



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, September 14, 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

[21-1281](#) August 17, 2021 Meeting Minutes

Attachments: [August 17 2021 Meeting Minutes.pdf](#)

4. **Public Participation and Communications**

[21-1282](#) Karen Harkness, City of Appleton Director of Community and Economic Development

[21-1283](#) Cory Scott, Senior Partner, RDG Planning and Design

Establish Order of the Day

5. **Action Items**

[21-1284](#) Bill Register - August 2021

Attachments: [Bill Register August-2021.pdf](#)

[August-2021 GL Budget.pdf](#)

[21-1285](#) September 2021 Budget Amendment

Attachments: [September 2021 Budget Amendment.pdf](#)

[21-1286](#) 2021-2022 Board Committees

Attachments: [2021 Board Committees 9-2021.pdf](#)

6. **Information Items**

A. Administrative Report

[21-1287](#) College Avenue North Neighborhood Plan

[21-1288](#) Library Building Project Update

[21-1289](#) City of Appleton 2022 Budget Process Update

[21-1290](#) 2021 2nd Quarter Friends Grant Funded Program Summaries

Attachments: [Friends Grant Funded Program Summaries 2nd Quarter 2021 FINAL.pdf](#)

[21-1291](#) 2021 Mid-Year Collaborative Efforts List

Attachments: [Library 2021 Mid Year Collaborative Efforts List Final.pdf](#)

[21-1292](#) APL Hiring Processes

**B. President
President's Report**

[21-1293](#) Trustee Training: Chapter 27- Trustee Orientation and Continuing Education

Attachments: [Trustee Orientation and Continuing Education.pdf](#)

[21-1294](#) OWLS Report

C. Staff Updates

[21-1295](#) Children's Program Updates

[21-1296](#) 2021 Summer Library Program (SLP) Report

[21-1297](#) 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, August 17, 2021

4:30 PM

City Hall, 6th Floor A/B

1. Call meeting to order

President Rebecca Kellner called the meeting to order at 4:31pm

2. Roll call of membership

Others Present: Owen Anderson, Nicole Casener, Ann Cooksey, Robert Edwards, Alderperson Denise Fenton, Dean Gazza, Tina Krueger, Adriana McCleer, Daniel McGinnis, Colleen Rortvedt, Tasha Saecker, Kara Sullivan, Nicholas Vande Castle, Michael Vang, Maureen Ward

SOM Architects: Jason Fisher, Julie Michiels, Andrea Telli, Chris Whelan

Present: 10 - Hartjes, Looker, Kellner, Exarhos, Scheuerman, Mann, Nett, Van Zeeland, Keller and Brozek

Others : 1 - Sivasamy

3. Approval of minutes from previous meeting

Kellner called for a motion to amend the Agenda and remove item 21-1181 from the Agenda.

Hartjes moved, seconded by Scheuerman to amend the 8/17/2021 Agenda and remove item 21-1181 from the Agenda. Voice Vote. Motion Carried. (10-0)

[21-1131](#)

July 20, 2021 Meeting Minutes

Attachments: [July 20 2021 Meeting Minutes.pdf](#)

Mann moved, seconded by Hartjes, that the July 20, 2021 Meeting Minutes be approved. Voice Vote. Motion Carried. (10-0)

4. Public Participation and Communications

[21-1132](#)

Robert Edwards, Library Business Manager

[21-1133](#)

Building Project Updates by Architects Skidmore, Owings and Merrill

[21-1136](#) Library Building Project Update

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

Establish Order of the Day

President Kellner moved Information Item 21-1136 to follow Public Participation and Communications Item 21-1133

5. Action Items

[21-1134](#) Bill Register - July 2021

Attachments: [July 2021 Bill Register.pdf](#)
[July 2021 Budget Report.pdf](#)

Looker moved, seconded by Scheuerman, that the July 2021 Bill Register be approved. Voice Vote. Motion Carried. (10-0)

[21-1135](#) Report of the Nominating Committee

Attachments: [Nominating Committee Meeting MInutes 8-12-2021.pdf](#)

Mann moved, seconded by Hartjes, that the nominations for Slate of Officers, President - Nancy Scheuerman, Vice-President - Margret Mann and Secretary - Patricia Exarhos be approved. Voice Vote. Motion Carried. (10-0)

6. Information Items

A. Administrative Report

[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

Exarhos moved, seconded by Mann that the meeting be adjourned. Voice Vote. Motion Carried. (10-0)

The meeting was adjourned at 6:29pm

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/8 TO 2021/8		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
16010										Library Administration	
16010	630100									Office Supplies	
	001983	AMAZON	61047	0	2021	8	INV P		44.95	pcard	Childrens Face Mask
	001983	AMAZON	61152	0	2021	8	INV P		161.80	pcard	Children's Disposab
									206.75		
	002034	OFFICE DEPOT	61045	0	2021	8	INV P		57.86	pcard	Coffee, Coin Envelo
	002034	OFFICE DEPOT	61174	0	2021	8	INV P		32.13	pcard	Magnetic Clips, Nap
	002034	OFFICE DEPOT	61175	0	2021	8	INV P		33.41	pcard	Coffee Creamer, Mag
	002034	OFFICE DEPOT	62319	0	2021	8	INV P		80.97	pcard	C Cell Batteries
	002034	OFFICE DEPOT	62320	0	2021	8	INV P		14.19	pcard	White Note Card Env
									218.56		
									ACCOUNT TOTAL		425.31
16010	630500										Awards & Recognition
	999990	POSITIVE PROMOTIONS	61569	0	2021	8	INV P		23.35	pcard	Balance on the book
									ACCOUNT TOTAL		23.35
16010	632002										Outside Printing
	999990	VISTAPR*VISTAPRINT.C	62289	0	2021	8	INV P		17.00	pcard	Business Cards
									ACCOUNT TOTAL		17.00
16010	641200										Advertising
	001983	AMAZON	62133	0	2021	8	INV P		59.89	pcard	AMZN MKTP US*2D3807
									ACCOUNT TOTAL		59.89
16010	641308										Cellular Phones
	002272	U.S. CELLULAR	61173	0	2021	8	INV P		96.25	pcard	Cell Phones
	002272	U.S. CELLULAR	62184	0	2021	8	INV P		96.97	pcard	Cell Phones
									193.22		
									ACCOUNT TOTAL		193.22
16010	659900										Other Contracts/Obligation
	002229	STAR PROTECTION AND	60083	0	2021	8	INV P	1,140.00	081121	549751	Security Guard
	002229	STAR PROTECTION AND	61180	0	2021	8	INV P	2,267.65	081821	549872	Security Guard
	002229	STAR PROTECTION AND	61301	0	2021	8	INV P	2,456.96	082521	549996	Security Guard 3-15
	002229	STAR PROTECTION AND	61837	0	2021	8	INV P	2,379.30	090121	550088	Security Guard
	002229	STAR PROTECTION AND	61838	0	2021	8	CRM P	-164.80	090121	550088	Security Guard Cred
									8,079.11		
									ACCOUNT TOTAL		8,079.11
									ORG 16010 TOTAL		8,797.88

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/8 TO 2021/8		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
16021											Library Children's Services
16021	630100										Office Supplies
001003	NORTHSIDE HARDWARE,	60080	0	2021	8	INV	P	17.08	081121	549729	Plaster of Paris fo
001983	AMAZON	62009	0	2021	8	INV	P	50.94	pcard		Bags
002396	INGRAM LIBRARY SERV	62256	0	2021	8	INV	P	497.59	pcard		INGRAM LIBRARY SERV
999990	PAYPAL *BELIVE	61528	0	2021	8	INV	P	-299.99	pcard		refund
999990	MICHAELS STORES 8783	61619	0	2021	8	INV	P	10.54	pcard		Ribbon for laundrom
999990	VISTAPR*VISTAPRINT.C	62289	0	2021	8	INV	P	25.00	pcard		Business Cards
								-264.45			
								ACCOUNT TOTAL			301.16
16021	630100 3954										Office Supplies
001983	AMAZON	62035	0	2021	8	INV	P	149.70	pcard		AMAZON ARTR MUSIC C
999990	DOLLAR TREE	62034	0	2021	8	INV	P	36.00	pcard		DOLLAR TREE ARTR Cr
								ACCOUNT TOTAL			185.70
16021	630100 3955										Office Supplies ELL
001983	AMAZON	62122	0	2021	8	INV	P	9.59	pcard		AMZN MKTP US*2D9WD0
								ACCOUNT TOTAL			9.59
16021	659900										Other Contracts/Obligation
002720	VICTOR NANI AGBELI	61882	0	2021	8	INV	P	500.00	090121	550108	Ghanaian Music Work
								ACCOUNT TOTAL			500.00
								ORG 16021 TOTAL			996.45
16023											Library Public Services
16023	620100										Training/Conferences
001645	WISCONSIN DEPARTMENT	61068	0	2021	8	INV	P	20.00	pcard		WI DFI WS2 CFI CC E
								ACCOUNT TOTAL			20.00
16023	630100										Office Supplies
000526	FOX STAMP, SIGN & SP	61151	0	2021	8	INV	P	44.14	pcard		Notary Embosser Z.
001034	OUTAGAMIE WAUPACA LI	61884	0	2021	8	INV	P	61.00	090121	550082	Receipt Paper, Item
999990	ACORN SALES COMPANY	62322	0	2021	8	INV	P	49.95	pcard		Notary Certified Co
								ACCOUNT TOTAL			155.09
								ORG 16023 TOTAL			175.09

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/8 TO 2021/8		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16024								Library Community Partnerships
16024	620100							Training/Conferences
	999990	AMERLIBASSOC	ECOMMER 61638	0	2021 8	INV P	129.00 pcard	YALSA Symposium Ear
							ACCOUNT TOTAL	129.00
16024	630100							Office Supplies
	000621	HEID MUSIC COMPANY,	61576	0	2021 8	INV P	167.94 pcard	Ukuleles
	001983	AMAZON	61081	0	2021 8	INV P	67.89 pcard	TSLP Grand Prize
	001983	AMAZON	61082	0	2021 8	INV P	124.94 pcard	TSLP Grand Prizes
	001983	AMAZON	62234	0	2021 8	INV P	22.79 pcard	Ergo Foot Rest for
	001983	AMAZON	62326	0	2021 8	INV P	129.89 pcard	Outreach Supplies
							345.51	
	999990	PINOTS PALETTE	APP 60980	0	2021 8	INV P	270.00 pcard	Teen Summer Library
							ACCOUNT TOTAL	783.45
16024	659900							Other Contracts/Obligation
	000084	ADI	62142	0	2021 8	INV P	50.00 pcard	Grand prize for adu
	002575	PARNEE POET	61200	0	2021 8	INV P	100.00 082521	549985 SLP Program
	002599	JUDY RUSSELL	60310	0	2021 8	INV P	250.00 081821	549834 Find Your Ancestors
	002706	JESSICA JENSEN	59938	0	2021 8	INV P	50.00 080421	549586 Green Lake Festival
	002710	MARISOL ENCARNACION	59948	0	2021 8	INV P	300.00 080421	549597 Immigration Journey
	002716	LOVE BUILT LIFE, LLC	60060	0	2021 8	INV P	450.00 081121	549719 SLP Summer Teen STE
							ACCOUNT TOTAL	1,200.00
							ORG 16024 TOTAL	2,112.45
16031								Library Building Operations
16031	630600							Building Maint./Janitorial
	000274	CINTAS CORPORATION	61044	0	2021 8	INV P	39.34 pcard	Rugs and Towels Cle
	000274	CINTAS CORPORATION	61150	0	2021 8	INV P	39.34 pcard	CINTAS CORP
	000274	CINTAS CORPORATION	61172	0	2021 8	INV P	39.34 pcard	Rugs and Towels Cle
	000274	CINTAS CORPORATION	62183	0	2021 8	INV P	39.34 pcard	Rugs and Towels - C
	000274	CINTAS CORPORATION	62318	0	2021 8	INV P	39.34 pcard	Rugs and Mats Clean
							196.70	
							ACCOUNT TOTAL	196.70
16031	632700							Miscellaneous Equipment
	000978	NIELSON COMMUNICATIO	62185	0	2021 8	INV P	87.50 pcard	Radios and System P

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/8 TO 2021/8		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
000978	NIELSON COMMUNICATIO	62321		0	2021	8	INV P			Audio Filter Instal
										280.00 pcard
										367.50
										ACCOUNT TOTAL 367.50
16031	640700									Solid waste/Recycling Pickup
999990	GFL ENVIRONMENTAL IN	62123		0	2021	8	INV P			74.00 pcard
999990	GFL ENVIRONMENTAL IN	62124		0	2021	8	INV P			250.00 pcard
										324.00
										ACCOUNT TOTAL 324.00
16031	641301									Electric
001575	WE ENERGIES	536		0	2021	8	INV P	9,499.68	090121	550113 00262
										ACCOUNT TOTAL 9,499.68
16031	641302									Gas
001575	WE ENERGIES	536		0	2021	8	INV P	1,120.45	090121	550113 00162
										ACCOUNT TOTAL 1,120.45
16031	641600									Build Repairs & Maint
001983	AMAZON	61046		0	2021	8	INV P	15.06	pcard	Light Bulbs
										ACCOUNT TOTAL 15.06
										ORG 16031 TOTAL 11,523.39
16032										Library Materials Management
16032	503500									Other Reimbursements
000841	MARION PUBLIC LIBRAR	61253		0	2021	8	INV P	16.00	082521	549968 Patron Material Rei
001446	VILLAGE OF KIMBERLY	61768		0	2021	8	INV P	5.00	082521	550016 Patron Material Rei
001478	WAUPACA COUNTY	61880		0	2021	8	INV P	12.00	090121	550111 Patron Material Rei
999998	Anne Sieck	60306		0	2021	8	INV P	13.00	081821	549852 Patron Material Rei
999998	KRISTINE ALBRECHT	61753		0	2021	8	INV P	23.00	082521	549975 PATRON MATERIAL REI
999998	CASEY SEIDL	61904		0	2021	8	INV P	25.00	090121	550073 Patron Material Rei
										61.00
										ACCOUNT TOTAL 94.00
16032	630100									Office Supplies
001034	OUTAGAMIE WAUPACA LI	61884		0	2021	8	INV P	302.68	090121	550082 Receipt Paper, Item
001983	AMAZON	61066		0	2021	8	INV P	99.96	pcard	Computer headphones
001983	AMAZON	61155		0	2021	8	INV P	105.96	pcard	Webcams for departm

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/8 TO 2021/8		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN CHECK	DESCRIPTION
								205.92	
002259	DEMCO SOFTWARE	62209	0	2021	8	INV	P	684.32 pcard	Spine Label Tape
999990	PAPA JOHN'S #4327	61153	0	2021	8	INV	P	-21.05 pcard	Refund for fraudule
999990	BIBLIOTHECA, LLC	61154	0	2021	8	INV	P	4,925.00 pcard	RFID Book Tags
999990	ONLINE LABELS, INC.	62210	0	2021	8	INV	P	339.44 pcard	Spine Labels
								5,243.39	
ACCOUNT TOTAL								6,436.31	
16032	631500	Books & Library Materials							
000550	GALE / CENGAGE LEARN	62212	0	2021	8	INV	P	182.14 pcard	
000550	GALE / CENGAGE LEARN	62213	0	2021	8	INV	P	11.99 pcard	
000550	GALE / CENGAGE LEARN	62327	0	2021	8	INV	P	71.94 pcard	
								266.07	
000889	MIDWEST TAPE	60991	0	2021	8	INV	P	550.15 pcard	
000889	MIDWEST TAPE	61126	0	2021	8	INV	P	598.16 pcard	
000889	MIDWEST TAPE	61600	0	2021	8	INV	P	7,101.61 pcard	
000889	MIDWEST TAPE	61601	0	2021	8	INV	P	678.04 pcard	
000889	MIDWEST TAPE	62146	0	2021	8	INV	P	742.91 pcard	
000889	MIDWEST TAPE	62298	0	2021	8	INV	P	817.56 pcard	
								10,488.43	
001983	AMAZON	61071	0	2021	8	INV	P	22.68 pcard	
001983	AMAZON	61072	0	2021	8	INV	P	20.20 pcard	
001983	AMAZON	61073	0	2021	8	INV	P	18.95 pcard	
001983	AMAZON	61074	0	2021	8	INV	P	34.77 pcard	
001983	AMAZON	61075	0	2021	8	INV	P	12.73 pcard	
001983	AMAZON	61160	0	2021	8	INV	P	-24.99 pcard	
001983	AMAZON	61161	0	2021	8	INV	P	12.37 pcard	
001983	AMAZON	61162	0	2021	8	INV	P	24.99 pcard	
001983	AMAZON	61163	0	2021	8	INV	P	19.99 pcard	
001983	AMAZON	61164	0	2021	8	INV	P	28.99 pcard	
001983	AMAZON	61635	0	2021	8	INV	P	13.35 pcard	
001983	AMAZON	61636	0	2021	8	INV	P	16.33 pcard	
001983	AMAZON	62214	0	2021	8	INV	P	15.99 pcard	
001983	AMAZON	62215	0	2021	8	INV	P	17.13 pcard	
001983	AMAZON	62216	0	2021	8	INV	P	13.42 pcard	
001983	AMAZON	62217	0	2021	8	INV	P	23.98 pcard	
001983	AMAZON	62218	0	2021	8	INV	P	28.11 pcard	
001983	AMAZON	62219	0	2021	8	INV	P	231.06 pcard	
001983	AMAZON	62220	0	2021	8	INV	P	5.99 pcard	
001983	AMAZON	62328	0	2021	8	INV	P	19.80 pcard	
001983	AMAZON	62329	0	2021	8	INV	P	13.58 pcard	
001983	AMAZON	62330	0	2021	8	INV	P	33.63 pcard	
001983	AMAZON	62331	0	2021	8	INV	P	28.87 pcard	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/8 TO 2021/8										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
001983 AMAZON	62332	0	2021	8	INV P				17.42	pcard
001983 AMAZON	62333	0	2021	8	INV P				94.98	pcard
001983 AMAZON	62334	0	2021	8	INV P				22.71	pcard
001983 AMAZON	62335	0	2021	8	INV P				23.96	pcard
									790.99	
002396 INGRAM LIBRARY SERV	60992	0	2021	8	INV P				651.05	pcard
002396 INGRAM LIBRARY SERV	60993	0	2021	8	INV P				662.13	pcard
002396 INGRAM LIBRARY SERV	60994	0	2021	8	INV P				339.28	pcard
002396 INGRAM LIBRARY SERV	60995	0	2021	8	INV P				237.29	pcard
002396 INGRAM LIBRARY SERV	60996	0	2021	8	INV P				322.42	pcard
002396 INGRAM LIBRARY SERV	60997	0	2021	8	INV P				282.89	pcard
002396 INGRAM LIBRARY SERV	60998	0	2021	8	INV P				1,693.86	pcard
002396 INGRAM LIBRARY SERV	61127	0	2021	8	INV P				418.35	pcard
002396 INGRAM LIBRARY SERV	61128	0	2021	8	INV P				368.03	pcard
002396 INGRAM LIBRARY SERV	61129	0	2021	8	INV P				563.35	pcard
002396 INGRAM LIBRARY SERV	61130	0	2021	8	INV P				178.38	pcard
002396 INGRAM LIBRARY SERV	61131	0	2021	8	INV P				1,293.80	pcard
002396 INGRAM LIBRARY SERV	61132	0	2021	8	INV P				344.25	pcard
002396 INGRAM LIBRARY SERV	61133	0	2021	8	INV P				592.28	pcard
002396 INGRAM LIBRARY SERV	61602	0	2021	8	INV P				587.22	pcard
002396 INGRAM LIBRARY SERV	61603	0	2021	8	INV P				291.48	pcard
002396 INGRAM LIBRARY SERV	61604	0	2021	8	INV P				794.73	pcard
002396 INGRAM LIBRARY SERV	61605	0	2021	8	INV P				257.35	pcard
002396 INGRAM LIBRARY SERV	61606	0	2021	8	INV P				292.86	pcard
002396 INGRAM LIBRARY SERV	61607	0	2021	8	INV P				430.70	pcard
002396 INGRAM LIBRARY SERV	61608	0	2021	8	INV P				1,623.50	pcard
002396 INGRAM LIBRARY SERV	62147	0	2021	8	INV P				-579.26	pcard
002396 INGRAM LIBRARY SERV	62148	0	2021	8	INV P				919.31	pcard
002396 INGRAM LIBRARY SERV	62149	0	2021	8	INV P				367.90	pcard
002396 INGRAM LIBRARY SERV	62150	0	2021	8	INV P				354.95	pcard
002396 INGRAM LIBRARY SERV	62151	0	2021	8	INV P				168.86	pcard
002396 INGRAM LIBRARY SERV	62152	0	2021	8	INV P				500.94	pcard
002396 INGRAM LIBRARY SERV	62153	0	2021	8	INV P				771.38	pcard
002396 INGRAM LIBRARY SERV	62154	0	2021	8	INV P				390.21	pcard
002396 INGRAM LIBRARY SERV	62155	0	2021	8	INV P				1,063.51	pcard
002396 INGRAM LIBRARY SERV	62299	0	2021	8	INV P				594.13	pcard
002396 INGRAM LIBRARY SERV	62300	0	2021	8	INV P				313.07	pcard
002396 INGRAM LIBRARY SERV	62301	0	2021	8	INV P				268.86	pcard
002396 INGRAM LIBRARY SERV	62302	0	2021	8	INV P				1,912.48	pcard
									19,271.54	
002722 RABBLE LLC	61287	0	2021	8	INV P		082521	549990 MUSICat 7/1/21-6/30	4,440.00	
999990 GAN*WINEWSPAPERCIRC	61070	0	2021	8	INV P				272.54	pcard
999990 MDC*MAGNOLIA JOURNAL	61076	0	2021	8	INV P				20.00	pcard
999990 MANUFACTURERS' NEWS	61158	0	2021	8	INV P				173.90	pcard
999990 THE ROETHELI LIL' RE	61159	0	2021	8	INV P				13.00	pcard
999990 THOMSON WEST*TCD	61633	0	2021	8	INV P				1,054.95	pcard
999990 THOMSON WEST*TCD	61634	0	2021	8	INV P				557.54	pcard

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/8 TO 2021/8		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
999990	OVERDRIVE DIST	62156		0	2021	8	INV P			1,078.75 pcard
										3,170.68
										ACCOUNT TOTAL 38,427.71
										ORG 16032 TOTAL 44,958.02
16033										Library Network Services
16033	632700									Miscellaneous Equipment
001619	CDW GOVERNMENT, INC.	61971		0	2021	8	INV P			-4.92 pcard
001619	CDW GOVERNMENT, INC.	62102		0	2021	8	INV P			68.61 pcard
001619	CDW GOVERNMENT, INC.	62106		0	2021	8	INV P			70.00 pcard
										133.69
										Tax Return on win e
										Visio Professional
										Windows licenses ne
001983	AMAZON	61069		0	2021	8	INV P			49.98 pcard
001983	AMAZON	61972		0	2021	8	INV P			59.99 pcard
001983	AMAZON	62018		0	2021	8	INV P			74.97 pcard
001983	AMAZON	62104		0	2021	8	INV P			215.97 pcard
001983	AMAZON	62105		0	2021	8	INV P			153.13 pcard
001983	AMAZON	62244		0	2021	8	INV P			44.99 pcard
										599.03
										CP staff headsets
										Dan External HDD
										Head Set community
										Spare wireless mous
										Scanner Rhonda
										Webcam request Comm
999990	TECHSOUP	62101		0	2021	8	INV P			165.00 pcard
999990	MOBILE BEACON	62103		0	2021	8	INV P			1,375.00 pcard
										1,540.00
										ACCOUNT TOTAL 2,272.72
16033	641800									Equip Repairs & Maint
000911	MODERN BUSINESS MACH	62012		0	2021	8	INV P			187.81 pcard
000911	MODERN BUSINESS MACH	62013		0	2021	8	INV P			76.84 pcard
000911	MODERN BUSINESS MACH	62014		0	2021	8	INV P			198.71 pcard
000911	MODERN BUSINESS MACH	62015		0	2021	8	INV P			201.00 pcard
000911	MODERN BUSINESS MACH	62016		0	2021	8	INV P			798.00 pcard
										1,462.36
										COTG - A XEROX COMP
										COTG - A XEROX COMP
										COTG - A XEROX COMP
										COTG - A XEROX COMP
										Drums - Lower Level
001961	WELLS FARGO FINANCIA	60013		0	2021	8	INV P			536.32 081121
										549795 Copier Lease
002386	THE QUIPU GROUP, LLC	61973		0	2021	8	INV P			3,500.00 pcard
										Quipu Renew - PITS
999990	FS *TECHSMITH	62017		0	2021	8	INV P			62.49 pcard
999990	CLOUD DNS LTD	62243		0	2021	8	INV P			21.45 pcard
										83.94
										Training Video Crea
										APL.org Website DNS
										ACCOUNT TOTAL 5,582.62

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/8 TO 2021/8									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
		ORG 16033	TOTAL			7,855.34			
FUND 100	General Fund		TOTAL:			76,418.62			

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

YEAR-TO-DATE BUDGET REPORT

FOR 2021 01								
ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
423200	Library Grants & Aids	-1,091,736	0	-1,091,736	.00	.00	-1,091,736.00	.0%
480100	General Charges for Service	-30,000	0	-30,000	-281.92	.00	-29,718.08	.9%
500100	Fees & Commissions	0	0	0	.00	.00	.00	.0%
501500	Rental of City Property	-30,000	0	-30,000	-30,000.00	.00	.00	100.0%
502000	Donations & Memorials	0	0	0	-145.69	.00	145.69	100.0%
503500	Other Reimbursements	-19,500	0	-19,500	-59,336.50	.00	39,836.50	304.3%
508500	Cash Short or Over	0	0	0	.00	.00	.00	.0%
610100	Regular Salaries	2,337,611	0	2,337,611	95,051.66	.00	2,242,559.34	4.1%
610400	Call Time Wages	0	0	0	.00	.00	.00	.0%
610500	Overtime Wages	0	0	0	.00	.00	.00	.0%
610800	Part-Time Wages	204,006	0	204,006	6,982.27	.00	197,023.73	3.4%
611000	Other Compensation	0	0	0	.00	.00	.00	.0%
611400	Sick Pay	0	0	0	724.30	.00	-724.30	100.0%
611500	Vacation Pay	0	0	0	6,052.79	.00	-6,052.79	100.0%
615000	Fringes	851,796	0	851,796	.00	.00	851,796.00	.0%
615100	FICA	0	0	0	12,357.75	.00	-12,357.75	100.0%
615200	Retirement	0	0	0	11,371.83	.00	-11,371.83	100.0%
615301	Health Insurance	0	0	0	20,811.91	.00	-20,811.91	100.0%
615302	Dental Insurance	0	0	0	1,731.19	.00	-1,731.19	100.0%
615400	Life Insurance	0	0	0	50.30	.00	-50.30	100.0%
615500	Unemployment Compensation	0	0	0	.00	.00	.00	.0%
615700	Disability Insurance	0	0	0	.00	.00	.00	.0%
617000	Pension Expense	0	0	0	.00	.00	.00	.0%
620100	Training/Conferences	23,234	0	23,234	1,742.29	.00	21,491.71	7.5%
620400	Tuition Fees	0	0	0	.00	.00	.00	.0%
620600	Parking Permits	23,100	0	23,100	23,100.00	.00	.00	100.0%
630100	Office Supplies	45,781	0	45,781	1,755.19	.00	44,025.81	3.8%
630300	Memberships & Licenses	2,200	0	2,200	325.00	.00	1,875.00	14.8%
630500	Awards & Recognition	850	0	850	.00	.00	850.00	.0%
630600	Building Maint./Janitorial	11,084	0	11,084	832.22	.00	10,251.78	7.5%
630700	Food & Provisions	1,135	0	1,135	87.75	.00	1,047.25	7.7%
630899	Other Landscape Supplies	0	0	0	.00	.00	.00	.0%
630902	Tools & Instruments	150	0	150	68.99	.00	81.01	46.0%
631100	Paint & Supplies	0	0	0	.00	.00	.00	.0%
631500	Books & Library Materials	597,644	0	597,644	48,629.94	.00	549,014.06	8.1%
632001	City Copy Charges	0	0	0	.00	.00	.00	.0%
632002	Outside Printing	100	0	100	.00	.00	100.00	.0%
632101	Uniforms	0	0	0	.00	.00	.00	.0%
632300	Safety Supplies	550	0	550	.00	.00	550.00	.0%
632400	Medical/Lab Supplies	0	0	0	.00	.00	.00	.0%
632700	Miscellaneous Equipment	68,630	0	68,630	.00	.00	68,630.00	.0%
640700	Solid Waste/Recycling Pickup	4,005	0	4,005	.00	.00	4,005.00	.0%
641200	Advertising	1,288	0	1,288	15.57	.00	1,272.43	1.2%
641301	Electric	95,890	0	95,890	6,410.26	.00	89,479.74	6.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 01

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
641302 Gas	22,283	0	22,283	2,886.78	.00	19,396.22	13.0%
641303 Water	5,125	0	5,125	.00	.00	5,125.00	.0%
641304 Sewer	2,114	0	2,114	.00	.00	2,114.00	.0%
641306 Stormwater	3,700	0	3,700	.00	.00	3,700.00	.0%
641307 Telephone	2,948	0	2,948	277.17	.00	2,670.83	9.4%
641308 Cellular Phones	1,600	0	1,600	95.00	.00	1,505.00	5.9%
641600 Build Repairs & Maint	2,000	0	2,000	.00	.00	2,000.00	.0%
641800 Equip Repairs & Maint	84,931	0	84,931	40,516.65	.00	44,414.35	47.7%
642000 Facilities Charges	183,973	0	183,973	12,188.56	.00	171,784.44	6.6%
642400 Software Support	0	0	0	.00	.00	.00	.0%
659900 Other Contracts/Obligation	153,309	0	153,309	1,250.00	.00	152,059.00	.8%
681500 Software Acquisition	4,498	0	4,498	.00	.00	4,498.00	.0%
80000 P Card Clearing Account	0	0	0	.00	.00	.00	.0%
TOTAL General Fund	3,564,299	0	3,564,299	205,551.26	.00	3,358,747.74	5.8%
TOTAL REVENUES	-1,171,236	0	-1,171,236	-89,764.11	.00	-1,081,471.89	
TOTAL EXPENSES	4,735,535	0	4,735,535	295,315.37	.00	4,440,219.63	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 01								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
GRAND TOTAL	3,564,299	0	3,564,299	205,551.26	.00	3,358,747.74	5.8%	
** 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)	Amount
	PROJECT	SEG 1	SEG 2	
Friends Grant Distribution	LIB-FRIEND	LIBADMIN	OTHREIMB	\$ 30,000
Admin: Training & Travel	LIB-FRIEND	LIBADMIN	TRAIN/CONF	\$ -
Admin: Awards & Recognition	LIB-FRIEND	LIBADMIN	AWARD/RECOG	\$ 300
Admin: Food & Provisions	LIB-FRIEND	LIBADMIN	FOOD/PROV	\$ 1,200
Admin: Printing	LIB-FRIEND	LIBADMIN	OUTPRINT	\$ 600
Admin: Advertising	LIB-FRIEND	LIBADMIN	MARKETING	\$ 2,000
Admin: Contracts	LIB-FRIEND	LIBADMIN	OTHCONTR	\$ 2,000
Childrens: Supplies	LIB-FRIEND	CHILDSERV	SUPPLIES	\$ 4,400
Childrens: Contracts	LIB-FRIEND	CHILDSERV	OTHCONTR	\$ 3,000
PS: Supplies	LIB-FRIEND	PUBLICSERV	SUPPLIES	\$ 500
CP: Supplies	LIB-FRIEND	COMMPART	SUPPLIES	\$ 3,000
CP: Wage	LIB-FRIEND	COMMPART	PTWAGES	\$ 6,000
CP: Contracts	LIB-FRIEND	COMMPART	OTHCONTR	\$ 6,000
MM: Library Materials	LIB-FRIEND	MATERIALS	BOOKS/MATS	\$ 1,000
	.	.		
Other Reimbursements	16024	503500		\$ 844
CP: Supplies	16024	630100		\$ 785
CP: Supplies	16024	630100		\$ 59
Other Reimbursements	16021	503500		\$ 1,065
Children's: Supplies-ELL	16021	659900		\$ 1,000
Children's: Contracts-ROR	16010	503500		\$ 25
Children's: Contracts-ROR	16010	620100		\$ 40

For the purpose of:

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

Requested by:

Department Head

Date

Information:

Action:

Finance Director

Date

Mayor

Date

Reported to Finance Committee:

Date

Date

Finance comments:

Budget Entry (BE) No.: _____

**APPLETON PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 2021**

COMMITTEE APPOINTMENTS 2021

Offices

President	Scheuerman
Vice President	Mann
Secretary	Exarhos

Committee Appointments

Building & Equipment	Looker (chair), Hartjes, Kellner, Van Zeeland
Finance	Hartjes (chair), Keller, Nett, Van Zeeland
Personnel & Policy	Mann (chair), Brozek, Kellner
Planning	Exarhos (chair), Brozek, Nett
Scholarship	Keller (chair), Sivasamy (Teen Rep), Chuck Erickson (Friends Rep)

Statutory Appointments

Common Council Appointment	Van Zeeland
AASD Appointment	Hartjes
OWLS Board	Looker
Outagamie County Appointment	Exarhos

Additional Roles

Friends of the Appleton Public Library	Vacant
Teen Library Council Representative	Sivasamy

Adult Classes and Events

Artist in Residence - Virtual and In-person

Artist in Residence Wendi Turchan-Martin used nature literally and for inspiration in her sessions with us over April, May, and June. First, we created brushes with found materials like twigs and dried plants and used those brushes to paint together. We then partnered with The Flower Mill of Appleton and used their pressed, dried flowers to create mobiles with air dry clay and mod podge. Our last session brought us to Memorial Park where we created mini-earth art, using the texture and colors of found plants and leaves, sunlight, and the ground to create something beautiful to be left and found by others. Friends' funds provided the honorarium and supplies for these programs.

Civic Conversations – Virtual

During this quarter, we hosted two online Civic Conversations in which we examine topics that empower us to make informed choices, understand our collective history, and inspire civic and community engagement. On Earth Day, we discussed making a collective impact on global warming with Dr. Pablo Toral of Beloit College. In June, we discussed the women's rights movement and the dramatic strides toward full legal equality, as well as where we stand today with Dr. Paisley Harris of UW Oshkosh. Honorariums were made possible by Friends' funds.

Connecting Cards

This passive program created a connection to residents of care facilities by sending a cheerful message with the provided pre-stamped, pre-addressed cards. Senders had the option of including a return address if they would like to provide an opportunity to respond. By June, 77 blank Connecting Cards were taken by patrons and sent to residents at Oneida Heights. Oneida Heights reported that a number of residents were able to respond also. Friends' funds provided materials for this program.

Find Your Ancestors Series: Discovering Your UK/Irish Roots Online - Virtual

In April, the Find Your Ancestors series hosted genealogist and librarian Debra Dudek. Debra covered the three major genealogy websites for searching for English, Welsh, Irish and Scottish ancestors - FindMyPast, ScotlandsPeople and RootsIreland – and several other resources. Attendees were really impressed with Debra's knowledge and thoroughness of discussing the resources, and many attendees had plenty of new resources to check out that they had never heard of! One attendee said, "This is one of the best webinars on specific areas of research that I have attended. Thank you so much for presenting this to the public." Friends provided financial support for this series and an honorarium for this speaker.

Find Your Ancestors Series: Mayflower Genealogy - Virtual

Mayflower genealogy was the topic of May's Find Your Ancestors virtual program, presented by Diane Woodworth Liebert, the Governor of the Wisconsin Society of Mayflower Descendants. Diane covered the history of the Mayflower voyage and settlement before discussing how to join the Society of Mayflower Descendants and the

FRIENDS GRANTS PROGRAM SUMMARIES

2nd QUARTER 2021

benefits of joining. How to research your Mayflower ancestor was also featured. One attendee said, "The presentation of the history was wonderful and well presented. The online resources will be beneficial to everyone doing research." Friends provided financial support for this series.

Find Your Ancestors Series: Organizing Your Genealogy – Virtual

In June, we hosted an online program with genealogist Angie Knutson to discuss organizing your research. She discussed how to document your family tree by using tools like research logs and pedigree charts before diving into best practices for organizing various types of records like fragile photos. One attendee commented, "I liked Angie's straightforward presentation style. Packed with information the webinar was very interesting and I plan on implementing all of her organization methods with my own genealogy." Friends provided financial support for this series.

Traditional Hmong Spoken Art with Hmong Shaman, Tou Ger Lor – Virtual

This virtual program was part of the many programs to honor Hmong American Day. We learned about Tou Ger Lor's journey of becoming a Hmong Shaman. He was a tween when his life journey changed—he was chosen by his ancestors to become a Shaman. He talked about being a spiritual healer and a mental health advocate in the Hmong community. The presentation was emotional and powerful. The participants were moved to tears by Lor's story. Friends provided financial support for Tou Ger Lor's presentation.

Teen Classes and Events

Media Animation for Teens w/Hmong Visual Artist & Designer Tou Yia Xiong

Hmong artist and designer for Manhattan Toys Tou Yia Xiong led a media animation session for teens on using a Take n' Create Pack component for program registrants. The artist guided participants using a grid style template who then received a GIF generated by the artist's technology. Our goal was to celebrate the richness of Hmong culture, have fun and to inspire young minds to consider careers in computer design, technology and engineering. The artist received an honorarium paid for by the Friends.

Teen Take n' Create Packs

Teen Summer Library Program kicked off with free books and the first of a series of four Take n' Create Pack offerings. The first take n' create pack included a ceramic mug, a combination of paint pens for teens to create unique designs, instructions, and a Project Outcome evaluation survey. The sign-up list was filled within days and 20 packs were distributed. Teens are encouraged to share their creations with us. Friends' funds were used to pay for the supplies.

Tween Classes and Events

Children's Classes and Events

Virtual May Hmong Programming - Creative Writing with Author, VT Bidania

Children's Services contracted with Hmong author, VT Bidania, to lead a creative writing workshop for the children of Appleton. VT Bidania is the first author to publish a book series with Hmong leads titled, *Astrid and Apollo*. She read a chapter from one of the books, talked about identity and the importance of representation, and then children were encouraged to write their own poems using one of her templates. VT also provided goodie bags for registered participants. Friends' funds provided the performer's stipend.

Virtual May Hmong Programming - Chain Making with Artist, Ger Xiong

Children's contracted Ger Xiong to lead a chain making workshop for children in grades 2-6. Ger is a talented young artist who's artwork centers on metals and jewelry. He spent a year in Thailand to study the works of Hmong metalsmithing. Participants who registered for the workshop received a kit with supplies and followed Ger as he taught them how to link coils of copper/brass to make a Hmong-inspired bracelet.

[A parent reached out and thanked us for the exposure to culturally diverse artists and the opportunity to learn such unique skills.](#) Friends' funds provided the performer's stipend.

Virtual May Hmong Programming - Media Animation with Tou Yia Xiong

Children's contracted Tou Yia Xiong to lead a Media Animation workshop for the children of Appleton. Tou Yia is an artist and toy designer for Manhattan Toys. His work has been featured on *The View*. In the workshop, he used the app, *Art Eater*, to teach children the different types of animation and how to create their own. Participants were very engaged and asked if we will bring the workshop again soon. Additionally, a parent thanked us for the exposure to culturally diverse artists and the opportunity to learn such unique skills. Friends' funds provided the performer stipend.

April – June Memorial Park StoryWalk

In partnership with Appleton Parks & Rec, Children's Services utilized Friends' funds to purchase two copies of 3 books; *When Spring Comes* by Kevin Henkes, *The Very Impatient Caterpillar* by Ross Burach and *And Then Comes Summer* by Tom Brenner. These books were unassembled and then reassembled as StoryWalk pages for the months of April-June. 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 will now be able to read the story as they go. These titles will be up for 1 month each, April-June. 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.

FRIENDS GRANTS PROGRAM SUMMARIES

2nd QUARTER 2021

April & June 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. *Peanut Goes for the Gold* by Jonathan Van Ness is the book on display for the month of April. It follows Peanut who has their own unique ways of doing things. The book was chosen to align with a children's program in partnership with Diverse & Resilient and the Fox Cities Community Reads title *George. I am Enough* by Grace Byers is the book on display for the month of June. The story empowers black children to embrace themselves and was chosen in celebration of Juneteenth. Friends' funds provided the books for the Storywalks.

Pokémon Scavenger Hunt

As kids and their adults are welcomed back into the library, what better way to reacquaint them with the Children's Section than to have a super fun, Pokémon-themed scavenger hunt? Families and friends are having a great time working together to find 20 Pokémon characters throughout the area to earn a vinyl sticker prize at the end. The hunt helps patrons to remember where their favorite materials are located and, perhaps, introduces them to some lesser-known areas/collections. Friends' funds provided the sticker prize at the end of the Scavenger Hunt.

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 squirters, 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.

Maker Quest - Take and Make – April

Spring was in the air at April's Maker Quest! We had a wonderful time making some sounds of the season. The K-2nd group made Chirping Crickets. The 3rd-6th grade crew made Rain sticks and were extremely happy to use hammers for the first time in one of our programs! Both groups worked on their engineering and art skills with these unique projects. As always, we had the Make and Take bags for pick up and it was followed up with our Show & Tell program through Zoom. Friends' funds were used to purchase supplies for the program.

Maker Quest - Take and Make – May

May's Maker Quest project was the same for all grade levels. We made Grass Heads. Using wheatgrass seeds, soil, nylons, and googly eyes, students made some absolutely adorable planting projects. When completed, the Grass Heads looked a bit like a Chia Pet with grass growing out of the top like hair. We all had fun trimming the grass hair that we grew. Friends' funds were used to purchase supplies for the program.

FRIENDS GRANTS PROGRAM SUMMARIES

2nd QUARTER 2021

Maker Quest - Take and Make – June

June is a very SWEET month for Maker Quest as all of our participants are working on their no-sew crafting and art skills. Kindergarten-2nd graders worked on making sock donuts while 3rd-6th graders made Pop Tart pillows. So far, the projects have been picked up and brought home to work on. We can't wait to see what they created when we see them on Zoom tomorrow for Show & Tell. Friends' funds were used to purchase supplies for the program.

Kids Fun with Finance Series

APL is teaming with Junior Achievement to offer a 5-week financial literacy series this summer. Through JA videos, students hear from a different small business owner each week and learn about financial concepts such as wants/needs, effects of business on neighborhoods, entrepreneurship, marketing, product concepts, and more. We then take those concepts and work on a different activity for each class. Activities include inventing products, responsible spending, logo creation, etc. Thank you to Friends for funding the materials to make this happen.

Programs for All Ages

Ongoing Classes, Events and Services

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 programs are scheduled at various parks around Appleton including Arbutus, Linwood, Pierce and Kiwanis.

Button for SLP Virtual Childcare Storytimes

Friends' funds were used to purchase a voice recording button to use in the Summer Library Program virtual storytimes for childcares. One of the books being used most frequently is called "The Button Book" by Sally Nichols and the voice recording button is being used in conjunction with that book throughout the summer.

Grab and Go Craft Bags

Throughout the summer, 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.

FRIENDS GRANTS PROGRAM SUMMARIES

2nd QUARTER 2021

These bags are full of fun craft supplies for families to do at home. Friends' funds were used to purchase the paper bags. 350 bags have been assembled so far.

Annual Report

Friends' funds paid for professional graphic design work for our first annual report. We will use our annual report to help communicate the impact of the library to various stakeholders through stories and statistics.

Building Project Communications

Friends' funds paid for large public signage communicating where community members can find more information on the building project.

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 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, consumer health literacy programming, and outreach to promote well-being resources.

Marketing to Teens

Teen Services is distributing APL water bottles to teens participating in the COVID-19 vaccine clinic. We have given a total of 60 bottles filled with Summer Library Program promotional flyers and stickers. Efforts will continue through the month of July or until supplies last. Friends' funding was used to purchase the water bottles.

Teen Survey

A teen survey was distributed to gauge the interest of our teen patrons and their usage of library resources and to help shape future programming. The survey was available in English, Spanish, and Hmong and was accessible through an online link and hard copies at our service desk. The survey was a success with 60 responses collected. A gift certificate drawing for three randomly selected teens provided incentive to complete the survey. Friends' funds were used for translation services and to purchase the gift certificates.

Collaborative/Cooperative Agreements

Library
2021 MID YEAR

Maintained Agreements	
Other Governments	
Appleton Housing Authority	Outreach, committee membership
Black Creek Public Library	Reach Out and Read
City of Appleton Diversity & Inclusion	Programs
City of Appleton Health Department	Vaccination Clinics
City of Appleton Police Department	Cops and Kids
City of Appleton Parks & Rec	Summer Library Program, Display, Story Walk
Fox Cities Workforce Development - Job Center of Wisconsin	Volunteer Training, outreach
Gerald H. Van Hoof Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
Hortonville Public Library	Reach Out and Read
James J Siebers Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
Kaukauna Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
Menasha Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read, Latino Fest
Muehl Public Library	Reach Out and Read
Neenah Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
New London Public Library	Reach Out and Read
Outagamie Birth-3 Early Intervention	Appleton Ready to Read (ARTR)
Outagamie County Mentoring Program	Program
Outagamie County Restorative Justice	Volunteer program
Outagamie Waupaca Library System	16 municipalities
OWLSnet	Consortium
Wisconsin Department of Vocational Rehabilitator	Work Experience Volunteer
Wisconsin Digital Archives	online initiative
School Districts	
AASD	Outreach Visits & 3-5 yr old Screenings, Fox Cities Book Festival, Fox Cities Reads Program & Committee Member
AASD	4K-12th grade
AASD	Birth to 5 programs
Community Early Learning Center	ARTR
AASD Diversity, Equity & Inclusion Department	Program
Lutheran Schools	Celebration Lutheran, Riverview Lutheran, Mt. Olive, Saint Paul and Saint Peter
St. Frances Xavier Catholic School System	School age visits and outreach
Non-Profit Organizations	
Advance Care Planning Partnership and Let's Talk Fox Valley	Program planning
American Library Association	Grant, program
African Heritage Inc.	Program
American Association of University Women (AAUW)	STEM essay contest
Appleton Downtown Inc.	Rhythms of the World program, Summer Library Program, Story Walk
Appleton Downtown Rotary	Rhythms of the World program
Appleton Fox Cities Kiwanis Club	Fox Cities, Outreach program
Appleton Historical Society	Board membership,-Research support, program marketing
Appleton Visually Impaired Support Group	Outreach program
Bay Area Genealogical Society	Program marketing
Boys & Girls Club	ELL Club & SLP Outreach, programs
Building for Kids	multiple collaborations based on exhibits, special events, Reach Out & Read (ROR) Fox Cities, Rhythms of the World
CAP Services	Program
Casa Hispana	Interagency meetings and grant support - Latino Fest, Scholarship reviewer
Children's Hospital of Wisconsin	Reach Out and Read
Daughters of the American Revolution	Display
Diverse & Resilient	Program
Even Start	Outreach & ARTR
Family Roots - Wisconsin	Program marketing
Feeding America	Outreach Table in APL lobby
Forward Services	ELL Club, Appleton Ready to Read
Fox Cities Book Festival	Author committee membership, Fox Cities Reads, programs, APL volunteers
Fox Cities Community Council	Board membership, outreach
Fox Cities Housing Coalition	Monthly meetings
Fox Cities Performing Arts Center	North East Wisconsin Professional Advisory Committee (NEW PAC) membership
Fox Cities Resource Provider Group	Program
Fox Valley Symphony	Symphony Storytime - virtual with Building for Kids (BFK)

Fox Valley Literacy Council	Outreach Specialists Refer Families, Board and committee membership, Appleton Ready to read
Friends of Appleton Public Library	Display
Girls Who Code	Program
Goodwill Industries	Fox Cities Reads, outreach, volunteer work experience
Goodwill Prosperity Center	Outreach
Headstart	ARTR (Appleton Ready To Read), Outreach, Programming
Heid Music	ELL Club, outreach program
History Museum at the Castle	SLP, Hmong American programs, local history reference, ELL Club, display
Hmong American Partnership	Hmong American Day
Hmong Service Center	Program
Hmong Wisconsin Chamber of Commerce	Program Promotion
Imagine Fox Cities	Committee membership, programs
Independence Public Library	Program
Kairos Alive!	Program, Program Presenter
Lawrence University	ELL Pollinator Project, LU volunteer program, D&I Advisory board, Display, 5th Ensemble, University Archives Presenter
League of Woman Voters	Registration table, program promotion
LEAVEN	Outreach
Manitowoc County Genealogical Society	Program marketing
NAMI	Outreach & Represent Library on Committee, programs
Oconto County Genealogical Society	Program marketing
Outagamie County Master Gardeners	Programs
POINT - US Venture	Action Team
Reach Out and Read	Wisconsin
Reach Out and Read	National
Salvation Army Life Skills Program	Outreach program
St. Joe's Food Program	Outreach
St. Vincent De Paul Next Step Program	Outreach program
Thriving Libraries	Committee, training
United Hmong American Association	Outreach, program promotion
United Way	Reach Out and Read
UW Madison Extension	ELL Club, program planning, programs
UW Oshkosh Head Start	Outreach
Waupaca Area Genealogical Society	Program marketing
World Relief Fox Valley	Refugee resettlement monthly meetings, outreach
Winnebagoland Genealogical Society	Program marketing
WUCMAA- Wisconsin United Coalition of Mutual Assistance Associations	Program promotion
YMCA	ELL Clubs, Summer Library Program
Youth Advocacy Network	Membership, program marketing
Youth Worker Coalition	Outreach program
Other	
Acension	Reach Out and Read
ACOCA Coffee	StoryWalk
Appleton Beer Factory	StoryWalk
Appleton Retirement Community	Outreach programs
The Atrium Post Acute Care	Outreach service
Aurora Health System	Reach Out and Read
B.A.B.E.S.	SLP Outreach
Bagelicious	StoryWalk
Beatnik Betty's Resale Butik	StoryWalk
Bellin Health	Reach Out and Read
BMO Harris Bank	ELL Sponsor
Bowl 91	Hmong New Year, StoryWalk
Braids Unlimited Salon and Barbershop	Take and Create Drop Off
Brookdale Senior Living	Outreach service
Casting On	StoryWalk
Century Oaks Assisted Living	Outreach service
Child care providers	Apple Tree Connections, Child's Choice Learning Center, Creative Child, Celebration Children's Center, FVTC Child Care Center, Growing Together, KinderCare (Metro,
Crazy Sweet	StoryWalk
Dance	StoryWalk
Digital Readiness Community of Practice	Committee Membership
Doughlicious	StoryWalk
Eco Candle Co.	StoryWalk
Family Care Fox Cities	Reach Out and Read
Float Light Float Center	StoryWalk
Fox Valley Lutheran Home	Outreach programs, outreach service
Fox Valley Technical College - Venture Center	Outreach

Fox Valley Technical College	Program
The Heritage	Outreach service, Walking Books
Homeschool Hub Teen Group	Program
Hoot & Company	StoryWalk
Imagine Fox Cities	Committee membership, programs
IndUS of Fox Valley	Rhythms of the World, program planning
Inspire Spa	StoryWalk
Lillian's of Appleton	StoryWalk
Local Voices Network	Service and collection offering
Long Cheng Market Place	Outreach
Mosaic Family Health	Reach Out and Read
Murray Photo & Video	StoryWalk
NEW Hmong Professionals	Committee membership, programs
Oneida Heights (Appleton Housing Authority)	Outreach service program
Partnership Community Health Center	Reach Out and Read, Community Outreach at APL
Pfefferle Management	Appleton Ready to Read (ARTR)
Pillars	Program
Pixel Pro Audio	StoryWalk
Prevea Health	Reach Out and Read
Primary Care Associates of Appleton	Reach Out and Read
Recollection Wisconsin	Project, Committee Member, Program Presenter
Ridgeview Highlands Community	Outreach service
TheDACare Health System	Reach Out and Read
Trout Museum	ELL Club, Light Up Appleton outreach, StoryWalk
University of Wisconsin Press	Author Program
Valley Packaging	ARTR Outreach, programs
WFRV	Program and service marketing
WHBY	Outreach
Wisconsin Historical Society	Program Presenter
Wisconsin Library Services (WiLS)	Project
Wriston Art Galleries	Hmong Exhibit Program
New Agreements	
Other Governments	
Outagamie Health and Human Services, Children and Families Division	Program
Wisconsin Department of Public Instruction	Committee, training
School Districts	
AASD Title I	Appleton Ready to Read (ARTR)
Non-Profit Organizations	
Colorbold Business Association	Programs
Conference Keeper	Program promotion
Fox Cities Muslim Group	Program
Fox Cities Tai Chi	Program
Fox Valley Food Security Effort	Committee Member
Fox Valley Memory Project	Program
Milwaukee County Genealogical Society	Program Promotion
National History Day	Program Judge
Oconto County Historical Society	Program Presenter
SCORE	Program Support
Sierra Club Fox Valley	Program
Waukesha County Genealogical Society	Outreach
WISCSIBS	ELL Club
Wisconsin Health Literacy	Program
Wisconsin Public Radio	Program
Wisconsin Society of Mayflower Descendants	Program
Wisconsin State Genealogical Society	Program marketing, Program Presenter
Wisconsin Veterans Museum	Program
Wisconsin Women's Business Initiative Corporation (WWBIC)	Program
Other	
The Ancestor Guy	Program and marketing
Cia Siab in Wisconsin: A Hmoob Story	Program Promotion
Colleen Bies	Program
College Connectors	Program
Maddie Corum	ELL Club
Family Search Community	Program Promotion
Fika Tea Bar	StoryWalk
Flower Mill, LLC	Program
Fox Valley Communications, LLC	Translation Service
Genea-Musings Blog	Program Promotion
Genea Webinars	Program Promotion
Genie Bugs Genealogy Calendar	Program promotion

Hmong Grocery Store	Take and Create Drop Off
Lisa Gardiner - Baker	ELL Club
Lisa Nett - Tree Expert	ELL Club
Natasha Banks	Program
Dr. Pafoua Her	Program
Parnee Poet	Program
Oriental Food Market	Take and Create Distribution
Post Crescent	Collection materials
Random Acts of Genealogical Kindess FB Group	Program promotion
Sae Yang	Program
Scooter G's	StoryWalk
SK Translations	Program
Spectrum News	Program and service marketing
Telemundo Wisconsin	Program Promotion
Tou Ger Lor	Program
Tou Long Yang	Program
University of Wisconsin Green Bay	Program, Committee Member
University of Wisconsin Madison iSchool	Program Presenter
University of Wisconsin Milwaukee	Programs
The Vintage Garden	StoryWalk
Venture Wisconsin	Program promotion
Wendi Turchan-Martin	Program
Willow Bayer	Program
Wisconsin Genealogy Just Ask Facebook Group	Program promotion
Wisconsin Geamlogy Network Facebook Group	Program promotion

Library	Other Govts	26	1
	School Dist	17	1
	Non-Profits	87	15
	Other	69	11

Trustee Orientation and Continuing Education

27

Trustee Orientation

To carry out their duties effectively, new trustees need information about the library's services, needs, and plans. They also need some understanding of the legal responsibilities of the library board and the relationship of the board to the municipality, and to the library director and other library staff. A good orientation will provide new trustees with the answers they need to undertake their duties confidently.

The orientation program should be planned step by step by the library board, with the assistance of the library director. Orientation should start as soon as possible after the new board member is appointed—before the first meeting, if possible. See the attached [Sample Trustee Orientation Outline](#) for ideas.

Trustee Continuing Education

Even the most knowledgeable and experienced library trustee needs continuing education to stay informed about new laws, new technologies, and new possibilities for library service. Library services and library policies must constantly change to keep pace with changing community needs, new laws, and new technologies. Library leaders, including library trustees, who stay informed of these changes, will be better able to provide high-quality library service to their community.

Probably the most valuable type of continuing education experience for trustees is attendance at system or statewide workshops or at conferences such as the annual Wisconsin Association of Public Libraries (WAPL) and Wisconsin Library Association (WLA) conferences. One of the most rewarding aspects of system and statewide workshops is the opportunity to share experiences and ideas with trustees from other libraries. Information about these workshops and conferences is available in your system newsletter.

Because trustees are busy people with many commitments, it may be difficult to find the time to participate in many workshops and conferences. Fortunately, there are many other ways to learn and stay informed.

Newsletters and Discussion Lists

Your library system's newsletter is a great source of regional and statewide library news and developments.

One of many benefits to membership in Wisconsin Library Trustees and Friends (WLTF) is the WLTF newsletter, which contains news and information important to Wisconsin library trustees.

In This Trustee Essential

- The importance of new trustee orientation
- Why continuing education is essential for all trustees
- Opportunities for continuing education even for busy trustees

The Division for Libraries and Technology has used a variety of methods to disseminate information to the Wisconsin library community. The newest method of communicating is the [Wisconsin Libraries for Everyone](http://wilibrariesforeveryone.blogspot.com) blog (wilibrariesforeveryone.blogspot.com); we encourage trustees to follow this blog. The final issue of the *Channel Weekly* electronic newsletter was published on December 18, 2014. *Channel Weekly* archives will be available indefinitely on the DPI website.

For many years the Division for Libraries and Technology has sponsored an email discussion list, WISPUBLIB, as a way to allow the Wisconsin public library community to share news and ideas and to get answers to questions about public library services, policies, laws, etc. Beginning in the fall of 2015 the Division is using the social media tool Google+ Communities as a way of offering an efficient, flexible venue for sharing news, ideas, and resources within in our Wisconsin public library community.

The Division encourages public library and library system staff and trustees, as well as anyone with an interest in public library issues, to subscribe to the various Google+ Communities sponsored by the Division.

Other Continuing Education Ideas

Short continuing education sessions can be held during library board meetings. This is a way to reach every trustee on the board (hopefully) and also a way to involve the board in brainstorming or problem-solving discussions on issues that may be important to the library.

The *Trustee Essentials* that make up this handbook can be used for short continuing education sessions held during regular or special board meetings. The meeting agenda should alert board members that a particular *Trustee Essential* will be reviewed at the next board meeting. Each board member should read the *Trustee Essential* in advance of the meeting and bring to the meeting any questions or thoughts concerning the issues raised by the *Trustee Essential*. Most of the *Trustee Essentials* include discussion questions. Perhaps a board member (especially one with experience on the topic to be covered) or the library director or a library system staff person could volunteer in advance to lead the discussion.

The DLT has produced “Trustee Training Modules” that can also be used to guide trustee continuing education sessions at regular or special board meetings. These modules are available in PowerPoint and web versions at <http://dpi.wi.gov/pld/boards-directors>. These modules are designed to be used for continuing education sessions led by a knowledgeable trustee or librarian.

Keep in mind that your library system offers professional consulting services to member library staff and member library boards. These consultants are knowledgeable about a wide range of library practices and issues, as well as new laws and new technologies that may be of interest to your library. Consider inviting a library system consultant or other expert to lead a continuing education session at a regular or special board meeting.

Active involvement in an organization like the Wisconsin Library Trustees and Friends (WLTF) and/or the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) is another excellent way to keep up to date on library issues and share ideas with fellow trustees.

Websites

The DLT maintains a Wisconsin Library Trustee Resource Page at <http://dpi.wi.gov/pld/boards-directors>. This webpage features the Trustee Training Modules discussed above, as well as many other resources to support the activities of library trustees. Many library system websites also have important information for library trustees.

Budgeting for Trustee Continuing Education

The annual library budget should include funding for trustee continuing education. Funding should be provided to pay the expenses for trustees to attend library system workshops and send at least one trustee per year to the annual WAPL and/or WLA conferences. Funding should also be provided for at least one trustee's membership in WLTF (and WLA).

Discussion Questions

1. What issues do you want to learn more about? Where can you turn to learn more about those issues?
2. Should the Wisconsin Library Trustees and Friends look into voluntary certification for library trustees? If so, what should be required to earn certification?

Sources of Additional Information

- Attached Sample Trustee Orientation Outline
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)
- Wisconsin Library Trustee Resource Page at <http://dpi.wi.gov/pld/boards-directors>
- Wisconsin Library Trustees and Friends (WLTF) at wla.wisconsinlibraries.org/wltf
- Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) at www.ala.org/altaff

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

© 2002, 2012, 2015, 2016 Wisconsin Department of Public Instruction. Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

Sample Trustee Orientation Outline

Your library's orientation program can generally follow these steps:

1. The board president (or library director or other board designee) should contact the new trustee to welcome him/her to the board and schedule the orientation session or sessions.
2. Immediately send the new trustee a packet that includes:
 - a copy of this handbook
 - bylaws of the board
 - a list of board members, indicating terms of office and board officers
 - board committee membership lists
 - calendar of upcoming meetings

At a later point, you may also wish to share the following information with the new trustee:

- the library's latest annual report
 - the library's strategic plan and current technology plan (if any)
 - the library's policies
 - the library's current and previous year's budget
 - the board's meeting minutes for the previous six months
 - the director's reports for the previous six months
 - the latest monthly statistical report and financial report
 - an organizational chart of the library staff with names and titles
 - the library board's annual calendar, including legal requirements and deadlines
 - Wisconsin Statutes Chapter 43 (Wisconsin's library law)
 - access to the [Wisconsin Public Library Standards](#)
 - a copy of a brochure or other concise information about your library system
3. The orientation should include a tour of the library, with the director, to introduce staff and discuss library programs and services.
 4. The orientation should include meetings with the library director (and perhaps a library board representative) to discuss library services, library plans, and other important issues. A possible plan for the remainder of the orientation program could be as follows:
 - a. A meeting/discussion with the library director to learn:

- how the library is organized and governed
 - how the library is funded
 - how the library is operated day to day
 - how the library serves the needs of the community
 - how the library is linked to other resources, other libraries, and the library system
 - how the library could better serve the community
- b. A meeting/discussion with one or more board representatives to talk about:
- library board statutory powers and duties (review [Trustee Essential #2: Who Runs the Library?](#))
 - board bylaws, organization, officers, and committees (review [Trustee Essential #3: Bylaws—Organizing the Board for Effective Action](#))
 - location, schedule, and conduct of meetings (review [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#))
 - responsibilities and expectations of board members (review [Trustee Essential #1: The Trustee Job Description](#))
 - library strategic plans, and the status of activities to meet the objectives of those plans
 - recent library accomplishments
 - board relationship to the library director, the library staff, and the municipality (review [Trustee Essential #2: Who Runs the Library?](#))

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

© 2002, 2012, 2015, 2016 Wisconsin Department of Public Instruction. Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>