



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, February 23, 2021

1:00 PM

City Hall, 6th Floor A/B

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[21-0176](#) January 19, 2021 Meeting Minutes

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

4. Public Participation & Communication

Establish Order of the Day

5. Action Items

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

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

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

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

- [21-0179](#) Friends Budget 2021

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

- [21-0180](#) 2021 Annual Report

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

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

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

6. Information Items

A. Administrative Report

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

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

[21-0184](#) Building Project Update

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

[21-0185](#) APL Hiring Processes

B. President's Report

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

Attachments: [LLD Libraries Step Up 2021.pdf](#)

[LLD Wisconsin Libraries Strengthen Communities 2021.pdf](#)

[LLD State Budget Priorities.pdf](#)

[State Aid Overview 2021.pdf](#)

C. Community Partnerships Report

[21-0187](#) Books Build Community

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

Closed Session

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

7. Adjournment

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

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



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, January 19, 2021

4:30 PM

City Hall, 6th Floor A/B

1. Call meeting to order

President Rebecca Kellner called the meeting to order at 4:03pm

2. Roll call of membership

Others Present: Owen Anderson, Ann Cooksey, Derik Henken, Tina Krueger, Adriana McCleer, Jessica Miller, Michael Nitz, Colleen Rortvedt, Tasha Saecker, Nick Vande Castle, Maureen Ward

Note - Chuck Erickson was not present and is not a Library Board Trustee

Present: 8 - Bergman, Hartjes, Looker, Kellner, Exarhos, Siebers, Scheuerman and Mann

Excused: 1 - Peterson

Absent: 1 - Erickson

3. Approval of minutes from previous meeting

[21-0042](#)

December 15, 2020 Meeting Minutes

Attachments: [December 15 2020 Meeting Minutes.pdf](#)

Exarhos moved, seconded by Scheuerman, that the December 15, 2020 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

4. Public Participation and Communication

Walter Blank 2623 E. Sundance Drive, Appleton - APL Building Project Update

Mike Thomas 1 Hillock Court, Appleton - APL Building Project Update

Establish Order of the Day

5. Action Items

President Kellner called for a motion to move Action Items 21-0043, 21-0044, 21-0045 and 21-0046 to a Consent Agenda.

Siebers moved seconded by Mann that Action Items 21-0043, 21-0044, 21-0045 and 21-0046 be moved to a Consent Agenda. Voice Vote. Motion Carried. (8-0)

Hartjes moved, seconded by Exarhos that the Consent Agenda items 21-0043, 21-0044, 21-0045 and 21-0046 be approved. Voice Vote. Motion Carried. (8-0)

[21-0043](#)

Bill Register - December 2020

Attachments: [December Bill Register.pdf](#)
 [December Expense Report.pdf](#)
 [Friends Q4 Budget Report.pdf](#)

This Report Action Item was approved

[21-0044](#)

Report of the Scholarship Committee

Attachments: [Scholarship Committee Meeting Minutes 1-7-2021.pdf](#)

This Report Action Item was approved

[21-0045](#)

Friends of Appleton Public Library / Frank P. Young Scholarship Award in the amount of \$1600 to Victoria Staedt

This Report Action Item was approved

[21-0046](#)

2021 Library Materials Budget

Attachments: [2021 Materials Budget.pdf](#)

This Report Action Item was approved

6. Information Items

A. Administrative Report

[21-0047](#)

Continuity of Operations and Library Service Update

Attachments: [Memo Continuity of Operations Jan 2020.pdf](#)

[21-0048](#)

Building Project Update

Attachments: [Library Project Update 1-15-2021.pdf](#)

[21-0049](#) APL Hiring Processes

[21-0050](#) 4th Quarter 2020 Friends Grant Funded Program Summaries

Attachments: [Friends Grant Funded Program Summaries 4th Quarter 2020 final.pdf](#)

B. Presidents Report

[21-0051](#) Trustee Training: Core Values of Librarianship Webinar Overview

Attachments: [Trustee webinar Core values of librarianship.pdf](#)
[ALA_LBORwithInterpretations.pdf](#)

7. Adjournment

Exarhos moved, seconded by Hartjes, that the Meeting be adjourned. Voice Vote. Motion Carried. (8-0)

The meeting was adjourned at 5:04pm

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/12 TO 2020/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16010								Library Administration
16010	630100							Office Supplies
	001583	UNITED STATES POSTAL	46798	0	2020 12	INV P	17.60	pcard Board Packet Postag
	001583	UNITED STATES POSTAL	48346	0	2020 12	INV P	4.80	pcard Postage - Board Com
							22.40	
	002034	OFFICE DEPOT	46315	0	2020 12	INV P	245.94	pcard Laminator, staples
	002034	OFFICE DEPOT	46797	0	2020 12	INV P	36.48	pcard Certificate Holders
							282.42	
	999990	TARGET	000124 46316	0	2020 12	INV P	47.94	pcard Poinsettias
	999990	APPLE.COM/BILL	46738	0	2020 12	INV P	8.43	pcard Fraud charge to be
	999990	APPLE.COM/BILL	48020	0	2020 12	INV P	8.43	pcard Fraud charge to be
	999990	APPLE.COM/BILL	48200	0	2020 12	INV P	8.43	pcard Fraud charge being
	999990	TARGET.COM *	48210	0	2020 12	INV P	39.00	pcard Photo Frames
	999990	APPLE.COM/BILL	48306	0	2020 12	INV P	-8.43	pcard Fraud charge to be
	999990	APPLE.COM/BILL	48307	0	2020 12	INV P	-8.43	pcard Fraud charge to be
	999990	APPLE.COM/BILL	48308	0	2020 12	INV P	-8.43	pcard Fraud charge to be
	999990	APPLE.COM/BILL	48309	0	2020 12	INV P	-8.43	pcard Fraud charge to be
	999990	APPLE.COM/BILL	48310	0	2020 12	INV P	-8.43	pcard Fraud charge to be
							70.08	
							ACCOUNT TOTAL	374.90
16010	630300							Memberships & Licenses
	999990	AMERLIBASSOC ECOMMER	47947	0	2020 12	INV P	529.00	pcard ALA Library Members
	999990	WISCONSIN LIBRARY AS	47948	0	2020 12	INV P	250.00	pcard WLA Membership
							779.00	
							ACCOUNT TOTAL	779.00
16010	630500							Awards & Recognition
	000084	ADI	46317	0	2020 12	INV P	30.00	pcard Gift Certificates f
	999990	THE CAKE GURU	47501	0	2020 12	INV P	48.00	pcard Retirement Cupcakes
							ACCOUNT TOTAL	78.00
16010	641200							Advertising
	999990	FACEBK *8WDZ6YAYX2	46310	0	2020 12	INV P	11.43	pcard Facebook Ad
	999990	FREEPIK & FLATICON	48073	0	2020 12	INV P	59.40	pcard Icon Subscription
							70.83	
							ACCOUNT TOTAL	70.83
16010	641308							Cellular Phones
	999990	U.S. CELLULAR	48429	0	2020 12	INV P	95.00	pcard Cell Phone

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/12 TO 2020/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
ACCOUNT TOTAL							95.00		
16010	659900				Other Contracts/Obligation				
	000260	CHARLES LATORRE CONS	48894	0	2020 12	INV P	125.00	012821	546788 Leadership Consulti
	000605	HANDS UP WISCONSIN	48880	0	2020 12	INV P	187.50	012821	546819 Interpreting
	002229	STAR PROTECTION AND	45958	0	2020 12	INV P	140.00	121620	546271 Security Guard
	002229	STAR PROTECTION AND	45960	0	2020 12	INV P	205.00	122320	546374 Security Guard
	002229	STAR PROTECTION AND	46486	0	2020 12	INV P	150.60	122320	546374 Security Guard
	002229	STAR PROTECTION AND	46488	0	2020 12	INV P	340.00	122320	546374 Security Guard
	002229	STAR PROTECTION AND	46951	0	2020 12	INV P	160.00	122320	546374 Security Guard
	002229	STAR PROTECTION AND	47025	0	2020 12	INV P	150.00	123120	546453 Security Guard
	002229	STAR PROTECTION AND	48786	0	2020 12	INV P	180.00	012821	546870 Security Guard
							1,325.60		
	999990	SMK*SURVEYMONKEY.COM	46309	0	2020 12	INV P	99.00	pcard	Annual Survey Subsc
	999990	SQ *WHISK & ARROW S	47254	0	2020 12	INV P	20.00	pcard	2020 Holiday Party
	999990	THE FIRE LLC	47255	0	2020 12	INV P	10.30	pcard	2020 Holiday Party
	999990	SQ *BLUE MOON EMPORI	47256	0	2020 12	INV P	10.00	pcard	2020 Holiday Party
	999990	SQ *JOSEF'S GYROS AN	47257	0	2020 12	INV P	20.00	pcard	2020 Holiday Party
	999990	SQ *SETH'S COFFEE TO	47258	0	2020 12	INV P	20.00	pcard	2020 Holiday Party
	999990	SQ *FRIO MEXICAN TRE	47259	0	2020 12	INV P	20.00	pcard	2020 Holiday Party
	999990	SQ *DOUGHLICIOUS	47260	0	2020 12	INV P	20.00	pcard	2020 Holiday Party
	999990	BOWL NINETY-ONE	47402	0	2020 12	INV P	20.00	pcard	2020 Holiday Party
	999990	SQ *DEPAWSITORY: ALL	47404	0	2020 12	INV P	10.00	pcard	2020 Holiday Party
	999990	TST* ANTOJITOS MEXIC	47405	0	2020 12	INV P	10.00	pcard	2020 Holiday Party
	999990	TST* ANTOJITOS MEXIC	47406	0	2020 12	INV P	10.00	pcard	2020 Holiday Party
	999990	E&G - 1026 APPLETON	47407	0	2020 12	INV P	20.00	pcard	2020 Holiday Party
	999990	SQ *TEMPEST COFFEE	47408	0	2020 12	INV P	10.00	pcard	2020 Holiday party
	999990	SMK*SURVEYMONKEY.COM	48340	0	2020 12	INV P	99.00	pcard	Survey Subscription
							398.30		
ACCOUNT TOTAL							2,036.40		
ORG 16010 TOTAL							3,434.13		
16021	630100				Library Children's Services				
	000621	HEID MUSIC COMPANY,	46758	0	2020 12	INV P	172.53	pcard	MUSIC INSTRUMENTS
	001983	AMAZON	46353	0	2020 12	INV P	-4.88	pcard	Maker Quest Supplie
	001983	AMAZON	46386	0	2020 12	INV P	86.36	pcard	Hardware for Virtua
	001983	AMAZON	46759	0	2020 12	INV P	69.95	pcard	YOGA MAT FOR YOGA S
	001983	AMAZON	46775	0	2020 12	INV P	37.99	pcard	AMZN Tripod
	001983	AMAZON	46832	0	2020 12	INV P	47.98	pcard	Virtual Programming
	001983	AMAZON	46840	0	2020 12	INV P	34.99	pcard	Microphone
	001983	AMAZON	47261	0	2020 12	INV P	34.99	pcard	Microphone
	001983	AMAZON	47379	0	2020 12	INV P	42.74	pcard	Program Supplies

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/12 TO 2020/12									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
001983 AMAZON	47380	0	2020 12	INV	P	11.50	pcard	Program Supplies	
001983 AMAZON	47410	0	2020 12	INV	P	104.32	pcard	Program supplies	
001983 AMAZON	47411	0	2020 12	INV	P	5.68	pcard	Program supplies	
						471.62			
999990 WM SUPERCENTER #2958	46302	0	2020 12	INV	P	9.88	pcard	Stylus Pens walmart	
999990 SIGNS.COM	47217	0	2020 12	INV	P	500.20	pcard	Children's Floor Si	
999990 HOBBY-LOBBY #0193	48205	0	2020 12	INV	P	760.03	pcard	HOBBY-LOBBY FRAMING	
999990 WAL-MART #2986	48432	0	2020 12	INV	P	39.36	pcard	Classroom Kits	
						1,309.47			
ACCOUNT TOTAL						1,953.62			
ORG 16021 TOTAL						1,953.62			
16023 Library Public Services									
16023 630100 Office Supplies									
001034 OUTAGAMIE WAUPACA LI	45013	0	2020 12	INV	P	266.56	120920	546128	Receipt paper and b
001034 OUTAGAMIE WAUPACA LI	46487	0	2020 12	INV	P	61.00	122320	546361	Receipt Paper
						327.56			
001198 SAM'S CLUB	48345	0	2020 12	INV	P	149.80	pcard	TShirt Bags for Cur	
002034 OFFICE DEPOT	47358	0	2020 12	INV	P	12.42	pcard	Service Desks 2021	
ACCOUNT TOTAL						489.78			
ORG 16023 TOTAL						489.78			
16024 Library Community Partnerships									
16024 630100 Office Supplies									
000084 ADI	47403	0	2020 12	INV	P	100.00	pcard	ADI	
001983 AMAZON	46311	0	2020 12	INV	P	17.64	pcard	Fox Cities Reads St	
001983 AMAZON	48313	0	2020 12	INV	P	23.98	pcard	Art Supplies	
001983 AMAZON	48314	0	2020 12	INV	P	67.42	pcard	Art Supplies	
001983 AMAZON	48370	0	2020 12	INV	P	57.60	pcard	Supplies for progra	
001983 AMAZON	48371	0	2020 12	INV	P	34.35	pcard	Supplies for progra	
						200.99			
ACCOUNT TOTAL						300.99			
16024 659900 Other Contracts/Obligation									
002554 MICHELLE SHARP	45931	0	2020 12	INV	P	300.00	121620	546244	Artist in Residence
002573 GUSTAVO NUNEZ	46926	0	2020 12	INV	P	175.00	122320	546334	Hispanic computer c
002573 GUSTAVO NUNEZ	47009	0	2020 12	INV	P	175.00	123120	546425	Hispanic Computer C

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/12 TO 2020/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
							350.00	
002579	SAE YANG	47617		0	2020 12	INV P	200.00 011321	546640 Hmong video product
						ACCOUNT TOTAL	850.00	
						ORG 16024 TOTAL	1,150.99	
16031						Library Building Operations		
16031	630600					Building Maint./Janitorial		
000274	CINTAS CORPORATION	48305		0	2020 12	INV P	39.16 pcard	Rug cleaning
000274	CINTAS CORPORATION	48428		0	2020 12	INV P	39.16 pcard	Rug cleaning
							78.32	
999990	CINTAS CORP	48018		0	2020 12	INV P	39.16 pcard	Rug cleaning
999990	CINTAS CORP	48019		0	2020 12	INV P	39.16 pcard	Rug cleaning
999990	CINTAS CORP	48199		0	2020 12	INV P	39.16 pcard	Rug Cleaning
							117.48	
						ACCOUNT TOTAL	195.80	
16031	632300					Safety Supplies		
999990	SQ *LION ANALYTICAL	48311		0	2020 12	INV P	87.39 pcard	Gloves
						ACCOUNT TOTAL	87.39	
16031	641301					Electric		
001575	WE ENERGIES	528		0	2020 12	INV P	6,105.23 122320	546399 4835-258-176 Librar
						ACCOUNT TOTAL	6,105.23	
16031	641302					Gas		
001575	WE ENERGIES	528		0	2020 12	INV P	2,443.33 122320	546399 5229-670-389 Public
						ACCOUNT TOTAL	2,443.33	
						ORG 16031 TOTAL	8,831.75	
16032						Library Materials Management		
16032	630100					Office Supplies		
000185	BIBLIOTHECA, LLC	47353		0	2020 12	INV P	5,299.47 pcard	RFID Tags
002259	DEMCO SOFTWARE	47354		0	2020 12	INV P	416.69 pcard	Book Tape
999990	SHOWCASES	46314		0	2020 12	INV P	163.94 pcard	Binders for oversiz
999990	PREMIUM WATERS INC	46796		0	2020 12	INV P	199.32 pcard	Distilled water for
							363.26	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/12 TO 2020/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
ACCOUNT TOTAL							6,079.42	
16032	631500				Books & Library Materials			
	000550	GALE / CENGAGE LEARN	47267	0	2020 12	INV P	300.00	pcard
	000550	GALE / CENGAGE LEARN	47502	0	2020 12	INV P	5,111.18	pcard
							5,411.18	
	000797	LEXIS NEXIS	47443	0	2020 12	INV P	263.10	pcard
	000889	MIDWEST TAPE	46319	0	2020 12	INV P	5,887.13	pcard
	000889	MIDWEST TAPE	46320	0	2020 12	INV P	309.65	pcard
	000889	MIDWEST TAPE	46803	0	2020 12	INV P	1,581.14	pcard
	000889	MIDWEST TAPE	47373	0	2020 12	INV P	764.30	pcard
							8,542.22	
	001034	OUTAGAMIE WAUPACA LI	46003	0	2020 12	INV P	12,438.00	121620 546259 RBDigital Unlimited
	001508	WILS	46478	0	2020 12	INV P	1,719.90	122320 546402 Invoice: 493845
	001983	AMAZON	46354	0	2020 12	INV P	27.97	pcard
	001983	AMAZON	46355	0	2020 12	INV P	19.88	pcard
	001983	AMAZON	46356	0	2020 12	INV P	15.99	pcard
	001983	AMAZON	46357	0	2020 12	INV P	27.21	pcard
	001983	AMAZON	46358	0	2020 12	INV P	25.98	pcard
	001983	AMAZON	46359	0	2020 12	INV P	19.73	pcard
	001983	AMAZON	46360	0	2020 12	INV P	8.00	pcard
	001983	AMAZON	46361	0	2020 12	INV P	27.49	pcard
	001983	AMAZON	46362	0	2020 12	INV P	18.96	pcard
	001983	AMAZON	46363	0	2020 12	INV P	33.88	pcard
	001983	AMAZON	46364	0	2020 12	INV P	13.80	pcard
	001983	AMAZON	46365	0	2020 12	INV P	14.50	pcard
	001983	AMAZON	46366	0	2020 12	INV P	37.39	pcard
	001983	AMAZON	46367	0	2020 12	INV P	14.95	pcard
	001983	AMAZON	46368	0	2020 12	INV P	38.07	pcard
	001983	AMAZON	46369	0	2020 12	INV P	23.99	pcard
	001983	AMAZON	46370	0	2020 12	INV P	44.90	pcard
	001983	AMAZON	46371	0	2020 12	INV P	18.32	pcard
	001983	AMAZON	46372	0	2020 12	INV P	33.94	pcard
	001983	AMAZON	46373	0	2020 12	INV P	20.60	pcard
	001983	AMAZON	46374	0	2020 12	INV P	14.99	pcard
	001983	AMAZON	46375	0	2020 12	INV P	12.67	pcard
	001983	AMAZON	46376	0	2020 12	INV P	19.98	pcard
	001983	AMAZON	47268	0	2020 12	INV P	888.47	pcard
	001983	AMAZON	47269	0	2020 12	INV P	17.32	pcard
	001983	AMAZON	47270	0	2020 12	INV P	18.49	pcard
	001983	AMAZON	47271	0	2020 12	INV P	9.19	pcard
	001983	AMAZON	47272	0	2020 12	INV P	15.27	pcard
	001983	AMAZON	47273	0	2020 12	INV P	23.97	pcard
	001983	AMAZON	47274	0	2020 12	INV P	5.99	pcard
	001983	AMAZON	47275	0	2020 12	INV P	11.24	pcard

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/12 TO 2020/12									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
001983 AMAZON	47276	0	2020 12	INV	P	7.20			pcard
001983 AMAZON	47277	0	2020 12	INV	P	104.16			pcard
001983 AMAZON	47278	0	2020 12	INV	P	7.95			pcard
001983 AMAZON	47279	0	2020 12	INV	P	13.94			pcard
001983 AMAZON	47280	0	2020 12	INV	P	30.48			pcard
001983 AMAZON	47281	0	2020 12	INV	P	27.31			pcard
001983 AMAZON	47282	0	2020 12	INV	P	20.96			pcard
001983 AMAZON	47283	0	2020 12	INV	P	8.99			pcard
001983 AMAZON	47284	0	2020 12	INV	P	18.99			pcard
001983 AMAZON	47285	0	2020 12	INV	P	16.44			pcard
001983 AMAZON	47286	0	2020 12	INV	P	90.72			pcard
001983 AMAZON	47287	0	2020 12	INV	P	9.79			pcard
001983 AMAZON	47288	0	2020 12	INV	P	24.57			pcard
001983 AMAZON	47289	0	2020 12	INV	P	24.57			pcard
001983 AMAZON	47290	0	2020 12	INV	P	36.98			pcard
001983 AMAZON	47412	0	2020 12	INV	P	19.47			pcard
001983 AMAZON	47413	0	2020 12	INV	P	28.16			pcard
001983 AMAZON	47414	0	2020 12	INV	P	18.98			pcard
001983 AMAZON	47415	0	2020 12	INV	P	91.87			pcard
001983 AMAZON	47416	0	2020 12	INV	P	48.99			pcard
001983 AMAZON	47417	0	2020 12	INV	P	12.99			pcard
001983 AMAZON	47418	0	2020 12	INV	P	18.99			pcard
001983 AMAZON	47419	0	2020 12	INV	P	49.26			pcard
001983 AMAZON	47420	0	2020 12	INV	P	34.99			pcard
001983 AMAZON	47421	0	2020 12	INV	P	8.08			pcard
001983 AMAZON	47422	0	2020 12	INV	P	44.57			pcard
001983 AMAZON	47423	0	2020 12	INV	P	18.99			pcard
001983 AMAZON	47424	0	2020 12	INV	P	84.40			pcard
001983 AMAZON	47425	0	2020 12	INV	P	70.00			pcard
001983 AMAZON	47426	0	2020 12	INV	P	63.10			pcard
001983 AMAZON	47427	0	2020 12	INV	P	13.94			pcard
001983 AMAZON	47428	0	2020 12	INV	P	13.18			pcard
001983 AMAZON	47429	0	2020 12	INV	P	49.80			pcard
001983 AMAZON	47430	0	2020 12	INV	P	17.38			pcard
001983 AMAZON	47431	0	2020 12	INV	P	142.99			pcard
001983 AMAZON	47432	0	2020 12	INV	P	34.85			pcard
001983 AMAZON	47433	0	2020 12	INV	P	38.48			pcard
001983 AMAZON	47434	0	2020 12	INV	P	52.98			pcard
001983 AMAZON	47435	0	2020 12	INV	P	5.82			pcard
001983 AMAZON	47436	0	2020 12	INV	P	315.00			pcard
001983 AMAZON	47437	0	2020 12	INV	P	7.89			pcard
001983 AMAZON	47438	0	2020 12	INV	P	8.98			pcard
001983 AMAZON	47439	0	2020 12	INV	P	75.93			pcard
001983 AMAZON	47440	0	2020 12	INV	P	12.98			pcard
001983 AMAZON	47441	0	2020 12	INV	P	22.15			pcard
001983 AMAZON	47442	0	2020 12	INV	P	18.98			pcard
001983 AMAZON	47504	0	2020 12	INV	P	162.84			pcard
001983 AMAZON	47505	0	2020 12	INV	P	25.99			pcard
001983 AMAZON	47506	0	2020 12	INV	P	13.49			pcard
001983 AMAZON	47507	0	2020 12	INV	P	368.43			pcard
001983 AMAZON	47508	0	2020 12	INV	P	17.15			pcard
001983 AMAZON	48433	0	2020 12	INV	P	12.97			pcard

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/12 TO 2020/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
										4,011.22
002396	INGRAM LIBRARY SERV	46322		0	2020 12	INV	P			530.32 pcard
002396	INGRAM LIBRARY SERV	46323		0	2020 12	INV	P			331.50 pcard
002396	INGRAM LIBRARY SERV	46324		0	2020 12	INV	P			1,194.27 pcard
002396	INGRAM LIBRARY SERV	46325		0	2020 12	INV	P			196.35 pcard
002396	INGRAM LIBRARY SERV	46805		0	2020 12	INV	P			509.47 pcard
002396	INGRAM LIBRARY SERV	46806		0	2020 12	INV	P			167.26 pcard
002396	INGRAM LIBRARY SERV	46807		0	2020 12	INV	P			2,100.00 pcard
002396	INGRAM LIBRARY SERV	46808		0	2020 12	INV	P			1,077.54 pcard
002396	INGRAM LIBRARY SERV	46809		0	2020 12	INV	P			157.81 pcard
002396	INGRAM LIBRARY SERV	46810		0	2020 12	INV	P			691.84 pcard
002396	INGRAM LIBRARY SERV	46811		0	2020 12	INV	P			736.40 pcard
002396	INGRAM LIBRARY SERV	47362		0	2020 12	INV	P			826.23 pcard
002396	INGRAM LIBRARY SERV	47363		0	2020 12	INV	P			374.35 pcard
002396	INGRAM LIBRARY SERV	47364		0	2020 12	INV	P			625.50 pcard
002396	INGRAM LIBRARY SERV	47365		0	2020 12	INV	P			190.18 pcard
002396	INGRAM LIBRARY SERV	47366		0	2020 12	INV	P			1,080.96 pcard
002396	INGRAM LIBRARY SERV	47367		0	2020 12	INV	P			227.48 pcard
002396	INGRAM LIBRARY SERV	47368		0	2020 12	INV	P			199.54 pcard
002396	INGRAM LIBRARY SERV	47369		0	2020 12	INV	P			406.07 pcard
002396	INGRAM LIBRARY SERV	47370		0	2020 12	INV	P			481.45 pcard
002396	INGRAM LIBRARY SERV	47371		0	2020 12	INV	P			537.90 pcard
002396	INGRAM LIBRARY SERV	47484		0	2020 12	INV	P			544.93 pcard
002396	INGRAM LIBRARY SERV	47485		0	2020 12	INV	P			279.49 pcard
002396	INGRAM LIBRARY SERV	47486		0	2020 12	INV	P			844.74 pcard
002396	INGRAM LIBRARY SERV	47487		0	2020 12	INV	P			167.24 pcard
002396	INGRAM LIBRARY SERV	47488		0	2020 12	INV	P			1,680.13 pcard
002396	INGRAM LIBRARY SERV	47489		0	2020 12	INV	P			115.83 pcard
002396	INGRAM LIBRARY SERV	47490		0	2020 12	INV	P			409.74 pcard
002396	INGRAM LIBRARY SERV	47491		0	2020 12	INV	P			476.67 pcard
002396	INGRAM LIBRARY SERV	47492		0	2020 12	INV	P			855.51 pcard
002396	INGRAM LIBRARY SERV	48353		0	2020 12	INV	P			1,252.93 pcard
002396	INGRAM LIBRARY SERV	48354		0	2020 12	INV	P			505.79 pcard
002396	INGRAM LIBRARY SERV	48355		0	2020 12	INV	P			522.86 pcard
002396	INGRAM LIBRARY SERV	48356		0	2020 12	INV	P			1,159.16 pcard
002396	INGRAM LIBRARY SERV	48357		0	2020 12	INV	P			311.14 pcard
										21,768.58
999990	OVERDRIVE DIST	46321		0	2020 12	INV	P			8,055.64 pcard
999990	PAYPAL *AVERYS	46377		0	2020 12	INV	P			44.40 pcard
999990	OVERDRIVE DIST	46804		0	2020 12	INV	P			9,131.26 pcard
999990	CFRA	47264		0	2020 12	INV	P			430.00 pcard
999990	THOMSON WEST*TCD	47265		0	2020 12	INV	P			521.07 pcard
999990	THOMSON WEST*TCD	47266		0	2020 12	INV	P			924.65 pcard
999990	OVERDRIVE DIST	47372		0	2020 12	INV	P			10,195.21 pcard
999990	OVERDRIVE DIST	47483		0	2020 12	INV	P			4,185.71 pcard
999990	RISKMANAGEM	47503		0	2020 12	INV	P			414.60 pcard
										33,902.54

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/12 TO 2020/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION	
ACCOUNT TOTAL							88,056.74		
ORG 16032 TOTAL							94,136.16		
16033								Library Network Services	
16033	632700							Miscellaneous Equipment	
000362	DELL MARKETING L.P.	47204	0	2020 12	INV P	16,831.34	pcard	Desktop Replacement	
000362	DELL MARKETING L.P.	47318	0	2020 12	INV P	150.70	pcard	USB Ethernet Adapte	
000362	DELL MARKETING L.P.	47319	0	2020 12	INV P	1,793.27	pcard	Laptop for Tasha Sa	
000362	DELL MARKETING L.P.	47462	0	2020 12	INV P	1,489.72	pcard	Dell Optiplex Desk	
							20,265.03		
001983	AMAZON	47182	0	2020 12	INV P	64.99	pcard	Powerline Ethernet	
001983	AMAZON	47316	0	2020 12	INV P	64.99	pcard	Powerline Ethernet	
001983	AMAZON	47317	0	2020 12	INV P	23.27	pcard	iPad Case	
001983	AMAZON	47463	0	2020 12	INV P	391.95	pcard	KVM Switches	
							545.20		
999990	CASPION, INC.	47180	0	2020 12	INV P	180.00	pcard	Caspio Overages	
999990	HTTP://WWW.GOGOAIR.C	47181	0	2020 12	INV P	21.00	pcard	Delta WiFi for work	
999990	TALKROUTE.COM	47203	0	2020 12	INV P	59.00	pcard	Talkroute Subscript	
							260.00		
ACCOUNT TOTAL							21,070.23		
ORG 16033 TOTAL							21,070.23		
FUND 100 General Fund		TOTAL:					131,066.66		

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

YEAR-TO-DATE BUDGET REPORT
2020 YEAR TO DATE BUDGET

FOR 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
160 Library							
423200 Library Grants & Aids	-1,070,138	0	-1,070,138	-1,070,138.00	.00	.00	100.0%
480100 General Charges for Service	-50,000	0	-50,000	-14,728.21	.00	-35,271.79	29.5%
500100 Fees & Commissions	-600	0	-600	-336.66	.00	-263.34	56.1%
501500 Rental of City Property	-30,000	0	-30,000	-30,000.00	.00	.00	100.0%
502000 Donations & Memorials	0	0	0	-552.97	.00	552.97	100.0%
503500 Other Reimbursements	-136,484	-121,872	-258,356	-272,629.85	.00	14,273.85	105.5%
599900 Fund Balance Applied	0	-63,102	-63,102	.00	.00	-63,102.00	.0%
610100 Regular Salaries	2,313,558	0	2,313,558	2,126,659.51	.00	186,898.49	91.9%
610400 Call Time Wages	0	0	0	15.00	.00	-15.00	100.0%
610500 Overtime Wages	0	0	0	798.49	.00	-798.49	100.0%
610800 Part-Time Wages	203,913	15,100	219,013	190,877.62	.00	28,135.38	87.2%
611400 Sick Pay	0	0	0	4,337.69	.00	-4,337.69	100.0%
611500 Vacation Pay	0	0	0	188,610.92	.00	-188,610.92	100.0%
615000 Fringes	836,047	500	836,547	-67,293.94	.00	903,840.94	-8.0%
615100 FICA	0	0	0	161,387.89	.00	-161,387.89	100.0%
615200 Retirement	0	0	0	146,113.25	.00	-146,113.25	100.0%
615301 Health Insurance	0	0	0	460,897.18	.00	-460,897.18	100.0%
615302 Dental Insurance	0	0	0	38,046.83	.00	-38,046.83	100.0%
615400 Life Insurance	0	0	0	448.68	.00	-448.68	100.0%
620100 Training/Conferences	25,584	16,398	41,982	17,129.83	.00	24,852.17	40.8%
620600 Parking Permits	24,780	0	24,780	22,823.00	.00	1,957.00	92.1%
630100 Office Supplies	49,731	43,615	93,346	46,424.01	.00	46,921.99	49.7%
630300 Memberships & Licenses	2,200	0	2,200	3,466.78	.00	-1,266.78	157.6%
630500 Awards & Recognition	850	300	1,150	878.70	.00	271.30	76.4%
630600 Building Maint./Janitorial	11,084	0	11,084	6,415.98	.00	4,668.02	57.9%
630700 Food & Provisions	1,135	6,300	7,435	1,009.03	.00	6,425.97	13.6%
630902 Tools & Instruments	150	0	150	14.22	.00	135.78	9.5%
631500 Books & Library Materials	671,834	94,086	765,920	675,679.71	.00	90,240.29	88.2%
632001 City Copy Charges	0	0	0	302.60	.00	-302.60	100.0%
632002 Outside Printing	100	1,200	1,300	1,032.63	.00	267.37	79.4%
632101 Uniforms	0	0	0	179.77	.00	-179.77	100.0%
632300 Safety Supplies	550	0	550	1,038.82	.00	-488.82	188.9%
632700 Miscellaneous Equipment	68,630	2,000	70,630	72,439.09	.00	-1,809.09	102.6%
640400 Consulting Services	3,600	0	3,600	3,999.24	.00	-399.24	111.1%
640700 Solid Waste/Recycling Pickup	2,707	0	2,707	4,218.75	.00	-1,511.75	155.8%
641200 Advertising	11,288	4,000	15,288	4,362.40	.00	10,925.60	28.5%
641301 Electric	93,551	0	93,551	83,150.97	.00	10,400.03	88.9%
641302 Gas	22,283	0	22,283	16,436.83	.00	5,846.17	73.8%
641303 Water	5,125	0	5,125	2,895.36	.00	2,229.64	56.5%
641304 Sewer	2,114	0	2,114	1,143.79	.00	970.21	54.1%

YEAR-TO-DATE BUDGET REPORT
2020 YEAR TO DATE BUDGET

FOR 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
641306 Stormwater	3,611	0	3,611	3,149.99	.00	461.01	87.2%
641307 Telephone	2,948	0	2,948	3,358.09	.00	-410.09	113.9%
641308 Cellular Phones	1,155	0	1,155	615.10	.00	539.90	53.3%
641600 Build Repairs & Maint	2,000	0	2,000	1,788.45	.00	211.55	89.4%
641800 Equip Repairs & Maint	84,931	0	84,931	76,664.31	.00	8,266.69	90.3%
642000 Facilities Charges	184,361	0	184,361	179,312.65	.00	5,048.35	97.3%
642400 Software Support	4,498	0	4,498	.00	.00	4,498.00	.0%
659900 Other Contracts/Obligation	152,769	43,572	196,341	122,024.77	.00	74,316.23	62.1%
681500 Software Acquisition	0	0	0	4,576.10	.00	-4,576.10	100.0%
TOTAL Library	3,499,865	42,097	3,541,962	3,219,044.40	.00	322,917.60	90.9%
TOTAL REVENUES	-1,287,222	-184,974	-1,472,196	-1,388,385.69	.00	-83,810.31	
TOTAL EXPENSES	4,787,087	227,071	5,014,158	4,607,430.09	.00	406,727.91	
GRAND TOTAL	3,499,865	42,097	3,541,962	3,219,044.40	.00	322,917.60	90.9%

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/1 TO 2021/1		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16010									Library Administration
16010	630100								Office Supplies
	001583	UNITED STATES POSTAL	49228	0	2021	1 INV P		12.00	pcard Board Packet Mailin
	002034	OFFICE DEPOT	49226	0	2021	1 INV P		54.54	pcard Notepads
	002034	OFFICE DEPOT	49227	0	2021	1 INV P		42.12	pcard Pocket Folders
								96.66	
								ACCOUNT TOTAL	108.66
								ORG 16010 TOTAL	108.66
16024									Library Community Partnerships
16024	659900								Other Contracts/Obligation
	000511	FOX CITIES BOOK FEST	48637	0	2021	1 INV P	1,000.00	012821	546807 2021 Reads
	002558	SIMON GARB	47810	0	2021	1 INV P	150.00	011321	546642 2D Art Class for te
	002574	GENA PHILIBERT-ORTEG	47611	0	2021	1 INV P	100.00	011321	546581 Find Your Ancestors
								ACCOUNT TOTAL	1,250.00
								ORG 16024 TOTAL	1,250.00
16031									Library Building Operations
16031	641301								Electric
	001575	WE ENERGIES	529	0	2021	1 INV P	6,410.26	012821	546895 4835-258-176 Librar
								ACCOUNT TOTAL	6,410.26
16031	641302								Gas
	001575	WE ENERGIES	529	0	2021	1 INV P	2,886.78	012821	546895 5229-670-389 Public
								ACCOUNT TOTAL	2,886.78
								ORG 16031 TOTAL	9,297.04
16033									Library Network Services
16033	641800								Equip Repairs & Maint
	000185	BIBLIOTHECA, LLC	48649	0	2021	1 INV P	18,927.00	012821	546783 2021 Service Contra
	001161	RFID LIBRARY SOLUTIO	47775	0	2021	1 INV P	20,000.00	011321	546639 AMH Service Agreeeme
	001961	WELLS FARGO FINANCIA	48650	0	2021	1 INV P	421.73	012821	546898 Copier Lease
								ACCOUNT TOTAL	39,348.73
								ORG 16033 TOTAL	39,348.73

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/1 TO 2021/1	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
FUND 100 General Fund			TOTAL:		50,004.43			

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

YEAR-TO-DATE BUDGET REPORT
2020 YEAR TO DATE BUDGET

FOR 2021 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
160 Library							
423200 Library Grants & Aids	-1,091,736	0	-1,091,736	.00	.00	-1,091,736.00	.0%
480100 General Charges for Service	-30,000	0	-30,000	.00	.00	-30,000.00	.0%
501500 Rental of City Property	-30,000	0	-30,000	-30,000.00	.00	.00	100.0%
502000 Donations & Memorials	0	0	0	-145.69	.00	145.69	100.0%
503500 Other Reimbursements	-131,896	0	-131,896	-58,500.00	.00	-73,396.00	44.4%
610100 Regular Salaries	2,362,861	0	2,362,861	95,886.13	.00	2,266,974.87	4.1%
610800 Part-Time Wages	204,006	0	204,006	8,444.89	.00	195,561.11	4.1%
611400 Sick Pay	0	0	0	724.30	.00	-724.30	100.0%
611500 Vacation Pay	0	0	0	6,285.29	.00	-6,285.29	100.0%
615000 Fringes	865,594	0	865,594	.00	.00	865,594.00	.0%
615100 FICA	0	0	0	12,538.06	.00	-12,538.06	100.0%
615200 Retirement	0	0	0	11,502.06	.00	-11,502.06	100.0%
615301 Health Insurance	0	0	0	21,209.21	.00	-21,209.21	100.0%
615302 Dental Insurance	0	0	0	1,760.58	.00	-1,760.58	100.0%
615400 Life Insurance	0	0	0	50.30	.00	-50.30	100.0%
620100 Training/Conferences	25,584	0	25,584	1,717.29	.00	23,866.71	6.7%
620600 Parking Permits	23,100	0	23,100	23,100.00	.00	.00	100.0%
630100 Office Supplies	49,731	0	49,731	108.66	.00	49,622.34	.2%
630300 Memberships & Licenses	2,200	0	2,200	.00	.00	2,200.00	.0%
630500 Awards & Recognition	850	0	850	.00	.00	850.00	.0%
630600 Building Maint./Janitorial	11,084	0	11,084	.00	.00	11,084.00	.0%
630700 Food & Provisions	1,135	0	1,135	.00	.00	1,135.00	.0%
630902 Tools & Instruments	150	0	150	.00	.00	150.00	.0%
631500 Books & Library Materials	671,834	0	671,834	.00	.00	671,834.00	.0%
632002 Outside Printing	100	0	100	.00	.00	100.00	.0%
632300 Safety Supplies	550	0	550	.00	.00	550.00	.0%
632700 Miscellaneous Equipment	68,630	0	68,630	.00	.00	68,630.00	.0%
640400 Consulting Services	3,600	0	3,600	.00	.00	3,600.00	.0%
640700 Solid Waste/Recycling Pickup	4,005	0	4,005	.00	.00	4,005.00	.0%
641200 Advertising	11,288	0	11,288	.00	.00	11,288.00	.0%
641301 Electric	95,890	0	95,890	6,410.26	.00	89,479.74	6.7%
641302 Gas	22,283	0	22,283	2,886.78	.00	19,396.22	13.0%
641303 Water	5,125	0	5,125	.00	.00	5,125.00	.0%
641304 Sewer	2,114	0	2,114	.00	.00	2,114.00	.0%
641306 Stormwater	3,700	0	3,700	.00	.00	3,700.00	.0%
641307 Telephone	2,948	0	2,948	.00	.00	2,948.00	.0%
641308 Cellular Phones	1,600	0	1,600	.00	.00	1,600.00	.0%
641600 Build Repairs & Maint	2,000	0	2,000	.00	.00	2,000.00	.0%
641800 Equip Repairs & Maint	84,931	0	84,931	39,348.73	.00	45,582.27	46.3%
642000 Facilities Charges	183,973	0	183,973	.00	.00	183,973.00	.0%

YEAR-TO-DATE BUDGET REPORT
2020 YEAR TO DATE BUDGET

FOR 2021 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
659900 Other Contracts/Obligation	153,309	0	153,309	1,250.00	.00	152,059.00	.8%
681500 Software Acquisition	4,498	0	4,498	.00	.00	4,498.00	.0%
TOTAL Library	3,585,041	0	3,585,041	144,576.85	.00	3,440,464.15	4.0%
TOTAL REVENUES	-1,283,632	0	-1,283,632	-88,645.69	.00	-1,194,986.31	
TOTAL EXPENSES	4,868,673	0	4,868,673	233,222.54	.00	4,635,450.46	
GRAND TOTAL	3,585,041	0	3,585,041	144,576.85	.00	3,440,464.15	4.0%

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

YEAR-TO-DATE BUDGET REPORT
 2020 YEAR TO DATE BUDGET

REPORT OPTIONS

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

Report title:
 YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.
 Print totals only: Y
 Print Full or Short description: S
 Print full GL account: N
 Format type: 1
 Double space: N
 Suppress zero bal accts: Y
 Include requisition amount: N
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Print journal detail: N
 From Yr/Per: 2018/12
 To Yr/Per: 2018/12
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Include additional JE comments: N
 Multiyear view: D
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2021/ 1
 Print MTD Version: N
 Roll projects to object: N
 Carry forward code: 1

Find Criteria
 Field Name Field Value

Org
 Object
 Project
 Rollup code
 Account type
 Account status

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2021

<u>Description</u>	ORG	OBJECT	PROJ (in GL)			<u>Amount</u>
	PROJECT	SEG 1	SEG 2	SEG 3		
Friends Grant Distribution	LIB-FRIEND	LIBADMIN	OTHREIMB			\$ 34,000
Admin: Training & Travel	LIB-FRIEND	LIBADMIN	TRAIN/CONF			\$ 600
Admin: Food & Provisions	LIB-FRIEND	LIBADMIN	FOOD/PROV			\$ 800
Admin: Printing	LIB-FRIEND	LIBADMIN	OUTPRINT			\$ 600
Admin: Advertising	LIB-FRIEND	LIBADMIN	MARKETING			\$ 2,000
Admin: Contracts	LIB-FRIEND	LIBADMIN	OTHCONTR			\$ 2,000
Childrens: Supplies	LIB-FRIEND	CHILDSERV	SUPPLIES			\$ 6,000
Childrens: Contracts	LIB-FRIEND	CHILDSERV	OTHCONTR			\$ 3,000
PS: Supplies	LIB-FRIEND	PUBLICSERV	SUPPLIES			\$ 500
CP: Supplies	LIB-FRIEND	COMMPART	SUPPLIES			\$ 3,000
CP: Wage	LIB-FRIEND	COMMPART	PTWAGES			\$ 6,000
CP: Contracts	LIB-FRIEND	COMMPART	OTHCONTR			\$ 6,000
MM: Library Materials	LIB-FRIEND	MATERIALS	BOOKS/MATS			\$ 3,500
OWLS Materials Support	16032	503500				\$ 21,000
Materials Management - Materials	16032	631500				\$ 21,000
OWLS Administration Support	16010	503500				\$ 3,500
Admin Train/Travel	16010	620100				\$ 3,500

For the purpose of:

- OWLS funds supporting Administration training and travel
- OWLS funds supporting the purchase of library materials
- Friends of APL first half of 2021 distribution of grant funds

Requested by:

 Department Head

 Date

Information:

Action:

 Finance Director

 Date

 Mayor

 Date

Reported to Finance Committee:

 Date

 Date

Finance comments:

Budget Entry (BE) No.: _____

2021 Friends Initiatives	1st Half	2nd Half	Totals
Administration	\$6,000	\$6,100	\$12,100
6201 Training/Travel	\$600	\$0	\$600
6305 Awards & Recognition	\$0	\$300	\$300
6307 Food & Provisions	\$800	\$1,200	\$2,000
6320.2 Printing	\$600	\$600	\$1,200
6412 Advertising	\$2,000	\$2,000	\$4,000
6599 Contracts	\$2,000	\$2,000	\$4,000
Childrens	\$9,000	\$7,400	\$16,400
6301 Supplies	\$6,000	\$4,400	\$10,400
6599 Contracts	\$3,000	\$3,000	\$6,000
Public Services	\$500	\$500	\$1,000
6301 Supplies	\$500	\$500	\$1,000
Community Partnerships	\$15,000	\$15,000	\$30,000
6301 Supplies	\$3,000	\$3,000	\$6,000
6599 Contracts	\$6,000	\$6,000	\$12,000
6108 Wage/Fringe	\$6,000	\$6,000	\$12,000
Materials Management	\$3,500	\$1,000	\$4,500
6315 Library Materials	\$3,500	\$1,000	\$4,500
Totals	\$34,000	\$30,000	\$64,000



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, February 16, 2021

3:00 PM

City Hall
100 North Appleton Street, Appleton WI 54911
6th Floor 6 A /B

Personnel & Policy Committee Meeting

1. Call meeting to order

Chairperson Margret Mann called the meeting to order at 3:03pm

2. Roll call of membership

Present: 4 - Peterson, Exarhos, Mann and Nett

Others : 2 - Kellner and Rortvedt

Closed Session

Exarhos moved, seconded by Nett that the meeting move into Closed Session pursuant to WI statute 19.85(f)(c) to discuss personnel matters. Voice Vote. Motion Carried. (4-0)

Roll Call was taken. The meeting went into Closed Session at 3:05pm

Nett moved, seconded by Exarhos that the meeting resume Open Session. Voice Vote. Motion Carried. (4-0)

Roll Call was taken. The meeting resumed Open Session at 3:40pm

3. Action Items

[21-0138](#)

Establish Library Director's 2021 Performance Goals

Exarhos moved, seconded by Nett, that the Library Director's 2021 established Performance Goals be recommended for approval. Voice Vote. Motion Carried. (4-0)

4. Information Items

[21-0166](#)

360 Evaluation Tool

5. Adjournment

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

The meeting was adjourned at 3:45pm

MEMO

TO: Appleton Public Library Board of Trustees

FROM: Tasha Saecker, Assistant Director

DATE: 2/15/2021

SUBJECT: Continuity of Operations

As the case numbers, local burden and positive test rates continue to drop, we are working with the City of Appleton Health Department to assess the best time to resume public access to the building. Our first phase will include picking up holds, access to computers, and access to the copier and public fax machine. We are hopeful that this will happen in the next few weeks, as long as the rates continue to support this.

The library will require masks to be worn and social distancing to be respected. We will have security staffing the entry to speak with those not wearing masks as well as to keep a count of the number of people in the building, since we will be operating at 25% capacity.

We are also reworking our curbside service and will be implementing an app for patrons to use that we expect to streamline both the interface for the public and the internal process for staff. This should be up and running by the beginning of March.



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 Board of Trustees
FROM: Dean Gazza, Director – Parks, Recreation and Facilities Management
Colleen Rortvedt, Library Director
DATE: February 16, 2021
RE: Library Request for Proposals February Status Update

The deadline for submissions to the City of Appleton’s Request for Proposals was Thursday, February 4, 2021. Eleven proposals were received and distributed to the review committee. This committee is composed of City staff as well as representatives of the Library Board of Trustees, Friends of Appleton Public Library and City of Appleton Common Council.

Proposals are currently being evaluated according to the terms in the Request for Proposals that was released on December 17, 2020.

Firms with the top proposals will be interviewed and the finalist will be presented for approval to the Library Board and Common Council in March. Dates for these meetings are as follows:

- Finance Committee Approval – 3/8/2021
- Library Board and City Council Approval – 3/16/2021 & 3/17/2021

The architect will work with a main Project Team, which will consist of members of the Appleton Public Library, the Mayor and the Director of Parks, Recreation and Facilities Management. In addition, a to-be-formed Advisory Committee composed of members of the public and select community organizations will be established to provide additional input during design. The architect will also be expected to work in conjunction with a simultaneous neighborhood-level planning process, which will have a separate Request for Proposals process in the near future to ensure that the library fits within the neighborhood and serves as an anchor for a comprehensive neighborhood redevelopment process.

The redesigned library is intended to reflect the priorities of a participatory 21st Century library. The goal of this project is to create an inspiring and flexible space that will satisfy the community’s needs for generations to come.

The City continues to prioritize public input in this process and invites the community to continue to provide feedback as we move forward with the design process pending Library Board and Common Council approval.

LIBRARIES STEP UP



HOW WISCONSIN LIBRARIES STEPPED UP IN 2020

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



Stepping Up for Our Heroes

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

~ Susan, Dwight Foster Public Library (Fort Atkinson)

Stepping Up for Families

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

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

Stepping Up for the Community

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

~ Katherine, Oconomowoc Public Library



Wisconsin Libraries Strengthen Communities

Communities Need

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

Libraries Offer

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

The Benefit of Wisconsin Public Libraries



Literacy

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



Workforce Development

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



Information Technology

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

The Benefit of Wisconsin Specialized Libraries



Knowledge, Creativity, & Learning

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





State Aid to Public Library Systems

Increased funding of the state's public library systems creates more opportunities for shared efficiencies, helps local libraries innovate, and strengthens the ability of libraries to **respond to urgent local needs**. An increase in state aid will be targeted to workforce development, information technology, access to electronic content, and lifelong learning. The funding request for state aid to library systems is shown below.

Budget Year	FY22	FY23
Total Amount	\$18,513,100	\$20,013,100
Base	\$16,013,100	\$16,013,100
Requested Increase	\$2,500,000	\$4,000,000

Library Service Contracts

Increased funding of the DPI contracts with providers of specialty library services will maintain existing service levels and allow continuation of statewide access to valuable resources and services. The funding request for library service contracts is shown below.

Budget Year	FY22	FY23
Total Amount	\$1,355,300	\$1,367,700
Base for existing contracts	\$1,342,400	\$1,342,400
Requested Increase	\$12,900	\$25,300

Recollection Wisconsin

WLA is requesting **new** state funding for Recollection Wisconsin in the amount of \$150,000 in FY22 and \$300,000 in FY23 to ensure the state's one-of-a-kind archival materials are preserved and made digitally accessible to anyone in the world.

Budget Year	FY22	FY23
Total Amount	\$150,000	\$300,000
New Request	\$150,000	\$300,000



An increased investment in public library system aid benefits **all residents of Wisconsin** by improving the ability of the state's 380 public libraries to provide critical programs and resources customized to **the greatest needs of their communities**.

State aid to public library systems is a vital investment that yields significant value. It generates **expanded access** to library resources well beyond what is funded with local investments. In addition to serving as the backbone for resource sharing throughout Wisconsin, public library systems create important opportunities for efficiencies and collaborations, help local libraries innovate, and strengthen libraries' abilities to offer essential services, programs, and collections. Increased funding for library systems is especially crucial when Wisconsin's public libraries—supported primarily with limited or shrinking local funds—must respond to urgent and intensifying local and regional needs.

Develop Wisconsin's Workforce & Economy

Wisconsin public libraries provide valuable resources and services which support residents seeking to improve their skills, change careers, and apply for jobs; as well as resources that small businesses, entrepreneurs, and start-ups need to rebuild and improve Wisconsin's economy. An increase in state aid will make possible additional **online courses** and in-person assistance allowing libraries to offer **resume and interview coaching, technology training, and financial/business plan development**.

Improve Access to Information through Technology

Wisconsin public libraries are key strategic partners in the delivery of electronic access and resources to Wisconsin residents. The COVID-19 pandemic highlighted the ongoing urgent need for robust Internet access and online content. Children are particularly at risk when they are unable to access information they need to learn. Many families still cannot afford internet access at home. Increased funds will be directed toward **improving technology services and cybersecurity**; offering **Wi-Fi hotspots** for home use, **digitization services, coding initiatives, in-person technology training**; improving **Internet access, information literacy**; and expanding **digital content**.

Stimulate Lifelong Learning

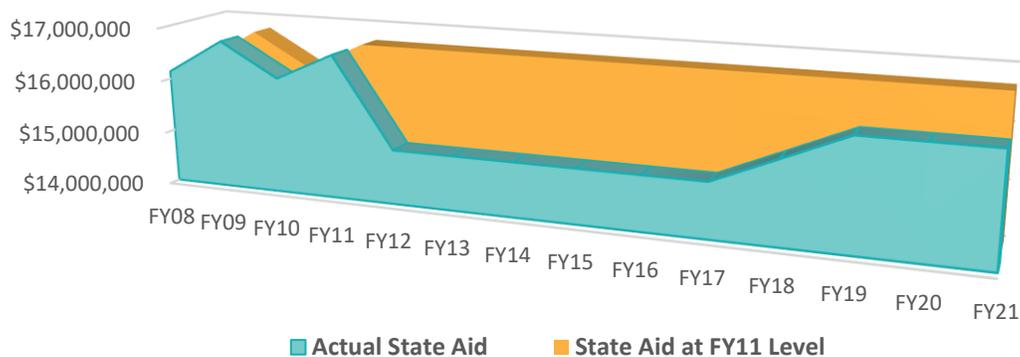
Wisconsin public libraries support and promote lifelong learning, which improves the ability of people to adapt in a fast-changing world, opens doors to higher-paying jobs, and leads to more enriching and fulfilling lives. The library is the only learning institution that serves residents in all stages of life. Increased funds will better address age-specific needs. **Early literacy programs** help young brains develop and prepare kids for school, while increased resources and learning opportunities are necessary for school-age children to **regain learning lost due to school closures**. Public libraries are important partners for school libraries, greatly extending their resources, and are generally the sole library for homeschooled children. **STEM programs** for youth encourage students to consider science, technology and engineering careers much needed for Wisconsin's future economic development. **Creative learning labs** provide opportunities for all ages to learn robotics, 3D modeling, sewing, website design, film editing and more. Libraries, in partnership with agencies such as the Alzheimer's Association, offer **Memory cafes** to provide social networks and help preserve cognitive function for the state's growing population of seniors.

Historic State Aid to Public Library Systems

Library System funding was reduced by 10% in 2011 and has not been fully restored. The chart below shows the reduced level of funding in the budget for every year since. A net loss of \$13,181,000 over that period has resulted in a significantly reduced ability for library systems to carry out critical operations that allow libraries to help Wisconsin residents succeed.

State Fiscal Year	Appropriation	Change from Prior Year	State Aid at FY11 level (pre-2012 cut)	Difference
FY08	\$16,138,000	4.0%		
FY09	\$16,783,500	4.0%		
FY10	\$16,165,400	-3.7%		
FY11	\$16,681,200	3.2%		
FY12	\$15,013,100	-10.0%	\$16,681,200	-\$1,668,100
FY13	\$15,013,100	0.0%	\$16,681,200	-\$1,668,100
FY14	\$15,013,100	0.0%	\$16,681,200	-\$1,668,100
FY15	\$15,013,100	0.0%	\$16,681,200	-\$1,668,100
FY16	\$15,013,100	0.0%	\$16,681,200	-\$1,668,100
FY17	\$15,013,100	0.0%	\$16,681,200	-\$1,668,100
FY18	\$15,513,100	3.3%	\$16,681,200	-\$1,168,100
FY19	\$16,013,100	3.2%	\$16,681,200	-\$668,100
FY20	\$16,013,100	0.0%	\$16,681,200	-\$668,100
FY21	\$16,013,100	0.0%	\$16,681,200	-\$668,100
Total Aid, FY12 through FY21	\$155,131,000		\$166,812,000	-\$13,181,000

Public Library System Aid FY08-FY21



Public Library System Aid Request (2021-2023)

This budget request increases the ability of public library systems to efficiently distribute targeted resources which enable local libraries to best meet the unique needs of their communities during challenging economic and societal conditions.

FISCAL YEAR	FY22	FY23
Base Amount	\$16,013,100	\$16,013,100
Requested Increase	\$2,500,000	\$4,000,000
Total State Aid	\$18,513,100	\$20,013,100

INCREASE DETAILS	FY22	FY23
Additional aid from previous year	\$2,500,000	\$1,500,000
Requested increase from base each year	\$2,500,000	\$4,000,000



Library Service Contracts

WLA supports a request for an increase of \$12,900 in FY22 and \$25,300 in FY23 to fund the estimated costs of maintaining the existing service levels for four library service contracts.

DPI contracts with four providers: the Milwaukee Public Library (MPL), the University of Wisconsin-Madison (UW-Madison), the Wisconsin Talking Book and Braille Library (WTBBL), the Cooperative Children’s Book Center (CCBC) to provide access to unique resources and materials.

- The UW-Madison and MPL lend materials to residents living in all parts of the state in response to requests forwarded by the Resources for Libraries and Lifelong Learning staff or public library systems.
- WTBBL provides specialized services to certified blind and physically handicapped persons throughout the state. While the Library of Congress provides the recorded and braille materials (estimated annual value of \$376,700), the state is obligated to provide for processing, maintenance, and circulation.
- CCBC services extend beyond the UW-Madison campus to provide information, outreach, and continuing education opportunities for public and school librarians, teachers, and others throughout Wisconsin.

Library Service Contracts Increases

CHANGE TO BASE	FY22	FY23
Total Amount	\$1,355,300	\$1,367,700
Base	\$1,342,400	\$1,342,400
Requested Increase	\$12,900	\$25,300

Contract	FY21 Base	FY22 Projection	FY23 Projection
UW	\$80,000	\$80,000	\$80,000
MPL - ILL	\$66,500	\$69,300	\$72,200
WTBBL	\$1,053,600	\$1,053,600	\$1,057,700
CCBC	\$142,300	\$152,400	\$157,800
Total Costs (Rounded)	\$1,342,400	\$1,355,300	\$1,367,700
Change to Appropriation	n/a	\$12,900	\$25,300



**Wisconsin
Library
Association**

2021-2023 State Budget Priorities

Recollection Wisconsin: Preserving & Making Wisconsin's Historic Treasures Accessible to All

What is Recollection Wisconsin?

Since 2005, Recollection Wisconsin has helped over 200 partners—including libraries, historical societies, universities, and museums — to digitize and share their **one-of-a-kind collections**. Working in partnership with Recollection Wisconsin, libraries and cultural heritage institutions around the state have been able to digitize, curate, and host historic resources making the unique heritage of Wisconsin **discoverable online**. Tens of thousands of photographs, maps, letters, diaries, oral histories, artifacts, and local newspapers are now preserved and made accessible. The Recollection Wisconsin partnership with the Digital Public Library of America **elevates Wisconsin's unique heritage** to a wider audience by making this treasure trove of resources searchable to anyone in the world.

Why is State Funding So Important?

Recollection Wisconsin has been funded with a patchwork of grants intended to support piloting of innovative programs and to encourage **collaboration** among cultural heritage organizations. The uncertainty of grant funding hampers responsible planning for future sustainability. Modest state funding support will **leverage those past investments** by ensuring continuation of a program that has digitized only a fraction of the state's available historical treasures. State investment is needed to ensure timely digitization and preservation of potentially vulnerable historical resources from communities across the state to make them freely and readily accessible for future generations.

Details of Digitization

Digitization is far more than simply scanning documents to a computer. It includes copyright considerations, metadata development, storage and preservation, vendor coordination, and ongoing access. **Preserving the past involves thinking about the future**. Rapidly changing technology and the complexity of how people access information requires professionals with expertise in digital project management, as well as the ability to offer appropriate training and support. Funding Recollection Wisconsin at the state level ensures that the state's historical resources, held in local institutions of all sizes, are both preserved and made **universally accessible**. A map, a diary, a letter, a newspaper, an oral history recording—each offers its own preservation and content management challenges as well as its own **unique contributions to Wisconsin's heritage**.

Funding Information

WLA supports a request for \$150,000 in FY22 and \$300,000 in FY23 enabling basic program costs to transition from grants to state funding while ensuring that the state's history is preserved and accessible into the future. Anticipated expenditures include project management, content hosting and management, staff training, and technology.

State aid invested in library systems



improves the ability to provide important library services statewide!



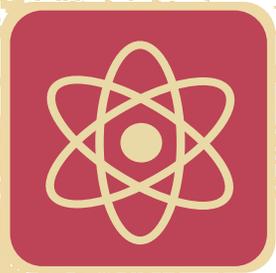
Hundreds of **online classes** offered free to residents



Technology support staff and **technology improvement** initiatives



Workforce development specialists in libraries



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

Every dollar invested in libraries makes a difference.

Thank you for supporting Wisconsin libraries!

Fox Cities Reads and Books Build Community

We are excited to offer two powerful youth books to the community for reflection, discussion, and community engagement this year.

Fox Cities Reads has selected *George* by Alex Gino for 2021's community read. *George* is a candid and heartwarming story about a middle school transgender girl, Melissa. APL staff participate in the Reads committee, host programs, and are partnering with community organizations, Diverse and Resilient, HeartBrain, and 1,000 Islands Environmental Center. HeartBrain hosted a poetry workshop for participants to write their own authentic poem. There was an authentic poem contest for kids, teens, and adults. The winners read their poetry at the virtual launch announcing the selection. Author Alex Gino will offer virtual presentations geared towards middle and high school students on Thursday, April 15 at 9:45 a.m. and 2 p.m. They will also offer a virtual presentation to the general public at 6:30 p.m., on Thursday, April 15. There will be supplemental programs including intergenerational book discussions, a Trans 101 presentation, a youth book club, Story Book Walk, and storytime. Since the launch we have received many thanks from community leaders, individuals, and organizations about choosing a great book to help educate the community on transgender experiences.

Books Build Community selections are chosen by community members and partners to foster shared experiences and dialogue around community initiatives. This year's title, *The Voting Booth*, by Brandy Colbert, was selected by teens in the Fox Valley focused on the central themes of race, racism, and anti-racism. This young adult novel weaves themes of voter suppression, race relations, mental health, and other topics in a stunning and thought-provoking novel. The Books Build Community program is presented by Appleton Public Library with support from the Friends of Appleton Public Library. Supporting partners include representatives from Appleton Area School District (AASD), AASD Diversity, Equity & Inclusion Office (DEI), and Boys and Girls Clubs of the Fox Valley STAR Program. This year's reimagined Books Build Community program will be available through Zoom and will stream live on Tuesday, March 9 at 2:30pm through Appleton Public Library's Facebook page.