



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Agenda - Final Library Board

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Tuesday, November 16, 2021

4:30 PM

City Hall, 6th Floor A/B

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1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[21-1598](#) October 19, 2021 Meeting Minutes

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

4. Public Participation and Communications

### 5. Action Items

[21-1599](#) Bill Register October 2021

**Attachments:** [Oct 2021 Bill Register.pdf](#)  
[Oct 2021 Library Budget report.pdf](#)  
[3Q Friends\\_Oct 2021.pdf](#)

[21-1600](#) November 2021 Budget Amendment

**Attachments:** [Budget Amendment Request-102021.pdf](#)

[21-1601](#) Report of the Personnel & Policy Committee

**Attachments:** [Personnel & Policy Committee Meeting Minutes 10-29-2021.pdf](#)

[21-1603](#) 2022 Library Board Meeting Schedule

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

[21-1604](#) Proposed 2022 Library Closure Dates

**Attachments:** [Proposed Closures 2022.pdf](#)

### 6. Information Items

## A. Administrative Report

- [21-1602](#) Report of the Planning Committee
- [21-1605](#) Library Building Project Update
- [21-1606](#) City of Appleton and Library 2022 Budget Process Update
- [21-1607](#) 2021 3rd Quarter Statistics - July, August, September

**Attachments:** [JULY 2021.pdf](#)  
[AUGUST 2021.pdf](#)  
[SEPT 2021.pdf](#)

- [21-1608](#) 3rd Quarter 2021 Friends Grant Funded Program Summaries

**Attachments:** [Friends Grant Funded Program Summaries 3rd Quarter 2021 FINAL.pdf](#)

- [21-1609](#) APL Hiring Processes

## B. President's Report

- [21-1610](#) Trustee Training: Trustee Essentials Chapter 14 - Open Meeting Laws

**Attachments:** [Trustee Training - Open Meetings Laws.pdf](#)

## C. Staff Updates

- [21-1611](#) Children's Program Updates
- [21-1612](#) Community Partnerships Updates

**Closed Session**

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

## 7. Adjournment

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

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



Meeting Minutes  
Library Board

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Tuesday, October 19, 2021

4:30 PM

City Hall, 6th Floor A/B

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1. Call meeting to order

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

2. Roll call of membership

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

**Present:** 8 - Hartjes, Looker, Kellner, Mann, Nett, Van Zeeland, Keller and Brozek

**Excused:** 2 - Exarhos and Scheuerman

**Others :** 1 - Sivasamy

3. Approval of minutes from previous meeting

[21-1428](#)

September 14, 2021 Meeting Minutes

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

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

4. Public Participation & Communications

**Establish Order of the Day**

Vice President Mann called for a motion to place Action Items 21-1429 and 21-1430 on a Consent Agenda.

Looker moved, seconded by Hartjes that Action Items 21-1429 and 21-1430 be placed on a Consent Agenda. Voice Vote. Motion Carried. (8-0)

5. Action Items

Looker moved, seconded by Hartjes that the Consent Agenda items 21-1429 and 21-1430 be approved. Voice Vote. Motion Carried. (8-0)

[21-1429](#) Bill Register - September 2021

**Attachments:** [September-2021 Bill Register report.pdf](#)  
[September-2021 budget report.pdf](#)

This Report Action Item was approved

[21-1430](#) 2022 Resource Library Agreement

**Attachments:** [Resource Library Agreement 2022.pdf](#)

This Report Action Item was approved

## 6. Information Items

### A. Administrative Report

[21-1431](#) Library Building Project Update

**Attachments:** [Building Project Update October 2021.pdf](#)

[21-1432](#) City of Appleton and Library 2022 Budget Process Update

**Attachments:** [Memo to library board re executive budget 10-13-2021.pdf](#)  
[Executive Budget Transmittal Letter.pdf](#)  
[Library Budget.pdf](#)  
[CIP.pdf](#)

[21-1433](#) Upcoming Board Committee Meetings: Personnel & Policy Committee, Planning Committee and Scholarship Committee

[21-1434](#) APL Hiring Processes

[21-1435](#) BiblioCommons Catalog Demo

### B. President's Report

[21-1436](#) Trustee Training Chapter 3: Bylaws

**Attachments:** [TE03 Bylaws.pdf](#)  
[Bylaws \(Approved 2-19-19\).pdf](#)

**C. Staff Updates**

[21-1437](#) Children's Program Updates

[21-1438](#) Community Partnerships Updates

**7. Adjournment**

**Keller moved, seconded by Hartjes that the meeting be adjourned. Voice vote.  
Motion Carried. (8-0)**

**The meeting adjourned at 5:27pm**

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/10 TO 2021/10											
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION		
16010									Library Administration		
16010	620100								Training/Conferences		
999990	PAYPAL *LIBRARYMARK	64600	0	2021	10	INV	P	230.00	pcard		Library Marketing a
								230.00			ACCOUNT TOTAL
16010	630100										Office Supplies
001583	UNITED STATES POSTAL	65654	0	2021	10	INV	P	13.72	pcard		Board Packet Mailin
002034	OFFICE DEPOT	65652	0	2021	10	INV	P	82.06	pcard		Laminating Pouches
002034	OFFICE DEPOT	65653	0	2021	10	INV	P	9.68	pcard		Sharpie Ultra Fine
002034	OFFICE DEPOT	66128	0	2021	10	INV	P	46.94	pcard		Scissors, UniBall P
002034	OFFICE DEPOT	66130	0	2021	10	INV	P	27.44	pcard		UniBall Pens
								166.12			
								179.84			ACCOUNT TOTAL
16010	630300										Memberships & Licenses
999990	SAMS MEMBERSHIP	64989	0	2021	10	INV	P	47.25	pcard		SAMS MEMBERSHIP Ren
								47.25			ACCOUNT TOTAL
16010	630500										Awards & Recognition
999990	PRESIDENTS VOL SRV A	64934	0	2021	10	INV	P	30.19	pcard		Presidential servic
								30.19			ACCOUNT TOTAL
16010	641200										Advertising
999990	SIGNS.COM	64952	0	2021	10	INV	P	68.75	pcard		Job Connection Adve
999990	FACEBK *WSVCZ6TXX2	64953	0	2021	10	INV	P	2.97	pcard		Facebook Advertisin
999990	LOOMLY	65612	0	2021	10	INV	P	714.00	pcard		Social Media Manage
								785.72			
								785.72			ACCOUNT TOTAL
16010	641308										Cellular Phones
002272	U.S. CELLULAR	66129	0	2021	10	INV	P	370.91	pcard		Cell Phones - Final
								370.91			ACCOUNT TOTAL
16010	659900										Other Contracts/Obligation
000620	HEARTLAND BUSINESS S	471142-H	0	2021	10	INV	P	3,000.00	101321	550625	HBS-FLEX-SERVICES:
002229	STAR PROTECTION AND	202691	0	2021	10	INV	P	2,595.60	101321	550661	Security Guard
002229	STAR PROTECTION AND	202731	0	2021	10	INV	P	2,956.10	102021	550784	Security Guard
002229	STAR PROTECTION AND	202752	0	2021	10	INV	P	2,765.55	110321	551004	Security Guard
								8,317.25			
999990	KWIK TRIP	182000018 64951	0	2021	10	INV	P	45.00	pcard		Focus Group Incenti

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/10 TO 2021/10	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
	999990	WALGREENS #5102	65611	0	2021	10	INV	P	54.95	pcard	Focus Group Incenti
									<u>99.95</u>		
									ACCOUNT TOTAL		11,417.20
									ORG 16010	TOTAL	13,061.11
16021											Library Children's Services
16021	630100										Office Supplies
	999990	AMZN MKTP US*2C6CL8M	64925	0	2021	10	INV	P	187.94	pcard	Amazon Storywalk Bo
	999990	AMZN MKTP US*2C6M24H	64930	0	2021	10	INV	P	25.78	pcard	Storywalk Books
	999990	AMZN MKTP US*2C36F3N	64931	0	2021	10	INV	P	28.40	pcard	Storywalk Books
	999990	AMZN MKTP US*2C5GQ7Q	64932	0	2021	10	INV	P	202.16	pcard	AMZN MKTP US*2C5GQ7
	999990	AMZN MKTP US*2C3D19M	64933	0	2021	10	INV	P	48.38	pcard	Storywalk Books
	999990	AMZN MKTP US*2C9EA22	64976	0	2021	10	INV	P	75.76	pcard	STREAM Team Supplie
	999990	AMAZON.COM*2793N6LP1	65011	0	2021	10	INV	P	24.99	pcard	Giant Candy Land Ga
	999990	CHARLIES KIDS FDN	66117	0	2021	10	INV	P	120.00	pcard	Baby Sleep Safe boo
									<u>713.41</u>		
									ACCOUNT TOTAL		713.41
16021	630100	3955									Office Supplies ELL
	999990	AMZN MKTP US*2740S8Z	64946	0	2021	10	INV	P	21.58	pcard	Amazon ELL Supplies
	999990	AMAZON.COM*274PT4TJ0	64947	0	2021	10	INV	P	230.16	pcard	Amazon ELL Books
	999990	AMAZON.COM*271Z59XZ0	66028	0	2021	10	INV	P	71.88	pcard	Amazon ELL Books
									<u>323.62</u>		
									ACCOUNT TOTAL		323.62
									ORG 16021	TOTAL	1,037.03
16023											Library Public Services
16023	620100										Training/Conferences
	001645	WISCONSIN DEPARTMENT	65662	0	2021	10	INV	P	20.00	pcard	Rhonda Kaminski Not
	999990	L2G*WEST BEND MUT IN	65545	0	2021	10	INV	P	20.00	pcard	Rhonda Kaminski Not
									ACCOUNT TOTAL		40.00
16023	630100										Office Supplies
	001034	OUTAGAMIE WAUPACA LI	3750	0	2021	10	INV	P	122.00	101321	550643 Receipt Paper - Aug
	001034	OUTAGAMIE WAUPACA LI	3762	0	2021	10	INV	P	338.50	102721	550895 #10 Window Envelope
									<u>460.50</u>		
									ACCOUNT TOTAL		460.50
									ORG 16023	TOTAL	500.50

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/10 TO 2021/10								
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	CHECK	RUN	CHECK	DESCRIPTION	
16024			Library Community Partnerships					
16024	620100		Training/Conferences					
999990	WISCONSIN LIBRARY AS 66004	0	2021 10 INV P	140.00		pcard	WLA Conference 2021	
			ACCOUNT TOTAL	140.00				
16024	630100		Office Supplies					
999990	AMZN MKTP US*2C6466W 66026	0	2021 10 INV P	81.88		pcard	Scary Story Teen Co	
			ACCOUNT TOTAL	81.88				
16024	659900		Other Contracts/Obligation					
002655	AMY CROW Crow 2021	0	2021 10 INV P	150.00	102021		550695 FYA Presentation 10	
002732	RENEE GRALEWICZ Gralewicz 2021	0	2021 10 INV P	200.00	110321		550999 Civic Conversations	
002733	JENNY KALVAITIS Kalvaitis 2021	0	2021 10 INV P	100.00	110321		550971 Author Visit	
002734	KRISTEN WHITSON Whitson 2021	0	2021 10 INV P	100.00	110321		550974 Author Talk	
			ACCOUNT TOTAL	550.00				
			ORG 16024 TOTAL	771.88				
16031			Library Building Operations					
16031	630600		Building Maint./Janitorial					
000274	CINTAS CORPORATION 64937	0	2021 10 INV P	39.34		pcard	Rugs and Towels Cle	
000274	CINTAS CORPORATION 64988	0	2021 10 INV P	39.34		pcard	Rugs and Towels Cle	
000274	CINTAS CORPORATION 65650	0	2021 10 INV P	39.34		pcard	Rugs and Towels Cle	
000274	CINTAS CORPORATION 66127	0	2021 10 INV P	39.34		pcard	Rugs and Towels Cle	
				157.36				
			ACCOUNT TOTAL	157.36				
16031	632700		Miscellaneous Equipment					
000978	NIELSON COMMUNICATIO 65651	0	2021 10 INV P	138.00		pcard	Lithium Batteries	
			ACCOUNT TOTAL	138.00				
16031	640700		Solid Waste/Recycling Pickup					
999990	GFL ENVIRONMENTAL IN U30000030738	0	2021 10 INV P	74.00		pcard	Trash - Sept	
999990	GFL ENVIRONMENTAL IN U30000032472	0	2021 10 INV P	250.00		pcard	Sept recycling	
				324.00				
			ACCOUNT TOTAL	324.00				
16031	641301		Electric					
001575	WE ENERGIES 701172433-00271 1021 0		2021 10 INV P	8,849.96	102721		550928 00262	



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/10 TO 2021/10									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
					ACCOUNT TOTAL	8,849.96			
16031 641302				Gas					
001575 WE ENERGIES	701172433-00271	1021 0	2021 10	INV	P	2,286.66	102721		550928 00162
					ACCOUNT TOTAL	2,286.66			
					ORG 16031 TOTAL	11,755.98			
16032	503500			Library Materials Management					
001446 VILLAGE OF KIMBERLY	Oct 2021	0	2021 10	INV	P	28.60	102721		550922 Andrea Smith Patron
002761 VILLAGE OF MENOMONEE	Sept 2021	0	2021 10	INV	P	14.99	102721		550923 ILL Replacement rei
999998 Mark Todd	Todd 2021	0	2021 10	INV	P	15.00	110321		550984 Patron Material Rei
					ACCOUNT TOTAL	58.59			
16032 630100				Office Supplies					
001983 AMAZON	65660	0	2021 10	INV	P	27.12	pcard		Video Game Cartridg
001983 AMAZON	65661	0	2021 10	INV	P	168.97	pcard		Tape dispensers and
						196.09			
999990 SHOWCASES	64435	0	2021 10	INV	P	208.53	pcard		Cases for DVDs with
					ACCOUNT TOTAL	404.62			
16032 631500				Books & Library Materials					
000468 FINDAWAY WORLD, LLC	65621	0	2021 10	INV	P	1,595.70	pcard		
000468 FINDAWAY WORLD, LLC	66095	0	2021 10	INV	P	1,299.75	pcard		
000468 FINDAWAY WORLD, LLC	66096	0	2021 10	INV	P	144.97	pcard		
						3,040.42			
000889 MIDWEST TAPE	64602	0	2021 10	INV	P	1,162.99	pcard		
000889 MIDWEST TAPE	64961	0	2021 10	INV	P	824.52	pcard		
000889 MIDWEST TAPE	64962	0	2021 10	INV	P	6,341.40	pcard		
000889 MIDWEST TAPE	65619	0	2021 10	INV	P	1,267.32	pcard		
						9,596.23			
001402 UNITED PARCEL SERVIC	65620	0	2021 10	INV	P	14.37	pcard		
001508 WILS	495709	0	2021 10	INV	P	2,194.92	102721		550932 NYT Online - INV 49
001983 AMAZON	64443	0	2021 10	INV	P	45.53	pcard		
001983 AMAZON	64444	0	2021 10	INV	P	45.94	pcard		
001983 AMAZON	64997	0	2021 10	INV	P	22.96	pcard		
001983 AMAZON	64998	0	2021 10	INV	P	12.89	pcard		
001983 AMAZON	64999	0	2021 10	INV	P	56.27	pcard		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/10 TO 2021/10									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
001983 AMAZON	65000	0	2021 10	INV	P	14.95			pcard
001983 AMAZON	65669	0	2021 10	INV	P	-14.95			pcard
001983 AMAZON	65670	0	2021 10	INV	P	22.95			pcard
						206.54			
002042 PROQUEST LLC	65666	0	2021 10	INV	P	4,111.12			pcard
002396 INGRAM LIBRARY SERV	64603	0	2021 10	INV	P	598.86			pcard
002396 INGRAM LIBRARY SERV	64604	0	2021 10	INV	P	4,814.14			pcard
002396 INGRAM LIBRARY SERV	64605	0	2021 10	INV	P	318.54			pcard
002396 INGRAM LIBRARY SERV	64606	0	2021 10	INV	P	501.59			pcard
002396 INGRAM LIBRARY SERV	64607	0	2021 10	INV	P	800.06			pcard
002396 INGRAM LIBRARY SERV	64608	0	2021 10	INV	P	649.86			pcard
002396 INGRAM LIBRARY SERV	64963	0	2021 10	INV	P	583.75			pcard
002396 INGRAM LIBRARY SERV	64964	0	2021 10	INV	P	763.99			pcard
002396 INGRAM LIBRARY SERV	64965	0	2021 10	INV	P	209.02			pcard
002396 INGRAM LIBRARY SERV	64966	0	2021 10	INV	P	325.86			pcard
002396 INGRAM LIBRARY SERV	64967	0	2021 10	INV	P	239.15			pcard
002396 INGRAM LIBRARY SERV	64968	0	2021 10	INV	P	146.06			pcard
002396 INGRAM LIBRARY SERV	64969	0	2021 10	INV	P	342.99			pcard
002396 INGRAM LIBRARY SERV	64970	0	2021 10	INV	P	1,671.81			pcard
002396 INGRAM LIBRARY SERV	64971	0	2021 10	INV	P	353.60			pcard
002396 INGRAM LIBRARY SERV	64972	0	2021 10	INV	P	825.55			pcard
002396 INGRAM LIBRARY SERV	65622	0	2021 10	INV	P	284.73			pcard
002396 INGRAM LIBRARY SERV	65623	0	2021 10	INV	P	408.10			pcard
002396 INGRAM LIBRARY SERV	65624	0	2021 10	INV	P	179.49			pcard
002396 INGRAM LIBRARY SERV	65625	0	2021 10	INV	P	327.10			pcard
002396 INGRAM LIBRARY SERV	65626	0	2021 10	INV	P	2,176.90			pcard
002396 INGRAM LIBRARY SERV	65627	0	2021 10	INV	P	549.50			pcard
002396 INGRAM LIBRARY SERV	65628	0	2021 10	INV	P	221.84			pcard
002396 INGRAM LIBRARY SERV	65629	0	2021 10	INV	P	654.07			pcard
002396 INGRAM LIBRARY SERV	66097	0	2021 10	INV	P	709.70			pcard
002396 INGRAM LIBRARY SERV	66098	0	2021 10	INV	P	399.73			pcard
002396 INGRAM LIBRARY SERV	66099	0	2021 10	INV	P	307.57			pcard
002396 INGRAM LIBRARY SERV	66100	0	2021 10	INV	P	315.46			pcard
002396 INGRAM LIBRARY SERV	66101	0	2021 10	INV	P	451.28			pcard
						20,130.30			
002583 BLACKSTONE PUBLISHIN	64437	0	2021 10	INV	P	675.51			pcard
002583 BLACKSTONE PUBLISHIN	64441	0	2021 10	INV	P	833.25			pcard
002583 BLACKSTONE PUBLISHIN	64442	0	2021 10	INV	P	380.70			pcard
002583 BLACKSTONE PUBLISHIN	66132	0	2021 10	INV	P	43.65			pcard
002583 BLACKSTONE PUBLISHIN	66133	0	2021 10	INV	P	74.25			pcard
002583 BLACKSTONE PUBLISHIN	66134	0	2021 10	INV	P	43.65			pcard
						2,051.01			
999990 DATA AXLE - LMS	64438	0	2021 10	INV	P	620.00			pcard
999990 DATA AXLE-CITYDIRECT	64439	0	2021 10	INV	P	330.00			pcard
999990 OUR WI MAG	64440	0	2021 10	INV	P	19.98			pcard

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/10 TO 2021/10									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
999990	LSEG BUSINESS SERVIC 64445	0	2021 10	INV	P	390.00			pcard
999990	OVERDRIVE DIST 64609	0	2021 10	INV	P	3,504.87			pcard
999990	INGRAM LIBRARY SERVI 64610	0	2021 10	INV	P	3,335.10			pcard
999990	THE BUSINESS JOURNAL 65001	0	2021 10	INV	P	150.00			pcard
999990	THOMSON WEST*TCD 65667	0	2021 10	INV	P	557.54			pcard
999990	THOMSON WEST*TCD 65668	0	2021 10	INV	P	1,054.95			pcard
999990	THE PENWORTHY COMPAN 65671	0	2021 10	INV	P	1,502.82			pcard
999990	THE PENWORTHY COMPAN 65672	0	2021 10	INV	P	688.80			pcard
999990	OVERDRIVE DIST 66102	0	2021 10	INV	P	3,021.83			pcard
999990	CHICAGO TRIB SUBSCRI 66131	0	2021 10	INV	P	43.12			pcard
						<b>15,219.01</b>			
						ACCOUNT TOTAL			56,563.92
						ORG 16032			TOTAL 57,027.13
16033									Library Network Services
16033	632700								Miscellaneous Equipment
001983	AMAZON	66143	2021 10	INV	P	-125.00			pcard Return - Bar Code S
						ACCOUNT TOTAL			-125.00
16033	641800								Equip Repairs & Maint
001961	WELLS FARGO FINANCIA	5016966396	2021 10	INV	P	421.73	101321		550688 Copier Lease
999990	DNH*GODADDY.COM	66009	2021 10	INV	P	42.34			pcard Fox Valley Memory d
999990	MSFT * E0700G2X78	66010	2021 10	INV	P	83.88			pcard Office 365 Visio Re
						<b>126.22</b>			
						ACCOUNT TOTAL			547.95
16033	681500								Software Acquisition
002259	DEMCO SOFTWARE	INV00013468	2021 10	INV	P	2,297.89	102721		550845 Evanced EVENTS - An
						ACCOUNT TOTAL			2,297.89
						ORG 16033			TOTAL 2,720.84
						<b>FUND 100</b>			<b>General Fund</b>
						<b>TOTAL:</b>			<b>86,874.47</b>

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

YEAR-TO-DATE BUDGET REPORT

FOR 2021 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>100 General Fund</b>							
<b>16010 Library Administration</b>							
423200 Library Grants & Aids	-1,091,736	-1,091,736	-1,091,736.00	.00	.00	.00	100.0%
480100 General Charges for Service	-30,000	-30,000	-3,847.62	-112.57	.00	-26,152.38	12.8%
501500 Rental of City Property	-30,000	-30,000	-30,000.00	.00	.00	.00	100.0%
502000 Donations & Memorials	0	0	-429.77	-21.87	.00	429.77	100.0%
503500 Other Reimbursements	0	-37,500	-68,946.13	.00	.00	31,446.13	183.9%
610100 Regular Salaries	460,663	460,663	323,814.30	29,229.70	.00	136,848.70	70.3%
610400 Call Time Wages	0	0	600.00	.00	.00	-600.00	100.0%
610800 Part-Time Wages	8,790	8,790	5,739.44	775.60	.00	3,050.56	65.3%
611400 Sick Pay	0	0	1,831.47	931.77	.00	-1,831.47	100.0%
611500 Vacation Pay	0	0	42,786.63	5,743.78	.00	-42,786.63	100.0%
615000 Fringes	179,508	179,508	.00	.00	.00	179,508.00	.0%
615100 FICA	0	0	28,111.88	2,652.20	.00	-28,111.88	100.0%
615200 Retirement	0	0	25,666.25	2,423.62	.00	-25,666.25	100.0%
615301 Health Insurance	0	0	72,387.49	8,185.88	.00	-72,387.49	100.0%
615302 Dental Insurance	0	0	6,207.02	694.84	.00	-6,207.02	100.0%
615400 Life Insurance	0	0	60.00	10.00	.00	-60.00	100.0%
620100 Training/Conferences	4,920	12,020	1,915.22	230.00	.00	10,104.78	15.9%
620200 Mileage Reimbursement	0	0	30.00	30.00	.00	-30.00	100.0%
620600 Parking Permits	23,100	23,100	23,109.00	.00	.00	-9.00	100.0%
630100 Office Supplies	4,635	4,635	3,264.53	179.84	.00	1,370.47	70.4%
630300 Memberships & Licenses	2,200	2,200	1,254.33	47.25	.00	945.67	57.0%
630500 Awards & Recognition	850	850	934.97	30.19	.00	-84.97	110.0%
630700 Food & Provisions	1,135	1,935	428.78	.00	.00	1,506.22	22.2%
632002 Outside Printing	100	700	2,463.31	.00	.00	-1,763.31	351.9%
641200 Advertising	1,288	8,288	6,212.41	785.72	.00	2,075.59	75.0%
641307 Telephone	2,948	2,948	2,549.05	.00	.00	398.95	86.5%
641308 Cellular Phones	1,600	1,600	1,231.96	370.91	.00	368.04	77.0%
659900 Other Contracts/Obligation	76,537	131,037	57,209.02	11,417.20	.00	73,827.98	43.7%
<b>TOTAL Library Administration</b>	<b>-383,462</b>	<b>-350,962</b>	<b>-587,152.46</b>	<b>63,604.06</b>	<b>.00</b>	<b>236,190.46</b>	<b>167.3%</b>
<b>16021 Library Children's Services</b>							
503500 Other Reimbursements	0	0	-1,250.00	-1,000.00	.00	1,250.00	100.0%
610100 Regular Salaries	369,371	369,371	263,758.80	25,770.62	.00	105,612.20	71.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
610800 Part-Time Wages	30,528	30,528	26,281.86	3,006.29	.00	4,246.14	86.1%
611500 Vacation Pay	0	0	24,737.32	2,138.23	.00	-24,737.32	100.0%
615000 Fringes	158,189	158,189	.00	.00	.00	158,189.00	.0%
615100 FICA	0	0	22,490.71	2,087.03	.00	-22,490.71	100.0%
615200 Retirement	0	0	20,313.09	1,883.87	.00	-20,313.09	100.0%
615301 Health Insurance	0	0	61,312.75	7,058.80	.00	-61,312.75	100.0%
615302 Dental Insurance	0	0	4,368.73	507.56	.00	-4,368.73	100.0%
615400 Life Insurance	0	0	141.00	14.10	.00	-141.00	100.0%
620100 Training/Conferences	4,405	4,405	3,304.08	.00	.00	1,100.92	75.0%
620200 Mileage Reimbursement	0	0	60.00	60.00	.00	-60.00	100.0%
630100 Office Supplies	2,812	16,979	5,989.62	1,037.03	.00	10,989.38	35.3%
630700 Food & Provisions	0	4,085	214.27	.00	.00	3,870.73	5.2%
659900 Other Contracts/Obligation	1,000	4,000	13,909.80	.00	.00	-9,909.80	347.7%
<b>TOTAL Library Children's Services</b>	<b>566,305</b>	<b>587,557</b>	<b>445,632.03</b>	<b>42,563.53</b>	<b>.00</b>	<b>141,924.97</b>	<b>75.8%</b>
<b>16023 Library Public Services</b>							
503500 Other Reimbursements	-400	-400	-28.46	.00	.00	-371.54	7.1%
610100 Regular Salaries	455,427	455,427	320,838.44	30,701.55	.00	134,588.56	70.4%
610800 Part-Time Wages	90,508	90,508	64,642.76	7,660.29	.00	25,865.24	71.4%
611400 Sick Pay	0	0	6,952.34	124.56	.00	-6,952.34	100.0%
611500 Vacation Pay	0	0	31,383.17	3,264.02	.00	-31,383.17	100.0%
615000 Fringes	137,227	137,227	.00	.00	.00	137,227.00	.0%
615100 FICA	0	0	25,985.72	2,238.04	.00	-25,985.72	100.0%
615200 Retirement	0	0	22,727.23	2,082.77	.00	-22,727.23	100.0%
615301 Health Insurance	0	0	72,399.50	8,829.58	.00	-72,399.50	100.0%
615302 Dental Insurance	0	0	4,964.16	541.04	.00	-4,964.16	100.0%
615400 Life Insurance	0	0	171.90	21.00	.00	-171.90	100.0%
620100 Training/Conferences	2,565	2,565	390.84	40.00	.00	2,174.16	15.2%
630100 Office Supplies	3,500	4,000	1,944.34	460.50	.00	2,055.66	48.6%
659900 Other Contracts/Obligation	8,524	23,751	.00	.00	.00	23,751.00	.0%
<b>TOTAL Library Public Services</b>	<b>697,351</b>	<b>713,078</b>	<b>552,371.94</b>	<b>55,963.35</b>	<b>.00</b>	<b>160,706.06</b>	<b>77.5%</b>
<b>16024 Library Community Partnerships</b>							
503500 Other Reimbursements	0	0	-2,125.00	-2,000.00	.00	2,125.00	100.0%
610100 Regular Salaries	344,212	344,212	260,481.80	24,566.49	.00	83,730.20	75.7%
610800 Part-Time Wages	0	6,000	14,810.02	1,524.56	.00	-8,810.02	246.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
611500 Vacation Pay	0	0	23,032.35	2,308.59	.00	-23,032.35	100.0%
615000 Fringes	146,325	146,325	.00	.00	.00	146,325.00	.0%
615100 FICA	0	0	21,429.07	1,937.68	.00	-21,429.07	100.0%
615200 Retirement	0	0	19,950.70	1,814.06	.00	-19,950.70	100.0%
615301 Health Insurance	0	0	68,276.30	7,157.64	.00	-68,276.30	100.0%
615302 Dental Insurance	0	0	5,357.74	561.02	.00	-5,357.74	100.0%
615400 Life Insurance	0	0	97.00	9.70	.00	-97.00	100.0%
620100 Training/Conferences	4,450	4,450	2,166.52	140.00	.00	2,283.48	48.7%
620200 Mileage Reimbursement	0	0	132.00	132.00	.00	-132.00	100.0%
620600 Parking Permits	0	0	5.00	.00	.00	-5.00	100.0%
630100 Office Supplies	2,812	6,304	3,213.17	81.88	.00	3,090.83	51.0%
659900 Other Contracts/Obligation	0	9,000	7,416.66	550.00	.00	1,583.34	82.4%
<b>TOTAL Library Community Partnersh</b>	<b>497,799</b>	<b>516,291</b>	<b>424,243.33</b>	<b>38,783.62</b>	<b>.00</b>	<b>92,047.67</b>	<b>82.2%</b>

16031 Library Building Operations

500100 Fees & Commissions	0	0	-146.82	1.00	.00	146.82	100.0%
503500 Other Reimbursements	-600	-600	-4.85	.00	.00	-595.15	.8%
610100 Regular Salaries	76,128	76,128	55,586.79	4,786.27	.00	20,541.21	73.0%
610800 Part-Time Wages	3,912	3,912	4,432.78	1,105.85	.00	-520.78	113.3%
611500 Vacation Pay	0	0	7,116.95	1,157.58	.00	-7,116.95	100.0%
615000 Fringes	26,104	26,104	.00	.00	.00	26,104.00	.0%
615100 FICA	0	0	4,940.57	457.28	.00	-4,940.57	100.0%
615200 Retirement	0	0	4,410.53	401.20	.00	-4,410.53	100.0%
615301 Health Insurance	0	0	11,122.12	1,168.50	.00	-11,122.12	100.0%
615302 Dental Insurance	0	0	763.62	79.96	.00	-763.62	100.0%
620100 Training/Conferences	830	830	.00	.00	.00	830.00	.0%
630600 Building Maint./Janitorial	11,084	11,084	6,458.20	157.36	.00	4,625.80	58.3%
630902 Tools & Instruments	150	150	81.97	.00	.00	68.03	54.6%
632300 Safety Supplies	550	550	110.00	.00	.00	440.00	20.0%
632700 Miscellaneous Equipment	650	650	1,294.36	138.00	.00	-644.36	199.1%
640700 Solid waste/Recycling Pickup	4,005	4,005	2,916.00	324.00	.00	1,089.00	72.8%
641301 Electric	95,890	95,890	75,685.90	8,849.96	.00	20,204.10	78.9%
641302 Gas	22,283	22,283	22,645.11	2,286.66	.00	-362.11	101.6%
641303 Water	5,125	5,125	1,367.28	.00	.00	3,757.72	26.7%
641304 Sewer	2,114	2,114	595.43	.00	.00	1,518.57	28.2%
641306 Stormwater	3,700	3,700	2,347.39	.00	.00	1,352.61	63.4%
641600 Build Repairs & Maint	2,000	2,000	15.06	.00	.00	1,984.94	.8%
641800 Equip Repairs & Maint	400	400	.00	.00	.00	400.00	.0%
642000 Facilities Charges	183,973	183,973	101,339.87	.00	.00	82,633.13	55.1%
<b>TOTAL Library Building Operations</b>	<b>438,298</b>	<b>438,298</b>	<b>303,078.26</b>	<b>20,913.62</b>	<b>.00</b>	<b>135,219.74</b>	<b>69.1%</b>

YEAR-TO-DATE BUDGET REPORT

FOR 2021 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>16032 Library Materials Management</b>							
503500 Other Reimbursements	0	-21,000	-33,025.46	-576.00	.00	12,025.46	157.3%
610100 Regular Salaries	524,489	524,489	383,828.94	35,019.84	.00	140,660.06	73.2%
610800 Part-Time Wages	70,268	70,268	56,586.89	5,776.26	.00	13,681.11	80.5%
611400 Sick Pay	0	0	424.18	392.92	.00	-424.18	100.0%
611500 Vacation Pay	0	0	29,691.49	4,260.18	.00	-29,691.49	100.0%
615000 Fringes	161,250	161,250	.00	.00	.00	161,250.00	.0%
615100 FICA	0	0	26,056.46	2,391.50	.00	-26,056.46	100.0%
615200 Retirement	0	0	23,034.49	2,105.53	.00	-23,034.49	100.0%
615301 Health Insurance	0	0	67,838.33	7,188.30	.00	-67,838.33	100.0%
615302 Dental Insurance	0	0	5,769.00	621.02	.00	-5,769.00	100.0%
615400 Life Insurance	0	0	77.00	9.50	.00	-77.00	100.0%
620100 Training/Conferences	3,324	3,324	850.33	.00	.00	2,473.67	25.6%
630100 Office Supplies	30,522	30,522	16,356.04	404.62	.00	14,165.96	53.6%
631500 Books & Library Materials	597,644	636,889	449,075.79	56,563.92	.00	187,813.21	70.5%
659900 Other Contracts/Obligation	67,248	67,248	62,748.00	.00	.00	4,500.00	93.3%
<b>TOTAL Library Materials Management</b>	<b>1,454,745</b>	<b>1,472,990</b>	<b>1,089,311.48</b>	<b>114,157.59</b>	<b>.00</b>	<b>383,678.52</b>	<b>74.0%</b>
<b>16033 Library Network Services</b>							
503500 Other Reimbursements	-18,500	-18,500	-4,073.94	-766.61	.00	-14,426.06	22.0%
610100 Regular Salaries	107,321	107,321	62,156.38	2,996.88	.00	45,164.62	57.9%
611500 Vacation Pay	0	0	3,851.37	-452.64	.00	-3,851.37	100.0%
615000 Fringes	43,193	43,193	.00	.00	.00	43,193.00	.0%
615100 FICA	0	0	5,298.27	194.63	.00	-5,298.27	100.0%
615200 Retirement	0	0	4,714.79	232.84	.00	-4,714.79	100.0%
615301 Health Insurance	0	0	6,013.01	21.77	.00	-6,013.01	100.0%
615302 Dental Insurance	0	0	403.80	.00	.00	-403.80	100.0%
615400 Life Insurance	0	0	65.50	.00	.00	-65.50	100.0%
620100 Training/Conferences	2,740	2,740	.00	.00	.00	2,740.00	.0%
630100 Office Supplies	1,500	1,500	177.18	.00	.00	1,322.82	11.8%
632700 Miscellaneous Equipment	67,980	71,980	15,369.79	-125.00	.00	56,610.21	21.4%
641800 Equip Repairs & Maint	84,531	84,531	74,809.07	547.95	.00	9,721.93	88.5%
659900 Other Contracts/Obligation	0	0	42.34	.00	.00	-42.34	100.0%
681500 Software Acquisition	4,498	4,498	2,297.89	2,297.89	.00	2,200.11	51.1%
<b>TOTAL Library Network Services</b>	<b>293,263</b>	<b>297,263</b>	<b>171,125.45</b>	<b>4,947.71</b>	<b>.00</b>	<b>126,137.55</b>	<b>57.6%</b>
<b>TOTAL General Fund</b>	<b>3,564,299</b>	<b>3,674,515</b>	<b>2,398,610.03</b>	<b>340,933.48</b>	<b>.00</b>	<b>1,275,904.97</b>	<b>65.3%</b>
<b>TOTAL REVENUES</b>	<b>-1,171,236</b>	<b>-1,229,736</b>	<b>-1,235,614.05</b>	<b>-4,476.05</b>	<b>.00</b>	<b>5,878.05</b>	
<b>TOTAL EXPENSES</b>	<b>4,735,535</b>	<b>4,904,251</b>	<b>3,634,224.08</b>	<b>345,409.53</b>	<b>.00</b>	<b>1,270,026.92</b>	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	3,564,299	3,674,515	2,398,610.03	340,933.48	.00	1,275,904.97	65.3%

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



MAJOR PROJECT TITLE

\*\*\*\*\* Library - Friends of the Library

PROJECT TITLE

LIB-FRIENDLibrary - Friends of the Library

BEGINNING BALANCE -32,097.38

FUNDING SOURCES	TITLE	AMOUNT
		.00
	FUNDING SOURCE TOTAL	.00

EXPENSE STRINGS	TITLE	AMOUNT
LIB-FRIEND.CHILDSERV .SUPPLIES .	Children's Services	727.69
LIB-FRIEND.COMMPART .OTHCONTR .	Community Partnerships	650.00
LIB-FRIEND.COMMPART .PTWAGES .	Community Partnerships	1,545.01
LIB-FRIEND.COMMPART .SUPPLIES .	Community Partnerships	81.88
LIB-FRIEND.LIBADMIN .ADVERTISING.	Library - Friends advertising	714.00
LIB-FRIEND.LIBADMIN .OTHCONTR .	Library Administration	99.95
	EXPENSE TOTAL	3,818.53

ENDING BALANCE -28,278.85

\*\*\*\*\* TOTALS

BEGINNING BALANCE	-32,097.38
FUNDING SOURCE	.00
EXPENSE	3,818.53
ENDING BALANCE	-28,278.85

REPORT TOTAL: -28,278.85

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

**CITY OF APPLETON**  
**BUDGET AMENDMENT REQUEST**  
*Budget Year 2021*

<u>Description</u>	ORG	OBJECT	PROJ (in GL)		<i>Amount</i>
	PROJECT	SEG 1	SEG 2	SEG 3	
Other Reimbursements	16021	503500	OTHEREIMB		\$ 998
Children's: Supplies	16010	659900	OTHCONTR		\$ 500
Children's: Contracts	16010	659900	OTHCONTR		\$ 498
Other Reimbursements	16021	503500			\$ 17
Children's: Contracts-ROR	16021	503500	3954		\$ 16

For the purpose of:  
 United Way Contribution  
 UW - Madison Africa in Wisconsin Grant

Requested by:

\_\_\_\_\_ Date

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

**Information:** \_\_\_\_\_

**Action:** \_\_\_\_\_

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

\_\_\_\_\_  
 Mayor Date

Reported to Finance Committee: \_\_\_\_\_  
 Date

\_\_\_\_\_ Date

Finance comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Minutes Library Board

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Friday, October 29, 2021

12:00 PM

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

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### Personnel & Policy Committee

1. Call meeting to order

Chairperson Margret Mann called the meeting to order at 12:01 pm

2. Roll call of membership

**Present:** 3 - Kellner, Mann and Brozek

**Others :** 3 - Scheuerman, Woodford and Rortvedt

3. **Action Items**

[21-1530](#)

APL Children's Room Use Policy

**Attachments:** [Children's Room Policy Draft 11-2-21\(2\).pdf](#)

Kellner moved, seconded by Brozek, that the APL Children's Room Use Policy Updates be recommended for approval. Voice Vote. Motion Carried. (3-0)

Closed Session

Kellner moved, seconded by Brozek that the Committee meet in Closed Session pursuant to WI Statute 19.85(f)(c) to discuss personnel matters and then resume meeting in Open Session. Voice Vote. Motion Carried. (3-0) Roll Call was taken.

The meeting went into Closed Session at 12:05 pm

Kellner moved, seconded by Brozek that the Committee resume meeting in Open Session. Voice Vote. Motion Carried. (3-0) Roll Call was taken.

The meeting resumed meeting in Open Session at 12:52 pm

[21-1529](#)

Library Director's 2021 End of Year Performance Evaluation

No Action was taken

[21-1531](#)

APL Circulation Policy

**Attachments:** [Circulation Policy Draft 11-2021.pdf](#)

Brozek moved, seconded by Kellner, that the APL Circulation Policy Updates be recommended for approval. Voice Vote. Motion Carried. (3-0)

[21-1532](#)

APL Internet Access and Computer Use Policy and Guidelines

**Attachments:** [Internet Access and Computer Use Policy and Guidelines Draft 11-2021.pdf](#)

Kellner moved, seconded by Brozek, that the APL Internet Access And Use Policy Guidelines Updates be recommended for approval. Voice Vote. Motion Carried. (3-0)

#### 4. Information Items

[21-1533](#)

Trustee Essentials Training : Chapter 2 - Who Runs the Library and Chapter 6 - Evaluating the Director

**Attachments:** [Trustee Essentials chapter 2 - Who runs the library.pdf](#)  
[Trustee Essentials chapter 6 - Evaluating the Director.pdf](#)

#### 5 Adjournment

Kellner moved, seconded by Brozek that the meeting be adjourned. Voice Vote. Motion Carried. (3-0)

The meeting was adjourned at 1:07 pm

**Appleton Public Library Board**  
**Meeting Dates 2022**

*Board Meetings are held the Tuesday before the 3<sup>rd</sup> Wednesday of each month  
Meetings will be held in the City Hall Council Chambers and virtually by request in writing/email to the City Clerk's  
Office 24 hours in advance of the meeting at [klynch@appleton.org](mailto:klynch@appleton.org) or 832-6443  
Any updates to the location of the meeting(s) will be provided well in advance*

Tuesday, **January 18, 2022**

4:30 p.m.

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

Tuesday, **February 22, 2022\***

**4:30 p.m.**

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

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

Tuesday, **March 15, 2022**

4:30 p.m.

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

Tuesday, **April 19, 2022**

4:30 p.m.

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

Tuesday, **May 17, 2022**

4:30 p.m.

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

Tuesday, **June 14, 2022**

4:30 p.m.

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

Tuesday, **July 19, 2022**

4:30 p.m.

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

Tuesday, **August 16, 2022**

4:30 p.m.

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

Tuesday, **September 20, 2022**

4:30 p.m.

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

Tuesday, **October 18, 2022**

4:30 p.m.

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

Tuesday, **November 15, 2022**

4:30 p.m.

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

Tuesday, **December 20, 2022**

4:30 p.m.

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

## 2022 Proposed Close Dates

January 1, 2022	Closed	New Year's Day (Wednesday)
April 17, 2022	Closed	Easter (Sunday)
May 28, 2022	Summer Hours Begin	Open 9-1 (Saturday)
May 29, 2022	Closed	Sunday
May 30, 2022	Closed	Memorial Day (Monday)
June 5, 12, 19, 26	Closed	Sundays
July 4 2022	Closed	Independence Day (Monday)
July 3, 10, 17, 24, 31	Closed	Sundays
August 7, 14, 21, 28	Closed	Sundays
September 4, 2022	Closed	Sunday
September 5, 2022	Closed	Labor Day (Monday)
September 6, 2022	School Year hours begin	Tuesday
November 24, 2022	Closed	Thanksgiving Day (Thursday)
December 24, 25, 2022	Closed	Christmas Eve and Day (Saturday and Sunday)*
December 31, 2022	Closed	New Year's Eve (Saturday)*
January 1, 2023	Closed	New Year's Day (Sunday)*

### Spring 2022 Closure Dates TBD - Move to Temporary Location

\*re: If it is determined that service will be provided to the public, employees shall work those days as part of their normal workweek and will be given a floating holiday off in lieu of the Friday before and/or the Monday after a holiday to be scheduled with supervisory approval. Department Directors will inform employees the November prior to the beginning of the following year of any variations of the following schedules. For those employees who are not required to service the public as noted above, when New Years, Independence Day, or Christmas falls on Saturday they shall be observed on the preceding Friday and when they fall on Sunday it they shall be observed on the following Monday.

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 JULY 2021

<b>I. Circulation</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Adult Circulation	32,017	15,097	656,147	136,428	112%	381%
Children's Circulation	26,830	8,018	130,889	79,114	235%	65%
<b>Total Circulation</b>	<b>58,847</b>	<b>23,115</b>	<b>787,036</b>	<b>215,542</b>	<b>155%</b>	<b>265%</b>
Adult AV/nonbook (included in above)	10,597	4,898	56,344	56,057	116%	1%
Children's AV/non-book (included in above)	3,590	971	14,969	12,544	270%	19%
E-Book Circulation	7,509	10,213	53,166	63,435	-26%	-16%
E-Audiobook Circulation	7,173	7,806	48,498	49,848	-8%	-3%
E-Video Circulation	470	563	3,050	4,395	-17%	-31%
E-Comics Circulation	199	212	2,581	1,303	-6%	98%
E-Magazine Circulation	889	2,054	3,768	13,491	-57%	-72%
E-Music Circulation	127	158	867	1,196	-20%	-28%
<b>Total E-Circulation</b>	<b>16,367</b>	<b>21,006</b>	<b>111,930</b>	<b>133,668</b>	<b>-22%</b>	<b>-16%</b>
ILL items received (received from)	10,068	5,732	71,247	38,959	76%	83%
ILL items loaned (provided to)	10,872	4,623	65,689	36,792	135%	79%
Total Registered Patrons (quarterly)	75,279	78,510	n/a	n/a	-4%	n/a
Door Count	18,305	3,387	52,601	90,564	440%	-42%
Percentage of Total Circulation on Self Check Machines	67.7%	0.0%	n/a	n/a	>100%	n/a

<b>II. Customer Assistance</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Reference Transactions - Adult	2,017	2,122	13,610	15,358	-5%	-11%
Reference Transactions - Children's	981	62	3,621	3,094	1482%	17%
<b>Total Reference</b>	<b>2,998</b>	<b>2,184</b>	<b>17,231</b>	<b>18,452</b>	<b>37%</b>	<b>-7%</b>
Volunteer Hours	281	52	1,021	1,328	442%	-23%

<b>III. Collections &amp; Processing</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Volumes Added	2,195	1,814	17,648	20,014	21%	-12%
Volumes Withdrawn	2,033	2,479	9,859	13,922	-18%	-29%
Total Titles	256,850	246,277	n/a	n/a	4%	n/a
Total Volumes	302,148	291,042	n/a	n/a	4%	n/a

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 JULY 2021

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>Children's</b>						
Children's Programs (including group visit)	38	40	281	348	-5%	-19%
Children's Program Attendance (including group visit)	840	864	7,714	13,883	-3%	-44%
Children's One-on-One Visits	3	0	7	2	>100%	250%
Children's Home One-on-One Visits Participants	6	0	18	5	>100%	260%
Children's Literacy Offerings	0	0	1	1	0%	0%
Children's Literacy Offering Participants	0	0	0	607	0%	-100%
Children's Self Directed Activities	15	11	67	54	36%	24%
Children's Self Directed Activity Participants	1,330	49	2,757	1,385	2614%	99%
<b>Young Adult</b>						
Young Adult Programs	3	2	29	28	50%	4%
Young Adult Program Attendance	28	32	93	472	-13%	-80%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Self Directed Activities	3	0	5	5	>100%	0%
Young Adult Self Directed Activity Participants	60	0	100	86	>100%	16%
<b>Adult</b>						
Adult Programs	14	2	103	104	600%	-1%
Adult Program Attendance	293	9	2,249	3,093	3156%	-27%
Adult One-on-One Instructions	3	0	12	41	>100%	-71%
Adult One-on-One Instruction Attendance	3	0	12	41	>100%	-71%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Self Directed Activities	7	0	19	3	>100%	533%
Adult Self Directed Activity Participants	24	0	175	47	>100%	272%
<b>Total Programs</b>	<b>55</b>	<b>44</b>	<b>413</b>	<b>480</b>	<b>25%</b>	<b>-14%</b>
<b>Total Program Attendance</b>	<b>1,161</b>	<b>905</b>	<b>10,056</b>	<b>17,448</b>	<b>28%</b>	<b>-42%</b>
<b>Meeting Room Usage</b>						
Meeting Room Uses - Room Reservations (Public)	99	0	198	677	>100%	-71%
Meeting Room Uses - Events (Library Programs)	59	0	82	427	>100%	-81%
<b>Total Meeting Room Uses</b>	<b>158</b>	<b>0</b>	<b>280</b>	<b>1,104</b>	<b>&gt;100%</b>	<b>-75%</b>



APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 JULY 2021

<b>V. Electronic Access Services</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Database Sessions	1,149	97,528	8,922	754,008	-99%	-99%
APL Created Electronic Content	40,229	45,881	250,240	382,115	-12%	-35%
Fox Valley Memory "Hits"	421	623	4,459	4,705	-32%	-5%
Public Computing Sessions	1,705	481	5,905	9,654	254%	-39%
Total Time Used on Public Computers	1432:00:00	341:00:00	4175:00:00	7643:00:00	320%	-45%
Data Transferred (GB)	759	692	4058	5845	10%	-31%
WIFI Distinct Clients	2474	1718	12776	14907	44%	-14%

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 AUGUST 2021

<b>I. Circulation</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Adult Circulation	31,218	0	196,937	136,428	>100%	44%
Children's Circulation	24,384	0	155,273	79,114	>100%	96%
<b>Total Circulation</b>	<b>55,602</b>	<b>24,097</b>	<b>352,210</b>	<b>215,542</b>	<b>131%</b>	<b>63%</b>
Adult AV/nonbook (included in above)	10,813	0	67,157	56,057	>100%	20%
Children's AV/non-book (included in above)	3,057	0	18,026	12,544	>100%	44%
E-Book Circulation	7,810	8,702	60,976	72,137	-10%	-15%
E-Audiobook Circulation	7,032	6,558	55,530	56,406	7%	-2%
E-Video Circulation	412	555	3,462	4,950	-26%	-30%
E-Comics Circulation	191	177	1,469	1,480	8%	-1%
E-Magazine Circulation	879	1,901	4,647	15,392	-54%	-70%
E-Music Circulation	202	148	1,069	1,344	36%	-20%
<b>Total E-Circulation</b>	<b>16,526</b>	<b>18,041</b>	<b>127,153</b>	<b>151,709</b>	<b>-8%</b>	<b>-16%</b>
ILL items received (received from)	9,644	6,587	80,891	45,546	46%	78%
ILL items loaned (provided to)	10,319	6,786	76,008	43,578	52%	74%
Total Registered Patrons (quarterly)	75,279	78,510	n/a	n/a	-4%	n/a
Door Count	18,146	1,519	70,747	92,083	1095%	-23%
Percentage of Total Circulation on Self Check Machines	69.1%	0.0%	n/a	n/a	>100%	n/a

<b>II. Customer Assistance</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Reference Transactions - Adult	2,441	2,334	16,051	17,692	5%	-9%
Reference Transactions - Children's	787	86	4,408	3,180	815%	39%
<b>Total Reference</b>	<b>3,228</b>	<b>2,420</b>	<b>20,459</b>	<b>20,872</b>	<b>33%</b>	<b>-2%</b>
Volunteer Hours	322	99	1,343	1,426	227%	-6%

<b>III. Collections &amp; Processing</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Volumes Added	1,724	1,920	19,372	21,934	-10%	-12%
Volumes Withdrawn	7,180	298	31,259	14,220	2309%	120%
Total Titles	253,841	246,525	n/a	n/a	3%	n/a
Total Volumes	296,912	292,664	n/a	n/a	1%	n/a

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 AUGUST 2021

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>Children's</b>						
Children's Programs (including group visit)	35	34	316	382	3%	-17%
Children's Program Attendance (including group visit)	1,723	2,138	9,437	16,021	-19%	-41%
Children's One-on-One Visits	6	0	13	2	>100%	550%
Children's Home One-on-One Visits Participants	19	0	37	5	>100%	640%
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	0	14	87	68	-100%	28%
Children's Self Directed Activity Participants	1,285	162	4,042	1,547	693%	161%
<b>Young Adult</b>						
Young Adult Programs	2	3	31	31	-33%	0%
Young Adult Program Attendance	203	95	296	567	114%	-48%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Self Directed Activities	1	0	6	5	>100%	20%
Young Adult Self Directed Activity Participants	70	0	170	86	>100%	98%
<b>Adult</b>						
Adult Programs	13	4	116	108	225%	7%
Adult Program Attendance	535	359	2,784	3,452	49%	-19%
Adult One-on-One Instructions	0	0	12	41	0%	-71%
Adult One-on-One Instruction Attendance	0	0	12	41	0%	-71%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Self Directed Activities	4	0	23	3	>100%	667%
Adult Self Directed Activity Participants	165	0	340	47	>100%	623%
<b>Total Programs</b>	<b>50</b>	<b>41</b>	<b>463</b>	<b>521</b>	<b>22%</b>	<b>-11%</b>
<b>Total Program Attendance</b>	<b>2,461</b>	<b>2,592</b>	<b>12,517</b>	<b>20,040</b>	<b>-5%</b>	<b>-38%</b>
<b>Meeting Room Usage</b>						
Meeting Room Uses - Room Reservations (Public)	77	0	275	677	>100%	-59%
Meeting Room Uses - Events (Library Programs)	61	0	143	427	>100%	-67%
<b>Total Meeting Room Uses</b>	<b>138</b>	<b>0</b>	<b>418</b>	<b>1,104</b>	<b>&gt;100%</b>	<b>-62%</b>

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 AUGUST 2021

<b>V. Electronic Access Services</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Database Sessions	1,571	29,067	10,493	783,075	-95%	-99%
Web Page "Hits"	42,219	47,471	292,459	429,586	-11%	-32%
APL Created Electronic Content	627	747	5,086	5,452	-16%	-7%
Public Computing Sessions	1,775	346	7,680	10,000	413%	-23%
Total Time Used on Public Computers	1663:00:00	346:00:00	5838:00:00	7989:00:00	381%	-27%
Data Transferred (GB)	745	931	4803	6776	-20%	-29%
WIFI Distinct Clients	2835	1730	15611	16637	64%	-6%

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 SEPTEMBER 2021

<b>I. Circulation</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Adult Circulation	29,572	0	226,509	136,428	>100%	66%
Children's Circulation	19,643	0	174,916	79,114	>100%	121%
<b>Total Circulation</b>	<b>49,215</b>	<b>30,826</b>	<b>401,425</b>	<b>215,542</b>	<b>60%</b>	<b>86%</b>
Adult AV/nonbook (included in above)	10,970	0	78,127	56,057	>100%	39%
Children's AV/non-book (included in above)	2,541	0	20,567	12,544	>100%	64%
E-Book Circulation	7,097	7,768	68,073	79,905	-9%	-15%
E-Audiobook Circulation	6,613	6,050	62,143	62,456	9%	-1%
E-Video Circulation	312	505	3,774	5,455	-38%	-31%
E-Comics Circulation	155	182	1,624	1,662	-15%	-2%
E-Magazine Circulation	859	350	5,506	15,742	145%	-65%
E-Music Circulation	140	140	1,209	1,484	0%	-19%
<b>Total E-Circulation</b>	<b>15,176</b>	<b>14,995</b>	<b>142,329</b>	<b>166,704</b>	<b>1%</b>	<b>-15%</b>
ILL items received (received from)	9,510	4,620	90,401	50,166	106%	80%
ILL items loaned (provided to)	10,133	4,545	86,141	48,123	123%	79%
Total Registered Patrons (quarterly)	75,279	78,510	n/a	n/a	-4%	n/a
Door Count	16,192	3,379	86,939	95,462	379%	-9%
Percentage of Total Circulation on Self Check Machines	68.0%	0.0%	n/a	n/a	>100%	n/a

<b>II. Customer Assistance</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Reference Transactions - Adult	2,401	2,848	18,452	20,540	-16%	-10%
Reference Transactions - Children's	766	35	5,174	3,215	2089%	61%
<b>Total Reference</b>	<b>3,167</b>	<b>2,883</b>	<b>23,626</b>	<b>23,755</b>	<b>10%</b>	<b>-1%</b>
Volunteer Hours	232	152	1,574	1,578	52%	0%

<b>III. Collections &amp; Processing</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Volumes Added	1,842	0	21,214	21,934	>100%	-3%
Volumes Withdrawn	5,748	0	22,787	14,220	>100%	60%
Total Titles	250,640	0	n/a	n/a	>100%	n/a
Total Volumes	293,115	0	n/a	n/a	>100%	n/a

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 SEPTEMBER 2021

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>Children's</b>						
Children's Programs (including group visit)	24	11	340	393	118%	-13%
Children's Program Attendance (including group visit)	352	348	9,789	16,369	1%	-40%
Children's One-on-One Visits	2	5	15	7	-60%	114%
Children's Home One-on-One Visits Participants	4	5	41	10	-20%	310%
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	8	3	95	71	167%	34%
Children's Self Directed Activity Participants	734	34	4,776	1,581	2059%	202%
<b>Young Adult</b>						
Young Adult Programs	2	6	33	37	-67%	-11%
Young Adult Program Attendance	39	96	335	663	-59%	-49%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Self Directed Activities	3	0	24	5	>100%	380%
Young Adult Self Directed Activity Participants	287	0	457	86	>100%	431%
<b>Adult</b>						
Adult Programs	12	15	128	123	-20%	4%
Adult Program Attendance	408	940	3,192	4,392	-57%	-27%
Adult One-on-One Instructions	4	0	16	41	>100%	-61%
Adult One-on-One Instruction Attendance	4	0	16	41	>100%	-61%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Self Directed Activities	3	0	29	3	>100%	867%
Adult Self Directed Activity Participants	131	0	471	47	>100%	902%
<b>Total Programs</b>	<b>38</b>	<b>32</b>	<b>501</b>	<b>553</b>	<b>19%</b>	<b>-9%</b>
<b>Total Program Attendance</b>	<b>799</b>	<b>1,384</b>	<b>13,316</b>	<b>21,424</b>	<b>-42%</b>	<b>-38%</b>
<b>Meeting Room Usage</b>						
Meeting Room Uses - Room Reservations (Public)	100	0	375	677	>100%	-45%
Meeting Room Uses - Events (Library Programs)	89	0	232	427	>100%	-46%
<b>Total Meeting Room Uses</b>	<b>189</b>	<b>0</b>	<b>607</b>	<b>1,104</b>	<b>&gt;100%</b>	<b>-45%</b>

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 SEPTEMBER 2021

<b>V. Electronic Access Services</b>	<b>Current Month</b>	<b>This Month Last year</b>	<b>Year to Date</b>	<b>Last Year to Date</b>	<b>Month % Change</b>	<b>Year % Change</b>
Database Sessions	1,218	122,297	11,711	905,372	-99%	-99%
Web Page "Hits"	40,460	50,023	332,919	479,609	-19%	-31%
APL Created Electronic Content	548	553	5,634	6,005	-1%	-6%
Public Computing Sessions	1,641	233	9,321	10,233	604%	-9%
Total Time Used on Public Computers	0:00:00	151:00:00	5838:00:00	8140:00:00	-100%	-28%
Data Transferred (GB)	903	1004	5706	7780	-10%	-27%
WIFI Distinct Clients	2601	1601	18212	18238	62%	0%

## Adult Classes and Events

### **Artist in Residence - Virtual and Self-Directed Activities**

Artist in Residence, Elyse-Krista Mische, a CNA and hospice volunteer and an advocate of the Death Positive Movement, uses her art to contemplate mortality, memory, and time. We connected Elyse-Krista with the Fox Valley Memory Project's Memory Café to help participants find joyful connections and beauty in a photograph or item from their past. Elyse-Krista created an "Existential Thinking Station" used as a self-directed activity to stimulate deeper thinking about our lives and how we want to be remembered. Those responses are being used by Elyse-Krista to create a Community Soul Vessel, representing the 'soul' of Appleton. Patrons can take a 'Make and Take' soul vessel kit to create their own. Friends' funds provided the honorarium and supplies for these programs.

### **Breathing Session with Parnee Poet**

Parnee Poet, plant mama, artist, massage therapist, martial artist, self-defense and breathing awareness educator led an outdoor breathing workshop at Peabody Park as part of the Adult Summer Library Program series. Participants gained breathing awareness that helps to "rest and digest" instead of "fight/flight/freeze/apease." They learned how to identify their breathing pattern and re-sync their natural breathing pattern of relaxation. Friends' funds supported the presenter honorarium.

### **Find Your Ancestors Series: Finding Your German Ancestors Using Maps and Gazetteers**

In July, the Find Your Ancestors series featured John Wasserstrass, president of the German Interest Group – Wisconsin, to discuss how to find your German ancestors using maps and gazetteers. John walked the 155 attendees through several resources including Meyers Gazetteer, Kartenmeister, Geschichtliche Orts-Verzeichnis (GOV), and the Germans to America collection, sharing pros and cons of each. Attendees commented that his presentation was easy to understand, and they learned several resources they weren't familiar with. One attendee shared, "That was awesome! Within a half hour of the webinar, I found my long lost great-great paternal grandfather! This was my holy grail of ancestors. Thank you!" Friends provided financial support for this series.

### **Find Your Ancestors Series: Irish Genealogy**

Genealogist Dave Miller was our speaker for September, discussing how to research Irish genealogy. Dave walked the 133 attendees through several different record types as well as how to obtain those records whether you are in the United States or you are planning on visiting Ireland to do research. Attendees thoroughly enjoyed Dave's presentation, with one commenting, "I have heard Dave speak several times and always learn something new. A great presenter who's very generous sharing what he knows." Friends provided financial support for this series and an honorarium for this speaker.



## FRIENDS GRANTS PROGRAM SUMMARIES

3<sup>rd</sup> QUARTER 2021

### **Find Your Ancestors Series: Researching the Family Black Sheep**

Nearly 200 attendees joined us in August as we hosted “The Legal Genealogist,” Judy G. Russell for her talk, “Rogues, Rascals and Rapsallions: The Family Black Sheep.” Judy is widely known in the genealogy community – being an expert in genealogy and the law – so she was the perfect speaker to tell us how to research those ancestors who may be lawbreakers, philanderers and/or deadbeats. Attendees really appreciated her storytelling, wit and humor while delivering the information and using examples - some of which she even tailored to Wisconsin and Appleton criminals! One attendee commented, “The presenter was extremely qualified and informative. While much of this material could be used by beginners it was definitely of use to experienced researchers which is definitely what I am after.” Friends provided financial support for this series and an honorarium for this speaker.

### **Green Lake Festival of Music**

The Third Lake Brass Quintet, in partnership with the Green Lake Festival of Music, gave us our first in-person concert of 2021. This collection of professional brass musicians provided an exciting musical tour of each of their instruments, including the history, their range of use, and their significance in a quintet. Friends’ funds covered an honorarium for the group’s performance.

### **Immigrant Journeys from South of the Border ¡Mi travesía hasta Wisconsin!**

In September, we hosted the Wisconsin Humanities traveling exhibit, *Immigrant Journeys from South of the Border ¡Mi travesía hasta Wisconsin!* The exhibit was enhanced by two meaningful community conversations about immigration and a 30-day reflective journal designed by local artist Marisol Encarnacion to provide community members with a safe space to reflect on their experiences. Participants appreciated the journal and the exhibit. A participant said, "Heartwarming and eye opening. I was able to learn a lot from not only this exhibit, but the amazing people that work at the library." Friends provided an honorarium for the artist.

### **Nature Walk at Wild Ones**

A program offered as part of our Adult Summer Library Program was a naturalist-led Nature Walk at Wild Ones Natural Landscapers. Participants learned about the benefits of planting Wisconsin native plants and flowers, how they impact pollinators, the detrimental effects of lawns and lawn care to the environment, and just how easy it is to support our ecosystem with native plants, even in container gardens. Some attendees had their own prairie gardens and others were new to this topic and excited to learn more. Senior lecturer and Habitat Restoration Researcher, Shannon Faust-Davis provided great tips and tons of plant inspiration for all! Friends’ funds supported a presenter honorarium.

### **Resin Pendant Keychain Virtual Workshop**

The Flower Mill presented a virtual workshop as part of the Adult Summer Library Program. Participants picked up a supplies kit at the library and learned to use preserved floral blooms and resin to make teardrop shaped pendant keychains. Friends’ funds supported the program costs.

## Teen Classes and Events

### **Solar Viewing**

Our Solar Viewing event took place on September 29 at Houdini Plaza. Participants had fun and learned from NASA ambassador Joe Slezak, poster boards with visuals of the sun, a professional telescope and a staff-led story time! Friends' funds were used to support venue-related expenses. The weather was perfect, and our families had a great time!

### **STEAM Take n Create Packs and Virtual Program**

Registered participants received a STEAM kit full of supplies for the 3-day virtual program that took place the following week. Our "X-STREAM Team" were science and art instructors, William and Aida Jackson, from Florida. Teens had a great time building an International Space Station, skyline painting, and crafting their own mobile hand with fish wire – all while learning valuable science, art concepts and life skills. Additionally, we received a wonderful compliment from the parent of one of the participants thanking us for providing programming to tweens and teens – her son really enjoyed the program! Upon completion of the 3-day program, all participants received a special certificate, pins and stickers from the Jacksons. Friends' funds provided the presenter honorarium and kit supplies.

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

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

### **Take n' Create Packs: Pinot's Palette**

Teen Services collaborated with Pinot's Palette for the final Take n' Create pack of the summer. Each of the 15 kits included a canvas (5 summer designs), brushes, paint, a cup and step-by-step instructions. Teens were welcome to follow the attached instructions or free hand their own designs. A Project Outcome survey was included, and feedback was welcomed. All 15 packs were claimed and served as a creative outlet for our young patrons. Friends' funds supported kit supplies.

### **Take n' Create Packs: Simple Simon Bakery**

Teen Services collaborated with Simple Simon Bakery to create a Take n' Create pack for teens. 20 teens picked up kits of cookies, icing, and sprinkles to decorate their own goodies. Several parents thanked staff for offering fun activities for teens and one parent shared photos of their teen and younger sibling working together to decorate cookies. Friends' funds supported kit supplies.

## Tween Classes and Events

### Children's Classes and Events

#### **Bouncing Beats**

In September, preschoolers and their families were invited to participate in our interactive, music-making program Bouncing Beats. As this program needed to shift from in-person to virtual, we put together music-making kits for our participants so that we were still able to create music together.

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

#### **July – September Memorial Park StoryWalk**

In partnership with Appleton Parks & Rec, Children's Services utilized Friends' funds to purchase two copies of 3 books; *Over in the Forest: Come Take a Peek* by Marianne Berkes, *Bee Dance* by Rick Chrustowski, and *Apple Pie Tree* by Zoe Hall. These books were unassembled and then reassembled as StoryWalk pages for the months of July - September. Appleton Parks & Rec built and installed permanent sign holders along a trail at Memorial Park for the StoryWalk pages to be displayed. Families who walk the trail are able to read the story as they go. These titles will be up for 1 month each, July - September. In addition to the story itself, each page has fun activities to engage families as they read and walk. Friends' funds provided the books for the Storywalks.

#### **July – September ADI Downtown Storywalks**

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

*Outside, Inside* by LeUyen Pham is the book on display from mid-July to the end of August. This story captures 2020 and the feeling and moments we experienced while being inside and outside. It also pays tribute to frontline service professionals. Friends' Funds was used to purchase two copies of the book, *Outside, Inside* by LeUyen Pham.

*Dreamers* by Yuri Morales was on display during September in celebration of Hispanic Heritage Month. The story follows an immigrant family and their transition in a new place. Friends' Funds was used to purchase two copies of the book, *Dreamers* by Yuri Morales.

#### **Art in the Park**

Children's had a booth in the Kids area of Art in the Park. Our goal was to create artwork similar to Eric Carle's carefully textured illustrations. Friends' Funds were used to purchase texture plates which children then used to create their own textured materials. While many children chose to simply try texture after texture with a wide variety of colors, others chose to create their own designs.

# FRIENDS GRANTS PROGRAM SUMMARIES

3<sup>rd</sup> QUARTER 2021

## **1000 Books Before Kindergarten**

Friends' funds were used to purchase new prizes for the 1,000 Books Before Kindergarten. The prizes include wooden cars, toy boats, dinosaur bath squirts, rubber duckies, and sensory balls. Children get to pick out a prize for every 100 books they read. The new prizes have sparked excitement in the program as children saw them in the display case during May and early June.

## **July Maker Quest**

Children made tile mosaics, popsicle flashlights, squishies and a whole lot more. Leftover supplies were also used during Children's Week and were very popular. Friends' funds were used to purchase the main supplies for the mosaics and the popsicle flashlights.

## **Programs for All Ages**

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

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

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

#### **1000 Books Before Kindergarten Prizes**

This year-round reading program encourages parents to read 1000 books to their children before they enter kindergarten. July – September, 22 children registered for this program. Friends' Funds are used to purchase prizes for every 100 books read.

#### **500 Books Before Middle School**

This year-round reading program encourages students from grades K-6<sup>th</sup> grade to continue the habit of reading. July – September, 25 children registered for this program. Friends' Funds are used to purchase prizes for every 50 books read.

## **Special Projects**

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

Friends' funds were used to pay for a series of virtual workshops in the Anji Play model for staff at APL and the Building for Kids. After these sessions, staff worked closely with the trainers to develop the Roaming Ruckus program. This program is based on the 5 pillars of Anji Play: Love, Risk, Joy, Engagement and Reflection. Participants meet outdoors for a period of child directed play using open ended materials. At the end of their time, the children are encouraged to create a "Play Story" and share reflections on their play. At the end of each program, staff meet with the Anji Play trainers to discuss what they observed during the program and what adjustments might be beneficial. The

## FRIENDS GRANTS PROGRAM SUMMARIES

### 3<sup>rd</sup> QUARTER 2021

programs are scheduled at various parks around Appleton including Arbutus, Linwood, Pierce, Kiwanis and City Park. This program met four times in July and three times in September.

#### **Grab and Go Craft Bags**

Throughout the summer and fall, Children's has offered Grab and Go Craft Bags both in the library by the self-check machines and out in the community at various outreaches. These bags are full of fun craft supplies for families to do at home. Friends' funds were used to purchase the paper bags.

#### **Building Project Communications**

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

#### **Constant Contact**

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

#### **Community Outreach**

Library staff engaged in outreach on a weekly basis at Long Cheng Marketplace and LEAVEN. Staff provided resources and opportunities on library services and programs, registered new library cards, or updated existing ones. Community Partnerships and Public Services staff worked together to showcase special collection materials from the Hmong Resource Collection, share resources for well-being, create new library cards, and update library accounts. Friends funded giveaway items for the outreach tables.

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

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

#### **Hispanic Heritage Month Take n' Create Packs**

The Children's Department and Teen Services joined efforts celebrating Hispanic Heritage Month. This year's festivities offered a reimagined program including a special family Take n' Create pack designed for children and teens. Inside each of the 75 packs were crafting supplies for Mexican tissue paper flowers and clay pottery painting, instructions, and a Project Outcome survey. Friends' funds were used for kit supplies.

## FRIENDS GRANTS PROGRAM SUMMARIES

3<sup>rd</sup> QUARTER 2021

### **National Library Card Sign-up Month**

The theme for this year's National Library Card Sign Up Month was "Libraries Empower," so staff highlighted how having a library card empowers patrons of all ages. APL partnered with other OWLS libraries and attended various events to create and update library cards for community members. We engaged with over 80 individuals through outreach. Staff also designed a case display on the 6<sup>th</sup> floor of City Hall showcasing how libraries empower. Library staff secured a \$500 grant from 4imprint for tote bags as incentives for new library cards and Friends funded giveaway items for the outreach table.

### **Outreach T-Shirts**

Friends' funds paid for Appleton Public Library logo t-shirts for our outreach staff. The t-shirts help the public identify and connect with the library and library staff members when they are participating in outreach events.

### **Rhythms of the World**

The annual Rhythms of the World event took place in September at Houdini Plaza during Appleton Farmer's Market. This year's event included different cultural dance performances, a fashion show, non-profit organization booths, a blood drive and food drive. The event was a huge success with over 150 people in attendance and over 75 people interacting with library staff at an APL information and library card registration table. Participants enjoyed coming to the event to learn and connect with different cultures through dance and music. Friends' funds were used to sponsor the event and support the library's outreach table.

### **Summer Library Program (Adults)**

The Adult Summer Library Program engaged 495 registrants to the virtual Beanstack program, with one participant sharing, "It kept me accountable and helped me reach my goal, one book a month instead of one book a year." In addition to reading, the program was focused on connecting patrons to nature with plant and nature themed prizes, including tree identification guides, succulent plants, and a planter, hand-shovel and pollinator focused seeds. For the grand prizes, we provided two Wisconsin State Park passes with gas cards. Each prize was given in APL Summer Library Program totes. Friends' funds supported the program incentives.

### **Summer Library Program (Teens)**

This summer wrapped up another successful TSLP program! We presented each of the 200 teens who registered for the program with an opportunity to select their own book. Of the teen readers who successfully finished the Beanstack reading challenges, 3 teens were randomly selected and were awarded grand prizes. The three grand prizes featured were a Kindle Fire, Samsung Galaxy Fit and a NorthFace backpack – perfect items for back-to-school. One teen shared, "The teen prize options were really cool!" Friends' funds supported the program incentives.

# The Library Board and the Open Meetings Law

# 14

Wisconsin's open meetings law supports the principle that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of government business. To this end, all meetings of all state and local government bodies (including library boards) must be held in places reasonably accessible to members of the public and must be open to the public, except as expressly provided by law. Wisconsin's open meetings law provides specific requirements for meeting notice, accessibility of meetings, the conduct of meetings, and legally holding closed sessions. Violations carry significant penalties, so careful adherence to these requirements is essential.

## In This Trustee Essential

- The basics of compliance with Wisconsin's open meetings law
- When and how the board can legally conduct a closed session

## Meeting Notice

Public notice of all library board and library board committee meetings is required at least 24 hours in advance of any meeting, except in cases of emergency, when at least two hours notice is required. Notice must be provided to the official local newspaper (if you have one) and to any news organization that has requested notice. If your municipality has no official newspaper, notice must be provided to a news organization likely to give notice in the area. The meeting notice must also be posted in at least one public place, and preferably several. Good locations might be the library, the city/village/town hall, and the post office.

The meeting notice must contain the time, date, place, and *all* subjects to be discussed and/or acted upon at the meeting. The notice should also indicate a phone number (including a TDD number if you have one) that individuals with disabilities can call if they need accommodations to attend the meeting. (See [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#) for a sample board meeting notice and agenda.)

## Location and Conduct of Meetings

Meetings must be held in a place reasonably accessible to the public. It is strongly recommended that you provide barrier-free access to the meeting room. The board must make a reasonable effort to accommodate any person desiring to record, film, or photograph the meeting as long as this will not interfere with the conduct of the meeting or the rights of the participants. The board may disallow recording of a closed session.

Some boards list an "other business" item on the meeting agenda to handle unforeseen issues that may arise after the agenda has been prepared. This is not advisable and can lead to open meetings law violations. Emergency items can be added to an amended meeting notice that is posted and provided to the media at least two hours in advance of the meeting; however, it is better to postpone consideration of late-arising issues until the next meeting, if possible.

Discussion and consideration of issues at a meeting must be limited to subjects listed in the public notice. However, if the meeting agenda listed a “public comment” period, the board may briefly discuss issues raised by the public during that period.

All board discussions and actions must be conducted during properly noticed meetings open to the public, except that closed sessions are allowed for specific purposes, as long as the legally required procedures have been followed to conduct a closed session.

## **Email, “Walking Quorums” and Other Potential Open Meetings Violations**

Email can be a time-saving communication tool and a wonderful convenience. However, the use of email to communicate among members of a library board may raise open meetings law concerns.

Under the Wisconsin open meetings law, a “meeting” of a governmental body occurs whenever: (1) there is a purpose to engage in governmental business, and (2) the number of members of the body involved in the “meeting” is sufficient to determine the body’s course of action. Based on this definition, Wisconsin courts have ruled that the open meetings law applies when a series of gatherings of groups of members of the governmental body (or “walking quorum”), each less than quorum size, agree to act together in sufficient number to reach a quorum.

Using email, it is quite possible that a quorum of a governmental body may receive a message – and therefore may receive information on a subject within the body’s jurisdiction – in an almost real-time basis, the way they would receive it in a meeting of the body. Such communications among members of a library board must take place in a legally noticed and a legally constituted meeting of the library board.

Because of the dangers posed by email, the Wisconsin Attorney General strongly discourages the members of any governmental body from using email to communicate about issues within the body’s realm of authority. The use of email by a library director to send information to library board members (such as a meeting agenda and other meeting materials) would not implicate the open meetings law.

An email concerning library business sent to or by a library board member (or library staff member) is subject to the requirements of the Wisconsin public records law. For more on the requirements of the Wisconsin public records law see [\*Trustee Essential #15: The Library Board and the Public Records Law\*](#).

## **Meeting Minutes**

Wisconsin law requires that meeting minutes be kept and be made available to the public as required by the Public Records Law (see [\*Trustee Essential #15: The Library Board and the Public Records Law\*](#) for more information). At a minimum, meeting minutes must indicate the board members present, all motions that were made (except those that were withdrawn) and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a



roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

## Legal Reasons for Conducting a Closed Session

The specific statutory exemptions that may allow for a closed session are in [Wisconsin Statutes Section 19.85](#).

The most common reason for a closed session is to consider personnel-related issues. For most personnel-related issues, the relevant exemption is provided in Wisconsin Statutes Section 19.85(1)(c), which allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered.

Boards should be aware that if they will be considering the dismissal, demotion, or discipline of an employee, a closed session is possible under Section 19.85(1)(b), but the board must give the employee notice of any evidentiary hearing to be held prior to final action and to any meeting at which final action might be taken. The notice to the employee must include a statement that the employee can demand that the evidentiary hearing or meeting be held in open session.

In addition to the two personnel-related exemptions discussed above, closed sessions can be held for certain other reasons, including the following:

- Deliberating or negotiating the purchase of public properties, the investment of public funds, or the conduct of other specified public business, whenever competitive or bargaining reasons require a closed session.
- Preliminary consideration of specific personnel problems or the investigation of charges that would negatively affect the reputation of the person involved.
- Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- Consideration of requests for confidential written advice from an ethics board.

A closed session is *not* allowed for purposes of considering general personnel policies or general staff compensation decisions, such as the general library staff salary scale. Employee compensation discussions may be closed only when they concern a *particular* employee.

A closed session is allowed to formulate collective bargaining strategy, but board deliberations leading to approval of a tentative collective bargaining agreement, as well as the final ratification vote, must be held in open session.

## Procedures for Holding a Closed Session

The following steps are **all** required for a library board (or any other government body) to conduct a closed session legally:

1. The meeting notice **must** indicate any contemplated closed session, the subject matter of the closed session discussion, and the specific statutory provision allowing a closed session. If a closed session was not planned, a board may still go into closed session on any subject contained in the meeting notice, whether the notice provides for a closed session or not, if the board follows the procedures below.
2. The board must first convene in open session.
3. The chief presiding officer must announce to all present at the meeting the intention of going into closed session and the purpose of the closed session.
4. The chief presiding officer must state the specific section of the law, by statute number (e.g., Section 19.85(1)(c) for a director evaluation session), which allows for the closed meeting. This announcement should be recorded in the minutes. It is good practice for library staff to prepare in advance the exact wording of the announcement to be used.
5. Going into closed session requires a motion, second, and **roll call vote** to reconvene in closed session. The vote of each board member on this motion must be recorded in the minutes and preserved. A majority vote is required to reconvene in closed session.
6. Attendance at the closed session is limited to the board, necessary staff, and any other persons whose presence is needed for the business at hand.
7. Closed session discussions must be limited to the subject announced in the meeting notice and the chief presiding officer's announcement.
8. Certain votes **may possibly** be legally taken in closed session. But it is a better practice and safer legally to take votes after reconvening into open session. At any rate, all board actions, whether taken in open or closed session, must be recorded in the minutes and be open to public inspection. Secret ballots are allowed only for the election of board officers.
9. The board may legally reconvene in open session as long as that intent was noted in the public notice of the meeting. If there was no advance public notice given that the board intended to reconvene in open session, the board is required to wait at least 12 hours after the completion of the closed session before reconvening in open session.

## Avoiding Legal Penalties

Any library board member who knowingly attends a meeting in violation of the open meetings law will be required to forfeit, without reimbursement from the library or municipality, not less than \$25 and as much as \$300 per violation. In

addition, a court may void board actions taken in an illegal closed session. You are not legally liable if you voted against those actions the board took which caused the violation. Therefore, it is recommended that if you believe the purpose stated for the motion to close a meeting is not legally sufficient you should vote against the motion. In addition, you should confirm that proper notice has been given for each board meeting.

## Discussion Questions

1. What purposes does Wisconsin's open meetings law serve?
2. Is it legal to have a meeting agenda item for "other business" or "miscellaneous business"? Why or why not?
3. How might the required recorded roll call vote to hold a closed session protect you from personal liability for an open meetings law violation?

## Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Public records / open meetings information from the [Wisconsin Department of Justice](#)
- The [League of Wisconsin Municipalities' Open Meeting Law FAQ](#)
- The League of Wisconsin Municipalities' [Legal Comment on Closed Sessions](#) in *The Municipality*
- Your municipal attorney, your district attorney, or the Wisconsin Attorney General.

*This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.*

*Trustee Essentials: A Handbook for Wisconsin Public Library Trustees* was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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