City of Appleton

Meeting Agenda - Final-revised

Library Board

Tuesday, August 17, 2021	4:30 PM	City Hall, 6th Floor A/B

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

   21-1131   July 20, 2021 Meeting Minutes

   Attachments: July 20 2021 Meeting Minutes.pdf

   21-1181   August 12, 2021 Meeting Minutes

   Attachments: LB Minutes 8-12-21.pdf

4.   Public Participation and Communications

   21-1132   Robert Edwards, Library Business Manager

   21-1133   Building Project Updates by Architects Skidmore, Owings and Merrill

Establish Order of the Day

5.   Action Items

   21-1134   Bill Register - July 2021

   Attachments: July 2021 Bill Register.pdf
                    July 2021 Budget Report.pdf

   21-1135   Report of the Nominating Committee

   Attachments: Nominating Committee Meeting MInutes 8-12-2021.pdf

6.   Information Items

A.   Administrative Report

21-1136   Library Building Project Update

21-1137   Mid-Year 2021 Statistics (Jan - June)

> *Attachments:* JUNE 2021.pdf

21-1138   APL Hiring Processes

21-1139   Pandemic Continuity of Operations

> *Attachments:* Mask Memo 8-5-2021 (1).pdf

21-1140   Board Meeting Location Update

21-1141   Upcoming Committee Meetings

B.   Presidents Report

21-1142   Trustee Training: Trustee Essentials Chapter 10 - Developing Essential
Library Policies

> *Attachments:* TE10 Developing Essential Library Policies.pdf
>
> APL Policies Link

C.   Staff Updates

21-1143   Children's Program Updates

21-1144   Community Partnerships Updates

7.   Adjournment

> *Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*
>
> *Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*

Meeting Minutes
Library Board

Tuesday, July 20, 2021	4:30 PM	City Hall, 6th Floor A/B

1. Call meeting to order

President Rebecca Kellner called the meeting to order at 4:36pm

2. Roll call of membership

Others Present: Owen Anderson, Nicole Casner, Ann Cooksey, Colleen Holz, Tina Krueger, Dan McGinnis, Colleen Rortvedt, Tasha Saecker, Nick Vande Castle, Michael Vang, Emely Villaneuva, Maureen Ward

Skidmore, Owings and Merrill Architects: Jason Fisher, Julie Michiels, Adam Semel, Andrea Telli

Present: 7 - Looker, Kellner, Exarhos, Scheuerman, Mann, Nett and Van Zeeland

Excused: 1 - Hartjes

Others : 1 - Sivasamy

3. Approval of minutes from previous meeting

21-1003   June 15, 2021 Meeting Minutes

Attachments: June 15 2021 Meeting Minutes.pdf

Scheuerman moved, seconded by Mann, that the June 15, 2021 Meeting Minutes be approved. Voice Vote. Motion Carried.(7-0)

4. Public Participation and Communications

21-1004   Building Project Update by Architects Skidmore, Owings & Merrill

21-1010   Library Building Project Update

Attachments: Building Project Update July 15 2021revised.pdf

Establish Order of the Day

President Kellner moved Information Item 21-1010 Library Building Project Update to Public Participation and Communications.

President Kellner called for a motion to move Action Items 21-1005, 21-1006, 21-1007, 21-1009 and 21-1018 to a Consent Agenda.

Exarhos moved, seconded by Mann that Action Items 21-1005, 21-1006, 21-1007, 21-1009 and 21-1018 be placed on a Consent Agenda. Voice Vote. Motion Carried. (7-0)

5.   Action Items

Scheuerman moved, seconded by Looker that Consent Agenda Items 21-1005, 21-1006, 21-1007, 21-1009 and 21-1018 be approved. Voice Vote. Motion Carried. (7-0)

21-1005   Bill Register - June 2021

Attachments: June 2021 Bill Register.pdf

June 2021 Budget Report.pdf

Q2 2021 Friends Budget Report.pdf

This Report Action Item was approved

21-1006   July 2021 Budget Amendment

Attachments: July 2021 Budget Amendment Request.pdf

This Report Action Item was approved

21-1007   United Way Agency Agreement Compliance Documents for 2022-2023 Funding for Reach Out and Read

Attachments: Appleton Public Library Funding Letter for ROR 2022-2023.pdf

United Way Agency Agreement 2022-2023 Funding.pdf

This Report Action Item was approved

21-1009   Finance Policy Updates

Attachments: Financial Policy Draft- Revised July 2021.pdf

This Report Action Item was approved

21-1018   City Policy: Ergonomics Policy

Attachments: Ergonomics Policy with Suggested Changes (2021).pdf

This Report Action Item was approved

21-1017   2022 Library Operating Budget

                 Attachments: 2022 Library Operational Budget Memo.pdf

                                       Budget Summary for Board.pdf

                                       Utilities and Revenues Detail.pdf

                                       Library 7-5-2021.pdf

Exharos moved, seconded by Mann that the 2022 Library Board Operating Budget be approved. Voice Vote. Motion Carried. (7-0)

6.   Information Items

A.   Administrative Report

21-1011   APL Teen Survey

21-1012   APL Hiring Processes

21-1013   State Budget Update

B.   President's Report

21-1014   Trustee Training: Trustee Essentials Chapter 8 - Developing the Library's Budget

                 Attachments: Trustee Essentials Chapter 8 Library Budget.pdf

21-1015   Library Board Trustee Vacancy Appointments

21-1016   Outagamie Waupaca Library System (OWLS) Update

7.   Adjournment

Scheureman moved, seconded by Mann that the Meeting be adjourned. Voice Vote. Motion Carried. (7-0)

The meeting was adjourned at 6:00pm

City of Appleton

Meeting Minutes
Library Board

Thursday, August 12, 2021	2:00 PM	225 N. Oneida Street

1.   Call meeting to order

Chairperson Brian Looker called the meeting to order at 2:02pm

2.   Roll call of membership

Present: 3 -   Looker, Exarhos and Scheuerman

Others :   1 -   Rortvedt

3.   Action Items

21-1119   Selection of Nominees for Board President, Vice President and Secretary

Exarhos moved, seconded by Scheuerman, that the nominations for Library Board Officers President: Nancy Scheuerman, Vice-President - Margret Mann and Secretary - Patricia Exarhos be recommended for approval. Voice Vote. Motion Carried. (3-0)

4.   Adjournment

Scheuerman moved, seconded by Exarhos that the meeting be adjourned. Voice Vote. Motion Carried. (3-0)
The meeting was adjourned at 2:38pm

City of Appleton

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
16010			Library Administration		
16010 630100			Office Supplies		
001583 UNITED STATES POSTAL	59277	0	2021 7 INV P	6.40 pcard	Board Finance Commi
001583 UNITED STATES POSTAL	59733	0	2021 7 INV P	18.00 pcard	LIBRARY BOARD PACKE
				24.40	
002034 OFFICE DEPOT	58876	0	2021 7 INV P	16.78 pcard	Water Pitchers
002034 OFFICE DEPOT	58878	0	2021 7 INV P	21.96 pcard	Erasers
002034 OFFICE DEPOT	58879	0	2021 7 INV P	24.59 pcard	Gorilla Glue
				63.33	
999990 WI STATE PARKS PASS	58880	0	2021 7 INV P	28.00 pcard	WI STATE PARKS PASS
			ACCOUNT TOTAL	115.73	
16010 630500			Awards & Recognition		
002002 ACE HARDWARE OF APPL	59732	0	2021 7 INV P	28.49 pcard	SLP Staff Travel Mu
			ACCOUNT TOTAL	28.49	
16010 630700			Food & Provisions		
000835 MANDERFIELD'S BAKERY	59755	0	2021 7 INV P	72.00 pcard	Staff Meeting
999990 WALGREENS #12019	59734	0	2021 7 INV P	8.77 pcard	SLP S'mores treats
			ACCOUNT TOTAL	80.77	
16010 632002			Outside Printing		
999990 VISTAPR*VISTAPRINT.C	59262	0	2021 7 INV P	20.00 pcard	Building Project Bu
			ACCOUNT TOTAL	20.00	
16010 641200			Advertising		
999990 FACEBK *TAV2M5KYX2	58872	0	2021 7 INV P	10.00 pcard	Facebook Advertisin
			ACCOUNT TOTAL	10.00	
16010 659900			Other Contracts/Obligation		
001957 IMOBERSTEG PIANO	21APL001	0	2021 7 INV P	158.00 072121	549408 Grand Piano Tuning
002229 STAR PROTECTION AND	202466	0	2021 7 INV P	2,286.60 071421	549337 Security Guard
002229 STAR PROTECTION AND	202530	0	2021 7 INV P	2,121.80 072821	549521 Security Guard
				4,408.40	
			ACCOUNT TOTAL	4,566.40	
			ORG 16010 TOTAL	4,821.39	

City of Appleton

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
16021			Library Children's Services					
16021 630100			Office Supplies					
001983 AMAZON	59657	0	2021 7	INV	P	23.98 pcard		Maker Quest supplie
001983 AMAZON	59658	0	2021 7	INV	P	25.88 pcard		Maker Quest supplie
						49.86		
999990 QR-CODE-GENERATOR.CO	59603	0	2021 7	INV	P	182.75 pcard		QR Code Subscriptio
999990 QR-CODE-GENERATOR.CO	59735	0	2021 7	INV	P	-177.51 pcard		Refund for QR Code
						5.24		
			ACCOUNT TOTAL			55.10		
			ORG 16021 TOTAL			55.10		
16023			Library Public Services					
16023 630100			Office Supplies					
000526 FOX STAMP, SIGN & SP	59731	0	2021 7	INV	P	42.24 pcard		Kendzierski Notary
001034 OUTAGAMIE WAUPACA LI	3714	0	2021 7	INV	P	61.00 072121	549432	Receipt Paper
001983 AMAZON	59263	0	2021 7	INV	P	11.99 pcard		Public Service Labe
			ACCOUNT TOTAL			115.23		
			ORG 16023 TOTAL			115.23		
16024			Library Community Partnerships					
16024 630100			Office Supplies					
001249 SIMPLE SIMON BAKERY	59190	0	2021 7	INV	P	148.32 pcard		Take n Create Cooki
999990 THE HOME DEPOT #4928	59240	0	2021 7	INV	P	58.50 pcard		Hispanic Heritage M
			ACCOUNT TOTAL			206.82		
16024 659900			Other Contracts/Obligation					
002348 CASA HISPANA INC.	July 2021	0	2021 7	INV	P	75.00 072821	549482	Latino Fest 2021
002692 SHANNON DAVIS-FOUST	Davis-Foust 2021	0	2021 7	INV	P	100.00 072121	549441	SLP Nature Walk eve
			ACCOUNT TOTAL			175.00		
			ORG 16024 TOTAL			381.82		
16031			Library Building Operations					
16031 630600			Building Maint./Janitorial					
000274 CINTAS CORPORATION	58875	0	2021 7	INV	P	39.34 pcard		Mats and Towels Cle
000274 CINTAS CORPORATION	59276	0	2021 7	INV	P	39.34 pcard		Mats and Towels Cle
000274 CINTAS CORPORATION	59730	0	2021 7	INV	P	39.34 pcard		Mats and Towels Cle

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/7 TO 2021/7						
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION	
				118.02		
			ACCOUNT TOTAL	118.02		
16031 640700			Solid Waste/Recycling Pickup			
999990 GFL ENVIRONMENTAL IN	U30000020293	0	2021 7 INV P	74.00 pcard	Trash pickup - June	
999990 GFL ENVIRONMENTAL IN	U30000022052	0	2021 7 INV P	250.00 pcard	June Recycling	
				324.00		
			ACCOUNT TOTAL	324.00		
16031 641301			Electric			
001575 WE ENERGIES	701172433-00271 7/21	0	2021 7 INV P	9,598.29 072821	549539 00262	
			ACCOUNT TOTAL	9,598.29		
16031 641302			Gas			
001575 WE ENERGIES	701172433-00271 7/21	0	2021 7 INV P	1,825.86 072821	549539 00162	
			ACCOUNT TOTAL	1,825.86		
			ORG 16031 TOTAL	11,866.17		
16032			Library Materials Management			
16032 503500			Other Reimbursements			
001478 WAUPACA COUNTY	July 2021	0	2021 7 INV P	24.00 072121	549455 Patron Material Rei	
999998 Casey Seidl	Seidl 2021	0	2021 7 INV P	10.00 070821	549198 Patron Material Rei	
			ACCOUNT TOTAL	34.00		
16032 630100			Office Supplies			
001983 AMAZON	59192	0	2021 7 INV P	26.99 pcard	Webcam	
999990 KAPCO-ONLINE	59264	0	2021 7 INV P	559.73 pcard	Book jacket covers	
			ACCOUNT TOTAL	586.72		
16032 631500			Books & Library Materials			
000889 MIDWEST TAPE	59196	0	2021 7 INV P	635.81 pcard		
000889 MIDWEST TAPE	59197	0	2021 7 INV P	734.72 pcard		
000889 MIDWEST TAPE	59706	0	2021 7 INV P	936.90 pcard		
000889 MIDWEST TAPE	59707	0	2021 7 INV P	6,565.19 pcard		
				8,872.62		
000979 NL PRESS STAR/MULTI	59737	0	2021 7 INV P	54.00 pcard		
000979 NL PRESS STAR/MULTI	59738	0	2021 7 INV P	54.00 pcard		
				108.00		

City of Appleton

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
001402 UNITED PARCEL SERVIC	59198	0	2021	7	INV P	26.26	pcard	
001402 UNITED PARCEL SERVIC	59199	0	2021	7	INV P	36.06	pcard	
001402 UNITED PARCEL SERVIC	59708	0	2021	7	INV P	19.84	pcard	
001402 UNITED PARCEL SERVIC	59709	0	2021	7	INV P	28.67	pcard	
						110.83		
001590 STATE BAR OF WISCONS	59233	0	2021	7	INV P	200.70	pcard	
001983 AMAZON	59238	0	2021	7	INV P	37.95	pcard	
001983 AMAZON	59239	0	2021	7	INV P	15.00	pcard	
001983 AMAZON	59739	0	2021	7	INV P	8.93	pcard	
						61.88		
002396 INGRAM LIBRARY SERV	59200	0	2021	7	INV P	-22.13	pcard	
002396 INGRAM LIBRARY SERV	59201	0	2021	7	INV P	350.73	pcard	
002396 INGRAM LIBRARY SERV	59202	0	2021	7	INV P	1,223.59	pcard	
002396 INGRAM LIBRARY SERV	59203	0	2021	7	INV P	1,987.97	pcard	
002396 INGRAM LIBRARY SERV	59204	0	2021	7	INV P	196.50	pcard	
002396 INGRAM LIBRARY SERV	59205	0	2021	7	INV P	197.19	pcard	
002396 INGRAM LIBRARY SERV	59206	0	2021	7	INV P	653.28	pcard	
002396 INGRAM LIBRARY SERV	59266	0	2021	7	INV P	22.79	pcard	
002396 INGRAM LIBRARY SERV	59267	0	2021	7	INV P	355.21	pcard	
002396 INGRAM LIBRARY SERV	59268	0	2021	7	INV P	119.20	pcard	
002396 INGRAM LIBRARY SERV	59269	0	2021	7	INV P	462.67	pcard	
002396 INGRAM LIBRARY SERV	59270	0	2021	7	INV P	1,756.01	pcard	
002396 INGRAM LIBRARY SERV	59710	0	2021	7	INV P	321.64	pcard	
002396 INGRAM LIBRARY SERV	59711	0	2021	7	INV P	378.83	pcard	
002396 INGRAM LIBRARY SERV	59712	0	2021	7	INV P	132.43	pcard	
002396 INGRAM LIBRARY SERV	59713	0	2021	7	INV P	257.09	pcard	
002396 INGRAM LIBRARY SERV	59714	0	2021	7	INV P	1,058.07	pcard	
002396 INGRAM LIBRARY SERV	59715	0	2021	7	INV P	351.18	pcard	
002396 INGRAM LIBRARY SERV	59716	0	2021	7	INV P	253.16	pcard	
002396 INGRAM LIBRARY SERV	59717	0	2021	7	INV P	1,031.12	pcard	
						11,086.53		
002583 BLACKSTONE PUBLISHIN	59234	0	2021	7	INV P	753.83	pcard	
002583 BLACKSTONE PUBLISHIN	59235	0	2021	7	INV P	680.54	pcard	
002583 BLACKSTONE PUBLISHIN	59236	0	2021	7	INV P	312.90	pcard	
						1,747.27		
999990 HEARST MEMBERSHIP	59237	0	2021	7	INV P	75.00	pcard	
999990 REI*MATTHEW BENDER &	59659	0	2021	7	INV P	308.31	pcard	
999990 THOMSON WEST*TCD	59660	0	2021	7	INV P	1,054.95	pcard	
999990 THOMSON WEST*TCD	59661	0	2021	7	INV P	521.07	pcard	
						1,959.33		

City of Appleton

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
			ACCOUNT TOTAL	24,147.16	
			ORG 16032 TOTAL	24,767.88	
16033			Library Network Services		
16033 632700			Miscellaneous Equipment		
002034 OFFICE DEPOT	58877	0	2021 7 INV P	27.99 pcard	USB Flash Drives -
			ACCOUNT TOTAL	27.99	
16033 641800			Equip Repairs & Maint		
001961 WELLS FARGO FINANCIA	5015714858	0	2021 7 INV A	114.59	Copier Lease
			ACCOUNT TOTAL	114.59	
			ORG 16033 TOTAL	142.58	
FUND 100 General Fund			TOTAL:	42,150.17	

** END OF REPORT - Generated by Maureen Ward **

City of Appleton

YEAR-TO-DATE BUDGET REPORT

ACCOUNTS FOR: 100　　　General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
500100 Fees & Commissions	0	0	0	-87.92	.00	87.92	100.0%
503500 Other Reimbursements	-19,500	-21,000	-40,500	-31,344.31	.00	-9,155.69	77.4%
610100 Regular Salaries	1,876,948	0	1,876,948	917,455.12	.00	959,492.88	48.9%
610800 Part-Time Wages	195,216	6,000	201,216	103,128.63	.00	98,087.37	51.3%
611400 Sick Pay	0	0	0	5,582.14	.00	-5,582.14	100.0%
611500 Vacation Pay	0	0	0	66,411.76	.00	-66,411.76	100.0%
615000 Fringes	672,288	0	672,288	.00	.00	672,288.00	.0%
615100 FICA	0	0	0	72,491.29	.00	-72,491.29	100.0%
615200 Retirement	0	0	0	65,141.22	.00	-65,141.22	100.0%
615301 Health Insurance	0	0	0	194,401.44	.00	-194,401.44	100.0%
615302 Dental Insurance	0	0	0	14,718.74	.00	-14,718.74	100.0%
615400 Life Insurance	0	0	0	375.20	.00	-375.20	100.0%
620100 Training/Conferences	18,314	0	18,314	5,844.77	.00	12,469.23	31.9%
630100 Office Supplies	41,146	18,159	59,305	15,283.20	.00	44,021.80	25.8%
630600 Building Maint./Janitorial	11,084	0	11,084	5,173.77	.00	5,910.23	46.7%
630700 Food & Provisions	0	4,085	4,085	175.11	.00	3,909.89	4.3%
630902 Tools & Instruments	150	0	150	81.97	.00	68.03	54.6%
631500 Books & Library Materials	597,644	39,245	636,889	293,982.50	.00	342,906.50	46.2%
632300 Safety Supplies	550	0	550	110.00	.00	440.00	20.0%
632700 Miscellaneous Equipment	68,630	4,000	72,630	2,867.90	.00	69,762.10	3.9%
640700 Solid Waste/Recycling Pickup	4,005	0	4,005	1,944.00	.00	2,061.00	48.5%
641301 Electric	95,890	0	95,890	48,388.90	.00	47,501.10	50.5%
641302 Gas	22,283	0	22,283	17,620.68	.00	4,662.32	79.1%
641303 Water	5,125	0	5,125	775.53	.00	4,349.47	15.1%
641304 Sewer	2,114	0	2,114	304.92	.00	1,809.08	14.4%
641306 Stormwater	3,700	0	3,700	1,562.05	.00	2,137.95	42.2%
641600 Build Repairs & Maint	2,000	0	2,000	.00	.00	2,000.00	.0%
641800 Equip Repairs & Maint	84,931	0	84,931	66,949.13	.00	17,981.87	78.8%
642000 Facilities Charges	183,973	0	183,973	70,142.90	.00	113,830.10	38.1%
659900 Other Contracts/Obligation	76,772	27,227	103,999	79,448.80	.00	24,550.20	76.4%
681500 Software Acquisition	4,498	0	4,498	.00	.00	4,498.00	.0%
TOTAL General Fund	3,947,761	77,716	4,025,477	2,018,929.44	.00	2,006,547.56	50.2%
TOTAL REVENUES	-19,500	-21,000	-40,500	-31,432.23	.00	-9,067.77	
TOTAL EXPENSES	3,967,261	98,716	4,065,977	2,050,361.67	.00	2,015,615.33	

City of Appleton

YEAR-TO-DATE BUDGET REPORT

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	3,947,761	77,716	4,025,477	2,018,929.44	.00	2,006,547.56	50.2%

** END OF REPORT - Generated by Maureen Ward **

City of Appleton

Meeting Minutes - Draft
Library Board

Thursday, August 12, 2021	2:00 PM	225 N. Oneida Street

1.   Call meeting to order

Chairperson Brian Looker called the meeting to order at 2:02pm

2.   Roll call of membership

Present: 3 -   Looker, Exarhos and Scheuerman

Others :   1 -   Rortvedt

3.   Action Items

21-1119   Selection of Nominees for Board President, Vice President and Secretary

Exarhos moved, seconded by Scheuerman, that the nominations for Library Board Officers President: Nancy Scheuerman, Vice-President - Margret Mann and Secretary - Patricia Exarhos be recommended for approval. Voice Vote. Motion Carried. (3-0)

4.   Adjournment

Scheuerman moved, seconded by Exarhos that the meeting be adjourned. Voice Vote. Motion Carried. (3-0)
The meeting was adjourned at 2:38pm

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
JUNE 2021

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	31,023	5,805	133,702	121,331	434%	10%
Children's Circulation	28,081	2,108	104,059	71,096	1232%	46%
Total Circulation	**59,104**	**7,913**	**237,761**	**192,427**	**647%**	**24%**
Adult AV/nonbook (included in above)	10,349	1,617	45,747	51,159	540%	-11%
Children's AV/non-book (included in above)	3,550	199	11,379	11,573	1684%	-2%
E-Book Circulation	7,403	9,401	45,657	53,222	-21%	-14%
E-Audiobook Circulation	6,982	7,417	41,325	42,042	-6%	-2%
E-Video Circulation	389	605	2,580	3,832	-36%	-33%
E-Comics Circulation	165	206	1,079	1,091	-20%	-1%
E-Magazine Circulation	781	1,765	2,879	11,437	-56%	-75%
E-Music Circulation	118	147	740	1,038	-20%	-29%
Total E-Circulation	**15,838**	**19,541**	**94,260**	**112,662**	**-19%**	**-16%**
ILL items received (received from)	9,789	768	61,179	33,227	1175%	84%
ILL items loaned (provided to)	10,665	1,417	54,817	32,169	653%	70%
Total Registered Patrons (quarterly)	74,564	82,556	n/a	n/a	-10%	n/a
Door Count	15,767	0	34,296	87,177	>100%	-61%
Percentage of Total Circulation on Self Check Machines	66.0%	0.0%	n/a	n/a	>100%	n/a

II. Customer Assistance	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	1,849	1,469	11,593	13,236	26%	-12%
Reference Transactions - Children's	1,212	21	2,640	3,032	5671%	-13%
Total Reference	**3,061**	**1,490**	**14,233**	**16,268**	**105%**	**-13%**
Volunteer Hours	0	128	564	1,276	-100%	-56%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	4,156	3,601	15,453	18,200	15%	-15%
Volumes Withdrawn	592	1,661	7,826	11,443	-64%	-32%
Total Titles	256,987	246,833	n/a	n/a	4%	n/a
Total Volumes	302,450	291,707	n/a	n/a	4%	n/a

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's						
Children's Programs (including group visit)	32	36	237	308	-11%	-23%
Children's Program Attendance (including group visit)	628	982	6,874	13,019	-36%	-47%
Children's One-on-One Visits	3	0	3	2	>100%	50%
Children's Home One-on-One Visits Participants	10	0	10	5	>100%	100%
Children's Literacy Offerings	0	0	0	1	0%	-100%
Children's Literacy Offering Participants	0	0	0	607	0%	-100%
Children's Self Directed Activities	14	13	52	43	8%	21%
Children's Self Directed Activity Participants	646	99	1,427	1,336	553%	7%
Young Adult						
Young Adult Programs	0	1	26	26	-100%	0%
Young Adult Program Attendance	0	25	65	440	-100%	-85%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Self Directed Activities	2	0	2	5	>100%	-60%
Young Adult Self Directed Activity Participants	40	0	40	86	>100%	-53%
Adult						
Adult Programs	16	4	89	102	300%	-13%
Adult Program Attendance	285	150	1,956	3,084	90%	-37%
Adult One-on-One Instructions	6	0	9	41	>100%	-78%
Adult One-on-One Instruction Attendance	6	0	9	41	>100%	-78%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Self Directed Activities	6	0	12	3	>100%	300%
Adult Self Directed Activity Participants	37	0	151	47	>100%	221%
Total Programs	**3,299**	**41**	**352**	**436**	**7946%**	**-19%**
Total Program Attendance	**913**	**1,157**	**8,895**	**16,543**	**-21%**	**-46%**
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	92	0	99	677	>100%	-85%
Meeting Room Uses - Events (Library Programs)	21	0	23	427	>100%	-95%
Total Meeting Room Uses	**113**	**0**	**122**	**1,104**	**>100%**	**-89%**

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
JUNE 2021

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	1,425	56,008	7,773	656,480	-97%	-99%
Web Page "Hits"	42,815	45,574	210,011	336,234	-6%	-38%
Fox Valley Memory "Hits"	472	493	4,038	4,082	-4%	-1%
Public Computing Sessions	1,600	0	4,200	9,173	>100%	-54%
Total Time Used on Public Computers	1310:00:00	0:00:00	2743:00:00	7302:00:00	>100%	-62%
Data Transferred (GB)	1400	328	3299	5153	327%	-36%
WIFI Distinct Clients	2363	1312	10302	13189	80%	-22%

TO: **Members of the Appleton Public Library Board of Trustees**
    Members of the City of Appleton Common Council
FROM: **Colleen Rortvedt, Library Director**
DATE: **August 4, 2021**
RE: **CDC Guidance and Library Mask Rules**

Starting August 5, in conjunction with all City facilities, masks will be required inside the library in conjunction with the new CDC mask guidance.

A public library is a particularly complicated space when it comes to concerns regarding transmission of the COVID virus.

From the ability to maintain critical services to our community, a library is an interior setting that is unable to provide contract tracing for the public in the event of an in-house exposure.   We serve everyone, including large volumes of children who can't get vaccinated, as well as vulnerable populations including those experiencing homelessness.   The urgency of instituting these changes is important with the kickoff of Mile of Music as the library is located in the heart of this event and will be a destination for people seeking a place to cool off, access water or use the restroom facilities.

It is important to note that access to the library is essential, and we are not denying anyone access to our services. Masks are provided to anyone who needs them, and we will make accommodations for individuals with disabilities who are unable to wear a mask. In addition, since the start of the pandemic we have developed new services including curbside pickup, virtual programming, and outdoor outreach. We offer many digital services available for patrons for free with their library cards.

This is not a decision that anyone wanted to make but while Appleton remains in the substantial or high transmission rate categories, APL will be following CDC guidance in order to maintain critical services to our community.

Developing Essential Library Policies

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Policies guide the daily operation of the library and the decision-making of the library director and staff. Essentially, policies provide the framework for library operations and services. Carefully developed policies can help ensure high-quality library service that provides for community needs, wise use of library resources, and fair treatment of library staff and library users.

Library boards should approve policies to cover many issues, including the services offered by the library (such as the hours the library is open to the public), circulation of materials, selection of books and other resources, confidentiality of patron records, and use of electronic resources. The library personnel policy (see *Trustee Essential #7: The Library Board and Library Personnel*) and the board bylaws (see *Trustee Essential #3: Bylaws—Organizing the Board for Effective Action*) are two essential statements of policy relating to library and library board internal operations.

Wisconsin Statutes authorize the library board to establish both "external policies" (policies that determine how the library serves the public) and "internal policies" (policies that govern library board operations and library management). Wisconsin Statutes Section 43.52(2) provides that "[e]very public library shall be . . . subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who willfully violate such regulations." Additional broad authority is granted by Section 43.58(4): "… [T]he library board shall supervise the administration of the public library and shall appoint a librarian… and prescribe [library employee] duties and compensation."

Policy Development Steps

The following basic steps provide for careful development and review of library policies:

1. Director, with staff (and maybe public) input, develops recommended policies.

2. Board discusses, revises (if necessary), and approves policies.

3. Director makes sure staff and public are aware of policies.

4. Board reviews policies on a regular cycle so all policies are reviewed at least every three years (perhaps one or two policies could be reviewed per meeting until all of the policies have been reviewed, and revised if necessary).

The library board must approve all policies in properly noticed public meetings (see *Trustee Essential #14: The Library Board and the Open Meetings Law* for details).

In consideration of policy matters, it is important that you give adequate time and attention to the many complex issues that may be involved. All library policies should promote the best interests of the community and be consistent with the library's mission and strategic plan. You should be satisfied that a policy is legal, clear, and reasonable, and that all ramifications (including the effects on the public image of the library) are understood.

After a new policy is established, it is important that the policy be clearly documented and available to staff and public. It is helpful for a library to gather all library policies into a policy manual available to all staff and readily available to all library users. Many libraries are now posting their policies on their websites (see http://dpi.wi.gov/pld/boards-directors/policy-resources for examples) to help make the public more aware of the library's services and policies.

Although disagreements during the development of policies are natural, each board member should support staff in implementation of policies once they are established. Challenges to policies are most common on the topics of material selection and public Internet access (see *Trustee Essential #23: Dealing with Challenges to Materials or Policies*).

Legally Defensible Policies

It is important for policies to be legal. Illegal policies can open the municipality to liability. (See *Trustee Essential #25: Liability Issues*, for more information.) Below are four tests of a legally defensible policy:

Test #1: **Policies must comply with current statutes and case law**. For example:

- A library policy charging patrons for use of computers in the library would be contrary to Wisconsin Statutes Section 43.52(2), which requires that public library services be provided free of charge.

- A policy that says the library's public meeting room cannot be used for religious purposes would be unconstitutional under a Wisconsin federal district court decision.

Test #2: **Policies must be reasonable** (and all penalties must be reasonable). For example:

- A library policy that says, "All talking in the library is prohibited, and anyone who talks in the library will permanently lose library use privileges," is clearly an unreasonable rule with an unreasonably harsh penalty.

Test #3: **Policies must be clear** (not ambiguous or vague). For example:

- A policy that says, "Library use privileges will be revoked if a patron has too many overdue books," is too vague to be fairly administered.

Test #4: **Policies must be applied without discrimination**. For example:

- If a library charges fines, it cannot give preferential treatment to some individual patrons. For example, if the library sometimes waives fines, that waiver must be available to all patrons on an equal basis—not just to friends of library staff or to politically important people.

Many libraries find that it is helpful when developing or revising policies to review the policies of other libraries. Many examples of Wisconsin public library policies and other resources are available from the *Wisconsin Public Library Policy Resources* page.

Policies vs. Procedures

In addition to a policy manual, many libraries find it helpful to write up procedure manuals, especially for covering complex activities like the selection, ordering, and processing of new materials. Procedure manuals outline the steps necessary to accomplish various tasks and therefore are especially valuable to new staff.

Procedures must conform to the policies approved by the library board. While it is true that the library board is responsible for the entire administration of the library, your library will operate most effectively if the board delegates responsibility for the development of procedures and the day-to-day supervision of library operations to the library director. A properly trained library director is well equipped to handle this responsibility. "Micro-management" of library operations by the board is, in almost all cases, an unnecessary use of the board's time and a practice that can undermine the authority of the library director. (See *Trustee Essential #6*: *Evaluating the Director* for recommended procedures for handling any concerns about the director's performance.)

Discussion Questions

1. What steps can be taken to help a library develop good policies?

2. What would be an example of a "bad" library policy, and why would it be bad?

3. What should a library trustee do if he/she disagrees with a library policy?

4. Who is responsible for carrying out library policies?

Sources of Additional Information

- *Wisconsin Trustee Training Module #2*: *Development of Essential Policies for Public Libraries*

- Your library system staff (See *Trustee Tool B*: *Library System Map and Contact Information*.)

- Your municipal or county attorney

- Wisconsin Public Library Policy Resources