



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, March 15, 2022

4:30 PM

100 N Appleton St.
City Hall Council Chambers 6 A / B

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[22-0318](#) February 24, 2022 Meeting Minutes

Attachments: [February 24 2022 Library Board Meeting Minutes.pdf](#)

Public Participation & Communications

- [22-0139](#) Volunteer of The Year - Lisa Gardiner
- [22-0319](#) Presentation on Capital Campaign Feasibility Study - Karen Rose

Establish Order of the Day

4. Action Items

- [22-0320](#) Bill Register - February 2022
- Attachments:** [Bill Register-Feb-2022.pdf](#)
[APL Financial MTD-Feb-2022.pdf](#)
[APL Bill Register-Feb-rev-2022.pdf](#)
[APL Financial Cash Flow-Feb-2022.pdf](#)
- [22-0321](#) Recommendation to approve GovDeals for Auctioneer Services Vendor
- Attachments:** [Auctioneer Recommendation Board Memo-March 2022.pdf](#)

[22-0322](#) Report of the Personnel & Policy Committee

Attachments: [Personnel & Policy Committee Meeting 3-9-2022 Minutes.pdf](#)
[Library Director Job Description 2010.pdf](#)
[Library Director Job Description amended at Committee 3-9-2022.pdf](#)
[Competency Definitions.pdf](#)
[Art Policy Draft 3-4-2022.pdf](#)
[Scholarship Policy Draft 3-2022.pdf](#)
[Temporary Library Policy Suspensions.docx](#)
[Trustee Essentials Chapter 5 - Hiring a Library Director.pdf](#)
[Trustee Essentials Chapter 7 - The Library Board and Library Personnel.pdf](#)

5. Information Items

A. Administrative Report

[22-0323](#) Library Building Project Update

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

[22-0324](#) Temporary Library Update

[22-0325](#) OWLS Updates
- OWLS Move

**B. President
President's Report**

[22-0326](#) Trustee Development: Who Uses The Library - Part 2

C. Friends Report

[22-0327](#) Friends Capital Campaign Feasibility Study

D. Staff Updates

[22-0328](#) Community Partnerships Updates

6. 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

Thursday, February 24, 2022

4:00 PM

City Hall 6 A/B 100 N. Appleton Street

1. Call meeting to order

President Nancy Scheuerman called the meeting to order at 4:03pm

2. Roll call of membership

Others Present: Owen Anderson, Nicole Casner, Ann Cooksey, Darrin Glad, Robert Edwards, Tina Krueger, Adriana McCleer, Dan McGinnis, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Kara Sullivan, Maureen Ward

Margret Mann arrived at 4:30pm

Present: 8 - Looker, Kellner, Exarhos, Scheuerman, Mann, Nett, Van Zeeland and Brozek

Excused: 3 - Hartjes, Sivasamy and Keller

3. Approval of minutes from previous meeting

[22-0138](#)

January 18, 2022 Meeting Minutes

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

Exharhos moved, seconded by Keller that the January 18, 2022 Meeting Minutes be approved. Voice Vote. Motion Carried. (7-0)

4. Public Participation & Communications

[22-0139](#)

Volunteer of The Year - Lisa Gardiner

Moved to March 2022 Board Meeting

[22-0140](#)

Scholarship Award Recipient Thank You Note (J. Standiford)

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

Establish Order of the Day

President Scheuerman called for a motion to place Action Items 22-0141, 22-0142, 22-0143, 22-0145, 22-0146 and 22-0147 on a Consent Agenda.

Kellner moved, seconded by Brozek that Action Items 22-0141, 22-0142, 22-0143, 22-0145, 22-0146 and 22-0147 be placed on a Consent Agenda. Voice Vote. Motion Carried. (7-0)

5. Action Items

Exarhos moved, seconded by Brozek, that the Consent Agenda Items be approved. Voice Vote. Motion Carried. (7-0)

[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](#)

This Report Action Item was approved

[22-0142](#)

February 2022 Budget Amendment and Friends Grant Budget through June 2022

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

This Report Action Item was approved

[22-0143](#)

Wisconsin Public Library 2021 Annual Report

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

This Report Action Item was approved

[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](#)

This Report Action Item was approved

[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](#)

This Report Action Item was approved

[22-0147](#)

Report of the Personnel & Policy Committee

Attachments: [Personnel & Policy Committee Meeting Minutes 2-16-2022.pdf](#)
[Competency Definitions.pdf](#)
[City of Appleton - Library Director Job Description - current.pdf](#)

This Report Action Item was approved

6. Information Items

A. Administrative Report

[22-0149](#)

State of Wisconsin Neighborhood Investment Fund Grant

[22-0148](#)

Library Building Project Update

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

Upcoming Board Committee Meetings

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

Attachments: [APL Building Project FAQ \(1\).pdf](#)
[APL Moving Information.pdf](#)

Closed Session

7. Adjournment

Meeting adjourned at 5:30pm

Exarhos moved, seconded by Kellner that the meeting be Adjourned. Voice Vote. Motion Carried. (8-0)

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/2 TO 2022/2		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16010									Library Administration
16010	630100								Office Supplies
	001583	UNITED STATES POSTAL	73092	0	2022 2	INV P		11.60	pcard Forever Stamps
	001583	UNITED STATES POSTAL	73093	0	2022 2	INV P		15.08	pcard Board Committee Pac
	001583	UNITED STATES POSTAL	73338	0	2022 2	INV P		19.12	pcard Postage Board Packe
								45.80	
	001983	AMAZON	73097	0	2022 2	INV P		9.98	pcard Large File Rubberba
	001983	AMAZON	73098	0	2022 2	INV P		22.75	pcard Masks
								32.73	
	002034	OFFICE DEPOT	73094	0	2022 2	INV P		11.69	pcard Avery Labels
	002034	OFFICE DEPOT	73095	0	2022 2	INV P		30.16	pcard Colored File Tabs
	002034	OFFICE DEPOT	73096	0	2022 2	INV P		109.63	pcard Laminating Pouches,
								151.48	
								ACCOUNT TOTAL	230.01
16010	630300								Memberships & Licenses
	999990	WISCONSIN LIBRARY AS	73390	0	2022 2	INV P		50.00	pcard Annual Membership -
	999990	WISCONSIN LIBRARY AS	73391	0	2022 2	INV P		250.00	pcard Annual Membership -
								300.00	
								ACCOUNT TOTAL	300.00
16010	659900								Other Contracts/Obligation
	002229	STAR PROTECTION AND	72212	0	2022 2	INV P		6,272.70	021622 552504 Security Guard
								ACCOUNT TOTAL	6,272.70
								ORG 16010 TOTAL	6,802.71
16021									Library Children's Services
16021	630100								Office Supplies
	999990	AMAZON.COM*Y893G58Y3	73257	0	2022 2	INV P		49.99	pcard Programming Microph
	999990	COLLABORATIVE SUMMER	73264	0	2022 2	INV P		60.30	pcard COLLABORATIVE SUMME
								110.29	
								ACCOUNT TOTAL	110.29
								ORG 16021 TOTAL	110.29
16023									Library Public Services
16023	630100								Office Supplies
	001034	OUTAGAMIE WAUPACA LI	72180	0	2022 2	INV P		61.00	020922 552388 2022 WPLC Share, Re
								ACCOUNT TOTAL	61.00

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/2 TO 2022/2		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
				ORG 16023	TOTAL		61.00		
16024						Library Community Partnerships			
16024	630100					Office Supplies			
001983	AMAZON	73049	0	2022	2 INV P		27.49	pcard	Prizes for John Lew
999990	VISTAPRINT	73387	0	2022	2 INV P		52.99	pcard	Teen Services Busin
					ACCOUNT TOTAL		80.48		
16024	659900					Other Contracts/Obligation			
000512	FOX CITIES CHAMBER O	73251	0	2022	2 INV P		250.00	pcard	Career Expo Booth R
					ACCOUNT TOTAL		250.00		
				ORG 16024	TOTAL		330.48		
16032						Library Materials Management			
16032	503500					Other Reimbursements			
000834	MANAWA MEMORIAL LIBR	72909	0	2022	2 INV P		15.00	030222	552688 Patron Material Rei
001615	DOOR COUNTY LIBRARY	72191	0	2022	2 INV P		26.00	022222	552586 Patron Material Rei
001816	CITY OF MILWAUKEE	72652	0	2022	2 INV P		7.99	022222	552579 Patron Material Rei
999998	LENA THAO	72193	0	2022	2 INV P		29.00	022222	552614 PATRON MATERIAL REI
					ACCOUNT TOTAL		77.99		
16032	631500					Books & Library Materials			
000870	MERGENT, INC.	72930	0	2022	2 INV P		208.00	030222	552691 Inv. 1673017801 /
000889	MIDWEST TAPE	73005	0	2022	2 INV P		537.25	pcard	501625717 505625718
000889	MIDWEST TAPE	73058	0	2022	2 INV P		662.58	pcard	501652596 501652597
000889	MIDWEST TAPE	73304	0	2022	2 INV P		532.10	pcard	501696990 501696990
							1,731.93		
001034	OUTAGAMIE WAUPACA LI	72180	0	2022	2 INV P		27,805.15	020922	552388 2022 WPLC Share, Re
001983	AMAZON	73127	0	2022	2 INV P		17.09	pcard	111-3854042-9126643
001983	AMAZON	73128	0	2022	2 INV P		6.88	pcard	111-8520708-6792204
001983	AMAZON	73393	0	2022	2 INV P		13.99	pcard	114-6660568-1549856
001983	AMAZON	73394	0	2022	2 INV P		43.18	pcard	112-3476100-1996202
001983	AMAZON	73395	0	2022	2 INV P		23.96	pcard	111-8856575-9443445
001983	AMAZON	73396	0	2022	2 INV P		12.95	pcard	111-5242722-3719439
001983	AMAZON	73397	0	2022	2 INV P		25.38	pcard	111-9718196-3269836
							143.43		
002162	INFORMATION TODAY, I	73163	0	2022	2 INV P		474.03	030222	552681 Inv. 1738430-B1

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/2 TO 2022/2		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
002396	INGRAM LIBRARY SERV	73006	0	2022	2 INV P	1,973.55	pcard		57548067
002396	INGRAM LIBRARY SERV	73007	0	2022	2 INV P	236.90	pcard		57531892
002396	INGRAM LIBRARY SERV	73008	0	2022	2 INV P	350.00	pcard		57413733
002396	INGRAM LIBRARY SERV	73009	0	2022	2 INV P	146.85	pcard		57417731
002396	INGRAM LIBRARY SERV	73010	0	2022	2 INV P	269.75	pcard		57462000
002396	INGRAM LIBRARY SERV	73060	0	2022	2 INV P	945.60	pcard		57595173
002396	INGRAM LIBRARY SERV	73061	0	2022	2 INV P	-164.91	pcard		57536913
002396	INGRAM LIBRARY SERV	73062	0	2022	2 INV P	469.52	pcard		57595171
002396	INGRAM LIBRARY SERV	73063	0	2022	2 INV P	108.00	pcard		57595172
002396	INGRAM LIBRARY SERV	73064	0	2022	2 INV P	246.51	pcard		57683728
002396	INGRAM LIBRARY SERV	73065	0	2022	2 INV P	565.93	pcard		57662454
002396	INGRAM LIBRARY SERV	73066	0	2022	2 INV P	227.92	pcard		57683729
002396	INGRAM LIBRARY SERV	73067	0	2022	2 INV P	304.81	pcard		57629367
002396	INGRAM LIBRARY SERV	73068	0	2022	2 INV P	355.58	pcard		57629368
002396	INGRAM LIBRARY SERV	73069	0	2022	2 INV P	369.91	pcard		57697808
002396	INGRAM LIBRARY SERV	73305	0	2022	2 INV P	397.82	pcard		57721480
002396	INGRAM LIBRARY SERV	73306	0	2022	2 INV P	286.41	pcard		57838090
002396	INGRAM LIBRARY SERV	73307	0	2022	2 INV P	298.95	pcard		57849637
002396	INGRAM LIBRARY SERV	73308	0	2022	2 INV P	190.22	pcard		57838091
002396	INGRAM LIBRARY SERV	73309	0	2022	2 INV P	285.10	pcard		57773535
002396	INGRAM LIBRARY SERV	73310	0	2022	2 INV P	1,709.31	pcard		57805700
002396	INGRAM LIBRARY SERV	73311	0	2022	2 INV P	284.24	pcard		57823469
						9,857.97			
002583	BLACKSTONE PUBLISHIN	72536	0	2022	2 INV P	104.70	022222	552570	Inv. 2022264 / CusI
002583	BLACKSTONE PUBLISHIN	72538	0	2022	2 INV P	123.30	022222	552570	Inv. 2022173 / CusI
002583	BLACKSTONE PUBLISHIN	72843	0	2022	2 INV P	31.05	022222	552570	Inv. 2024598 / CusI
002583	BLACKSTONE PUBLISHIN	72844	0	2022	2 INV P	226.35	022222	552570	Inv. 2025298 / CusI
						485.40			
999990	NATIONAL AUDUBON SOC	73026	0	2022	2 INV P	30.00	pcard		2022AUDUB-DUP
999990	DATA AXLE - LMS	73027	0	2022	2 INV P	670.00	pcard		10003939204
999990	UPS*1ZR4493503905548	73059	0	2022	2 INV P	16.58	pcard		1ZR449350390554817
999990	LJL*LIBRARY JOURNALS	73102	0	2022	2 INV P	188.50	pcard		202270934
999990	CHICAGO TRIB SUBSCRI	73103	0	2022	2 INV P	140.14	pcard		2022-02-178174059
999990	NATIONAL AUDUBON SOC	73104	0	2022	2 INV P	-30.00	pcard		2022AUDUB-DUP-CR
999990	THOMSON WEST*TCD	73124	0	2022	2 INV P	557.54	pcard		845871615
999990	THOMSON WEST*TCD	73125	0	2022	2 INV P	1,076.05	pcard		845779347
999990	CHICAGO BOOKS & JOUR	73126	0	2022	2 INV P	68.76	pcard		11302180
999990	OVERDRIVE DIST	73312	0	2022	2 INV P	1,028.00	pcard		00669C022055360
						3,745.57			
ACCOUNT TOTAL						44,451.48			
16032	659900			Other Contracts/Obligation					
001398	UNIQUE MANAGEMENT SE	72937	0	2022	2 INV P	187.95	022222	552641	Collection Recovery
ACCOUNT TOTAL						187.95			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/2 TO 2022/2		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
				ORG 16032	TOTAL				44,717.42
16033				Library Network Services					
16033	630100			Office Supplies					
001393	ULINE	73392	0	2022	2 INV P				104.28 pcard Storage Tray / Boxe
				ACCOUNT TOTAL					104.28
16033	632700			Miscellaneous Equipment					
000362	DELL MARKETING L.P.	73365	0	2022	2 INV P				3,081.99 pcard Hybrid Carrier
001619	CDW GOVERNMENT, INC.	73363	0	2022	2 INV P				18.37 pcard Network Card
001983	AMAZON	73035	0	2022	2 INV P				94.68 pcard USB Hubs
				ACCOUNT TOTAL					3,195.04
16033	641800			Equip Repairs & Maint					
001619	CDW GOVERNMENT, INC.	73364	0	2022	2 INV P				36.14 pcard HP Ink Cartridge
001961	WELLS FARGO FINANCIA	72108	0	2022	2 INV P		020922	552432	225.30 Copier Lease
				ACCOUNT TOTAL					261.44
16033	681500			Software Acquisition					
000362	DELL MARKETING L.P.	73033	0	2022	2 INV P				333.45 pcard Service Renewal
000362	DELL MARKETING L.P.	73034	0	2022	2 INV P				1,515.60 pcard PowerEdge Upgrades/
									1,849.05
001619	CDW GOVERNMENT, INC.	73036	0	2022	2 INV P				30.92 pcard Adobe Acrobat Pro L
999990	UNTANGLE INC	73115	0	2022	2 INV P				3,240.00 pcard Maintenance renewal
999990	ZOHO CORPORATION	73116	0	2022	2 INV P				620.34 pcard OpUtils Annual Main
									3,860.34
				ACCOUNT TOTAL					5,740.31
				ORG 16033	TOTAL				9,301.07
FUND 100 General Fund				TOTAL:					61,322.97

** END OF REPORT - Generated by Robert L. Edwards **



2020-2022 MTD EXPENDITURES	(February 2020-2022 comparisons)		
	2020	2021	2022
ACCOUNT DESCRIPTION	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL
423200 Library Grants & Aids	\$0.00	\$0.00	\$0.00
480100 General Charges for Ser	\$3,071.09	\$228.84	\$48.03
500100 Fees & Commissions	\$43.65	\$0.00	(\$4.10)
501500 Rental of City Property	\$0.00	\$30,000.00	\$0.00
502000 Donations & Memorials	\$44.98	\$0.00	\$80.35
503500 Other Reimbursements	\$38,633.40	\$25,515.79	\$2,710.20
Total Revenue	\$41,793.12	\$55,744.63	\$2,834.48
610100 Regular Salaries	(\$162,732.20)	(\$168,420.96)	(\$168,976.32)
610500 Overtime Wages	(\$190.68)	\$0.00	\$0.00
610800 Part-Time Wages	(\$20,176.73)	(\$13,023.78)	(\$18,939.47)
611000 Other Compensation	\$0.00	\$0.00	\$0.00
611400 Sick Pay	(\$511.33)	\$0.00	(\$1,264.44)
611500 Vacation Pay	(\$14,707.54)	(\$6,383.61)	(\$8,623.93)
615000 Fringes	\$0.00	\$0.00	\$0.00
615100 FICA	(\$12,588.13)	(\$12,182.58)	(\$12,453.44)
615200 Retirement	(\$11,418.79)	(\$11,044.16)	(\$10,941.80)
615301 Health Insurance	(\$41,554.86)	(\$37,318.59)	(\$37,785.21)
615302 Dental Insurance	\$0.00	(\$2,832.74)	(\$2,965.05)
615400 Life Insurance	\$0.00	(\$52.00)	(\$74.30)
620100 Training/Conferences	(\$4,715.24)	(\$315.00)	(\$32.59)
620200 Mileage Reimbursement	\$0.00	\$0.00	(\$180.00)
620600 Parking Permits	\$0.00	\$0.00	\$0.00
630100 Office Supplies	(\$3,673.69)	(\$2,126.78)	(\$586.06)
630300 Memberships & Licenses	(\$790.89)	(\$291.08)	(\$300.00)
630500 Awards & Recognition	(\$65.42)	(\$68.00)	\$0.00
630600 Building Maint./Janitor	(\$1,300.37)	(\$156.54)	\$0.00
630700 Food & Provisions	(\$137.22)	\$0.00	\$0.00
631500 Books & Library Materia	(\$98,042.55)	(\$62,304.87)	(\$44,451.48)
632300 Safety Supplies	\$0.00	\$0.00	\$0.00
632700 Miscellaneous Equipment	(\$3,914.34)	(\$50.95)	(\$3,195.04)
640700 Solid Waste/Recycling P	(\$288.00)	(\$324.42)	\$0.00
641200 Advertising	(\$455.29)	(\$1,599.00)	\$0.00
641301 Electric	(\$6,226.82)	\$0.00	\$0.00
641302 Gas	(\$2,180.98)	\$0.00	\$0.00
641303 Water	(\$1,058.70)	(\$384.42)	\$0.00
641304 Sewer	(\$436.30)	(\$133.54)	\$0.00
641306 Stormwater	(\$785.34)	(\$811.23)	\$0.00
641307 Telephone	(\$270.66)	(\$281.93)	\$0.00
641308 Cellular Phones	(\$47.34)	(\$95.00)	\$0.00
641600 Build Repairs & Maint	\$0.00	\$0.00	\$0.00
641800 Equip Repairs & Maint	(\$4,503.83)	(\$6,377.90)	\$0.00
642000 Facilities Charges	(\$15,895.84)	(\$11,206.90)	(\$261.44)
659900 Other Contracts/Obligat	(\$10,833.46)	(\$5,701.80)	(\$6,710.65)
681500 Software Acquisition	\$0.00	\$0.00	(\$5,740.31)
MTD Total Expenditures	(\$419,682.31)	(\$343,487.05)	(\$323,481.53)

APL -LIBRARY BILL REGISTER

FOR INVOICES FROM 2/1/2022 TO 2/28/2022

DEPT.	INVOICE	INVOICE DATE	VENDOR NAME	AMOUNT	ACCOUNT DESC	FULL DESC
16032	1673017801	2/11/2022	MERGENT, INC.	\$208.00	Books & Library Materials	Inv. 1673017801 / CusNo 566512
16032	73005	2/7/2022	MIDWEST TAPE	\$537.25	Books & Library Materials	501625717 505625718
16032	73058	2/14/2022	MIDWEST TAPE	\$662.58	Books & Library Materials	501652596 501652597
						501696990 501696990 501688969
16032	73304	2/21/2022	MIDWEST TAPE	\$532.10	Books & Library Materials	501695271
16032	3833	2/7/2022	OUTAGAMIE WAUPACA LI	\$27,805.15	Books & Library Materials	2022 WPLC Share, Receipt Paper
16032	73127	2/21/2022	AMAZON	\$17.09	Books & Library Materials	111-3854042-9126643
16032	73128	2/21/2022	AMAZON	\$6.88	Books & Library Materials	111-8520708-6792204
16032	73393	2/28/2022	AMAZON	\$13.99	Books & Library Materials	114-6660568-1549856
16032	73394	2/28/2022	AMAZON	\$43.18	Books & Library Materials	112-3476100-1996202
16032	73395	2/28/2022	AMAZON	\$23.96	Books & Library Materials	111-8856575-9443445
16032	73396	2/28/2022	AMAZON	\$12.95	Books & Library Materials	111-5242722-3719439
16032	73397	2/28/2022	AMAZON	\$25.38	Books & Library Materials	111-9718196-3269836
16032	1738430-B1	2/16/2022	INFORMATION TODAY, I	\$474.03	Books & Library Materials	Inv. 1738430-B1
16032	73006	2/7/2022	INGRAM LIBRARY SERV	\$1,973.55	Books & Library Materials	57548067
16032	73007	2/7/2022	INGRAM LIBRARY SERV	\$236.90	Books & Library Materials	57531892
16032	73008	2/7/2022	INGRAM LIBRARY SERV	\$350.00	Books & Library Materials	57413733
16032	73009	2/7/2022	INGRAM LIBRARY SERV	\$146.85	Books & Library Materials	57417731
16032	73010	2/7/2022	INGRAM LIBRARY SERV	\$269.75	Books & Library Materials	57462000
16032	73060	2/14/2022	INGRAM LIBRARY SERV	\$945.60	Books & Library Materials	57595173
16032	73061	2/14/2022	INGRAM LIBRARY SERV	-\$164.91	Books & Library Materials	57536913
16032	73062	2/14/2022	INGRAM LIBRARY SERV	\$469.52	Books & Library Materials	57595171
16032	73063	2/14/2022	INGRAM LIBRARY SERV	\$108.00	Books & Library Materials	57595172
16032	73064	2/14/2022	INGRAM LIBRARY SERV	\$246.51	Books & Library Materials	57683728
16032	73065	2/14/2022	INGRAM LIBRARY SERV	\$565.93	Books & Library Materials	57662454
16032	73066	2/14/2022	INGRAM LIBRARY SERV	\$227.92	Books & Library Materials	57683729
16032	73067	2/14/2022	INGRAM LIBRARY SERV	\$304.81	Books & Library Materials	57629367
16032	73068	2/14/2022	INGRAM LIBRARY SERV	\$355.58	Books & Library Materials	57629368
16032	73069	2/14/2022	INGRAM LIBRARY SERV	\$369.91	Books & Library Materials	57697808
16032	73305	2/21/2022	INGRAM LIBRARY SERV	\$397.82	Books & Library Materials	57721480
16032	73306	2/21/2022	INGRAM LIBRARY SERV	\$286.41	Books & Library Materials	57838090

DEPT.	INVOICE	INVOICE DATE	VENDOR NAME	AMOUNT	ACCOUNT DESC	FULL DESC
16032	73307	2/21/2022	INGRAM LIBRARY SERV	\$298.95	Books & Library Materials	57849637
16032	73308	2/21/2022	INGRAM LIBRARY SERV	\$190.22	Books & Library Materials	57838091
16032	73309	2/21/2022	INGRAM LIBRARY SERV	\$285.10	Books & Library Materials	57773535
16032	73310	2/21/2022	INGRAM LIBRARY SERV	\$1,709.31	Books & Library Materials	57805700
16032	73311	2/21/2022	INGRAM LIBRARY SERV	\$284.24	Books & Library Materials	57823469
16032	2022264	2/1/2022	BLACKSTONE PUBLISHIN	\$104.70	Books & Library Materials	Inv. 2022264 / CusID 101425
16032	2022173	2/1/2022	BLACKSTONE PUBLISHIN	\$123.30	Books & Library Materials	Inv. 2022173 / CusID 101425
16032	2024598	2/15/2022	BLACKSTONE PUBLISHIN	\$31.05	Books & Library Materials	Inv. 2024598 / CusID 101425
16032	2025298	2/16/2022	BLACKSTONE PUBLISHIN	\$226.35	Books & Library Materials	Inv. 2025298 / CusID 101425
16032	73026	2/7/2022	NATIONAL AUDUBON SOC	\$30.00	Books & Library Materials	2022AUDUB-DUP
16032	73027	2/7/2022	DATA AXLE - LMS	\$670.00	Books & Library Materials	10003939204
16032	73059	2/14/2022	UPS*1ZR4493503905548	\$16.58	Books & Library Materials	1ZR449350390554817
16032	73102	2/14/2022	LJL*LIBRARY JOURNALS	\$188.50	Books & Library Materials	202270934
16032	73103	2/14/2022	CHICAGO TRIB SUBSCRI	\$140.14	Books & Library Materials	2022-02-178174059
16032	73104	2/14/2022	NATIONAL AUDUBON SOC	-\$30.00	Books & Library Materials	2022AUDUB-DUP-CR
16032	73124	2/21/2022	THOMSON WEST*TCD	\$557.54	Books & Library Materials	845871615
16032	73125	2/21/2022	THOMSON WEST*TCD	\$1,076.05	Books & Library Materials	845779347
16032	73126	2/21/2022	CHICAGO BOOKS & JOUR	\$68.76	Books & Library Materials	11302180
16032	73312	2/21/2022	OVERDRIVE DIST	\$1,028.00	Books & Library Materials	00669C022055360
Total				\$44,451.48		
16033	73364	2/21/2022	CDW GOVERNMENT, INC.	\$36.14	Equip Repairs & Maint	HP Ink Cartridge
16033	5018711552	1/28/2022	WELLS FARGO FINANCIA	\$225.30	Equip Repairs & Maint	Copier Lease
Total				\$261.44		
16010	73390	2/28/2022	WISCONSIN LIBRARY AS	\$50.00	Memberships & Licenses	Annual Membership - N. Scheuerman
16010	73391	2/28/2022	WISCONSIN LIBRARY AS	\$250.00	Memberships & Licenses	Annual Membership - C. Rortvedt
Total				\$300.00		
16033	73365	2/21/2022	DELL MARKETING L.P.	\$3,081.99	Miscellaneous Equipment	Hybrid Carrier
16033	73363	2/21/2022	CDW GOVERNMENT, INC.	\$18.37	Miscellaneous Equipment	Network Card
16033	73035	2/7/2022	AMAZON	\$94.68	Miscellaneous Equipment	USB Hubs
Total				\$3,195.04		
16010	73092	2/14/2022	UNITED STATES POSTAL	\$11.60	Office Supplies	Forever Stamps
16010	73093	2/14/2022	UNITED STATES POSTAL	\$15.08	Office Supplies	Board Committee Packet Mailings
16010	73338	2/21/2022	UNITED STATES POSTAL	\$19.12	Office Supplies	Postage Board Packet Mailings
16010	73097	2/14/2022	AMAZON	\$9.98	Office Supplies	Large File Rubberbands
16010	73098	2/14/2022	AMAZON	\$22.75	Office Supplies	Masks

DEPT.	INVOICE	INVOICE DATE	VENDOR NAME	AMOUNT	ACCOUNT DESC	FULL DESC
16010	73094	2/14/2022	OFFICE DEPOT	\$11.69	Office Supplies	Avery Labels
16010	73095	2/14/2022	OFFICE DEPOT	\$30.16	Office Supplies	Colored File Tabs
16010	73096	2/14/2022	OFFICE DEPOT	\$109.63	Office Supplies	Laminating Pouches, Batteries
16021	73257	2/14/2022	AMAZON.COM*Y893G58Y3	\$49.99	Office Supplies	Programming Microphone
16021	73264	2/14/2022	COLLABORATIVE SUMMER	\$60.30	Office Supplies	COLLABORATIVE SUMMER LIBR Prizes for John Lewis Teen Art Contest
16024	73049	2/14/2022	AMAZON	\$27.49	Office Supplies	Contest
16024	73387	2/28/2022	VISTAPRINT	\$52.99	Office Supplies	Teen Services Business Cards
16033	73392	2/28/2022	ULINE	\$104.28	Office Supplies	Storage Tray / Boxes
16023	3833	2/7/2022	OUTAGAMIE WAUPACA LI	\$61.00	Office Supplies	2022 WPLC Share, Receipt Paper
Total				\$586.06		
16010	202964	2/1/2022	STAR PROTECTION AND	\$6,272.70	Other Contracts/Obligation	Security Guard
16024	73251	2/14/2022	FOX CITIES CHAMBER O	\$250.00	Other Contracts/Obligation	Career Expo Booth Registration
16032	6097714	2/1/2022	UNIQUE MANAGEMENT SE	\$187.95	Other Contracts/Obligation	Collection Recovery
Total				\$6,710.65		
16032	February 2022	2/14/2022	MANAWA MEMORIAL LIBR	\$15.00	Other Reimbursements	Patron Material Reimbursements
16032	February 2022	2/8/2022	DOOR COUNTY LIBRARY	\$26.00	Other Reimbursements	Patron Material Reimbursement
16032	2700337	2/16/2022	CITY OF MILWAUKEE	\$7.99	Other Reimbursements	Patron Material Reimbursement
16032	Thao 2022	2/3/2022	LENA THAO	\$29.00	Other Reimbursements	PATRON MATERIAL REIMBURSEMENT
Total				\$77.99		
16033	73033	2/7/2022	DELL MARKETING L.P.	\$333.45	Software Acquisition	Service Renewal
16033	73034	2/7/2022	DELL MARKETING L.P.	\$1,515.60	Software Acquisition	PowerEdge Upgrades/Extensions
16033	73036	2/7/2022	CDW GOVERNMENT, INC.	\$30.92	Software Acquisition	Adobe Acrobat Pro License
16033	73115	2/14/2022	UNTANGLE INC	\$3,240.00	Software Acquisition	Maintenance renewal webfilter & VPN
16033	73116	2/14/2022	ZOHO CORPORATION	\$620.34	Software Acquisition	OpUtils Annual Maintnence Fee & License
Total				\$5,740.31		
Grand Total				\$61,322.97		



Appleton Public Library Cash Flow Report-2022 Year to Date				JAN	FEB
GL Account	DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL
423200	<i>Library Grants & Aids</i>	\$0.00	\$0.00	\$0.00	\$0.00
480100	<i>General Charges for Ser</i>	\$0.00	\$0.00	\$52.85	\$100.88
500100	<i>Fees & Commissions</i>	\$0.00	\$0.00	\$121.97	\$117.87
501500	<i>Rental of City Property</i>	\$0.00	\$0.00	\$0.00	\$0.00
502000	<i>Donations & Memorials</i>	\$0.00	\$0.00	\$0.32	\$80.67
503500	<i>Other Reimbursements</i>	\$0.00	\$0.00	\$1,766.70	\$4,476.90
Total Revenue		\$0.00	\$0.00	\$1,941.84	\$4,776.32

Expense					
GL Account	DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL
610100	<i>Regular Salaries</i>	\$0.00	\$0.00	(\$83,283.51)	(\$252,259.83)
610400	<i>Call Time Wages</i>	\$0.00	\$0.00	(\$200.00)	(\$200.00)
610500	<i>Overtime Wages</i>	\$0.00	\$0.00	\$0.00	\$0.00
610800	<i>Part-Time Wages</i>	\$0.00	\$0.00	(\$9,318.19)	(\$28,257.66)
611400	<i>Sick Pay</i>	\$0.00	\$0.00	(\$3,180.97)	(\$4,445.41)
611500	<i>Vacation Pay</i>	\$0.00	\$0.00	(\$4,628.74)	(\$13,252.67)
615000	<i>Fringes</i>	\$0.00	\$0.00	\$0.00	\$0.00
615100	<i>FICA</i>	\$0.00	\$0.00	(\$12,389.47)	(\$24,842.91)
615200	<i>Retirement</i>	\$0.00	\$0.00	(\$10,921.04)	(\$21,862.84)
615301	<i>Health Insurance</i>	\$0.00	\$0.00	(\$19,454.35)	(\$57,239.56)
615302	<i>Dental Insurance</i>	\$0.00	\$0.00	(\$1,535.97)	(\$4,501.02)
615400	<i>Life Insurance</i>	\$0.00	\$0.00	(\$72.70)	(\$147.00)
Personnel Services				(\$144,984.94)	(\$407,008.90)

Expense					
620100	<i>Training/Conferences</i>	\$0.00	\$0.00	(\$364.76)	(\$397.35)
620200	<i>Mileage Reimbursement</i>	\$0.00	\$0.00	(\$180.00)	(\$360.00)
620600	<i>Parking Permits</i>	\$0.00	\$0.00	(\$1,820.00)	(\$1,820.00)
630100	<i>Office Supplies</i>	\$0.00	\$0.00	(\$372.04)	(\$1,273.21)
630300	<i>Memberships & Licenses</i>	\$0.00	\$0.00	(\$175.00)	(\$775.00)
630500	<i>Awards & Recognition</i>	\$0.00	\$0.00	(\$72.53)	(\$87.53)
630600	<i>Building Maint./Janitor</i>	\$0.00	\$0.00	\$0.00	\$0.00
630700	<i>Food & Provisions</i>	\$0.00	\$0.00	(\$12.00)	(\$12.00)
630902	<i>Tools & Instruments</i>	\$0.00	\$0.00	\$68.99	\$0.00
631500	<i>Books & Library Materia</i>	\$0.00	\$0.00	(\$38,459.36)	(\$87,008.61)
632002	<i>Outside Printing</i>	\$0.00	\$0.00	\$0.00	\$0.00
632300	<i>Safety Supplies</i>	\$0.00	\$0.00	\$0.00	\$0.00
632700	<i>Miscellaneous Equipment</i>	\$0.00	\$0.00	\$0.00	(\$3,195.04)
640700	<i>Solid Waste/Recycling P</i>	\$0.00	\$0.00	\$0.00	\$0.00
641200	<i>Advertising</i>	\$0.00	\$0.00	(\$251.84)	(\$350.84)
641301	<i>Electric</i>	\$0.00	\$0.00	(\$6,742.00)	(\$6,742.00)
641302	<i>Gas</i>	\$0.00	\$0.00	(\$4,462.50)	(\$4,462.50)
641303	<i>Water</i>	\$0.00	\$0.00	\$0.00	\$0.00
641304	<i>Sewer</i>	\$0.00	\$0.00	\$0.00	\$0.00
641306	<i>Stormwater</i>	\$0.00	\$0.00	\$0.00	\$0.00
641307	<i>Telephone</i>	\$0.00	\$0.00	(\$295.55)	(\$295.55)
641308	<i>Cellular Phones</i>	\$0.00	\$0.00	(\$97.96)	(\$97.96)
641600	<i>Build Repairs & Maint</i>	\$0.00	\$0.00	\$0.00	\$0.00
641800	<i>Equip Repairs & Maint</i>	\$0.00	\$0.00	(\$18,518.84)	(\$18,780.28)
642000	<i>Facilities Charges</i>	\$0.00	\$0.00		(\$12,912.06)
659900	<i>Other Contracts/Obligat</i>	\$0.00	\$0.00	(\$6,933.85)	(\$13,644.50)
681500	<i>Software Acquisition</i>	\$0.00	\$0.00	(\$2,039.50)	(\$7,779.81)
Operating Expense		\$0.00	\$0.00	(\$80,728.74)	(\$159,994.24)
Personnel Services		\$0.00	\$0.00	(\$144,984.94)	(\$407,008.90)
Operating Expense		\$0.00	\$0.00	(\$80,728.74)	(\$159,994.24)
Total Expense		\$0.00	\$0.00	\$225,713.68	(\$567,003.14)
Total Revenue		\$0.00	\$0.00	\$1,941.84	\$4,776.32

Appleton Public Library

To: Appleton Library Board of Trustees

From: Robert Edwards, Business Manager

memo

Date: 3/8/2022

Re: Recommendation for Auctioneer Services Vendor

On 1/21/2022, the library put out an RFP for Auctioneer Services.

Given that there was only one vendor that presented a qualified proposal at the deadline, GovDeals, there was only one vendor's Cost of Services option to consider. Their proposed 0% fee and no risk to the library, fits our unique type of project. Through their proposal and interview process the vendor provided a work plan, listing key events and methods and a timeline of how they would complete the project. These events included, but was not limited to, advertising to be done by the auctioneer or the Library, preparation activities and timeline, collection from winning bidders (including sales tax considerations), and a procedure and requirements for removal of items from the library sale.

It is the recommendation of the staff committee that the GovDeals proposal is a good fit for the library auctioneer project and we grant the contract for the Auctioneer Services to GovDeals, Liquidity Services Operations LLC to their proposal totaling for 0% Fee to the Library with a Buyer's Premium of 15% to be completed before June 1, 2022.

Sincerely,

Robert L. Edwards
Business Manager



Meeting Minutes
Library Board

Wednesday, March 9, 2022

12:30 PM

225 N. Oneida Street

Personnel & Policy Committee

1. Call meeting to order

Chairperson Margret Mann called the meeting to order at 12:31pm

2. Roll call of membership

Present: 2 - Mann and Brozek

Excused: 1 - Kellner

Others : 1 - Rortvedt

3. **Action Items**

[22-0255](#)

Library Director's Job Description

Attachments: [Library Director Job Description 2010.pdf](#)

[Library Director Job Description amended at Committee 3-9-2022.pdf](#)

[Competency Definitions.pdf](#)

Mann moved, seconded by Brozek, that the Library Director's Job Description be Amended to include the bullet point "Serves as Coordinator and Technical Advisor for the Library Board of Trustees" under the Leadership and Strategy Section. Voice Vote. Motion Carried. (2-0)

Brozek moved, seconded by Mann that the Library Director's Amended Job Description be recommended for approval. Voice Vote. Motion Carried. (2-0)

[22-0256](#)

APL Art Policy

Attachments: [Art Policy Draft 3-1-2022.pdf](#)

Brozek moved, seconded by Mann, that the APL Art Policy be recommended for approval. Voice Vote. Motion Carried. (2-0)

[22-0257](#)

APL Scholarship Policy

Attachments: [Scholarship Policy Draft 3-2022.pdf](#)

Brozek moved, seconded by Mann, that the APL Scholarship Policy be recommended for approval. Voice Vote. Motion Carried.(2-0)

4. Information Items

[22-0258](#)

Temporary Suspension of Policies Not Relevant while in the Temporary Library Location

Attachments: [Temporary Library Policy Suspensions.pdf](#)

[22-0261](#)

Trustee Essentials Chapter 5: Hiring a Library Director and Chapter 7: The Library Board and Library Personnel

Attachments: [Trustee Essentials Chapter 5 - Hiring a Library Director.pdf](#)
[Trustee Essentials Chapter 7 - The Library Board and Library Personnel.pdf](#)

7. Adjournment

**Mann moved, seconded by Brozek that the meeting be Adjourned. Voice Vote. Motion Carried. (2-0)
The meeting was Adjourned at 12:58pm**

*Current Library Director Job Description.
Note: Last major update was 2010.
Last updated 2014 when City competencies were added.*

Library Director

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

Library Director Job Description

NATURE OF WORK:

The Library Director is responsible for the leadership and vision of the Appleton Public Library (APL). This position serves as the chief executive for the library and reports directly to the Library Board of Trustees, exercising considerable judgment and discretion and providing complex professional policy guidance. In addition, the Director works with numerous internal and external stakeholders and partners including the City of Appleton, the Friends of APL, the Outagamie Waupaca Library System, the community, and external organizations.

This is a senior leadership position within the City of Appleton and works closely with the Mayor, the Appleton Common Council, and other City departments to create and implement library goals that align with the mission and vision of the City of Appleton as well address the needs of the library's legal service area.

JOB FUNCTIONS

ESSENTIAL JOB FUNCTIONS

Leadership and Strategy

- Develops and communicates a strong vision for a 21st Century library.
- Directs the library to achieve goals and serve the community.
- Leads the library's strategic planning efforts.
- Develops library policies and procedures, in conjunction with the library's leadership team, to guide programs and services.
- Serves as coordinator and technical advisor for the Library Board of Trustees
- Oversees long range planning of capital projects and the library facility that reflect future needs and stewards the community's investment in the library.
- Develops library budgets that responsibly deliver library services to the community, balancing resources that are available with the community's evolving expectations and demands.
- Operates as a Department Head for the City of Appleton, serving on the Mayor's Leadership Team and advisory committees.

Operational Effectiveness

- Provides oversight of the library's finances in accordance with established laws and policies.
- Pursues grant funding opportunities and oversees grant reporting.
- Establishes strategic objectives and performance standards. Supports staff's knowledge and expertise through development and providing resources and autonomy to carry out their responsibilities.
- Facilitates positive change management practices and supports staff resilience.
- Serves as advisor to the Friends of Appleton Public Library, a 501c(3), by ensuring the Friends are in alignment with the library's goals and objectives.

Community Responsiveness and Outreach

- Leads and fosters an inclusive culture that welcomes creative and innovative ideas while fostering respect among staff and community members.
- Establishes community-driven priorities, developing processes that include direct input from a diverse representation of the community.
- Creates and supports opportunities for community engagement through public meetings, community conversations, and outreach.
- Serves on community boards and organizations to represent the library.
- Advocates for the library, while serving as the primary spokesperson and liaison between the library and the federal, state, and local government agencies.
- Makes presentations on behalf of the library and serves as a spokesperson for the library with the media.

REQUIREMENTS OF WORK:

Master's degree in Library Science from an ALA accredited library school, eligible for Wisconsin Department of Public Instruction Public Librarian Grade I Certification or ability to obtain this credential before completion of the probationary period.

Eight or more years of increasingly responsible professional library experience including management and supervisory experience or other combinations of training and/or experience which translate to the knowledge and abilities necessary to perform the duties of this position, as well as demonstrated:

- Thorough knowledge of the philosophies, principles, and practices of public library administration, ideally in the context of a municipal library.
- Considerable knowledge of budgeting and fiscal control.
- Knowledge of library technology and digital services.
- Ability to operate with integrity, building cooperation and collaboration.
- Ability to supervise and direct staff.
- Ability to develop both short- and long-range strategies for implementing programs and services.
- Ability to communicate effectively.
- Ability to interpret complex statistical data.
- Ability to maintain positive relationships with colleagues, City, County, and State government entities. Serves on the Mayor's leadership team and advisory committees.
- Knowledge of modern office equipment, MS Office Suite.
- Ability to possess and maintain a valid Wisconsin driver's license.

City Competencies for Directors

DRAFT 3/2/2022

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 (4th ed.). Upper Saddle River, NJ: Prentice Hall.

Bough, B., & Condrill, J. (2005). 101 Ways to improve your communication skills instantly (4th 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 propose 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.

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.

ART POLICY

- 1) PURPOSE. The Appleton Public Library Art Policy provides a framework for the growth and development of exhibits and collections that complement the library's mission. It is the library's goal to present our diverse community with artwork and displays that reflect a wide range of views, expressions, opinions, and interests. Specific displays may include items that may be unorthodox or unpopular with the majority or controversial in nature. The library's display of these items does not constitute endorsement of their content but rather makes available its expression. Appleton Public Library ("APL" or "library") adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements.

This policy applies to:

- a) Artists contracted by the library
 - b) Permanent installations
 - c) Temporary exhibits on loan from other organizations
 - d) Rotating permanent collection
- 2) GOALS. APL is dedicated to enriching the library experience of its patrons by:
- a) Enhancing community appreciation of the arts.
 - b) Presenting a variety of works by artists as well as exhibitions of educational, cultural and/or historical significance.
 - c) Providing opportunities for library visitors to encounter original artwork and increase their visual literacy.
 - d) Helping local and regional artists to expand their public exposure while remaining open to artists working on a national or international level.
 - e) The library reserves the right to use its display and gallery areas at any time for its own display needs.
- 3) CRITERIA FOR SELECTION. General criteria for selecting library artwork, exhibits and installations are listed below. An item need not meet all the criteria to be acceptable.
- a) Artistic merit
 - b) Emphasis on artists living/working in the Fox Cities
 - c) Contemporary significance, popular interest, or permanent value
 - d) Prominence, authority, potential and/or competence of artist
 - e) Attention of critics and reviewers
 - f) Timeliness of material
 - g) Relation to existing collections and exhibitions

- h) Statement of challenging, original or alternative point of view
 - i) Authenticity of historical, regional, or social setting
 - j) Suitability of the exhibit for the library's physical limitations. Exhibit should not require climate control, physical security. An exception to this could be made in the case of works that are specifically time-based or of a temporary nature when it is understood that their installation would be of limited duration and any additional costs would be externally funded.
 - k) The exhibit should be available for a period of time that meets the library's needs
 - l) The exhibit should complement the library's collection and services
 - m) The exhibit should comply with all federal, state, and local laws, including those pertaining to libel, copyright, and pornography.
- 4) ARTISTS CONTRACTED BY THE LIBRARY AND PERMANENT INSTALLATIONS. The Adult Services & Engagement Librarian is responsible for identifying and coordinating exhibits with artists contracted by the library for temporary exhibits based on the library's needs and appropriateness to the space available. Applications are evaluated on a rolling basis.

Permanent installations will be evaluated on the same merits as above while incorporating City of Appleton Municipal ordinances and State of Wisconsin statutes for guidance and oversight as appropriate.

- a) Locations. We remind potential artists that our community represents a diversity of interests, values, and beliefs, and any exhibit must be appropriate for the diverse community including children and families. The Library Director reserves the right to authorize what work is appropriate for each space.

APL offers several locations for exhibiting art:

- i) Display cases
 - ii) Gallery spaces
 - iii) The possibility for site-specific and event-specific displays throughout the library, with accompanying programming such as with our Artist in Residence program.
 - iv) Via the library's digital communication channels (ex. website, social media, apps)
- b) Scheduling and duration. Exhibits vary in duration depending on the space involved and local demand. Proposals are accepted throughout the year. Display space is often booked out a year or more in advance. The Adult Services & Engagement Librarian may use their discretion to address the library's scheduling needs. Decisions made by the library director are subject to the appeal process in the library's bylaws.
 - c) Sale of Art. Art must not be priced for sale. The artist may leave their contact information near the exhibit in the form of an approved business card or small sign with the artist's name and contact information.
 - i) The library director is authorized to make exceptions for the sale of art where an agreed upon portion of the proceeds is donated to the library, Friends of Appleton Public Library, or for the sale of items displayed by program performers.

d) Indemnification. In consideration for being allowed to display items, the artist must agree to indemnify, defend, and hold harmless the City of Appleton and its officers, officials, employees, and agents from and against any and all liability, loss, damage, expenses, costs, and attorney's fees, arising out of the activities performed as described in the respective contract when caused in whole or in part by any negligent act or omission of the artist, anyone directly or indirectly employed by the artist, or anyone whose acts they may be liable, except when caused by the sole negligence or willful misconduct of the City. This agreement is contained in the contract that must be signed by the artist prior to the items being displayed.

5) ROTATING PERMANENT COLLECTION. Artwork owned by the library is part of a rotating permanent collection. Items in this collection may be displayed on a temporary basis, loaned to outside organizations for exhibitions or disposed of in a manner consistent with the City of Appleton Procurement and Purchasing Policy. Inclusion in this collection does not imply any obligation to retain or display work.

a) Donations. Donations of artwork are a gift to the library. Upon the library taking ownership of these items, the library retains sole decision-making authority over the display, retention, sale, or disposal of the artwork. Display of accepted artwork is at the discretion of the Appleton Public Library. There is no obligation for display.

Staff will use APL's Donations Policy to consider prospective gifts and/or purchases of artwork to determine the appropriateness for inclusion in this collection. In addition to the selection criteria in section 3, artwork will be considered based on the following criteria:

- i) Artwork acquired by the Appleton Public Library should be of sufficiently high artistic merit to warrant inclusion in the library collection. This generally requires that the works be unique pieces created by artists of established reputation or recognized potential.
- ii) Artwork should be compatible with the character of the library.
- iii) Artwork must be durable, sound, non-hazardous, and maintainable in terms of the nature of the materials. An exception to this could be made in the case of works where any ongoing costs would be externally funded.
- iv) The potential significance of the artwork as it relates to the library's presence within the community.

Appleton Public Library will provide recognition to all individuals, groups and/or corporations who donate services, financial support, or gifts of art to the library. Appropriate recognition will be determined through consultation with the donor and will generally be consistent with the recognition given to library donors.

6) DEACCESSIONING OF ARTWORK. The library retains the right to de-acquisition via the library's Gifts and Donations Policy and City of Appleton Procurement and Contract Management Policy if it is seen to be in the best interest of the library.

7) EXPRESSIONS OF CONCERN, RECONSIDERATION AND APPEALS. Despite care taken in selection, it is natural for differences of opinion regarding suitability of artwork to arise. Individuals may discuss their personal objections to the inclusion of a specific item with a librarian. If the discussion does not satisfy the individual, they may choose to complete a Request for Reconsideration, available at any service desk or online. The form will be forwarded to the appropriate staff member

in charge of the exhibit, who will consider the request in a timely fashion in consultation with the director. The questioned material will be reviewed, in its entirety, and once a decision has been made regarding the retention, relocation or removal of the artwork the director will issue a letter to the person, explaining the decision.

If the person wishes to contest the decision of the library director, they may appeal to the library board pursuant to the library board's Bylaws.

Draft for approval 3/2022

Purpose:

This policy will provide for consistent practices in the awarding of scholarships, will ensure that the intentions of donors are honored and will help secure the future value of the Friends of Appleton Library Frank P. Young Scholarship fund.

1. Background:

Frank P. Young (1879-1969) was an educator who served on the Appleton Library (“APL”) Board of Trustees (“library board”) 1921-1938. His wife, Clara Stansbury Young, served on the library board 1957-1972. The Frank P. Young Scholarship Fund was established at APL in 1969 to help students obtain a graduate degree in library science and to further library service in the Appleton community. In 2008, the Friends of Appleton Library (“Friends”) provided a substantial gift and the fund was re-named The Friends of Appleton Library Frank P. Young Scholarship Fund.

2. Endowment fund:

- a. All monies originally donated by the family of Frank P. Young and any additional monies donated to the scholarship fund will be administered in accordance with the fund agreement established by the Friends, library board and the Community Foundation for the Fox Valley Region (“Community Foundation”).
- b. The fund shall be invested within the Community Foundation as an agency endowment fund.
- c. The amount available for scholarships shall be determined annually by the fund agreement.
- d. In any year when no award is given those monies will continue to be invested in the endowment pool and will remain available for distribution.
- e. A copy of the current Scholarship Policy shall be provided to the Community Foundation.

3. Process:

- a. **March:** The Community Foundation informs Friends of the total amount of award available for the year, based on fund agreement. Friends staff informs library staff.
- b. **October:** The library administrative support specialist sends scholarship information to the Milwaukee and Madison Library and Information Studies Schools, to Lawrence University, to the Outagamie Waupaca Library System, and to Fox Cities public and academic libraries.
- c. **November 30:** Deadline for receipt of applications.
- d. **January:**
 - i. The Scholarship Committee meets prior to the library board meeting to select number of scholarship recipients and amounts awarded per scholarship
 - ii. The library board members vote to approve the scholarship(s) selected by the Scholarship Committee, with a majority vote required for approval.
 - iii. Library staff notifies recipient(s) of scholarship award.

iv. Library sends letters of announcement to recipient(s) and recipient(s)' library school(s). Friends staff prepares scholarship check(s) to recipient(s).

4. Qualifications for recipients:

- a. The scholarship is awarded to full or part-time students working toward a master's degree in library science in a program accredited by the American Library Association.
- b. Applicants must submit a transcript with grade(s) from completing at least one term/one course.
- c. In recognition of the long and close relationship of the Frank P. Young family with Appleton and Lawrence University, preference is given to residents of Appleton or the Fox Cities area or graduates of Lawrence University.
- d. Preference will be given to applicants who are currently employed at Appleton Public Library.
- e. As a secondary consideration, preference is given to those intending to work in Appleton or the Fox Valley upon completion of their degree.
- f. An additional consideration may be given to candidates intending to work in public libraries.

5. Award Criteria:

The scholarship is awarded on the basis of:

- a. a letter/resume outlining the applicant's
 - i. educational background
 - ii. work experience
 - iii. volunteer experience
 - iv. career objectives
- b. a completed application form
- c. an official transcript from the library school providing at least one term of completed grades.
- d. two letters of reference
- e. receipt of application materials by the deadline by email.
- f. Payment of awarded scholarship will be contingent upon receipt of evidence that the recipient is currently enrolled and participating in such a graduate program at the time of the award.

2/15; 10/15; 3/22



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 Personnel and Policy Committee/Board of Trustees
FROM: Colleen Rortvedt, Library Director
DATE: March 1, 2022
RE: Temporary Library Operations and Policy Suspensions

The limitations of the temporary library will result in a reduction of certain services. Policies pertaining to these services will be suspended until we move into the new library.

The following policies should be suspended during the period of operating in the temporary library:

1. Comfort Room Policy
2. Displays Policy
3. Meeting and Study Room Policy
4. Piano Policy

These will be reviewed for relevance and brought to the Board for approval should the policies require updates to be relevant in the new library.

Hiring a Library Director

5

Basic Legal Requirements

Under Wisconsin law, library boards have the authority to hire, supervise, and, if necessary, fire the library director. The library director, in turn, has responsibility for the hiring and supervision of all other persons in library staff positions (provided the library board has authorized those positions). The library board also has the legal authority and responsibility for determining the compensation and general duties of the director (as well as of all other library positions).

Wisconsin statutes and administrative code rules *require* that all public library directors be properly certified by the Division for Libraries and Technology. Only libraries with a properly certified director can be library system members. (See [Trustee Essential #19: Library Director Certification](#).)

Library trustees must comply with state and federal laws that prohibit discrimination in hiring. (See [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#) for a list of these laws and sources of information about these laws.) Any written or oral questions to be asked of job candidates should be reviewed in advance by a person familiar with state and federal employment and discrimination law. Your municipal attorney and library system staff should be knowledgeable about these laws.

ADA Compliance

The ADA requires reasonable accommodations in three areas of the employment process. The first involves the job application process. People with disabilities may only be asked questions asked of all applicants. Certain types of questions are not allowed. For instance, all applicants should be told the essential job functions and then asked whether there was any reason why they could not do perform those functions. But it would not be acceptable to single out someone who uses a wheelchair and ask how that person would do a particular task.

Examples of questions that can and cannot be asked during an interview are included on a document from the University of Wisconsin-Madison's Office for Equity and Diversity's website (www.oed.wisc.edu/documents/job-interview-questions.pdf). Essential functions are the fundamental, crucial job duties performed in a position. They do not include marginal functions, which are extra or incidental duties. Job descriptions should be written so that the essential functions are clear. If pre-employment testing is required, then accommodations must be made, if needed, for people to take the test.

The second area requires reasonable modification or adjustments to the work environment or job procedures and rules, to allow a qualified person with a disability to do the work.

The third area requires equal access to whatever insurance and benefits are offered to other employees.

The ADA does not require employers to drop essential functions of a position in an effort to accommodate a person with disabilities. Employers are not expected

In This Trustee Essential

- The basic legal parameters for the hiring of a library director
- Recommended steps to follow when hiring a new director

to provide personal items not available to other employees, but certain accommodations might be expected, such as adjustable chairs, wrist pads, or modified phones.

The ADA Wisconsin Partnership website has a helpful Frequently Asked Questions section that addresses employment issues under the ADA: www.adawipartnership.org/FAQs.htm.

The Long-Term Effects of this Decision

Not all library boards will face the responsibility of selecting a new director. However, trustees who undertake this process must understand that it is singularly important and will have far-reaching and often long-term effects. Be prepared for a great deal of diligent effort—effort that will be worthwhile if you succeed in hiring the best person for the job.

What to Look for in a New Director

A library director is the chief administrative officer of the library. The director is responsible both for day-to-day management of the organization and for assisting the library board with “big picture” issues like planning and policy-making. In developing the job description and assessing candidates, consider the following:

- experience working with library boards and governing bodies
- knowledge of budget preparation, policy development, administration, and employee supervision
- library experience in the following areas: public service, technical services, public relations, and automation experience
- demonstrated leadership ability and dependability

Steps to Follow When Hiring a New Director

1. Immediately contact your library system—it has experienced staff that will be happy to assist you through this process.
2. Appoint a search and screen committee to develop or revise a draft job description, job ad, etc.
3. Ideally, the next step is to review the library’s strategic plan (if you have one) and analyze progress in reaching the goals and objectives. Knowing where the library needs to go will help trustees define the qualifications needed in the next director.
4. The board must approve a position description that reflects the necessary qualifications and duties of the job (including the requirements for certification). A competitive salary range and fringe benefit package must be established if you hope to attract qualified applicants.

5. The board or board committee checks references of applicants, evaluates qualifications, and arranges interviews with promising candidates (paying part or all of necessary travel expenses). A uniform list of questions should be developed for use in the interviews and for contacting references. Be sure to have these questions reviewed by someone knowledgeable about employment and discrimination law.
6. The board should make clear to candidates any probationary status, performance evaluation and salary adjustment procedures, and all other terms of employment, such as the Wisconsin certification requirement.
7. In addition to contacting listed references, the board may wish to contact current or past colleagues of the top candidate or candidates to get a more complete picture of the qualifications of the applicant. If you plan to do this, you should first get written permission from the candidate.
8. Once the board has made a hiring decision, it contacts the selected applicant and confirms the appointment and starting date in writing. It promptly notifies applicants not selected. The employment contract and/or letter of appointment should specify that as a condition of employment the director must obtain and maintain the appropriate state certification.
9. A thorough orientation program for the new director, similar to that described for trustees in [Trustee Essential #27: Trustee Orientation and Continuing Education](#), should be conducted.
10. A six-month or one-year probationary period is a common personnel practice. The board and director should mutually determine short- and long-term goals for this period. The board evaluates performance regularly throughout this period.
11. Assuming successful completion of probation, the board's supervision and evaluation responsibilities continue. Reviews of the director's performance and attainment of goals and objectives should be carried out annually. (See [Trustee Essential #6: Evaluating the Director](#).)

Sources of Additional Information

- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)
- [Trustee Essential #19: Library Director Certification](#)
- [Certification Manual for Wisconsin Public Library Directors](#)
- [Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations](#)

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

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Sample Job Description

[Note: This is an example of a director's job description for a small public library. The job description for your library director should reflect local needs. See [Trustee Essential #5: Hiring a Library Director](#) for more information.]

Job Title: Library Director

Job Summary: Under the direct supervision of the public library board of trustees, the library director is responsible for the operations of the library and the development and implementation of its service program, including: (A) assisting the board with strategic planning and policy development, and managing all library resources, including human resources; (B) organizing the acquisitions, access, storage, and control of collections; (C) designing and implementing services and programs for users of all ages; and (D) overseeing the maintenance and safety of the library building and grounds. The library director hires and supervises all assistants, substitutes, and volunteers who work in the library.

I. Specific Responsibilities

[Note: Priorities can be assigned to specific responsibilities or areas of responsibility, usually as priority A, B, or C, to help the employee manage time and address the board's most pressing concerns when the work load exceeds the available hours during certain periods of the year.]

Administrative Services

1. Serve as the library's executive officer.
2. Serve as the technical adviser to the board.
3. Implement the policies of the library as established by the board.
4. Prepare the draft of the annual library budget for board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
9. Prepare state annual report for review and approval by the library board.

10. Inform and advise the library board as to local, regional, state, and national developments in the library field, and work to maintain communication with other area libraries and the library system.

Collection Management

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
2. Catalog and classify library materials according to accepted standards and maintain the public catalog.
3. Process materials to provide appeal, protection, and control.
4. Develop and maintain a regular weeding schedule.
5. Periodically review the collection development policy and make recommendations to the library board for revisions.
6. Oversee the shelving and organization of materials.
7. Prepare and distribute overdue notices to users with overdue or lost materials.
8. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

Service and Service Promotion

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.
3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.

5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

Facilities Management

1. Oversee care and maintenance of the library building and grounds.
2. Oversee the work of custodial staff.
3. Regularly review building needs and advise the board in its planning for future expansion or development.
4. Assess the adequacy of existing facilities in regard to the provision of automated services.

II. Essential Functions and Knowledge

1. Excellent interpersonal skills
2. Ability to effectively communicate ideas and information in both verbal and written form
3. Ability to work with governing boards, community groups and elected officials, and make presentations to them
4. Knowledge of public library philosophy, principles, and procedures which will allow effective recommendations to the board and sound decision making when faced with a wide range of circumstances
5. Ability to supervise staff and volunteers and delegate responsibility in an effective manner
6. Ability to read and comprehend print information, including technical, statistical, and financial information
7. Ability to locate and retrieve library materials in a variety of formats throughout the building, as well as from remote locations through networks including the Internet
8. Ability to assist patrons with location and retrieval of materials or information by title, subject, and interest of library patrons

9. Knowledge and ability to perform basic computer operations and troubleshoot problems, and to manage an automated circulation system and access external data bases
10. Ability to understand and implement instructions and directions
11. Ability to establish and maintain proper priorities and meet deadlines
12. Ability to work within a confidential environment
13. Ability to produce and maintain accurate files and reports
14. Ability to use and manage office equipment including a telephone system, fax machine, copier, and security systems
15. Ability to lift up to 40 pounds on a frequent basis (e.g., to retrieve books from outside book drop box, unload crates of interlibrary loan materials, accept delivery shipments of new library materials and supplies, pack and store materials for book sales, shovel snow and assist patrons with building evacuation in an emergency)
16. Knowledge and ability to type, sort and file
17. Ability to work hours and assignments as required by the library board

III. Required Education, Experience and Certification

1. Bachelor's degree from a liberal arts program
2. Grade 3 Wisconsin Public Librarian Certification (Grade 2 if population over 3,000; Grade 1 if population over 6,000) or eligibility for required certification
3. Maintenance of required Certification through necessary coursework and/or qualifying continuing education
4. Three years of progressively responsible public library experience, or five years of experience in a service institution with comparable demands and responsibilities; i.e., staff supervision, working directly with the public, working with governing boards or bodies.

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The Library Board and Library Personnel

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

Role of the Board / Role of the Director

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

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

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

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

7

In This Trustee Essential

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

Lines of Communication

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

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

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

Staff Compensation Levels

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

Personnel Policy

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

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

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

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

Library Employee Unions

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

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

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

Personnel Records and Board Meetings on Personnel Issues

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

Continuing Education for Library Staff

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

Discussion Questions

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

Sources of Additional Information

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

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

www.adagreatlakes.org

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**TO: Members of the Appleton Public Library Board of Trustees
Members of the City of Appleton Common Council**
**FROM: Dean Gazza, Director of Parks Recreation and Facilities Management
Colleen Rortvedt, Library Director**
DATE: March 9, 2022
RE: March Library Building Project Update

City staff continue to work with architects Skidmore, Owings and Merrill (SOM) on the library project. This is a time of intensive, highly detailed work as we plan both the newly renovated library as well as the temporary library. The following progress has been made in the past month:

Design Update

SOM continues to work with staff on finalizing the design. Technology, finishes, millwork, furniture and wayfinding have been the focus of the past month. SOM is having numerous virtual and in-person meetings with staff, members of the SOM team and consultants that have expertise in each of these areas to work through the details of how each space will function so we can incorporate the appropriate capabilities into each area.

SOM will present updated designs at an additional meeting of the APL Board of Trustees Friday, March 25 at noon.

Timeline

We remain on track with the following schedule:

- April 13 – Current library closed
- May 23 – Open temporary library
- May – Bidding for construction
- June – Bids Due and Issue contract for construction
- July – Construction begins

Communication

Our current external communications strategy includes sharing information about the upcoming move to the temporary library on our various communication channels. This includes sharing information on closed dates, available services during our closure and services available at the temporary location.

As part of our communications strategy about our upcoming move to a temporary space, we are highlighting memories of the current building and what people are excited about for the new facility. We have created a social media campaign with Friends of Appleton Public Library to share stories from the library and Friends board, staff and the public. Kara and Tina will be meeting to schedule content on our social media outlets over the next few weeks. If you are interested in participating, please email Tina.

Work on the sign package for the temporary space continues. We are working with Fox Valley Communications to provide multilingual signage. An installation date is TBD. The sign vendor is approximately 4-5 weeks out on fabrication and install, so we are still ahead of schedule.

Additional Site Assessment Updates

Last month's geothermal test was successful and geothermal is being incorporated into the project providing a significant enhancement to the library and city's sustainability goals.

Parking

The following changes to the parking ordinances and policies were approved to ensure the library lot and yellow ramp parking prioritize convenient access to the library, neighboring businesses, and organizations for visitors.

1. Ordinance modification that overnight parking in the Yellow Ramp is permitted only on levels 6 and 7, effective January 1, 2023.
2. Policy modification that city employees park in the 12-hour on-street meters or in the Yellow Ramp, not the library parking lot.

Interim library needs

Boldt has started the build-out at the Kensington location in preparation for our move to that location in mid-April. Exterior book drops have been ordered for both locations. We are working with vendors on various aspects of the move, including moving our security cameras, moving the network itself, and a variety of other specialized equipment such as the ATM.

The deadline for proposals in response to the moving company RFP was updated to Monday, March 14th. We have conducted tours for several interested parties and answered questions in relation to the scope of the project. Library staff have continued to work on identifying items to be used in the temporary location or placed in storage.

College Avenue North Neighborhood Planning

The College North Neighborhood Plan Open House is scheduled for Monday, April 11, 2022 from 4:00 pm to 7:00 pm in the City Center Board Room, City Center Plaza, 10 E. College Avenue, 1st Floor toward East End. Walk throughs will take about 15 minutes and visitors can stop by anytime during the 3-hour window. There will be boards available showing concepts for site development and staff will be available to listen and discuss.

Funding

The State's Neighborhood Investment Fund grants have been announced and the City of Appleton was not awarded funding for this project.

Fortunately, the results of the Friends of Appleton Public Library feasibility study have been completed. After interviews with potential local donors, this study recommends that Friends should embark on a \$12 million capital campaign. The capital campaign consultant will present more information at the regularly scheduled March meeting.

The Appleton Public Library is pleased to announce that we joined the SolarNOW program offered by WE Energies to provide a solar array that will be located on the roof of the library. More details about total output will be determined during design. The library is committed to reducing its carbon footprint.

Stay up to date on the library building project or sign up for email updates by visiting apl.org/building.