



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final Library Board

Tuesday, November 14, 2023

4:30 PM

100 N. Appleton Street
City Hall Council Chambers, 6th Floor 6 A / B

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting
[23-1369](#) October 17, 2023 Meeting Minutes

Attachments: [10-17-2023 Library Board Meeting Minutes.pdf](#)

5. Public Participation & Communication

Establish Order of the Day

6. Action Items

[23-1370](#) Bill Register - October 2023

Attachments: [October 23 Bill Register.pdf](#)

[APL Financial Cash Flow YTD-October-2023.pdf](#)

[23-1371](#) November 2023 Budget Amendment

Attachments: [Nov23BudgetAmendment.pdf](#)

[23-1372](#) Library Proposed 2024 Closure Dates

Attachments: [Proposed Closures 2024.pdf](#)

[23-1373](#) 2024 Library Board Meeting Schedule

Attachments: [APL Board Meeting Schedule 2024.pdf](#)

[23-1379](#) Updated Committee Assignments 2023-2024

[23-1374](#) Report of the Personnel & Policy Committee

Attachments: [11-6-2023 Personnel & Policy Committee Meeting Minutes.pdf](#)

[23-1383](#) Library Director's 2024 End of Year Performance Evaluation

7. Information Items

A. Administrative Report

[23-1375](#) City and APL 2024 Budget Update

[23-1376](#) Building Project Update

Attachments: [10.2023 - Appleton Public Library Month-End Report.pdf](#)

[23-1384](#) Temporary Library Move Update
- Children's Programming During Closure
- Closure Circulation and Hold Management

[23-1377](#) APL Hiring Process Update

[23-1378](#) Friends Grant Funded Program Summaries - 3rd Quarter 2023

Attachments: [Friends Grant Funded Program Summaries 3rd Quarter 2023 FINAL.pdf](#)

B. President's Report

C. Staff Updates

[23-1380](#) Children's Program Updates
- ASL Storytimes Grant

[23-1381](#) Community Partnerships Updates

[23-1382](#) Public Services Updates
- APL App Update

Closed Session

The Board may meet in Closed Session pursuant to WI State Statute 19.85(1)(c) to discuss personnel matters and then resume meeting in Open Session.

8. Adjournment

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

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



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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Meeting Minutes Library Board

Tuesday, October 17, 2023

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

President Margret Mann called the meeting to order at 4:31pm

2. Pledge of Allegiance

3. Roll call of membership

Others Present: Owen Anderson, Nicole Casner, Dean Gazza, Darrin Gladd, Tina Krueger, Adriana McCleer, Bethany Neuman, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Missy Sawicki, Maureen Ward

Present: 9 - Looker, Kellner, Scheuerman, Mann, Nett, Van Zeeland, Keller, Brozek and Bunnow

Excused: 2 - Sivasamy and Lee

4. Approval of minutes from previous meeting

[23-1211](#)

September 19, 2023 Meeting Minutes

Attachments: [9-19-2023 Library Board Meeting Minutes.pdf](#)

Kellner moved, seconded by Scheuerman, that the September 19, 2023 Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)

5. Public Participation & Communication

Establish Order of the Day

President Mann called for a motion to place Action Items 23-1212, 23-1213, 23-1214 and 23-1215 on a Consent Agenda.

Keller moved, seconded by Looker that Action Items 23-1212, 23-1213, 23-1214 and 23-1215 be placed on a Consent Agenda. Voice Vote. Motion Carried. (9-0)

6. Action Items

Scheuerman moved, seconded by Kellner that the Consent Agenda be approved. Voice Vote. Motion Carried. (9-0)

[23-1212](#)

Bill Register - September 2023

Attachments: [Sept 23 Bill Register.pdf](#)
[APL Financial Cash Flow YTD-September-2023.pdf](#)
[Friends Project Summary Report Q1 2023.pdf](#)

This Report Action Item was approved

[23-1213](#)

October 2023 Budget Amendment

Attachments: [Oct23BudgetAmendment.pdf](#)

This Report Action Item was approved

[23-1214](#)

Award the Appleton Public Library's "Appleton Public Library Furniture" Contracts to Systems Furniture for \$184,016.63.

Attachments: [2023 Library Furniture \(2nd\).pdf](#)
[2023 Library Furniture.pdf](#)

This Report Action Item was approved

[23-1215](#)

Appleton Public Library Table of Organization Change Request - Library Assistant, Copy Cataloging

Attachments: [TO Change - MM LA Acquisitions 2023.pdf](#)

This Report Action Item was approved

[23-1216](#)

Intent to Apply - Outagamie County ARPA Workforce Development Grant

Attachments: [Grant Intent to Apply form.pdf](#)

Looker moved, seconded by Scheurman, that the Intent to Apply - Outagamie County ARPA Workforce Development Grant be approved. Voice Vote. Motion Carried. (9-0)

[23-1217](#)

Recommend Approval of Sublease Agreement between Appleton Public Library and the Thompson Center on Lourdes through December 31, 2024 with an Option to Extend, if Necessary, Contingent Upon Library Closure Date Approval, Approval of the Moving Contract, Approval of ARPA Support to Thompson Center on Lourdes, and the Approval of a Sublease Agreement by the Thompson Center on Lourdes.

Attachments: [APL-TCOL Sublease Memo 10-16-2023 FINAL.pdf](#)

President Margret Mann recused herself from discussion of Action Item 23-1217

Looker moved, seconded by Kellner, that the Recommendation to Approve the Sublease Agreement between Appleton Public Library and the Thompson Center on Lourdes through December 31, 2024 with an Option to Extend, if Necessary, Contingent upon Library Closure Date Approval, Approval of the Moving Contract Approval of ARPA Support to Thompspn Center on Lourdes, and the Approval of a Sublease Agreement by the Thompson Center on Lourdes be approved. (8-0, 1 - Abstain (Mann))

Aye: 8 - Looker, Kellner, Scheuerman, Nett, Van Zeeland, Keller, Brozek and Bunnow

Absent: 2 - Sivasamy and Lee

Abstained: 1 - Mann

[23-1218](#)

Request to Award Move to New Temporary Library Location on College Avenue to Boulevard Relocation Services for an Amount of \$177,119.42 with a 5% Contingency, Contingent Upon Approval of Sublease Agreement, Library Closure Dates, and ARPA Fund Allocation to Thompson Center on Lourdes.

Attachments: [Move Contract Recommendation Memo 10-16-2023 FINAL.pdf](#)

Looker moved, seconded by Kellner, that the Request to Award Move to New Temporary Library Location on College Avenue to Boulevard Relocation Services for an Amount of \$177,19.42 with a 5% Contingency, Contingent upon Approval of Sublease Agreement, Library Closure Dates and ARPA Fund Allocation to Thompson Center on Lourdes be approved. Voice Vote. Motion Carried. (9-0)

Aye: 9 - Looker, Kellner, Scheuerman, Mann, Nett, Van Zeeland, Keller, Brozek and Bunnow

Absent: 2 - Sivasamy and Lee

[23-1219](#)

Recommendation to Temporarily Close the Library to Relocate from 2411 S. Kensington Drive to 3000 E. College Avenue from November 22, 2023 to January 8, 2024, Contingent Upon Approval of Sublease Agreement, Approval of the Moving Contract, and Approval of ARPA Support to Thompson Center on Lourdes.

Attachments: [Temporary Closure for Move 10-16-2023 FINAL.pdf](#)

Scheuerman moved, seconded by Keller, that the Recommendation to Temporarily Close the Library to Relocate from 2411 S. Kensington Drive to 3000 E. College Avenue from November 22, 2023 to January 8, 2024, Contingent upon Approval of Sublease Agreement, Approval of the Moving Contract and Approval of ARPA Support to Thompson Center on Lourdes be approved. Voice Vote. Motion Carried. (9-0)

Aye: 9 - Looker, Kellner, Scheuerman, Mann, Nett, Van Zeeland, Keller, Brozek and Bunnow

Absent: 2 - Sivasamy and Lee

7. Information Items

A. Administrative Report

[23-1220](#)

Building Project Update

Attachments: [09.2023 - Appleton Public Library Month-End Report.pdf](#)

[23-1221](#)

APL Hiring Process Update

[23-1223](#)

Upcoming 2024 Executive Budget Adoption Process Dates:
10/28/2023 - Finance Committee Review / Budget Saturday
11/01/2023 - 2024 Executive Budget Public Hearing
11/02/2023 - 2024 Executive Budget Amendment Proposals due to Finance Director by 12 noon
11/08/2023 - Adoption of the Proposed 2024 Executive Budget

8. Adjournment

Kellner moved, seconded by Keller that the Meeting be Adjourned. Voice Vote. Motion Carried. (9-0)

The Meeting was Adjourned at 5:02pm

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/10 TO 2023/10		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16010									Library Administration
16010	630100								Office Supplies
	001583	UNITED STATES POSTAL	111470	0	2023 10	INV P	14.64	pcard	Postage Board Packe
	002034	OFFICE DEPOT	111897	0	2023 10	INV P	37.37	pcard	AAA Batteries, Tape
							ACCOUNT TOTAL	52.01	
16010	630300								Memberships & Licenses
	001198	SAM'S CLUB	111071	0	2023 10	INV P	52.75	pcard	SAMS CLUB ANNUAL RE
							ACCOUNT TOTAL	52.75	
16010	630700								Food & Provisions
	000835	MANDERFIELD'S BAKERY	111552	0	2023 10	INV P	84.00	102523	561376 Doughnuts, Muffins
	999990	SQ *COPPER ROCK COFF	111461	0	2023 10	INV P	10.49	pcard	Books and Brews ref
							ACCOUNT TOTAL	94.49	
16010	641200								Advertising
	002158	CAREERBUILDER	110100	0	2023 10	INV P	193.92	101123	561117 September Job Posti
	999990	AMZN MKTP US*T98XA3A	110964	0	2023 10	INV P	14.98	pcard	Fox Cities Reads St
	999990	CUSTOMINK LLC	111791	0	2023 10	INV P	38.25	pcard	Outreach Shirt
	999990	LOOMLY	111792	0	2023 10	INV P	714.00	pcard	Social Media Manage
							767.23		
							ACCOUNT TOTAL	961.15	
16010	641308								Cellular Phones
	000250	CELLCOM APPLETON PCS	111877	0	2023 10	INV P	25.09	pcard	Monthly Cell Phone
							ACCOUNT TOTAL	25.09	
16010	659900								Other Contracts/Obligation
	001508	WILS	110629	0	2023 10	INV P	663.00	101123	561216 Staff Development D
	001957	IMOBESTEG PIANO	110699	0	2023 10	INV P	160.00	101823	561262 Quarerly Grand Pian
							ACCOUNT TOTAL	823.00	
							ORG 16010 TOTAL	2,008.49	
16021									Library Children's Services
16021	630100								Office Supplies
	001983	AMAZON	110515	0	2023 10	INV P	52.20	pcard	Tween STEAM Table s
	001983	AMAZON	110516	0	2023 10	INV P	15.29	pcard	Early Childhood Are
	001983	AMAZON	110517	0	2023 10	INV P	32.06	pcard	Little STEAM Table
	001983	AMAZON	111751	0	2023 10	INV P	13.35	pcard	Contact Paper for B

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/10 TO 2023/10									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
								112.90	
999990 FUN EXPRESS	110552	0	2023 10	INV P	20.24	pcard	children's departme		
				ACCOUNT TOTAL				133.14	
16021 630100 3955				Office Supplies ELL					
002721 HECKRODT WETLAND RES	111537	0	2023 10	INV P	75.00	102523	561364 ELL Club Program		
				ACCOUNT TOTAL				75.00	
16021 630700 3955				Food & Provisions ELL					
001983 AMAZON	111490	0	2023 10	INV P	34.96	pcard	Multicultural Club		
001983 AMAZON	111491	0	2023 10	INV P	257.03	pcard	Multicultural Club		
								291.99	
				ACCOUNT TOTAL				291.99	
16021 659900				Other Contracts/Obligation					
003175 ASL PARTNERS LLC	110104	0	2023 10	INV P	172.10	100423	561014 ASL Inclusivity Rot		
003175 ASL PARTNERS LLC	110794	0	2023 10	INV P	411.00	101823	561228 ASL Inclusivity Rot		
								583.10	
				ACCOUNT TOTAL				583.10	
				ORG 16021 TOTAL				1,083.23	
16024				Library Community Partnerships					
16024 630100				Office Supplies					
999990 ORIENTAL FOOD MARKET	111378	0	2023 10	INV P	60.00	pcard	Gift cards for Book		
999990 DOLLAR TREE, INC.	111790	0	2023 10	INV P	45.00	pcard	CRAFT SUPPLIES FOR		
999990 SQ *FRIO	111886	0	2023 10	INV P	54.38	pcard	NEW North Grant Cow		
								159.38	
				ACCOUNT TOTAL				159.38	
16024 659900				Other Contracts/Obligation					
003224 DEBRA TUCKER	110621	0	2023 10	INV P	150.00	101123	561124 Entrepreneurs of Co		
003228 CRAIG R. SCOTT	111199	0	2023 10	INV P	200.00	102523	561337 Find Your Ancestors		
999990 SQ *FRIO	111886	0	2023 10	INV P	500.00	pcard	NEW North Grant Cow		
				ACCOUNT TOTAL				850.00	
				ORG 16024 TOTAL				1,009.38	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/10 TO 2023/10									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
16031									Library Building Operations
16031	630600								Building Maint./Janitorial
001333	TARTAN SUPPLY CO., I	111876	0	2023	10	INV	P	387.74	pcard Tissue, Liners, Tow
002818	ARAMARK	110514	0	2023	10	INV	P	21.41	pcard Mats, Mops
002818	ARAMARK	111031	0	2023	10	INV	P	21.41	pcard Mats, Mops
002818	ARAMARK	111462	0	2023	10	INV	P	21.41	pcard Mats, Mops
002818	ARAMARK	111878	0	2023	10	INV	P	21.41	pcard Mats, Mops
								85.64	
								ACCOUNT TOTAL	473.38
16031	640700								Solid waste/Recycling Pickup
001593	PFEFFERLE COMPANIES	110696	0	2023	10	INV	P	200.80	101823 561278 October 2023 - Tras
								ACCOUNT TOTAL	200.80
16031	641301								Electric
001593	PFEFFERLE COMPANIES	111220	0	2023	10	INV	P	3,346.95	102523 561400 Sep/Oct - Gas & Ele
								ACCOUNT TOTAL	3,346.95
16031	641302								Gas
001593	PFEFFERLE COMPANIES	111220	0	2023	10	INV	P	50.36	102523 561400 Sep/Oct - Gas & Ele
								ACCOUNT TOTAL	50.36
16031	650200								Leases
001593	PFEFFERLE COMPANIES	111659	0	2023	10	INV	A	12,500.00	November 2023 Lease
								ACCOUNT TOTAL	12,500.00
16031	659900								Other Contracts/Obligation
002229	STAR PROTECTION AND	110122	0	2023	10	INV	P	6,893.75	101123 561195 Security Guard - AP
002936	MIDWEST PROTECTION S	111879	0	2023	10	INV	P	170.00	pcard Fire Protection
								ACCOUNT TOTAL	7,063.75
								ORG 16031 TOTAL	23,635.24
16032									Library Materials Management
16032	503500								Other Reimbursements
000188	BLACK CREEK VILLAGE	111103	0	2023	10	INV	P	6.00	101823 561232 PATRON MATERIAL REI
000287	CLINTONVILLE PUBLIC	111140	0	2023	10	INV	P	17.00	101823 561236 Patron Material Rei
001446	VILLAGE OF KIMBERLY	111092	0	2023	10	INV	P	15.80	101823 561308 PATRON MATERIAL REI
003220	CITY OF GILLETT	110045	0	2023	10	INV	P	34.00	100423 561027 PATRON MATERIAL REI

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/10 TO 2023/10										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
999998 MARY TELLOCK	111143	0	2023 10	INV	P	22.00	102523	561388	PATRON MATERIAL REI	
999998 CARRIE VANDERHEYDEN	111186	0	2023 10	INV	P	6.00	102523	561383	PATRON MATERIAL REI	
999998 CHRIS HYLER	111520	0	2023 10	INV	P	23.00	102523	561386	PATRON MATERIAL REI	
						51.00				
						ACCOUNT TOTAL				123.80
16032 620100									Training/Conferences	
999990 AMERICAN LIBRARY ASS	110566	0	2023 10	INV	P	448.20	pcard		ALA Fundamentals of	
						ACCOUNT TOTAL				448.20
16032 630100									Office Supplies	
001393 ULINE	111072	0	2023 10	INV	P	91.00	pcard		CD Jewel Cases	
001983 AMAZON	110530	0	2023 10	INV	P	114.40	pcard		Children's iPad Cas	
001983 AMAZON	110531	0	2023 10	INV	P	119.99	pcard		Audiobook CD sleeve	
						234.39				
002259 DEMCO SOFTWARE	110529	0	2023 10	INV	P	391.16	pcard		Spine Label Tape	
002259 DEMCO SOFTWARE	111472	0	2023 10	INV	P	176.44	pcard		Audiobook Binders	
						567.60				
						ACCOUNT TOTAL				892.99
16032 631500									Books & Library Materials	
000468 FINDAWAY WORLD, LLC	110593	0	2023 10	INV	P	113.98	pcard		406162	
000468 FINDAWAY WORLD, LLC	111923	0	2023 10	INV	P	881.87	pcard		408421	
						995.85				
000870 MERGENT, INC.	110125	0	2023 10	INV	P	422.00	101123	561168	Inv. # 1673025545	
000889 MIDWEST TAPE	110604	0	2023 10	INV	P	375.52	pcard		504401143	
000889 MIDWEST TAPE	111493	0	2023 10	INV	P	563.23	pcard		504458062	
000889 MIDWEST TAPE	111921	0	2023 10	INV	P	314.08	pcard		504498338	
						1,252.83				
001405 UPS SUPPLY CHAIN SOL	110592	0	2023 10	INV	P	18.38	pcard		1ZR449350399061360	
001508 WILS	111221	0	2023 10	INV	P	2,282.28	102523	561432	Inv 499699 nyt010	
001940 INFOGROUP	110124	0	2023 10	INV	P	340.00	101123	561146	Data Axle Inv. # 10	
001940 INFOGROUP	111925	0	2023 10	INV	P	495.00	pcard		7823669	
						835.00				

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/10 TO 2023/10										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
001983 AMAZON	111922	0	2023 10	INV	P			114-4046709-8413058	79.84	pcard
001983 AMAZON	111934	0	2023 10	INV	P			114-0803344-5557812	39.92	pcard
									119.76	
002042 PROQUEST LLC	110710	0	2023 10	INV	P			inv #78203346 PostC	3,688.65	101823 561282
002042 PROQUEST LLC	111658	0	2023 10	INV	A			Inv. 70813204 FOLD3	4,382.66	
									8,071.31	
002162 INFORMATION TODAY, I	111657	0	2023 10	INV	A			inv 1768147-B1	483.53	
002396 INGRAM LIBRARY SERV	110597	0	2023 10	INV	P			78017590	-17.69	pcard
002396 INGRAM LIBRARY SERV	110598	0	2023 10	INV	P			78002424	416.00	pcard
002396 INGRAM LIBRARY SERV	110599	0	2023 10	INV	P			78024444	317.43	pcard
002396 INGRAM LIBRARY SERV	110600	0	2023 10	INV	P			78051472	2,245.10	pcard
002396 INGRAM LIBRARY SERV	110601	0	2023 10	INV	P			78070324	644.66	pcard
002396 INGRAM LIBRARY SERV	110602	0	2023 10	INV	P			78070325	238.08	pcard
002396 INGRAM LIBRARY SERV	110605	0	2023 10	INV	P			78092890	404.16	pcard
002396 INGRAM LIBRARY SERV	110606	0	2023 10	INV	P			78092889	19.20	pcard
002396 INGRAM LIBRARY SERV	110607	0	2023 10	INV	P			78104969	447.00	pcard
002396 INGRAM LIBRARY SERV	110608	0	2023 10	INV	P			78092888	203.24	pcard
002396 INGRAM LIBRARY SERV	111494	0	2023 10	INV	P			78217280	-15.11	pcard
002396 INGRAM LIBRARY SERV	111495	0	2023 10	INV	P			78224513	635.14	pcard
002396 INGRAM LIBRARY SERV	111496	0	2023 10	INV	P			78242843	245.56	pcard
002396 INGRAM LIBRARY SERV	111497	0	2023 10	INV	P			78260838	1,105.27	pcard
002396 INGRAM LIBRARY SERV	111498	0	2023 10	INV	P			78308156	285.63	pcard
002396 INGRAM LIBRARY SERV	111499	0	2023 10	INV	P			78267650	1,783.42	pcard
002396 INGRAM LIBRARY SERV	111500	0	2023 10	INV	P			78281006	421.44	pcard
002396 INGRAM LIBRARY SERV	111926	0	2023 10	INV	P			78328345	311.39	pcard
002396 INGRAM LIBRARY SERV	111927	0	2023 10	INV	P			78339572	318.52	pcard
002396 INGRAM LIBRARY SERV	111928	0	2023 10	INV	P			78367728	427.57	pcard
002396 INGRAM LIBRARY SERV	111929	0	2023 10	INV	P			78393610	469.12	pcard
002396 INGRAM LIBRARY SERV	111930	0	2023 10	INV	P			78417805	600.01	pcard
002396 INGRAM LIBRARY SERV	111931	0	2023 10	INV	P			78417806	28.90	pcard
002396 INGRAM LIBRARY SERV	111932	0	2023 10	INV	P			78428008	513.49	pcard
002396 INGRAM LIBRARY SERV	111933	0	2023 10	INV	P			78374471	2,295.44	pcard
									14,342.97	
002830 KANOPY, INC	110123	0	2023 10	INV	P			Inv # 368268	610.20	101123 561148
003011 LIBRARY IDEAS, LLC	110126	0	2023 10	INV	P			Inv. # 102154	750.08	101123 561161
003120 ICE AGE TRAIL ALLIAN	110594	0	2023 10	INV	P			200106060140	45.68	pcard
003120 ICE AGE TRAIL ALLIAN	110609	0	2023 10	INV	P			200108545822 -TAX E	-2.18	pcard
									43.50	
999990 REI*GREENWOODHEINEMA	110595	0	2023 10	INV	P			938710	25.00	pcard
999990 OUR WI MAG	110596	0	2023 10	INV	P			547026	24.98	pcard
999990 PAYPAL *PENTREX/HBP	110603	0	2023 10	INV	P			316821 TrainTapes	25.95	pcard

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/10 TO 2023/10		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
999990	DATABASE LLC	111924		0	2023 10	INV P	7,704.00	pcard	123821
							7,779.93		
						ACCOUNT TOTAL	38,007.62		
16032	659900					Other Contracts/Obligation			
001398	UNIQUE MANAGEMENT SE	110185		0	2023 10	INV P	285.65	101123	561203 Collection Agency -
						ACCOUNT TOTAL	285.65		
						ORG 16032 TOTAL	39,758.26		
16033						Library Network Services			
16033	632700					Miscellaneous Equipment			
001171	RMC IMAGING, INC.	110695		0	2023 10	INV P	7,322.00	101823	561286 Microfilm Scanner
						ACCOUNT TOTAL	7,322.00		
16033	641800					Equip Repairs & Maint			
000911	MODERN BUSINESS MACH	110793		0	2023 10	INV P	161.00	101823	561269 Copier Staples
000911	MODERN BUSINESS MACH	111134		0	2023 10	INV P	149.00	101823	561269 Copier Contract - P
000911	MODERN BUSINESS MACH	111511		0	2023 10	INV P	287.48	102523	561392 Copier Usage - Mete
000911	MODERN BUSINESS MACH	111579		0	2023 10	INV P	201.00	102523	561392 Copier Contract - B
							798.48		
001961	WELLS FARGO FINANCIA	109750		0	2023 10	INV P	399.74	100423	561096 Copier Lease - Octo
999990	NIELSON COMMUNICATIO	111486		0	2023 10	INV P	270.00	pcard	NIELSON COMMUNICATI
999990	ENVISION WARE	111487		0	2023 10	INV P	1,552.88	pcard	ENVISION WARE
999990	DNH*GODADDY.COM	111488		0	2023 10	INV P	46.34	pcard	DNH*GODADDY.COM
							1,869.22		
						ACCOUNT TOTAL	3,067.44		
16033	681500					Software Acquisition			
002259	DEMCO SOFTWARE	111527		0	2023 10	INV P	1,601.93	102523	561339 Evanced Events Cale
999990	MSFT * E0700PAT4H	110580		0	2023 10	INV P	79.20	pcard	Yearly Microsoft Vi
						ACCOUNT TOTAL	1,681.13		
						ORG 16033 TOTAL	12,070.57		
FUND 100 General Fund						TOTAL:	79,565.17		

** END OF REPORT - Generated by Melissa E. Sawicki **



Appleton Public Library Cash Flow Report October-2023 Year to Date				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT		
GL		ORIGINAL	REVISED												
Account	ACCOUNT DESCRIPTION	APPROP	BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	YTD TOTAL	% USED
423200	Library Grants & Aids	\$1,064,805.00	\$1,064,805.00	\$0.00	\$0.00	\$0.00	\$575,066.50	\$0.00	\$0.00	\$0.00	\$489,738.50	\$0.00	\$0.00	\$1,064,805.00	100.0%
480100	General Charges for Service	\$0.00	\$0.00	\$12.97	\$23.22	\$192.06	\$7.22	\$112.79	\$95.21	\$11.48	\$23.41	\$152.85	\$117.82	\$749.03	100.0%
500100	Fees & Commissions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
502000	Donations & Memorials	\$0.00	\$0.00	\$60.36	\$1.66	(\$49.41)	(\$2.91)	\$1.50	\$13.42	\$3.17	\$62.43	\$0.54	\$1.99	\$92.75	100.0%
503500	Other Reimbursements	\$45,600.00	\$107,871.00	\$1,546.06	\$1,741.58	\$64,259.13	\$1,203.10	\$1,953.05	\$4,723.61	\$1,252.13	\$17,234.86	\$1,687.47	\$2,321.60	\$97,922.59	90.8%
	Total Revenue	\$1,110,405.00	\$1,172,676.00	\$1,619.39	\$1,766.46	\$64,401.78	\$576,273.91	\$2,067.34	\$4,832.24	\$1,266.78	\$507,059.20	\$1,840.86	\$2,441.41	\$1,163,569.37	99.2%

Expense				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	YTD TOTAL	% USED
610100	Regular Salaries	(\$2,476,082.00)	(\$2,476,082.00)	(\$87,823.96)	(\$177,599.45)	(\$261,333.77)	(\$164,551.34)	(\$170,930.95)	(\$181,142.23)	(\$165,204.11)	(\$253,484.21)	(\$166,376.67)	(\$153,700.23)	(\$1,782,146.92)	72.0%
610400	Call Time Wages	\$0.00	\$0.00	\$0.00	\$0.00	(\$75.00)	\$0.00	(\$150.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$225.00)	100.0%
610500	Overtime Wages	\$0.00	\$0.00	(\$364.52)	(\$755.09)	(\$208.30)	(\$208.92)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,536.83)	100.0%
610800	Part-Time Wages	(\$212,587.00)	(\$218,587.00)	(\$9,656.68)	(\$18,014.79)	(\$27,301.63)	(\$17,739.82)	(\$18,388.91)	(\$14,359.88)	(\$16,046.81)	(\$23,619.92)	(\$17,528.95)	(\$21,040.08)	(\$183,697.47)	84.0%
611400	Sick Pay	\$0.00	\$0.00	\$0.00	\$0.00	(\$603.28)	(\$938.43)	\$0.00	\$0.00	\$0.00	(\$268.12)	\$0.00	\$0.00	(\$1,809.83)	100.0%
611500	Vacation Pay	\$0.00	\$0.00	(\$9,176.95)	(\$6,629.58)	(\$20,481.93)	(\$23,789.05)	(\$14,827.13)	(\$14,493.47)	(\$23,802.16)	(\$28,968.31)	(\$17,742.56)	(\$20,195.23)	(\$180,106.37)	100.0%
615000	Fringes	(\$891,233.00)	(\$891,233.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
615100	FICA	\$0.00	\$0.00	(\$12,752.67)	(\$12,798.98)	(\$20,113.27)	(\$13,269.05)	(\$13,029.66)	(\$13,550.77)	(\$12,973.70)	(\$19,944.15)	(\$12,824.82)	(\$12,209.55)	(\$143,466.62)	100.0%
615200	Retirement	\$0.00	\$0.00	(\$12,011.77)	(\$11,528.60)	(\$17,866.64)	(\$11,570.26)	(\$11,492.16)	(\$12,292.36)	(\$11,730.89)	(\$17,686.01)	(\$11,273.88)	(\$10,933.29)	(\$128,385.86)	100.0%
615301	Health Insurance	\$0.00	\$0.00	(\$39,927.89)	(\$39,756.90)	(\$20,602.34)	(\$39,315.51)	(\$39,661.89)	(\$42,410.28)	(\$41,491.38)	(\$41,580.57)	(\$38,487.68)	(\$36,319.51)	(\$379,553.95)	100.0%
615302	Dental Insurance	\$0.00	\$0.00	(\$2,956.29)	(\$2,934.60)	(\$1,349.48)	(\$2,851.48)	(\$2,823.46)	(\$2,961.52)	(\$2,814.95)	(\$2,828.28)	(\$2,636.98)	(\$2,519.59)	(\$26,676.63)	100.0%
615400	Life Insurance	\$0.00	\$0.00	(\$74.10)	(\$76.50)	(\$76.50)	(\$84.90)	(\$83.88)	(\$83.40)	(\$91.80)	(\$93.70)	(\$84.20)	(\$81.10)	(\$830.08)	100.0%
	Personnel Services	(\$3,579,902.00)	(\$3,585,902.00)	(\$174,744.83)	(\$270,094.49)	(\$370,012.14)	(\$274,318.76)	(\$271,388.04)	(\$281,293.91)	(\$274,155.80)	(\$388,473.27)	(\$266,955.74)	(\$256,998.58)	(\$2,828,435.56)	78.9%

Expense				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	YTD TOTAL	% USED
620100	Training/Conferences	(\$23,234.00)	(\$27,734.00)	(\$285.00)	(\$30.00)	(\$1,753.25)	(\$912.45)	(\$1,803.71)	(\$505.00)	(\$3,413.14)	(\$1,913.86)	(\$1,247.00)	(\$896.13)	(\$12,759.54)	46.0%
620200	Mileage Reimbursement	\$0.00	\$0.00	(\$387.00)	(\$387.00)	(\$387.00)	(\$387.00)	(\$455.78)	(\$500.78)	(\$387.00)	(\$387.00)	(\$60.00)	(\$60.00)	(\$3,398.56)	100.0%
620600	Parking Permits	(\$5,000.00)	(\$5,000.00)	\$0.00	(\$383.00)	\$0.00	(\$73.93)	\$0.00	\$0.00	\$0.00	(\$167.77)	(\$43.59)	\$0.00	(\$668.29)	13.4%
630100	Office Supplies	(\$35,517.00)	(\$46,155.00)	(\$1,134.08)	(\$1,921.91)	(\$2,266.33)	(\$2,558.93)	(\$3,002.48)	(\$1,776.78)	(\$1,884.14)	(\$1,641.65)	(\$2,810.14)	(\$1,848.81)	(\$20,845.25)	45.2%
630300	Memberships & Licenses	(\$2,200.00)	(\$2,200.00)	\$0.00	(\$155.00)	(\$355.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$52.75)	(\$562.75)	25.6%
630500	Awards & Recognition	(\$850.00)	(\$1,850.00)	(\$691.16)	\$0.00	(\$1,080.00)	(\$1,136.00)	(\$270.62)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,177.78)	171.8%
630600	Building Maint./Janitor	(\$7,000.00)	(\$7,000.00)	(\$1,370.84)	(\$757.33)	(\$534.45)	(\$165.54)	(\$1,245.19)	(\$324.65)	(\$279.24)	(\$1,307.62)	(\$683.86)	(\$473.38)	(\$7,142.10)	102.0%
630700	Food & Provisions	(\$1,135.00)	(\$5,714.00)	(\$245.51)	(\$20.70)	(\$77.32)	(\$1,209.21)	(\$143.29)	(\$306.97)	(\$80.25)	(\$138.10)	(\$150.80)	(\$418.39)	(\$2,790.54)	48.8%
630902	Tools & Instruments	(\$150.00)	(\$150.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
631500	Books & Library Materials	(\$475,000.00)	(\$499,156.00)	(\$44,227.37)	(\$60,016.85)	(\$30,210.90)	(\$33,296.62)	(\$40,975.41)	(\$36,682.25)	(\$29,668.59)	(\$40,030.16)	(\$41,172.80)	(\$38,007.62)	(\$394,288.57)	79.0%
632001	City Copy Charges	(\$100.00)	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
632002	Outside Printing	\$0.00	(\$1,200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
632101	Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	(\$161.25)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$161.25)	100.0%
632300	Safety Supplies	(\$550.00)	(\$550.00)	\$0.00	(\$233.76)	\$0.00	\$385.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$151.24	-27.5%
632700	Miscellaneous Equipment	(\$28,630.00)	(\$30,630.00)	(\$412.56)	(\$55.64)	(\$4,393.69)	\$0.00	(\$111.56)	(\$1,518.00)	(\$1,885.85)	(\$448.65)	(\$1,179.80)	(\$7,322.00)	(\$17,327.75)	56.6%
640700	Solid Waste/Recycling Pickup	(\$1,200.00)	(\$1,200.00)	(\$434.00)	(\$112.00)	(\$434.00)	(\$756.00)	(\$112.00)	(\$434.00)	(\$434.00)	(\$434.00)	(\$434.00)	(\$522.80)	(\$4,106.80)	342.2%
641200	Advertising	(\$1,288.00)	(\$9,288.00)	(\$592.90)	(\$1,867.38)	(\$164.99)	(\$267.83)	(\$926.50)	(\$495.53)	(\$1,367.53)	(\$2,301.77)	(\$158.96)	(\$961.15)	(\$9,104.54)	98.0%
641301	Electric	(\$30,000.00)	(\$30,000.00)	(\$3,335.17)	(\$7,746.98)	(\$12,214.27)	(\$3,687.03)	(\$14,251.97)	(\$4,158.94)	(\$10,158.72)	(\$10,301.68)	(\$5,095.29)	(\$3,346.95)	(\$74,297.00)	247.7%
641302	Gas	(\$20,000.00)	(\$20,000.00)	(\$3,431.49)	(\$7,268.52)	(\$9,709.01)	(\$1,216.68)	(\$3,287.06)	(\$66.62)	(\$883.44)	(\$576.32)	(\$220.43)	(\$50.36)	(\$26,709.93)	133.5%
641303	Water	\$0.00	\$0.00	\$0.00	(\$185.00)	\$0.00	\$0.00	(\$185.00)	\$0.00	\$0.00	(\$234.95)	\$0.00	\$0.00	(\$604.95)	100.0%
641304	Sewer	\$0.00	\$0.00	\$0.00	(\$51.00)	\$0.00	\$0.00	(\$54.55)	\$0.00	\$0.00	(\$69.28)	\$0.00	\$0.00	(\$174.83)	100.0%

641306	Stormwater	\$0.00	\$0.00	\$0.00	(\$793.97)	\$0.00	\$0.00	(\$776.71)	\$0.00	\$0.00	(\$793.97)	\$0.00	\$0.00	(\$2,364.65)	100.0%
641307	Telephone	(\$5,298.00)	(\$5,298.00)	\$0.00	(\$905.74)	(\$554.89)	(\$194.98)	(\$920.74)	(\$563.13)	(\$561.55)	(\$555.48)	(\$389.96)	(\$727.28)	(\$5,373.75)	101.4%
641308	Cellular Phones	(\$1,300.00)	(\$1,300.00)	(\$103.75)	\$0.00	(\$207.50)	(\$103.75)	(\$103.75)	(\$103.75)	\$0.00	(\$207.50)	(\$103.75)	(\$25.09)	(\$958.84)	73.8%
641600	Build Repairs & Maint	(\$2,000.00)	(\$2,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
641800	Equip Repairs & Maint	(\$49,255.00)	(\$49,255.00)	(\$2,602.74)	(\$399.74)	(\$11,287.11)	(\$1,526.32)	(\$2,668.45)	(\$402.80)	(\$2,001.94)	(\$1,576.88)	(\$581.30)	(\$3,067.44)	(\$26,114.72)	53.0%
642000	Facilities Charges	(\$100,565.00)	(\$100,565.00)	\$0.00	(\$66.84)	(\$5,671.50)	(\$66.84)	(\$3,722.80)	(\$2,881.42)	(\$66.84)	(\$6,523.32)	(\$3,576.17)	(\$9,096.60)	(\$31,672.33)	31.5%
644000	Snow Removal Services	(\$50,000.00)	(\$50,000.00)	\$0.00	\$0.00	\$0.00	(\$64,177.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$64,177.00)	128.4%
650200	Leases	(\$150,000.00)	(\$150,000.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$25,000.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$137,500.00)	91.7%
659900	Other Contracts/Obligation	(\$118,817.00)	(\$136,073.00)	(\$2,100.00)	(\$14,924.11)	(\$64,612.70)	(\$3,334.32)	(\$3,243.75)	(\$7,911.55)	(\$6,586.05)	(\$13,954.62)	(\$7,258.35)	(\$11,680.50)	(\$135,605.95)	99.7%
681500	Software Acquisition	(\$4,498.00)	(\$4,498.00)	(\$40.00)	(\$3,374.31)	(\$1,071.78)	(\$742.50)	(\$6,004.35)	(\$5,335.50)	\$0.00	(\$80.00)	(\$3,827.80)	(\$1,681.13)	(\$22,157.37)	492.6%
	Operating Expense	(\$1,113,587.00)	(\$1,186,916.00)	(\$73,893.57)	(\$114,156.78)	(\$159,646.94)	(\$127,927.93)	(\$109,265.67)	(\$76,467.67)	(\$72,158.28)	(\$96,144.58)	(\$81,494.00)	(\$92,738.38)	(\$1,003,893.80)	84.6%
	Personnel Services	(\$3,579,902.00)	(\$3,585,902.00)	(\$174,744.83)	(\$270,094.49)	(\$370,012.14)	(\$274,318.76)	(\$271,388.04)	(\$281,293.91)	(\$274,155.80)	(\$388,473.27)	(\$266,955.74)	(\$256,998.58)	(\$2,828,435.56)	
	Operating Expense	(\$1,113,587.00)	(\$1,186,916.00)	(\$73,893.57)	(\$114,156.78)	(\$159,646.94)	(\$127,927.93)	(\$109,265.67)	(\$76,467.67)	(\$72,158.28)	(\$96,144.58)	(\$81,494.00)	(\$92,738.38)	(\$1,003,893.80)	
	Total Expense	(\$4,693,489.00)	(\$4,772,818.00)	(\$248,638.40)	(\$384,251.27)	(\$529,659.08)	(\$402,246.69)	(\$380,653.71)	(\$357,761.58)	(\$346,314.08)	(\$484,617.85)	(\$348,449.74)	(\$349,736.96)	(\$3,832,329.36)	
	Total Revenue	\$1,110,405.00	\$1,172,676.00	\$1,619.39	\$1,766.46	\$64,401.78	\$576,273.91	\$2,067.34	\$4,832.24	\$1,266.78	\$507,059.20	\$1,840.86	\$2,441.41	\$1,163,569.37	

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2023

<u>Description</u>	ORG	OBJECT	PROJ (in GL)			<u>Amount</u>
	PROJECT	SEG 1	SEG 2	SEG 3		
Children's Services - Other Reim	16021	503500				\$ 100
Children's - Office Supplies ELL	16021	630100	3955			\$ 100
Mtls Mgmt - Other Reim	16032	503500				\$ 50
Mtls Mgmt - Books & Library Mtls	16032	631500				\$ 50
Children's - Food & Provisions ELL	16021	630700	3955			\$ 3,359
Children's - Office Supplies ELL	16021	630100	3955			\$ 3,359
Mtls Mgmt - Other Reim	16032	503500				\$ 50
Mtls Mgmt - Books & Library Mtls	16032	631500				\$ 50

For the purpose of:

- Building For Kids
- John C Roberts Donation for Materials
- Move ELL funds to supply line as requested by AC
- Cookie Fielkow Donation for Materials

Requested by:

 Department Head

 Date

Information:

Action:

 Finance Director

 Date

 Mayor

 Date

Reported to Finance Committee:

 Date

 Date

Finance comments:

Budget Entry (BE) No.: _____

2024 Proposed Close Dates

January 1, January 2	Closed	New Year's Eve (comp), New Year's Day (Monday)
January 3, 4, 5, 6, 7	Closed	Pre-approved Closure for Move to new Temp Location
March 31, 2024	Closed	Easter (Sunday)
May 25, 2024	Summer Hours Begin	Open 9-1 (Saturday)
May 26, 2024	Closed	Sunday
May 27, 2024	Closed	Memorial Day (Monday)
June 2, 9, 16, 23, 30	Closed	Sundays
July 4 2024	Closed	Independence Day (Thursday)
July 7, 14, 21, 28	Closed	Sundays
August 4, 11, 18, 25	Closed	Sundays
September 1, 2024	Closed	Sunday
September 2, 2024	Closed	Labor Day (Monday)
September 3, 2024	School Year hours begin	Tuesday
November 28, 2024	Closed	Thanksgiving Day (Thursday)
December 24, 2024	Closed	Christmas Eve (Tuesday)
December 25, 2024	Closed	Christmas Day (Wednesday)
December 31, 2024	Closed	New Year's Eve (Tuesday)
January 1, 2025	Closed	New Year's Day (Wednesday)
TBD	Closed	Move Back to Oneida Street Library

Appleton Public Library Board
Meeting Dates 2024

*Board Meetings are held the Tuesday before the 3rd Wednesday of each month
Meetings will be held in the City Hall Council Chambers
Any updates to the location of the meeting(s) will be provided well in advance*

Tuesday, **January 16, 2024**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request

Tuesday, February 27, 2024

City Hall 6th Floor A/B, Virtual by Request

** note this meeting is normally the last Tuesday in February per compliance with DPI Annual Report submission.*

Tuesday, **March 19, 2024**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request

Tuesday, **April 16, 2024**

4:30 pm

City Hall 6th Floor A/B, Virtual by Request

**subject to change due to possible conflict with new Alderpersons Swearing in Ceremony*

Tuesday, **May 14, 2024**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request

Tuesday, **June 18, 2024**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request

Tuesday, **July 16, 2024**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request

Tuesday, **August 20, 2024**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request

Tuesday, **September 17, 2024**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request

Tuesday, **October 15, 2024**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request

Tuesday, **November 19, 2024**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request

Tuesday, **December 17, 2024**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes Library Board

Monday, November 6, 2023

2:00 PM

Council Chambers, 6th Floor

Personnel & Policy Committee

1. Call meeting to order

Chairperson Rebecca Kellner called the meeting to order at 2:00pm

2. Pledge of Allegiance

3. Roll call of membership

Others Present: Margret Mann, Colleen Rortvedt

Present: 4 - Kellner, Keller, Brozek and Bunnow

Closed Session

Brozek moved, seconded by Bunnow that the Committee meet in Closed Session pursuant to WI State Statue 19.85(1)(c) to discuss Personnel Matters. Voice Vote. Motion Carried. (4-0)

Roll was taken.

The meeting moved into Closed Session at 2:02pm

Keller moved, seconded by Brozek that the meeting reconvene in Open Session. Voice Vote. Motion Carried. (4-0)

Roll call was taken.

The meeting reconvened in Open Session at 2:44pm

4. Action Items

[23-1329](#)

Library Director's 2023 End of Year Performance Evaluation

Brozek moved, seconded by Keller, that the Library Director's 2023 End of year Performance Evaluation be recommended for approval. Voice Vote. Motion Carried. (4-0)

5. Adjournment

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

The meeting Adjourned at 2:46pm



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BUILD BOLDLY

October 2023

OCTOBER REPORT

City of Appleton – Appleton Public Library

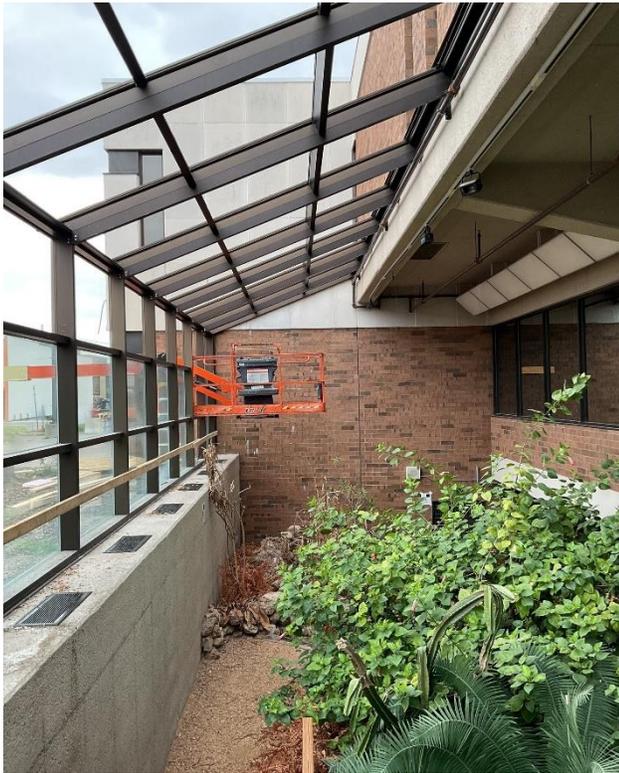
KEY PROGRESS POINTS

- Office Trailer/Subcontractor's Trailer:
 - Boldt office trailer has power and meetings are now being held in the trailer.
 - Camera has been installed on-site.
- Recycling Program:
 - Boldt continues to recycle items, as necessary.
 - Weights to date of all metals are 333,001lbs.
- Progress:
 - FRP has been installed and top coat of paint completed.
 - Abatement work to remove caulk on ductwork was completed.
 - The atrium has been demoed.
 - Continuing Upper-Level demolition of CMU walls and mechanical rooms.
 - Continuing with demolition of façade on North side and finishing demolition on the East side.
 - Began excavating work for footings and foundations for building addition.
 - Layout and demolition of concrete in Lower Level for electrical and plumbing began.
 - Demolition is taking place for openings between levels below skylights along with 3-story stairs and bridge at old entrance.

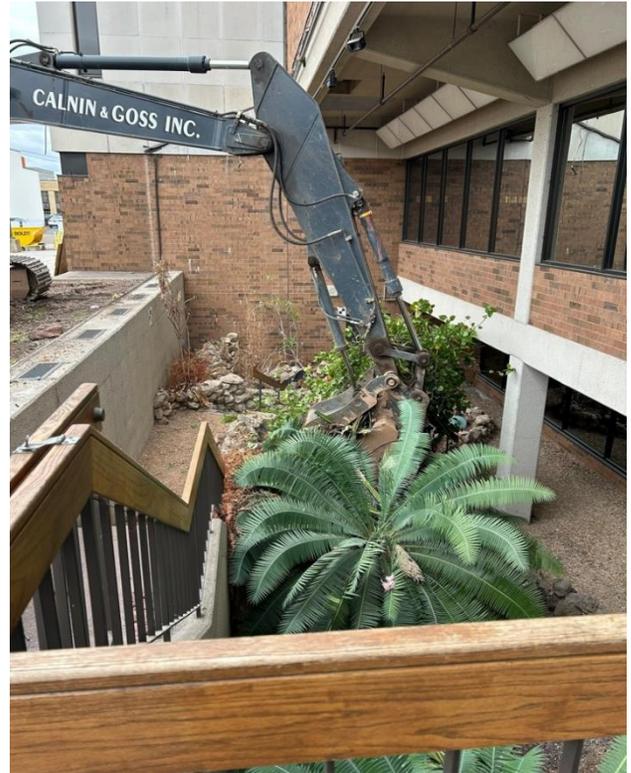
CONDITIONS & SAFETY

- Site conditions still remain good. Continuously monitoring our safety program and making sure workers and the general public are safe.
- There were no injuries this month.

PROGRESS PHOTOS



Atrium



Atrium



Atrium



Atrium

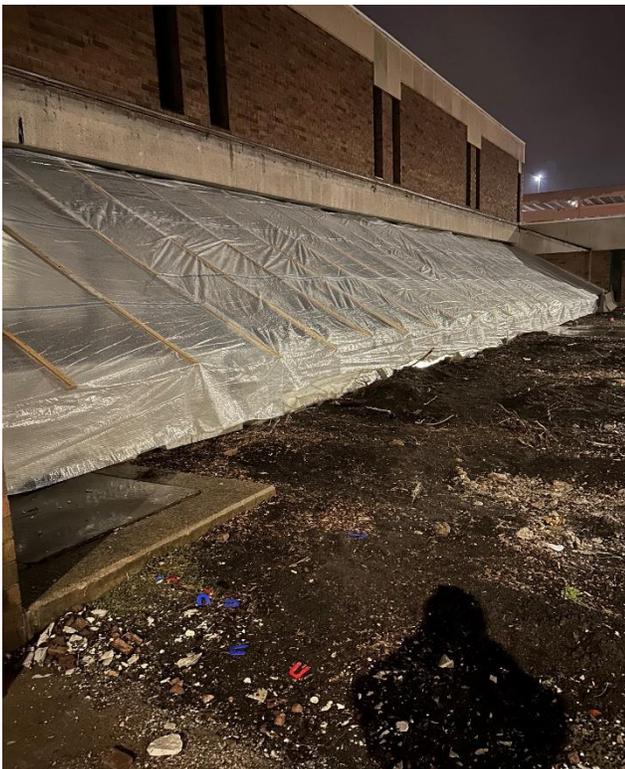
PROGRESS PHOTOS



Atrium



Atrium



Atrium

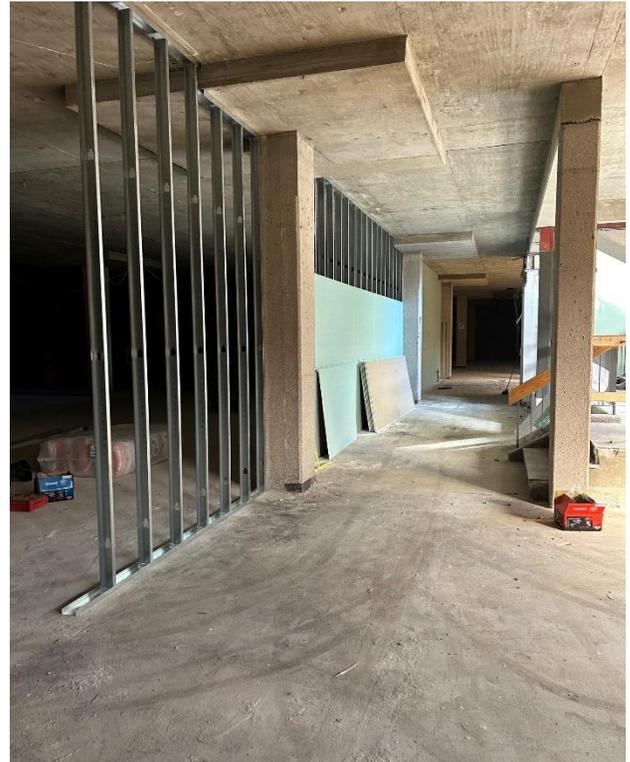


Atrium

PROGRESS PHOTOS



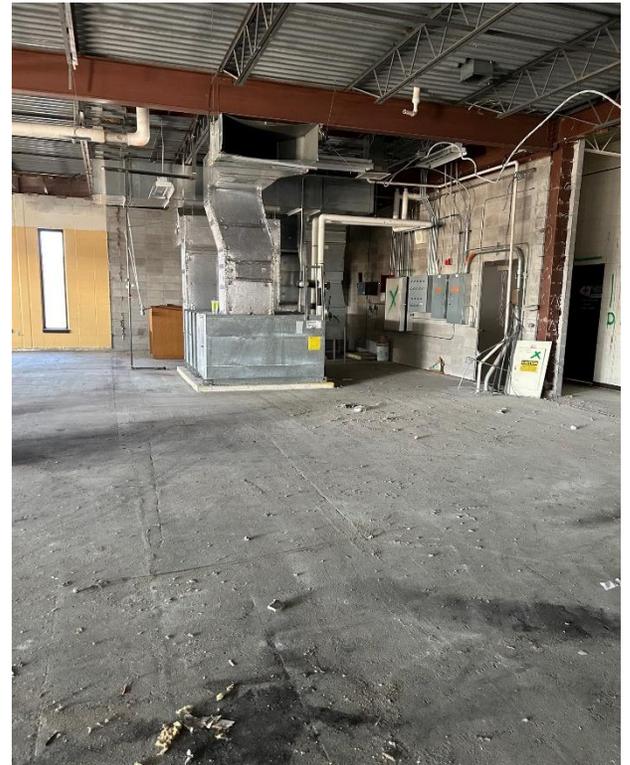
Lower Level – Southeast Side



Lower Level – South Side



Ground Level – East Side



Upper Level – Mechanical Room

Adult Classes and Events

Books and Brews

We continued our popular Books and Brews series, meeting at a new venue each month. Alternating between a local brewpub or coffee shop, we get together to discuss our current favorite reads. Readers are excited to connect to other readers and to be inspired about new books and genres. Friends' funds supplied an optional coffee or non-alcoholic beverage as a thank you to the host and to reduce barriers to participation.

Books for Cooks

Books for Cooks is a group of people getting together to discuss and share recipes from their own selected cookbook each month. Through the cookbook discussion program we share stories and bring the community into cooking and learning new food culture. The first session was filled with inspiring food stories, including our host Mahima Grover talking about the essential spices for Indian cooking and how dishes vary wildly across different regions of India. Everyone had the opportunity to share their cooking and favorite recipes from the cookbooks, learning new dishes and making new friends. The gift cards were made possible by Friends' funds.

Find Your Ancestors: Genealogy of a Neighborhood

In August, the Find Your Ancestors series hosted genealogist, historian, writer and lecturer Mary Risseuw to present "Genealogy of a Neighborhood: Urban and Rural." Mary discussed the methodology and resources you can use to research the neighborhoods where our ancestors lived to uncover additional information about their lives and extended family, friends and neighbors. Using a case study from her own research as an example, she walked attendees through how to use common – and not so common – resources such as census records, newspapers, plat maps, immigration records and more. Attendees especially appreciated her real-life example, with one attendee saying, "I really like the fact that she carried a single case study through so that we could see the complexity of the issues and understand the importance of doing this type of research." Friends provided financial support for this series and an honorarium for this speaker.

Find Your Ancestors: Homesteading: Land for All

In July, the Find Your Ancestors series hosted genealogist Christine Cohen to discuss researching ancestors who were homesteaders. After providing an overview of what the Homestead Act was, Christine shared examples of potential genealogical information you may be able to find in a Homestead application file, regardless of whether your ancestor finalized their application or not. Christine then detailed how you can locate your own ancestor's homestead record and other land records using both online and offline methods. One attendee shared, "I learned about resources I didn't know about and have a plan of action to do some specific research on my family." Friends provided financial support for this series and an honorarium for this speaker.

FRIENDS GRANTS PROGRAM SUMMARIES

3rd QUARTER 2023

Find Your Ancestors: Researching Hispanic Genealogy

In celebration of Hispanic Heritage Month, the Find Your Ancestors series hosted Joy Oria in September to discuss researching Hispanic genealogy. Joy shared how to start your search for Hispanic ancestors by identifying their place of origin before walking attendees through some of the common records available for researchers. She also offered several translation tips before wrapping up with an overview of what records are available from the main genealogy websites, Ancestry and FamilySearch. Attendees particularly enjoyed Joy's suggestions for research strategies to help them navigate the available resources more effectively. Friends provided financial support for this series and an honorarium for this speaker.

Teen Classes and Events

Teen Ambassador Program (TAP)

Teen Ambassador Program (TAP) Ambassadors gather once a month to discuss library news, program ideas and more. The first meeting of the new school year was held in September with seven teens attending, including two new members. We reviewed the TAP Code of Conduct and made changes based on feedback of those present. Teens also had an opportunity to brainstorm ideas for November and December programs. Friends' funds were used to purchase snacks and refreshments for this program.

Teen Tuesday: Barlow Planetarium

Teen Services welcomed teens to the Barlow Planetarium for a double-feature star show as part of the Teen Summer Library Program (TSLP) Teen Tuesday series. The teens had a great time learning about galaxies, constellations and physics and were actively participating throughout the programs with the lead presenter. Friends funding was used to purchase the tickets. The remaining tickets were used for a prize giveaway during our special teen-led constellation program in August.

Teen Tuesday: Timber Rattlers Stadium Tour

Teens and Teen Services staff met in July at the Timber Rattlers stadium for a behind-the-scenes tour of the newly renovated ballpark. We were able to visit the locker room and training facilities, sit in the dugout, and learn about all the different aspects of running a minor league baseball team. We also learned about the stadium as an event facility that is utilized year-round. Friends funding was used to pay the fee for our tour.

Teen Tuesday: It's In the Stars!

APL hosted a special Teen Tuesday program coordinated by our teen intern, as her capstone project through DPI's Teen Internship Pilot Program. Teens explored zodiac signs, created mixed media art, checked out astrology books and enjoyed star-themed refreshments. Our intern also created a poster guide of book recommendations based on astrology. Friends' funds were used for program supplies and refreshments.

Children's Classes and Events

Family Classes and Events

July – September Memorial Park StoryWalk

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

Berry Song by Michaela Goade

The Hidden Rainbow by Christie Matheson

Acorn Was a Little Wild by Jean Areana

These books were unassembled and then reassembled as StoryWalk pages for the months of July - September. 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 one 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.

Craft Around the World – July

Friends' funds were used to purchase craft supplies for a weekly program called, "Craft Around the World." In this program, staff shared stories from different countries and patrons were able to create crafts from/inspired by that country. Countries included Indonesia, Kenya, and Mexico.

Summer Outreach – Highland's Elementary

The Children's Outreach Specialist visited Highland's Elementary this Summer to share information about the library as well as stories and crafts with the students. The students really enjoyed learning about different musical instruments from other countries and especially maracas from Puerto Rico. Friends' Funds were used to purchase program supplies.

School Age STEAM - July

Our School Age STEAM program was offered twice in the month of July. One was detective themed where we used the microscopes (previously purchased by Friends), built and deciphered secret codes, studied fingerprinting, and solved mystery book title puzzles. The other was invention themed. It included designing and creating our own bubble wands, catapults, and toy creatures. We were able to utilize some previously purchased, leftover supplies and buy some new ones all with support from Friends.

Mario Madness

Kids and families had a ton of fun at our Mario Madness event this July. The event was held at Kensington and featured crafts, photo ops, tattoos, a scavenger hunt inside and a giant obstacle course outside. It couldn't have been done without Friends Funding!

FRIENDS GRANTS PROGRAM SUMMARIES

3rd QUARTER 2023

We bought new supplies for the activities and reused items that we'd purchased with Friends' Funds from previous programs.

Music Exploration with Aurora Institute for the Arts

On July 21st, Randy Manning and Anna Herrera from the Aurora Institute for the Arts came to perform and share children's sized violins and cellos for 29 library patrons. They played a few songs for the audience and children were invited to experience what it's like to play a cello and a violin. The program was filled with excitement and was buzzing with the joy of connecting with new instruments. Friends' Funds provided a stipend for the performers.

Symphony Storytime 8/19/2023

Miss Tori was joined by Beth Kinzel, a member of the Fox Valley Symphony Orchestra for an all-ages family friendly Storytime at the Appleton Public Library! Miss Tori read *Bear Loves Music* and *The Music Tree*. Miss Beth played many songs on her flute, led the children in a dance, and answered questions. Friends' Funds were used to pay the Fox Valley Symphony Orchestra and the musician.

Summer Outreach- Fox Valley Estates Mobile

This summer staff visited to Fox Valley Estates Mobile. While we were there, we gave away free books, made library cards, and shared ice cream. Some families came to ask questions about the library and spend time with talking to staff. We noticed several families with young children and hope to connect them to the services the library offers for the community. Friends' Funds were used to purchase supplies for the program.

Wind and Water Wondertorium

To celebrate the end of the Summer Library Program, we hosted an event for children to create and explore things that fly and things that float. Attendees created bird kites and hung on tight, so those birds would not fly too high. They made sailboats and became the wind as they raced them across the water. Balloons became rockets and they soared through the children's area bringing delight. Using corks and pinwheels, they discovered how important it is to put the propellers of a helicopter in the right direction. If they put the pinwheels on wrong, the cork simply dropped, but when they put them on right, there were cheers of delight! Friends' Funds were used to purchase craft supplies for the program.

Back-to-School Bash

This year's Back-to-School Bash welcomed teachers, students, and families to the library to explore what we have to offer for the upcoming school year. We offered crafts, spotlighted library card acquisition/renewal, explored with Cubelet robots, and celebrated with a huge Penelope Rex costume character storytime. Robots were purchased previously using Friends' Funds and Friends' Funds were used to purchase supplies for the crafts and a set of guided reader bookmarks.

FRIENDS GRANTS PROGRAM SUMMARIES

3rd QUARTER 2023

Hispanic Heritage Celebration

This September, the Children's department celebrated Hispanic Heritage Month with a special storytime highlighting Puerto Rico. Attendees learned about Puerto Rico's history and traditions. After storytime, the children painted flags of Hispanic Countries on rocks. Families were able to take the rocks home with them.

School Age STEAM – September

Starting in Sept, our School Age STEAM began running on Tuesday nights from 5-7pm. Each week has a different theme. The four themes for September were: forces/motion, fairy tale science, rocks, and clouds. Amongst all the fun activities, some that stood out were growing crystals, hot cocoa cloud dough, and creating structures that the Big Bad Wolf (a dressed-up hair dryer) couldn't blow down. Friends' Funds were used to purchase supplies for these programs.

Programs for All Ages

Ongoing Classes, Events and Services

Adult Summer Library Program

The Adult Summer Library Program engaged 550 adults in reading, having fun, exploring new books, and participating in library or community programs. The program promoted adult literacy and encouraged patrons to interact with us in new ways by coming to the library each week to get their reading logs stamped for a chance to win weekly prizes. Some parents commented that the program encouraged them to sign up along with their children and model the practice of daily reading. Survey results showcased the success and the enjoyment participants had by being engaged in the program. The program stamps and grand prizes were purchased with Friends' funds.

FlipSide

APL's FlipSide is an online library of local original music which highlights Fox Cities artists to help our community discover & celebrate local music. APL staff worked with its team of community curators to select new albums to add to the collection. Friends' funds supported the honoraria for one additional album added to the collection, bringing the 2023 additions to five.

Rhythms of the World

Library staff continue to be part of the planning committee for the annual community event, Rhythms of the World. We share our resources and connections with the planning committee to offer a wide range of performances at the event and serve as an event sponsor. This event is an opportunity for our community to understand other cultures, perspectives, and experiences through music and dance. The sponsorship was made possible with Friends' funds.

FRIENDS GRANTS PROGRAM SUMMARIES

3rd QUARTER 2023

Tech Help 1:1 Sessions

Tech Help (formerly named Computer Help) is an in-person, one-to-one, drop-in and appointment service for up to two 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 for individuals with limited access and information on how to use technology. The service was renamed Tech Help to communicate the range of support staff and volunteer can offer (e.g., computer, tablet, printing, microfilm use, phone, etc.) Friends' funds the position of the library assistant coordinating this service.

Teen Summer Library Program

The Teen Summer Library Program featured a prize system designed to encourage reading in teens throughout summer and avoid the summer slide. Teens visited the library regularly to earn stamps/drawing tickets and to participate in monthly activities. We saw a significant increase in participants this summer. Friends funded the purchase of program stamps and popular themed prize packages.

Special Projects

American Sign Language Flash Cards

This summer, APL was awarded a Rotary Foundation Helen Thom Roemer Grant. This grant is being used to provide stipends to ASL Translators during Preschool Storytime this Fall. ASL is a language that can be used not only by those who are deaf or hard of hearing, but also by nonverbal children and adults. Friends' Funds were used to purchase ASL flash cards to be used during storytimes and other programs.

Book Club in a Bag Totes

Friends' funds paid for Book Club in a Bag Totes. Book Club in a Bag offers community members the opportunity to request a specific title and number of copies needed. Staff checkout materials and gather them in a handy tote for patrons to pick up.

Building Project Communications

Friends' funds paid for outside printing of various building project communications.

Campfire Set

Friends funds were used to purchase a felt campfire set to replace the previous set that was falling apart. The campfire set includes felt logs, axe, flames, rocks, marshmallows, graham crackers, chocolate, and roasting sticks. The campfire set is a well-loved dramatic play set that goes perfectly with our campfire themed rug.

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 Tech Help service, relationships with volunteers, community partners, community initiatives, agency overview learning

FRIENDS GRANTS PROGRAM SUMMARIES

3rd QUARTER 2023

sessions for library staff, community partner outreach at the library, library programs, and outreach to promote well-being resources.

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.

Latino Fest

APL hosted an outreach table at Latino Fest, Casa Hispana's annual celebration of Latinx/Hispanic culture and community. APL was one of over 60 community organizations sharing information and resources. Participants learned about the library and were able to update and get new library cards. Friends' funds were used to pay the nonprofit booth fee.

Library Groundbreaking Event

The library hosted a community groundbreaking event at the Oneida St. location, which drew local leaders, library partners, and patrons to learn about and celebrate this milestone. Library staff coordinated fun activities including a community-supported mural with artist Ally Wilber and Hmong songs and dancing with musician Kimberly Moua. Friends funds provided funding for supplies and honoraria.

Outreach Bookmarks

Scratch off bookmarks were purchased with Friends' Funds for the Children's Department to bring on outreaches and use during programs. Events they were used at include Fire Safety Day and the BABES Takin' It Outside Event. They were a huge hit with the kiddos!

Loomly

Friends' funds pay for our social media content scheduler. We use this service to proof and strategically schedule content for all our social media outlets.

Pretend Play Mailbox

Friends funds were used to purchase a new, plastic, pretend play mailbox to replace our broken metal mailbox. The mailbox is used multiple times a year at our monthly passive activity table for a variety of mail themed activities.

Summer Library Program

This year kids had a blast with the Summer Fun: Super Mario Edition theme. We offered a paper program for 0–12-year-olds. Kids colored in a coin for every 20 minutes they read or were read to. For every 5 coins they colored in they earned a star sticker that they placed on 1 of 2 Mario cardboard cut-outs with the collective goal of covering Mario in stars to power him up. By the end of the summer the Marios were so covered, they were unrecognizable! Halfway through the program kids got a packet of coupons for kid's meals at local restaurants and a choice of a prize (star balloon wand, star

FRIENDS GRANTS PROGRAM SUMMARIES

3rd QUARTER 2023

fidget, light up star stuffed animal or star stress ball). After completing the entire program kids received a grand prize drawing ticket and got to choose a book to keep. The grand prizes included 2 Star Wars Lego sets, pet vet play set, coding dog, piranha plant puppet, farmers market sorting set, \$25 gift card to Target and \$50 gift card to Marcus Theaters. A total of 989 kids participated in the program and 782 kids completed the program.

Thank you to the Friends of the Library for funding the purchase of the Mario cardboard cut outs, star stickers, Mario stamps for the logs, Mario stickers for I Spy prizes, materials for 2 Mario themed activity paths and PRIZES!