyone

Instills and sustains organization-wide energy for what is possible

### ➤ **Consistent**

Talks about future possibilities in a positive way.

Creates milestones and symbols to rally support behind the vision.

Articulates the vision in a way everyone can relate to.

Creates organization-wide energy and optimism for the future.

Shows personal commitment to the vision.

➤ **Inconsistent**

Fails to personally connect with organization's vision.

Has difficulty describing the vision in a compelling way.

Can't simplify enough to help people understand complex strategy.

Struggles to energize and build excitement in others.

*Resources:*

*Baskin, e. (2014, January 6). To align employees, keep the vision simple – and unique to your culture. Good Company.*

*Frost, S. (n.d.). How to align employees with company goals. Chron.*

*Tabaka, M. (2010, August 24). 3 Steps to make your vision work for you. Inc.*

*Chappelow, C. (2012, September 5). 5 Rules for making your vision stick. Fast Company.*

 **Ways to Excel!**

Be a change agent for a new process, product, or service. Create a symbol for the change and champion it through to implementation.

Assist a floundering team in developing a clear sense of purpose and a compelling vision for the future.

Take a strategic assignment that involves charting new ground and communicating the vision to a critical audience.

Prepare and present a strategic proposal to senior leaders that involves a change in direction and a request for sponsorship and resources.

Lead or be a team member on a start-up that requires creating a team charter to unify, focus, and inspire the team.

## ORGANIZATIONAL SAVVY

Has knowledge of and works well within a political setting. Exhibits appropriate diplomacy when dealing with official or bureaucratic networks. Understands the climate and culture of the organization, its formal and informal power structures. Identifies, builds, influences and strengthens internal support bases. Able to maneuver and achieve goals within politically charged environments. Views organizational politics as a necessary part of work life and adjusts to that reality.

Organizations are made up of formal structure, policies, buildings, inventory, intellectual property, and so forth. They may be logically planned and brilliantly orchestrated, but while human beings are still at the core, things can get messy. It's the human element that interjects politics, emotion, uncertainty, intrigue, and conflict. Often, we end up dealing with the confusing blend of the rational and irrational, the controlled and the random, the spoken and the unsaid. It's easy to get lost in the fog. Organizational savvy is the compass that guides you swiftly and without mishap to your destination. People who do this well understand the difference between what the organization intends to be versus the reality. They read the unwritten signs to navigate the organizational maze. They know who has power and influence. They appreciate who has respect. And they are aware of who only has a title. They know which messages work and which ones don't. They use their understanding to move things forward for the greater good. In short, they're masters at getting work done in an organizational setting. So accept the complexity of your organization. Don't fight it. Learn how to work with it to your advantage.

### ➤ **Exceptional**

- Navigates the political complexities of the organization easily.
- Has a clear understanding of other groups' business priorities.
- Avoids provoking tension between groups.
- Uses knowledge of organizational culture to achieve objectives.

### ➤ **Consistent**

- Is sensitive to how people and organizations function.
- Anticipates land mines and plans approach accordingly.
- Deals comfortably with organizational politics.
- Knows who has power, respect, and influence.
- Steers through the organizational maze to get things done.

➤ **Inconsistent**

Overlooks or disregards the political complexities of the organization.

Pursues own area's goals without considering the impact on other groups.

Says and does things that strain organizational relationships.

Tends to be impatient with organizational processes and makes political errors.

*Resources:*

*Warrell, M. (2013, August 20). Are you too agreeable? 7 Strategies to push back without coming off pushy. Forbes.*

*Brim, B. (2006, February 9). The best way to influence others. Gallup Business Journal.*

*Marcus, B. (2012, September 5). Hate politics? You still need to be political to advance your career. Forbes.*

*Musselwhite, C. (2007, October 1). Self-awareness and the effective leader, Inc.*

*Brandon, R., & Sheldman, M. (2004). Survival of the savvy: High-integrity political tactics for career and company success. New York, NY: Free Press.*

*George, B., & Sims, P. (2007). True north: Discover your authentic leadership. San Francisco, CA: Jossey-Bass.*

*Katzenbach, J. R., & Khan, Z. (2010). Leading outside the lines: How to mobilize the (in)formal organization, energize your team, and get better results. San Francisco, CA: Jossey-Bass.*

## STRATEGIC MINDSET

Able to devise, define and outline constructive strategies. Sees future path clearly and is able to translate high level strategies into practical implementation strategy. Determines objectives and sets priorities; anticipates potential threats or opportunities.

Being strategic involves looking, planning, and moving into the future with clear intentions and purposeful actions. Some think being strategic is an either-or proposition – that a person is either tactical or strategic. Focused on the short-term or long-term. Interested in details or the big picture. While many people gravitate toward one side, a strategic mindset requires readiness for both. It's about doing things today with an eye toward tomorrow. Making decisions now that will lead the organization toward its future objectives. Like deciding where to invest to capitalize on emerging trends in your market. Like building internal capabilities that will help bring a new strategy to life. To develop a strategic mindset, you need to thoroughly understand the territory in which you operate. You need to understand what unique capabilities your unit or organization has to offer. You need to consistently ask where you are going and how you will get there.

### ➤ **Exceptional**

Sees the big picture, constantly imagines future scenarios, and creates strategies to sustain competitive advantage.

Is a visionary and able to articulately paint credible pictures and visions of possibilities and likelihoods.

Formulates a clear strategy and maps the aggressive steps that will clearly accelerate the organization toward its strategic goals.

### ➤ **Consistent**

Anticipates future trends and implications accurately.

Readily poses future scenarios.

Articulates credible pictures and visions of possibilities that will create sustainable value.

Creates competitive and breakthrough strategies that show a clear connection between vision and action.

### ➤ **Inconsistent**

Is more comfortable in the tactical here and now.

Spends little time or effort thinking about or working on strategic issues.

Contributes little to strategic discussions.

Lacks the disciplined thought processes to pull together varying elements into a coherent view.

*Resources:*

*Birshan, M., & Kar, J. (2012, July). Becoming more strategic: Three tips for any executive. McKinsey Quarterly.*

*Clark, D. (2013, October 8). What's keeping you from being strategic? Forbes.*

*Green, H. (2012, September 11). Strategy ain't what it used to be. Forbes.*

*Hatch, J., & Sweig, J. (2001, March/April). Strategic flexibility – The key to growth. Ivey Business Journal.*

*Sirkin, H. L. (2013, September 23). The key to corporate fitness: Agility and flexibility. Bloomberg Businessweek.*

*Morgan, M., Levitt, R. E., & Malek, W. A. (2008). Executing your strategy: How to break it down and get it done. Boston, MA: Harvard Business School Publishing.*

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**Did you know?**

A strategic approach to leadership is, on average, 10 times more significant to your perceived effectiveness than other behaviors. At least that's what a global survey of 60,000 managers conducted by the Management Research Group in 2013 found. Strategic-minded leaders tend to look much more broadly when they solve problems and make decisions. They think in multiple time frames, balancing achieving things now with planning for potential future outcomes. They think systemically, making connections and understanding the impact their decisions have on other parts of the organization. The study also revealed that those with the highest ratings on these skills associated with strategic mindset were four times more likely than their lower-scoring counterparts to be viewed as high potential within their organization.

## DECISION QUALITY

Capably makes decisions in a timely manner. Weighs options carefully and thoroughly. Can take action without total picture when required. Collaborates in decision-making when appropriate. Bases decisions on facts versus personal interest or bias. Communicates decisions clearly and directly.

Making good decisions can be challenging: Short time frames. Limited information. Impatient people waiting for answers in the face of difficult trade-offs. Good decisions are based upon a mixture of analysis, wisdom, experience, and judgment. Trouble is, people are not all that good at making decision. They tend to overestimate their ability to make good judgments and are overconfident in forecasting outcomes. Making quality decisions in organizations today means working in an environment where ambiguity and uncertainty are the norm. Where considering whom to engage, what information to gather, and when to apply helpful tools are all considerations to take into account. Sound decisions come from a balance between speed and quality. Being totally correct all the time isn't a realistic goal. Instead, it's about being correct *enough* on decisions to move ahead and allow adequate time for effective execution.

### ➤ Exceptional

Decisively makes high-quality decisions, even when based on incomplete information or in the face of uncertainty.

Actively seeks input from pertinent sources to make timely and well-informed decisions.

Skillfully separates opinions from facts.

Is respected by others for displaying superior judgment.

### ➤ Consistent

Makes sound decisions, even in the absence of complete information.

Relies on a mixture of analysis, wisdom, experience, and judgment when making decisions.

Considers all relevant factors and uses appropriate decision-making criteria and principles.

Recognizes when a quick 80% solution will suffice.

### ➤ Inconsistent

Approaches decisions haphazardly or delays decision making.

Makes decisions based on incomplete data or inaccurate assumptions.

Ignores different points of view or makes decisions that impact short-term results at the expense of longer-term goals.

*Resources:*

*Wolf, R. F. (2012, September 24). How to minimize your biases when making decisions. Harvard Business Review.*

*Harvard Business Review. (2013). The management tip: Tips on decision making. Harvard Business Review.*

*Shaughnessy, H. (2013, December 9). 15 Ways to make much better decisions. Forbes.*

*Batista, E. (2013, November 8). Stop worrying about making the right decision. Harvard Business Review.*

*Denning, S. (2012, April 24). How are really great decisions actually made? Forbes.*

*The Staff of the Corporate Executive Board. (2011, December 12). Preventing 'Analysis Paralysis.' Bloomberg Businessweek.*

*Harvard Business Essentials. (2006). Decision making: 5 Steps to better results. Boston, MA: Harvard Business School Press.*

*Kourdi, J. (2007). Think on your feet: 10 Steps to better decision making and problem solving at work. London, England: Cyan Communications.*



CITY OF APPLETON  
Revision Date: May 21, 2014

## Library Director

Class Code:  
350-11 (CC-1)

Bargaining Unit: Non-Union Exempt

### SALARY RANGE

\$43.35 - \$65.03 Hourly  
\$90,168.00 - \$135,262.40 Annually

### NATURE OF WORK:

This is a department head position for the City, reporting to the Library Board of Trustees, accountable for the overall operation of the public library. The Director serves as the chief executive officer of the library and is responsible for the administration of all library functions within the goals, policies and guidelines established by the Library. Responsibilities include the organization and dissemination of information and services, effective utilization of library resources via development of policies, procedures and operating budget and oversight of overall library operations, including supervision of other administrative staff.

### JOB FUNCTIONS:

#### ESSENTIAL JOB FUNCTIONS

- Directs all library operations, providing a balanced program of library services to meet the goals of the library and community
- Demonstrates leadership to the staff and community, developing a positive work environment, promoting staff morale, and serving as a model of professionalism, ethics and service improvement
- Employs effective management techniques in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating library operations
- Establishes all staff duties and compensation, in conjunction with the City and the Library Board, and directly supervises administrative staff
- Maintains awareness of library and community trends to improve library operations and services
- Works with Trustees to establish policies, long-range goals and priorities; plans, formulates and implements library goals, objectives and procedures
- Acts as a resource for Trustees, providing orientation, support, and technical library advice
- Prepares annual budget request, administers approved budget and monitors expenditures and other financial matters, reporting to the Board of Trustees; seeks out additional revenue sources
- Investigates complaints from the public and explains library policies
- Encourages staff professional growth at all levels through participation in professional and community activities
- Coordinates operations with other City departments, the Outagamie Waupaca Library System, the Wisconsin Department of Public Instruction, and other library organizations and agencies
- Meets on a regular basis with the Mayor; maintains good relationships with the Common Council and other city, county, and state government entities
- Represents the library by establishing and maintaining effective working relationships with other governmental agencies, educational, civic and community groups and the general public; seeks opportunities for appropriate collaborations
- Coordinates closely with the Friends of Appleton Public Library, supporting and facilitating their work
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

#### OTHER JOB FUNCTIONS

- Other tasks as assigned

### REQUIREMENTS OF WORK:

Must be visionary regarding library trends, the impact of changing information technology and introduction and implementation of new ideas, Master's degree in Library Science, eligible for DPI Public Library Grade I Certification, eight to nine years of professional library experience including management and supervisory experience, as well as demonstrated:

- Knowledge of professional library science and administration
- Knowledge of buildings, grounds and equipment maintenance
- Knowledge of library automation technology
- Ability to develop, oversee and coordinate projects and supervise the work of others
- Ability to coordinate library services with other City and community activities
- Effective interpersonal skills consisting of creative and diplomatic management abilities
- Ability to develop and administer library budget
- Ability to think analytically and to develop new services
- Ability to exercise initiative and independent judgment
- Considerable knowledge of computers and networking, especially in regard to library applications, proficiency in use of personal computers, internet and digital communications.
- Highly developed verbal and written communication skills, social skills and adaptability, including ability to prepare comprehensive written and oral reports that present ideas clearly and concisely and to communicate effectively with people at various levels both within and outside the organization
- Ability to make administrative decisions, develop policies and supervise staff
- Dynamic motivational leadership skills, including ability to establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, governmental bodies and the general public
- Ability to process information effectively to learn new materials, handle complex concepts, understand consequences, and see the big picture
- Desire to meet and serve the public

#### **SUPPLEMENTAL INFORMATION:**

##### **COMPETENCIES**

Communication

Visionary

Political Savvy

Strategic Skills

Decision Maker

To learn more about these competencies click [here](#)



# We're moving!

**2411 S. Kensington Dr.  
(Former Best Buy)**

**Move Date: TBD**

**Visit [apl.org/building](http://apl.org/building)  
to stay up to date  
on building project  
news and more.**

**Appleton  
Public Library**





**OFFICE OF THE GOVERNOR**

**CERTIFICATE OF COMMENDATION**

**HONORING**

***Outagamie Waupaca Library System***

ON BEHALF OF THE PEOPLE OF THE STATE OF WISCONSIN,  
I AM PLEASED TO COMMEND OUTAGAMIE WAUPACA LIBRARY SYSTEM  
FOR ITS SERVICE TO OUR STATE.

PUBLIC LIBRARIES IN WISCONSIN ARE THE HEARTS OF  
OUR CITIES, TOWNS, VILLAGES, AND COMMUNITIES, AND HAVE LONG  
SERVED AS TRUSTED AND TREASURED INSTITUTIONS THAT OFFER OPPORTUNITIES  
FOR ALL PEOPLE TO EXPLORE NEW WORLDS, LEARN IMPORTANT SKILLS,  
ACCESS CRITICAL RESOURCES, AND BECOME MORE  
ENGAGED CITIZENS OF OUR DEMOCRACY.

I EXTEND MY PERSONAL THANKS TO OUTAGAMIE WAUPACA LIBRARY SYSTEM  
FOR ITS COUNTLESS CONTRIBUTIONS TO OUR STATE AND FOR SERVING AS A BOLD  
EXAMPLE FOR PUBLIC LIBRARY SYSTEMS EVERYWHERE.



DONE ON THIS 10TH DAY OF  
DECEMBER 2021.

*Tony Evers*

TONY EVERS  
GOVERNOR

## *A Return to Madison!*

**Tuesday, February 8, 2022**

**We will be back in Madison for Library Legislative Day in 2022!**

**The day will start out with a morning session at the Madison Concourse Hotel, followed by appointments with state legislators in the Capitol building.**

### **TIPS FOR PREPARING FOR LLD**

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*Note: Please remember to bring a mask. Public Health Madison & Dane County require everyone to wear a mask inside regardless of vaccination status.*

### **AGENDA FOR THE MORNING SESSION . . . Arrive Early & Ready to Smile!**

*Governor Evers is offering a special photo opportunity for this year's attendees, so please try to arrive by 8:30 a.m. We'd like everyone to be seated by 8:45 a.m. in order to share some instructions before his arrival. Be sure to practice your smile!*

#### **9:00AM – 11:00AM (subject to change)**

- Welcome!
- Keynote Address
- Opening Remarks
- Appointment Tips
- Talking Points for Appointments



# Wisconsin Libraries

## By the Numbers

### Wisconsin Residents Use Libraries

- 26 million physical items checked out (averaging 1 million per week)
- 1 million uses of public internet computers
- 7.6 million wireless internet uses
- 33 million BadgerLink searches conducted
- 1 million attendance at public library events
- 6.9 million eBooks, e-audiobooks, and videos downloaded

2020 Data. Source: Wisconsin Department of Public Instruction and WiLS.

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

### Did You Know?

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

### Public Library Systems

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

### Wisconsin College & University Libraries

- Serve over 314,000 enrolled students and their local communities
- Support traditional, online, and University of Wisconsin Flexible Option
- Provide research support for \$1 billion in federal grant research

2020 Data. Source: National Center for Education Statistics and National Science Foundation.

### School Media & Technology Centers

- Serve nearly 830,000 students
- Support technology instruction and classroom teachers
- Primary funding source is Common School Fund

2020-2021 September enrollment. Source: Wisconsin Department of Public Instruction.

### Special Libraries

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



# Wisconsin Libraries

## Strengthen Communities

### Communities Need

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

### Libraries Offer

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

## The Benefit of Wisconsin Public Libraries



### Literacy

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



### Workforce Development

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



### Information Technology

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

## The Benefit of Wisconsin Specialized Libraries



### Knowledge, Creativity, & Learning

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



# LIBRARIES STEP UP



## HOW WISCONSIN LIBRARIES STEPPED UP IN 2021

- Curbside services
- Virtual programs
- Book and activity packs
- Expanded WiFi access
- Online classes
- Mobile hotspots
- Homework help tools
- Digital library cards
- Fine forgiveness programs
- Outdoor food pantry access
- Story walk trails
- And more!



### Stepping Up for Our Heroes

"As a front line health care worker, the library has kept me sane this year. Our library is a true treasure in this community!"

~ Susan, Dwight Foster Public Library  
(Fort Atkinson)

### Stepping Up for Families

"I want to commend the library about the book bundles for kids and adults; that is a fabulous idea and it is quite amazing."

~ patron from L.E. Phillips Memorial Public  
Library in Eau Claire

### Stepping Up for the Community

"As a caregiver of elderly people, I've seen firsthand how devastating COVID has been to their mental health. I truly believe being able to read books again [through home book delivery] saved my patient's life!"

~ Katherine, Oconomowoc Public Library



State aid invested in library systems improves the ability to provide important library services statewide!



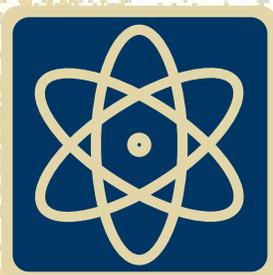
Hundreds of **online classes** offered free to residents



Technology support staff and **technology improvement** initiatives



**Workforce development** specialists in libraries



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

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



# Help with your job search is always within reach.

## Ask a librarian how they can help today!

Looking for a new job? Well, you're in the right place. Our helpful staff is always on hand to make your job search a little easier. Talk to us about how we can help get you started finding your next job.

➤ Or get started on your own at

**[JobCenterofWisconsin.com](http://JobCenterofWisconsin.com)**

Brought to you by your local public library and funded through a grant by the Institute of Museum and Library Services.



APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
**OCTOBER 2021**

<b>I. Circulation</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Adult Circulation	29,074	0	255,583	136,428	>100%	87%
Children's Circulation	22,359	0	197,275	79,114	>100%	149%
<b>Total Circulation</b>	<b>51,433</b>	<b>23,919</b>	<b>452,858</b>	<b>215,542</b>	<b>115%</b>	<b>110%</b>
Adult AV/nonbook (included in above)	10,295	0	88,422	56,057	>100%	58%
Children's AV/non-book (included in above)	2,939	0	23,506	12,544	>100%	87%
E-Book Circulation	6,867	7,633	74,940	87,538	-10%	-14%
E-Audiobook Circulation	7,035	6,054	69,178	68,510	16%	1%
E-Video Circulation	417	610	4,191	6,065	-32%	-31%
E-Comics Circulation	135	187	1,759	1,849	-28%	-5%
E-Magazine Circulation	945	2,723	6,451	18,465	-65%	-65%
E-Music Circulation	129	133	1,338	1,617	-3%	-17%
<b>Total E-Circulation</b>	<b>15,528</b>	<b>17,340</b>	<b>157,857</b>	<b>184,044</b>	<b>-10%</b>	<b>-14%</b>
ILL items received (received from)	9,808	8,746	100,209	58,912	12%	70%
ILL items loaned (provided to)	10,464	8,409	96,605	56,532	24%	71%
Total Registered Patrons (quarterly)	75,871	74,131	n/a	n/a	2%	n/a
Door Count	16,078	3,914	103,017	99,376	311%	4%
Percentage of Total Circulation on Self Check Machines	68.8%	0.0%	n/a	n/a	>100%	n/a

<b>II. Customer Assistance</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Reference Transactions - Adult	2,283	2,148	20,735	22,688	6%	-9%
Reference Transactions - Children's	900	0	6,074	3,215	>100%	89%
<b>Total Reference</b>	<b>3,183</b>	<b>2,148</b>	<b>26,809</b>	<b>25,903</b>	<b>48%</b>	<b>3%</b>
Volunteer Hours	303	103	1,877	1,681	194%	12%

<b>III. Collections &amp; Processing</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Volumes Added	2,362	3,350	23,576	25,284	-29%	-7%
Volumes Withdrawn	6,500	147	29,287	14,367	4322%	104%
Total Titles	247,236	251,982	n/a	n/a	-2%	n/a
Total Volumes	288,993	299,067	n/a	n/a	-3%	n/a

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY

OCTOBER 2021

<b>IV. Programs</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
<b>Children's</b>						
Children's Programs (including group visit)	45	63	385	456	-29%	-16%
Children's Program Attendance (including group visit)	577	1,425	10,366	17,794	-60%	-42%
Children's Home Visits	2	2	17	9	0%	89%
Children's Home Visit Participants	3	3	44	13	0%	238%
Children's Literacy Offerings	0	0	0	1	0%	-100%
Children's Literacy Offering Participants	0	0	0	607	0%	-100%
Children's Self Directed Activities	9	5	104	76	80%	37%
Children's Self Directed Activity Participants	130	582	5,373	1,581	-78%	240%
<b>Young Adult</b>						
Young Adult Programs	1	8	34	45	-88%	-24%
Young Adult Program Attendance	2	49	337	712	-96%	-53%
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	3	0	12	5	>100%	140%
Young Adult Self Directed Activity Participants	44	0	587	86	>100%	583%
<b>Adult</b>						
Adult Programs	19	32	147	155	-41%	-5%
Adult Program Attendance	558	6,222	3,750	10,614	-91%	-65%
Adult One-on-One Instructions	6	0	22	41	>100%	-46%
Adult One-on-One Instruction Attendance	6	0	22	41	>100%	-46%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Self Directed Activities	4	0	33	3	>100%	1000%
Adult Self Directed Activity Participants	16	0	487	47	>100%	936%
<b>Total Programs</b>	<b>65</b>	<b>103</b>	<b>566</b>	<b>656</b>	<b>-37%</b>	<b>-14%</b>
<b>Total Program Attendance</b>	<b>1,137</b>	<b>7,696</b>	<b>14,453</b>	<b>29,120</b>	<b>-85%</b>	<b>-50%</b>
<b>Meeting Room Usage</b>						
Meeting Room Uses - Room Reservations (Public)	115	0	490	677	>100%	-28%
Meeting Room Uses - Events (Library Programs)	117	0	349	427	>100%	-18%
<b>Total Meeting Room Uses</b>	<b>232</b>	<b>0</b>	<b>839</b>	<b>1,104</b>	<b>&gt;100%</b>	<b>-24%</b>

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY

OCTOBER 2021

<b>V. Electronic Access Services</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Database Sessions	1,230	83,515	12,941	988,887	-99%	-99%
Web Page "Hits"	39,995	41,366	372,914	520,975	-3%	-28%
APL Created Electronic Content	621	610	6,255	6,615	2%	-5%
Public Computing Sessions	1,585	0	10,906	10,233	>100%	7%
Total Time Used on Public Computers	1514:00:00	0:00:00	8938:00:00	8140:00:00	>100%	10%
Data Transferred (GB)	3840	435	9546	8215	783%	16%
WIFI Distinct Clients	2741	1552	20953	19790	77%	6%

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 NOVEMBER 2021

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	27,674	0	283,257	136,428	>100%	108%
Children's Circulation	21,615	0	218,890	79,114	>100%	177%
<b>Total Circulation</b>	<b>49,289</b>	<b>24,089</b>	<b>502,147</b>	<b>215,542</b>	<b>105%</b>	<b>133%</b>
Adult AV/nonbook (included in above)	10,427	0	98,849	56,057	>100%	76%
Children's AV/non-book (included in above)	2,822	0	26,328	12,544	>100%	110%
E-Book Circulation	7,212	7,621	82,152	95,159	-5%	-14%
E-Audiobook Circulation	6,816	6,188	75,994	74,698	10%	2%
E-Video Circulation	433	674	4,624	6,739	-36%	-31%
E-Comics Circulation	204	192	1,963	2,041	6%	-4%
E-Magazine Circulation	968	2,704	7,419	21,169	-64%	-65%
E-Music Circulation	117	125	1,455	1,742	-6%	-16%
<b>Total E-Circulation</b>	<b>15,750</b>	<b>17,504</b>	<b>173,607</b>	<b>201,548</b>	<b>-10%</b>	<b>-14%</b>
ILL items received (received from)	8,902	8,916	109,111	67,828	0%	61%
ILL items loaned (provided to)	9,445	7,165	106,050	63,697	32%	66%
Total Registered Patrons (quarterly)	75,871	74,131	n/a	n/a	2%	n/a
Door Count	17,171	3,200	120,188	102,576	437%	17%
Percentage of Total Circulation on Self Check Machines	69.7%	0.0%	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	2,289	1,853	23,024	24,541	24%	-6%
Reference Transactions - Children's	1,064	1	7,138	3,216	106300%	122%
<b>Total Reference</b>	<b>3,353</b>	<b>1,854</b>	<b>30,162</b>	<b>27,757</b>	<b>81%</b>	<b>9%</b>
Volunteer Hours	538	56	2,415	1,737	861%	39%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	1,543	1,977	25,119	27,261	-22%	-8%
Volumes Withdrawn	5,439	153	34,726	14,520	3455%	139%
Total Titles	243,422	248,085	n/a	n/a	-2%	n/a
Total Volumes	284,452	295,343	n/a	n/a	-4%	n/a

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY

NOVEMBER 2021

IV. Programs	This Month			Last Year to Date	Month % Change	Year % Change
	Current Month	Last year	Year to Date			
<b>Children's</b>						
Children's Programs (including group visit)	36	86	421	542	-58%	-22%
Children's Program Attendance (including group visit)	914	1,464	11,280	19,258	-38%	-41%
Children's Home Visits	1	0	18	9	>100%	100%
Children's Home Visit Participants	3	0	47	13	>100%	262%
Children's Literacy Offerings	0	0	0	1	0%	-100%
Children's Literacy Offering Participants	0	0	0	607	0%	-100%
Children's Self Directed Activities	11	5	115	81	120%	42%
Children's Self Directed Activity Participants	1,092	101	6,465	1,682	981%	284%
<b>Young Adult</b>						
Young Adult Programs	2	2	36	47	0%	-23%
Young Adult Program Attendance	3	12	340	724	-75%	-53%
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	2	0	14	5	>100%	180%
Young Adult Self Directed Activity Participants	47	0	548	86	>100%	537%
<b>Adult</b>						
Adult Programs	16	9	163	164	78%	-1%
Adult Program Attendance	457	311	4,207	10,925	47%	-61%
Adult One-on-One Instructions	10	0	32	41	>100%	-22%
Adult One-on-One Instruction Attendance	22	0	44	41	>100%	7%
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	30	3	0%	900%
Adult Self Directed Activity Participants	0	0	487	47	0%	936%
<b>Total Programs</b>	<b>54</b>	<b>97</b>	<b>620</b>	<b>753</b>	<b>-44%</b>	<b>-18%</b>
<b>Total Program Attendance</b>	<b>1,374</b>	<b>1,787</b>	<b>15,827</b>	<b>30,907</b>	<b>-23%</b>	<b>-49%</b>
<b>Meeting Room Usage</b>						
Meeting Room Uses - Room Reservations (Public)	150	0	640	677	>100%	-5%
Meeting Room Uses - Events (Library Programs)	106	0	455	427	>100%	7%
<b>Meeting Room Uses</b>	<b>256</b>	<b>0</b>	<b>1,095</b>	<b>1,104</b>	<b>&gt;100%</b>	<b>-1%</b>

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY

NOVEMBER 2021

V. Electronic Access Services	This Month			Last Year to Date	Month % Change	Year % Change
	Current Month	Last year	Year to Date			
Database Sessions	1,174	80,338	14,115	1,069,225	-99%	-99%
Web Page "Hits"	37,970	43,817	410,884	564,792	-13%	-27%
APL Created Electronic Content	598	547	6,853	7,162	9%	-4%
Public Computing Sessions	1,574	0	12,480	10,233	>100%	22%
Total Time Used on Public Computers	1541:00:00	0:00:00	10479:00:00	8140:00:00	>100%	29%
Data Transferred (GB)	3450	562	12996	8777	514%	48%
WIFI Distinct Clients	2719	1501	23672	21291	81%	11%

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
**DECEMBER 2021**

I. Circulation	Current Month	This Month		Last Year to Date	Month % Change	Year % Change
		Last Year	Year to Date			
Adult Circulation	26,896	0	310,153	136,428	>100%	127%
Children's Circulation	16,711	0	235,601	79,114	>100%	198%
<b>Total Circulation</b>	<b>43,607</b>	<b>24,476</b>	<b>545,754</b>	<b>215,542</b>	78%	153%
Adult AV/nonbook (included in above)	10,588	0	109,437	56,057	>100%	95%
Children's AV/non-book (included in above)	2,538	0	28,866	12,544	>100%	130%
E-Book Circulation	7,416	7,679	89,568	102,838	-3%	-13%
E-Audiobook Circulation	6,996	6,368	82,990	81,066	10%	2%
E-Video Circulation	390	659	5,014	7,398	-41%	-32%
E-Comics Circulation	152	147	2,115	2,188	3%	-3%
E-Magazine Circulation	906	2,427	8,325	23,596	-63%	-65%
E-Music Circulation	136	136	1,591	1,878	0%	-15%
<b>Total E-Circulation</b>	<b>15,996</b>	<b>17,416</b>	<b>189,603</b>	<b>218,964</b>	<b>-8%</b>	<b>-13%</b>
ILL items received (received from)	9,897	10,181	119,008	78,009	-3%	53%
ILL items loaned (provided to)	9,507	8,723	115,557	72,420	9%	60%
Total Registered Patrons (quarterly)	75,871	74,131	n/a	n/a	2%	n/a
Door Count	15,372	3,240	135,560	105,816	374%	28%
Percentage of Total Circulation on Self Check Machines	68.0%	0.0%	n/a	n/a	>100%	n/a

II. Customer Assistance	Current Month	This Month		Last Year to Date	Month % Change	Year % Change
		Last Year	Year to Date			
Reference Transactions - Adult	2,009	1,453	25,033	25,994	38%	-4%
Reference Transactions - Children's	710	2	7,848	3,218	35400%	144%
<b>Total Reference</b>	<b>2,719</b>	<b>1,455</b>	<b>32,881</b>	<b>29,212</b>	<b>87%</b>	<b>13%</b>
Volunteer Hours	363	265	2,778	2,002	37%	39%

III. Collections & Processing	Current Month	This Month		Last Year to Date	Month % Change	Year % Change
		Last Year	Year to Date			
Volumes Added	1,293	958	26,412	28,219	35%	-6%
Volumes Withdrawn	9,382	129	44,108	14,649	7173%	201%
Total Titles	240,558	248,531	n/a	n/a	-3%	n/a
Total Volumes	276,572	296,172	n/a	n/a	-7%	n/a

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY

DECEMBER 2021

IV. Programs	This Month			Last Year to Date	Month % Change	Year % Change
	Current Month	Last Year	Year to Date			
<b>Children's</b>						
Children's Programs (including group visit)	31	32	452	574	-3%	-21%
Children's Program Attendance (including group visit)	1,358	509	12,638	19,767	167%	-36%
Children's Home Visits	1	0	19	9	>100%	111%
Children's Home Visit Participants	1	0	48	13	>100%	269%
Children's Literacy Offerings	0	0	0	1	0%	-100%
Children's Literacy Offering Participants	0	0	0	607	0%	-100%
Children's Self Directed Activities	10	4	125	85	150%	47%
Children's Self Directed Activity Participants	1,404	50	7,869	1,732	2708%	354%
<b>Young Adult</b>						
Young Adult Programs	1	1	37	48	0%	-23%
Young Adult Program Attendance	1	66	341	790	-98%	-57%
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	1	0	15	5	>100%	200%
Young Adult Self Directed Activity Participants	8	0	556	86	>100%	547%
<b>Adult</b>						
Adult Programs	10	8	173	172	25%	1%
Adult Program Attendance	264	176	4,471	11,101	50%	-60%
Adult One-on-One Instructions	11	0	43	41	>100%	5%
Adult One-on-One Instruction Attendance	15	0	59	41	>100%	44%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Self Directed Activities	1	0	31	3	>100%	933%
Adult Self Directed Activity Participants	40	0	527	47	>100%	1021%
<b>Total Programs</b>	<b>42</b>	<b>41</b>	<b>662</b>	<b>794</b>	<b>2%</b>	<b>-17%</b>
<b>Total Program Attendance</b>	<b>1,623</b>	<b>751</b>	<b>17,450</b>	<b>31,658</b>	<b>116%</b>	<b>-45%</b>
<b>Meeting Room Usage</b>						
Meeting Room Uses - Room Reservations (Public)	119	0	609336	677	>100%	89905%
Meeting Room Uses - Events (Library Programs)	164	0	619	427	>100%	45%
<b>Meeting Room Uses</b>	<b>283</b>	<b>0</b>	<b>609,955</b>	<b>1,104</b>	<b>&gt;100%</b>	<b>55150%</b>

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY

DECEMBER 2021

V. Electronic Access Services	This Month			Last Year to Date	Month % Change	Year % Change
	Current Month	Last Year	Year to Date			
Database Sessions	1,534	71,185	15,649	1,140,410	-98%	355%
Web Page "Hits"	40,849	44,474	1,110,945	609,266	-8%	-96%
APL Created Electronic Content	527	538	7,380	7,700	-2%	-93%
Public Computing Sessions	1,465	0	13,945	10,233	>100%	-100%
Total Time Used on Public Computers	1359:00:00	0:00:00	11838:00:00	8140:00:00	>100%	-100%
Data Transferred (GB)	3490	567	16202	7673	516%	-97%
WIFI Distinct Clients	2719	1438	26391	22729	89%	-95%

### **Adult Classes and Events**

#### **Civic Conversations**

During this quarter, we hosted two online Civic Conversations in which we examine topics that empower us to make informed choices, understand our collective history, and inspire civic and community engagement. In one Civic Conversation, we learned about Reparations with Dr. Renee Gralewicz, an enrolled member of and Peacemaker for the Brothertown Indian Nation. We used this topic to examine beliefs and understanding of our history and its lasting impact. We provided a Resource Guide using items from our collection for deeper learning. An honorarium was made possible with Friends' funds.

#### **Computer Help 1:1 Sessions**

Computer Help is an in-person, one-to-one, drop-in / appointment service for up to 2 hours with library staff or volunteer to assist patrons with general computer and technology use. The goal is to reduce the digital divide and improve digital literacy among communities with limited access and information on how to use technology. Volunteers and staff have conducted 48 one-to-one sessions and continue to provide this service. Friends grant funds the position of the library assistant coordinating this service.

#### **Connecting Cards**

Connecting Cards – Holiday Edition was an evolution of an earlier successful program for connecting community members who may want to share their care for others experiencing social isolation. Connecting Cards - Holiday Edition provided 40 cards which library patrons filled with inspiring or heart-warming messages. We created a station near the Information Desk with the space to write, draw or decorate on holiday themed cards. These cards were picked up by Oneida Heights and distributed to its residents. Friends' funds provided cards for this program.

#### **Find Your Ancestors Series: Coming to America by Train**

Bob Lettenberger from the National Railroad Museum in Green Bay presented our November Find Your Ancestors session on Coming to America By Train. Bob discussed how the railroads were created throughout the United States and how many of our ancestors used the rails to travel throughout America as they immigrated. He talked the 176 attendees through what it was like to ride the immigrant trains and shared resources for learning more about your ancestor's journeys and how to research ancestors who worked for the railroads. Attendees were thoroughly pleased with Bob's expertise and patience as he worked to answer the more than 50 questions attendees had at the end of the session. Friends provided financial support for this series.

#### **Find Your Ancestors Series: Finding Ancestors Before 1850**

To celebrate Family History Month, the Find Your Ancestors series hosted professional genealogist Amy Johnson Crow in October to discuss how to research ancestors before 1850. Amy talked the 300+ attendees through common challenges faced with pre-1850 research and how to tackle them, specifically focusing on certain collections of records

## FRIENDS GRANTS PROGRAM SUMMARIES

### 4<sup>th</sup> QUARTER 2021

like census records, probate and other court records, land and tax records, and voter records, to name a few. Attendees thoroughly enjoyed the presentation, with many commenting how helpful it was and saying it gave them hope they can research further back on their family tree. Friends provided financial support for this series and an honorarium for this speaker.

#### **Find Your Ancestors Series: Researching Institutionalized Ancestors**

Our final 2021 Find Your Ancestors session featured Lee Grady, Senior Reference Archivist at the Wisconsin Historical Society, to discuss researching institutionalized ancestors. Lee discussed some of the amazing collections the Wisconsin Historical Society Library in Madison has in regard to state and county institutions, such as asylums/hospitals, prisons, poor houses, orphanages and more. Using some of the WHS collections through two case studies, Lee showed the 168 attendees what information you can glean about an ancestor through some of the various record sets available. One attendee said: "I've attended nearly every one of your webinars and for me, this is the very best one." Friends provided financial support for this series.

#### **Writing in Beads**

November was Native American Heritage Month. We celebrated the rich history of Native Americans with an on-site display, a book discussion of *Firekeeper's Daughter*, and a storytelling program, "Writing in Beads" with well-known bead artist, Karen Ann Hoffman. The Writing in Beads participants appreciated the storytelling through her beautiful beadwork. They learned about Native American tribes, languages, and culture. Friends provided financial support for Karen's presentation.

### **Teen Classes and Events**

#### **Short Scary Story Teen Contest**

The Short Scary Story Teen Contest was an opportunity for teens to showcase their storytelling and writing. We received 14 amazing entries and were able to provide relevant rewards for the contest winners. The grand prize winner was given a Kindle Fire 7 and our two runners-up were awarded awesome APL canvas bags with a selection of new YA/teen suspense books! Thank you to Friends of the Library for the funds to purchase the contest awards.

#### **Take n' Create Packs: Holiday Snowman**

Teen Services shared the final Take n' Create packs of 2021! We distributed 19 starter packs filled with socks, flannel, fabric glue, ribbon and more for teens to create their own snowman to keep or give away as a gift for someone special. Teens were encouraged to use their creativity and upcycle items from their homes. A virtual DIY program complimented this fun pack on December 6. Friends' funds were used to purchase the program supplies.

# FRIENDS GRANTS PROGRAM SUMMARIES

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## **Teen Ambassador Program (TAP)**

Teen Services continues the exciting monthly Teen Ambassador Program (TAP) for teens (ages 13-17) interested in making a positive difference at APL and in the community. Participants receive a welcome kit which includes a notebook, pen, highlighter, post it notes and silly putty – plus trendy, motivational stickers. Teens can join virtually via Zoom and share their input on library services and programs. Friends' funds support the welcome kit supplies.

## **Teen DIY Masquerade Masks**

During the month of October, teens were given the opportunity to create their own masquerade masks in the teen space. Eye masks, feathers, jewels, and glue were provided. All supplies were utilized, and teens had a fun, creative experience. Thank you to the Friends for providing the craft supplies!

## **Author Discussion - "We Will Always Be Here"**

Authors Jenny Kalvaitis and Kristen Whitson of "We Will Always Be Here" offered a wonderful virtual literature and historical presentation. Their book focused on the LGBTQ+ experience and stories from a youth/teen perspective in Wisconsin and shared best practices on research and preserving historical data. The Wisconsin Historical Society donated two books to give away to program participants. Friends' funds were used to help pay for author honorariums.

## **Tween Classes and Events**

### **Children's Classes and Events**

#### **Brainstorm Bags**

This October through December we ran a monthly program called Brainstorm Bags. Each month patrons could register and stop by the Children's Desk to pick up a bag of supplies. We created 50 bags each month for school age children. Some were preregistered and others were kept back to give to school aged children visiting the library. Our hope was to catch children who did not have computer or internet access so they could be part of the program as well, even if they weren't able to register for it. All participants were also invited to a virtual Show & Tell to share their experiences.

Each bag contained a hard experiment and a no fail experiment so participants would be challenged yet also remain excited about science. Show and tell really helped them dive deeper into understanding why the projects worked and gave them an opportunity to explain how something failed and how they finally made it work.

October's supplies included materials to make rockets including film canisters and effervescent tablets. Each child who attended the Show & Tell described what worked and what didn't, and the group talked through ways to make the rocket fly better. Staff also provided straw rockets that could be decorated and then launched using a bendy straw.

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In November each bag contained the materials to create a Hovercraft from a CD & balloon, and the supplies to make a triangle flyer. In December each bag contained the materials to create spool racers from a wooden spool, toothpick, & rubber band, as well as the supplies for a paper spin top. Friends' funds paid for program supplies.

#### **Fall STREAM Team**

Fall STREAM Team ran for 8 weeks and is an interactive science program for 3–5-year-olds focused on science, technology, reading, engineering, art and math. Patrons picked up a pack of supplies before the program started and a second box halfway through the program. Twenty-eight preschoolers, divided into 3 groups, met on Zoom each Thursday for a short Storytime and an explanation of the 6 activities for the day. Friends' funds were used to purchase materials such as dice, stickers for counting and letter matching, sponges for a cactus water absorption experiment, colored popsicle sticks for fence pattern building, and Alka-Seltzer tablets for film canister flying bats

#### **Bouncing Beats**

This Fall, 5 preschoolers and their families participated in our interactive, music-making program Bouncing Beats. As we needed to shift this program from an in-person to a virtual format, we decided to put together music-making kits for our participants so that we were still able to create music together.

In their kits, one of the items that participants received was a set of boomwhackers. We used these pitched plastic tubes to explore chords, create sound effects for picture books, and craft our own melodies. It was a blast! Friends' Funds were used to purchase the boomwhackers.

#### **Family Classes and Events**

##### **Candyland**

Friends' funds were used to purchase tissue paper, glitter, stickers, and packing tape to create our life-size Candyland board in the Children's department during the month of December. Tape was used to adhere the laminated tiles to the floor and tissue paper and glitter were used to create candy decorations around the department. Each time a child played our Candyland themed I-Spy, they received a candy themed sticker. Children who played Candyland also received drawing tickets for larger prizes. Some of these prizes were purchased by Friends' Funds. There were 391 entries in the Candyland drawings by the end of the month

##### **Drive-In Storytime**

In October, the Children's Team hosted a Drive-In Storytime in partnership with APD & Kiwanis n Cops n Kids. The first step in making this happen was to buy an FCC compliant radio transmitter. (Thank you so much, Friends!) Participants were given a bag of books from Kiwanis, then parked in the back half of the parking lot, which we reserved from the City. They then tuned their radio to a predetermined station. We had a lot of fun as we sang songs, beeped our horns, and Meghan Cash (from APD) read two stories. The kids could follow along by using the

## FRIENDS GRANTS PROGRAM SUMMARIES

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books they were given. It was neat to experience a new platform for programming. Friends' Funds were used to purchase the FCC compliant radio transmitter.

#### **October - December Memorial Park StoryWalk**

In partnership with Appleton Parks & Rec, Children's Services utilized Friends' funds to purchase two copies of the following books:

October – Leaf Thief by Alice Hemming

November – This is How I Know by Brittany Luby

December – Snowmen at Night by Caralyn Buehner

These books were unassembled and then reassembled as StoryWalk pages for the months of October – December. Appleton Parks & Rec built and installed permanent sign holders along a trail at Memorial Park for the StoryWalk pages to be displayed. Families who walk the trail can read the story as they go. These titles are up for 1 month each. In addition to the story itself, each page has fun activities to engage families as they read and walk. Friends' funds provided the books for the Storywalks.

#### **October – December ADI Downtown Storywalks**

Children's is partnering with Appleton Downtown Inc. (ADI) to bring an engaging story walk downtown. It involves partnerships from local downtown businesses as each page of a story is displayed on a business's front window for public engagement.

*I Wish You Knew* by Jackie Kramer is the book on display in October in celebration of Hispanic Heritage Month. The story follows a child and those surrounding her, like her teacher and classmates, after her dad gets deported. Friends' Funds were used to purchase two copies of the book, *I Wish You Knew* by Jackie Kramer.

*Friday Night Wrestlefest* by J.F. Fox is the book on display for the month of November. It's a fun story with lots of rhyming words and colorful illustrations. Friends' Funds were used to purchase two copies of the book, *Friday Night Wrestlefest* by J.F. Fox.

*Sweet People are Everywhere* by Alice Walker is the book on display for the month of December. The book is an ode to humanity and portrays how beautifully diverse our world is. Friends Funds' were used to purchase two copies of the book, *Sweet People are Everywhere* by Alice Walker.

### **Programs for All Ages**

#### **Ongoing Classes, Events and Services**

##### **Animoto – Video Making Subscription**

Children's used Friends Funds to extend APL's annual Animoto subscription until July 2022. Animoto is a video making website. Children's mainly use it for video promotion and programming including Finding Miss Pa Ja. All library departments have access to the service and are encouraged to use it as needed.

### **Special Projects**

#### **Anji Play Training & Roaming Ruckus: a True Play Program**

Friends' funds were used to pay for a series of virtual workshops in the Anji Play model for staff at APL and the Building for Kids (BFK). After these sessions, staff worked closely with the trainers to develop the Roaming Ruckus program. This program is based on the 5 pillars of Anji Play: Love, Risk, Joy, Engagement and Reflection. Participants meet outdoors for a period of child directed play using open ended materials. At the end of their time, the children are encouraged to create a "Play Story" and share reflections on their play. At the end of each program, staff meet with the Anji Play trainers to discuss what they observed during the program and what adjustments might be beneficial. This Fall the program met 5 times. Friends' Funds paid for the coaching sessions where APL & BFK staff met with Anji Play trainers to discuss how the program went. While the program will continue and we will stay in touch with the trainers, this ends our official training/coaching period.

#### **Building Project Communications**

Friends' funds paid for large-printed concepts for community outreach. Friends' funds also paid for gift cards for focus group attendees to show appreciation for participation.

#### **Constant Contact**

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

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

This Friends funded, part time non-benefitted position has increased capacity for community engagement and outreach related to individual and community well-being. The staff member has increased capacity related to computer help service, Kairos Alive Dancing Heart programming, relationships with community partners, community initiatives, agency overview learning sessions for library staff, community partner outreach at the library, library programs, and outreach to promote well-being resources.

#### **Fox Cities Book Festival - Virtual**

The Fox Cities Book Festival was presented virtually for the second year, which included 40 public events and six school visits, and two international authors. APL staff hosted the keynote event with Dasha Kelly Hamilton, eight virtual author programs for the public, and one virtual author visit with area schools. Attendees learned about authors' inspiration, writing process, publishing experiences, and book content. Friends' funds were used for honorariums for the authors.

#### **Imagine Fox Cities Involvement**

Community Partnerships staff are members of the coordinating committee, engagement committee, and belonging committee of the Imagine Fox Cities community vision initiative. They inform the initiative with their unique perspectives as library workers and gain insights on community needs, interests, and opportunities to inform library offerings. Friends' funds supported Imagine Fox Cities logo apparel for participating library staff.

# FRIENDS GRANTS PROGRAM SUMMARIES

**4<sup>th</sup> QUARTER 2021**

## RESULTS SUMMARY – TRUSTEE QUESTIONNAIRE

### ***What communities are you part of?***

Communities that the trustees are part of are varied and quite broad. That demonstrates a level of diversity among the trustees that may not be obvious. An opportunity is to review that list and determine if additional desire connections could be made with the help of one or more trustees. One observation is that with further probing, we could identify additional communities as the examples may have limited the responses. For ex., no one cited the neighborhood or area of Appleton where they live.

### ***What roles do you play in the Appleton community?***

Many leadership/committee roles were listed by the trustees. One opportunity is: this group could bring ideas/best practices/"hidden" skills to the Library Board. A suggestion is that we work to ensure that trustees consistently feel that their time on this board is well spent as their time/talents are being tapped into by other organizations as well.

### ***Where do you think APL should have strong community connections/partnerships? Are there ways you can help?***

A long list of potential connections/partnerships were listed. Is APL covering all of those ideas listed? The trustees did not have ideas on how to help. A few suggestions – trustees should highlight where they think a stronger connection/partnership is needed and offer their help and the staff could highlight where gaps exist and ask for help.

### ***What do you find the most joy helping people with? How might you do this as a trustee?***

- 1) **Helping people:** reach their potential; make connections; solve problems/resolve issues; improve their lives; gain access to a new resource; simplify the complicated; cultivate curiosity; learn (new?) skills
- 2) **I can** (less direct answers here): not sure; be a spokesperson; guide people to the library/its services; teach

### ***Are there areas you have training/education that you can share at APL as a trustee?***

Each respondent provided a unique response and some of those responses may not be obvious to the rest of the board and/or the staff. When we describe ourselves to others, we often talk about what we do/did for our paid work/career but there is much more to us than that. It may have been interesting to understand more about hobbies and previous careers/roles/jobs each of us have had to better understand each trustee. A question that was raised is: how can this area of training/education be used in my role as a trustee?

### ***What do people ask you for help with in the community? What can you learn from this to support the library and the board?***

The responses here were more focused on question 1 and included: leadership, idea generation, connections, awareness of library services, a place to belong for students, mentoring teens, helping economically disadvantaged community members, and input on policies and politics.

### ***What do you hear from community members about the library?***

The responses to this question seem consistent with what we have heard in surveys, meetings, focus groups, etc...



# Appleton Public Montessori Book Packs

2021/2022 School Year

- ◇ monthly deliveries
- ◇ January 398 books
- ◇ February—May 1202 books



1202 Books

