



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Agenda - Final-revised Library Board

---

Tuesday, April 18, 2017

4:30 PM

225 N. Oneida Street

---

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[17-473](#) March 14, 2017 Meeting Minutes

**Attachments:** [March 14 2017 Meeting Minutes.pdf](#)

4. Public Participation and Communication

Establish Order of the Day

### 5. Action Items

- A. [17-478](#) Presentation by Community and Economic Development Department  
Request to Support the City of Appleton Comprehensive Plan  
2010-2030

**Attachments:** [SummaryMemoChapter7\\_CompPlanUpdate\\_12-06-16.pdf](#)  
[SummaryMemoChapter8\\_CompPlanUpdate\\_12-05-16.pdf](#)  
[14\\_DowntownPlan\\_ExecutiveSummary\\_01-25-17.pdf](#)  
[Envision Appleton](#)

- B. [17-474](#) March 2017 Bill Register

**Attachments:** [March Bill Register.pdf](#)  
[March Revenue and Expense Summary.pdf](#)  
[March Subledger Summary.pdf](#)

- C. [17-480](#) Budget Amendment  
*Attachments:* [April Budget Amendment.PDF](#)
- D. [17-510](#) City Performance Management Policy  
*Attachments:* [PERFORMANCE MANAGEMENT Draft 2017.pdf](#)
- E. [17-475](#) Request to Approve 2017 Friends Funding for Programming Sub Staff  
*Attachments:* [Friends 6108 Memo.pdf](#)
- F. [17-476](#) Memorandum of Understanding between the Board of Trustees of Appleton Public Library and the Board of Directors of the Friends of Appleton Library, Inc.  
*Attachments:* [FRIENDS APL MOU \(4-13-17\).pdf](#)

## 6. Information Items

### A. Director's Report

- i. [17-522](#) Summary of Studies Related to the Library 2008 - Present
- ii. [17-481](#) Update on Thompson Center Process
- iii. [17-483](#) 2016 End of Year City of Appleton Collaborative / Cooperative Efforts List  
*Attachments:* [2016 YEAR END Collaborative and Cooperative Efforts FINAL.pdf](#)
- iv. [17-484](#) Friends Grand Funded Program Summaries - 1st Quarter 2017  
*Attachments:* [Friends Grant Funded Program Summaries 1st Quarter 2017 FINAL.pdf](#)
- v. [17-514](#) Federal Budget Proposal and Impact to Institute of Museum and Library Services
- vi. [17-485](#) Assistant City Attorney Staffing Update
- vii. [17-515](#) OWLS Staffing Update

### B. President's Report

- i. [17-486](#) Trustee Training and Discussion: Trustee Essentials 11 and Trustee Essentials 13: Planning for the Library's Future, Library Advocacy

**Attachments:** [TE11 Planning for the Library's Future.pdf](#)  
[TE13 Library Advocacy.pdf](#)

- ii. [17-516](#) Appointment of Nominating Committee in May

## C. Assistant Director's Report

- i. [17-487](#) Statistics - January, February, March 2017

**Attachments:** [JAN 2017.pdf](#)  
[FEB 2017.pdf](#)  
[MAR 2017.pdf](#)

- ii. [17-488](#) Hiring Processes Update

## D. Friends Report

- i. [17-489](#) April Friendship Month
- ii. [17-517](#) Spring Book Sale - April 27 - 29, 2017
- iii. [17-518](#) Friends Annual Meeting - Thursday, May 25, 2017 / 4:00 pm

## E. Staff Updates

- i. [17-490](#) Collection Agency Update
- ii. [17-491](#) Feeding America / Forward Services
- iii. [17-520](#) Children's Expo
- iv. [17-521](#) School Library Journal Article by Children's Services Supervisor Tanya Misselt "Ex-Cop Tackles Literacy Decline in Appleton, WI"

**Attachments:** [SLJ ARTR TM.pdf](#)

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 - Final Library Board

---

Tuesday, March 14, 2017

4:30 PM

225 N. Oneida Street

---

1. Call meeting to order

President Scheuerman called the meeting to order at 4:30 pm.

2. Roll call of membership

**Others Present:** Travis Bartels, Jessica Brittnacher, Beth Carpenter, Colleen Holz, Tanya Misselt, Adriana McCleer, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Emily Truman, Maureen Ward

**John Peterson arrived at 4:35 pm.**

**Present:** 8 - Bergman, Hietpas, Looker, Scheuerman, Bloedow, Brault Pagel, Peterson and Dannecker

**Excused:** 2 - Kellner and Exarhos

**Others :** 1 - Panella

3. Approval of minutes from previous meeting

[17-231](#)

Meeting Minutes February 14, 2017

**Attachments:** [February 14 2017 Meeting Minutes.pdf](#)

Dannecker moved, seconded by Bergman, that the February 14, 2017 Meeting Minutes be approved. Voice Vote. Motion Carried. (7-0)

4. Public Participation & Communication

**Establish Order of the Day**

President Scheuerman moved Action Item E. Report of the Personnel Committee - Library Director's 2017 Performance Goals to the end of the meeting agenda to discuss in Closed Session.

5. Action Items

- A. [17-232](#) February 2017 Bill Register
- Attachments:** [February Bill Register.pdf](#)  
[February Revenue and Expense Summary.pdf](#)  
[February Subledger Summary.pdf](#)
- Dannecker moved, seconded by Hietpas, that the February 2017 Bill Register be approved. Voice Vote. Motion Carried. (7-0)
- B. [17-233](#) Request to approve contract to Nordon Business Environments for Library furniture renovation in the amount of \$29,920.71
- Attachments:** [2017 Library Furniture Memo to Library Board.pdf](#)
- Looker moved, seconded by Dannecker, that the contract to Nordon Business Environments for Library furniture renovation in the amount of \$29,920.71 be approved. Voice Vote. Motion Carried. (8-0)
- C. [17-240](#) 2016 Annual Report
- Attachments:** [2016 Annual Report.pdf](#)
- Bergman moved, seconded by Dannecker, that the 2016 Annual Report be approved. Voice Vote. Motion Carried. (8-0)
- D. [17-254](#) 2016 Annual Report - Statement Concerning Public Library System Effectiveness
- Attachments:** [2016 System Effectiveness Statement.pdf](#)
- Dannecker moved, seconded by Looker, that the 2016 Annual Report - Statement Concerning Public Library System Effectiveness be approved. Voice Vote. Motion Carried. (8-0)
- E. [17-234](#) Report of the Personnel & Policy Committee
- Attachments:** [Personnel and Policy Committee Meeting Minutes 3-10-2017 Final Revised 3.pdf](#)  
[Meeting and Study Room Policy \(3-13-2017\).pdf](#)
- Dannecker moved, seconded by Brault Pagel, that the APL Meeting Room and Study Room Use Policy updates be approved. Voice Vote. Motion Carried. (8-0)

## 6. Information Items

### A. Director's Report

- i. [17-235](#) Update on Thompson Center Process

- ii. [17-344](#) United Way Agency Application Process
- iii. [17-345](#) Fox Cities Libraries Column in the Post Crescent

B. President's Report

- i. [17-236](#) Update to the City of Appleton Comprehensive Plan and the Downtown Chapter
- ii. [17-346](#) Library Legislative Day Report

C. Assistant Director's Report

- i. [17-255](#) Staff Training Day Report
- ii. [17-347](#) OWLSnet Fees Committee

D. Friends Report

- i. [17-257](#) April Friendship Month Drive

7. Staff Updates

- A. [17-329](#) General Program Updates

Closed Session

Peterson moved, seconded by Dannecker that the Board 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. (8-0)  
Roll Call was taken.

The meeting moved into Closed Session at 5:19 pm.

Peterson moved, seconded by Bloedow that the Board resume meeting in Open Session Voice Vote. Motion Carried. (8-0)  
Roll Call was taken.

The meeting resumed Open Session at 5:27 pm.

Peterson moved, seconded by Dannecker that the Library Director's 2017 Performance Measures be approved. Voice Vote. Motion Carried. (8-0)

8. Adjournment

Bloedow moved, seconded by Dannecker that the meeting be adjourned. Voice Vote. Motion Carried. (8-0)  
The meeting adjourned at 5:30 pm.



Building a Better World  
for All of Us®

## MEMORANDUM

TO: City of Appleton

FROM: Andrew Dane

DATE: December 5, 2016

RE: Key Chapter 7 Utilities & Community Facilities Updates  
SEH No. 135537 14.00

---

The purpose of this memo is to summarize the key **proposed** chapter updates made to the City's 2010-2030 Comprehensive Plan as part of the 2016 Comprehensive Plan update.

New objectives and policies are **highlighted yellow**. ~~Strikethrough text~~ denotes those objectives and policies which have been removed from the updated Comprehensive Plan.

### Key Changes

Support for the library and addressing all types of infrastructure are among the key updates to Chapter 7. Partnerships, education, and accessibility were also addressed through newly incorporated objectives and policies.

### Overall Goal

Appleton will provide excellent public utility and community services at a reasonable cost, and will work with private utility companies to ensure quality service delivery. This will be carried out through the implementation of the following goals, objectives, and policies:

- 7.1 OBJECTIVE: Provide a pattern of development that minimizes impacts to municipal services and utilities.**
- 7.1.1 Prioritize development and redevelopment that minimizes the need for additional public and private infrastructure such as water storage facilities and sewage lift stations.
  - 7.1.2 Collaborate with other units of government to share utilities, services, and community facilities where appropriate, and where resulting in improved services or lower costs.
  - 7.1.3 Continue to utilize planning tools, such as the ~~Facilities Management Plan~~ and Capital Improvements Plan, to implement improvements.
  - 7.1.4 **Coordinate land use, transportation, and utility and community facilities planning through integrated planning processes to the greatest extent possible.**
- 7.2 OBJECTIVE: Ensure that municipal services and utilities, **as well as privately distributed energy sources**, are delivered in a sustainable manner.**
- 7.2.1 ~~Prepare a sustainability audit of municipal utilities, services, and facilities to determine where enhancements may be made to embrace the "triple bottom line" of people, planet, and profits.~~
  - 7.2.1 **Continue to participate in the Wisconsin Department of Natural Resources Green Tier Legacy Program.**

Engineers | Architects | Planners | Scientists

**Short Elliott Hendrickson Inc.**, 425 West Water Street, Suite 300, Appleton, WI 54911-6058  
SEH is 100% employee-owned | **sehinc.com** | 920.380.2800 | 888.413.4214 | 888.908.8166 fax



7.2.2 Develop policies and programs which anticipate and respond to new forms and types of distributed, renewable energy generation.

**7.3 OBJECTIVE: Work with other public/private utilities and service providers to assist them, when appropriate to do so, in delivering services to Appleton residents.**

7.3.1 Continue to collaborate with the Appleton Area School District and private schools on issues such as joint development and use of recreational fields, telecommunications infrastructure, bicycle and pedestrian safety, and similar issues.

7.3.2 Work with the hospitals in the City to address access and expansion issues that may hinder their growth or efficient operation.

**7.4 OBJECTIVE: Maintain the existing public water and sanitary sewer infrastructure.**

7.4.1 Continue to maintain existing assets through regular monitoring of conditions and implementation of related utility plans such as the City's Water System Master Plan (June 2007).

7.4.2 Implement the recommendations contained in the final report titled "Evaluation of Phosphorous Treatment Optimization and TMDL Compliance."

7.4.3 Further study the digester gas and production uses from the anaerobic digesters to improve capture and use of the gases created.

7.4.4 Continue to pursue permitting for the wastewater treatment facility's biosolid composting pilot program.

**7.5 OBJECTIVE: Implement effective stormwater management practices.**

7.5.1 Continue to implement the City's Surface Water Management Plan and its WPDES Municipal Separate Storm Sewer System (MS-4) permit from the Wisconsin Department of Natural Resources.

**7.6 OBJECTIVE: Continue to partner with other agencies, organizations, and businesses to proactively address public health and mental health issues in the community.**

7.6.1 Continue to support the goals and objectives of the City's Health Department, area counties and other community agencies.

**7.7 OBJECTIVE: Continue to partner with other agencies, organizations, and businesses to support programs and activities for at-risk populations.**

7.7.1 Continue to partner with and support organizations which build strong communities by supporting at-risk populations.

**7.8 OBJECTIVE: Support creation of a new or remodeled library downtown, which will significantly contribute to the arts and culture of downtown Appleton.**

7.8.1 Continue to support the efforts of the library to best meet the needs of its users and contribute to a vibrant downtown.

**7.9 OBJECTIVE: Continue to support practical, cost-effective and collaborative approaches to solid waste management and recycling.**

7.9.1 Continue to explore opportunities related to effective bio-solids management, including seeking successful permitting of the bio-solids program.

7.9.2 Continue to partner with Outagamie County to provide high quality, cost effective solid waste and recycling services to residents.

**7.10 OBJECTIVE: Continue to coordinate, partner, and collaborate with educational institutions to support access for all to education.**

7.10.1 Explore an education summit or process to develop mutual goals and objectives among area educational institutions and the City, including but not limited to Appleton Area School District, Lawrence University, Fox Valley Technical College.

7.10.2 Support project based learning that connects those seeking an education with actual work experience in the community.

7.10.3 Support lifelong learning programs with community organizations and the Library.

**7.11 OBJECTIVES: Support Police, Fire and Emergency Services.**

7.11.1 Continue to support implementation of police, fire, and emergency service plans and programs.

**7.12 OBJECTIVES: Support the Access Appleton pilot program and follow up initiatives to encourage greater destination accessibility for all.**

AD

p:\ae\la\applw\135537\8-planning\comprehensive plan\new comp plan\drafts\07 utilities and community facilities\memo key updates\memo key chapter 7 utilities and community facilities updates 12.5.16.docx



Building a Better World  
for All of Us®

## MEMORANDUM

TO: City of Appleton

FROM: Andrew Dane

DATE: December 5, 2016

RE: Key Chapter 8 Agricultural, Natural, Historic, and Cultural Resources Updates  
SEH No. 135537 14.00

---

The purpose of this memo is to summarize the key **proposed** chapter updates made to the City's 2010-2030 Comprehensive Plan as part of the 2016 Comprehensive Plan update.

New objectives and policies are **highlighted yellow**. ~~Strikethrough text~~ denotes those objectives and policies which have been removed from the updated Comprehensive Plan.

### Key Changes

Key changes include policies which reflect the growing interest in local food production and the desire to create a year round public market downtown. The chapter also incorporates new objectives and policies to respond to the on-going redevelopment of the Fox River. Other key updates include additional policies to support Appleton's growing diverse communities, as well as the addition of an objective calling for establishment of a city-wide Cultural Arts Plan.

### Overall Goal

Appleton will continue to protect and enhance its environmental quality and important natural resources, preserve historic sites, and support cultural opportunities for community residents." The objectives identified in this chapter further refine that goal, while the policies identified here provide guidance concerning some of the ways in which these objectives may be reached.

#### 8.1 **OBJECTIVE: Maintain the viability of the regional agricultural sector that provides locally-grown food for residents and raw materials for Appleton's food processing and other businesses.**

- 8.1.1 Preserve important farmlands and avoid fragmentation of agricultural areas in the region by:
- directing new development to infill or redevelopment sites, or to locations contiguous to existing urban areas in Appleton and other communities;
  - encouraging compact development patterns that use land efficiently; and
  - supporting county, state, and private initiatives with the goal of preserving prime agricultural land in the region.
- 8.1.2 Support programs that connect farmers and consumers to bring locally-grown food into the community, including working with the Community Garden Partnership and other organizations to provide locations for community garden education on gardening.

Engineers | Architects | Planners | Scientists

**Short Elliott Hendrickson Inc.**, 425 West Water Street, Suite 300, Appleton, WI 54911-6058  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 920.380.2800 | 888.413.4214 | 888.908.8166 fax



~~—designing and constructing enhancements to Houdini Plaza and Soldier's Square that allow expansion of the Summer Farm Market; and~~

- 8.1.3 Pursue economic development initiatives that seek to retain and expand Appleton's existing food processing and agriculture-related businesses, and to attract new ones that provide a market for regional agricultural products.
- 8.1.4 Implement the agricultural related recommendations contained in the City's Economic Development Strategic Plan.
- 8.1.5 Support urban agriculture that also supports workforce education and promotes economic self-sufficiency, such as Riverview Gardens, Community Garden Partnership, UW Extension Master Gardeners and other organizations.
- 8.1.6 Support Appleton Downtown Inc's Downtown Farmer's Market.
- 8.1.7 Evaluate the feasibility of a year round public market in downtown Appleton.
- 8.1.8 Evaluate the potential for an urban agriculture and locally sourced food summit to identify partnership opportunities and raise awareness of programs.

**8.2 OBJECTIVE: Preserve important natural features and enhance environmental quality throughout the community in order to secure economic, recreational, and health benefits for area residents.**

- ~~8.2.1 Provide adequate protection for Appleton's important natural features including the Fox River and other streams, wetlands, undeveloped bluffs and ravines, habitat areas, and other features.~~
- 8.2.1 Work with the Wisconsin Department of Natural Resources, non-profit organizations, and private entities to continue environmental clean-up and restoration of the Fox River.
- ~~8.2.2 Preserve and enhance the remaining wetlands within Appleton and areas into which the City will continue to grow.~~
- 8.2.2 In collaboration with other agencies, preserve and enhance high quality wetlands within Appleton and areas into which the City will continue to grow. Conduct a feasibility analysis of the City creating a wetland mitigation bank, which are restored, enhanced or created wetlands whose purpose is to provide credits to offset unavoidable impacts to existing wetlands
- 8.2.3 Continue to update stormwater management codes to ensure compliance with State and Federal rules while also encouraging local homeowners and business owners to implement best practices on their private properties.
- 8.2.4 Identify, implement, and educate the public about "best management practices" for stormwater management to mitigate non-point pollution and improve stormwater quality such as but not limited to green roofs, rain gardens, and bio-swales.
- 8.2.5 Evaluate the cost effectiveness and environmental benefits of strategies that may reduce the amount of pollutants that Appleton's city government operations contribute to the atmosphere, and encourage local businesses to join voluntary programs to improve air quality.
- 8.2.6 Through participation in WDNR's Legacy Green Tier Communities program, continue to establish and implement policies to require use of energy efficient technology for new and retrofitted government buildings and infrastructure, and investigate the feasibility of using renewable energy sources.
- 8.2.7 Continue and expand the City's participation in programs to eliminate or reduce the use of pesticides, mercury, lead, and other persistent bio accumulative toxic substances, and continue to educate the public on the potential harmful effects of these substances.

8.2.8 Support organizations that educate and encourage homeowners, businesses, and developers concerning the benefits of using native landscaping materials and taking steps to halt the introduction and spread of invasive species.

~~8.2.9 Restore and preserve the quality of natural plant and animal communities through initiatives such as:~~

- ~~— identifying priority locations and conducting natural habitat restoration projects in City parks and on other City-owned properties;~~
- ~~— educating and encouraging homeowners, businesses, and developers concerning the benefits of using native landscaping materials~~
- ~~— implementing programs to educate the public and to halt the introduction and spread of invasive species in the Appleton area.~~

8.2.9 Support Appleton's existing forestry program to plant new trees and to maintain the health of the City's urban tree canopy.

8.2.10 Leverage the resources available through the Fox River/Green Bay Natural Resource Trustee Council (NRDA Funding) for restoration and public access projects along the Fox River corridor.

8.2.11 Continue to partner with local agencies and organizations such as the Outagamie County Greenways and Fox Cities Greenways to identify, preserve, and develop important local and regional environmental corridors and greenways, which can provide multiple benefits including better trail connectivity and environmental benefits as well.

### 8.3 **OBJECTIVE: Continue and expand efforts to preserve, restore, and interpret important features of Appleton's rich history**

8.3.1 Preserve Appleton's historic resources through the City's Historic Preservation Ordinance and actions of the Historic Preservation Commission.

8.3.2 Educate property owners and encourage context-sensitive restoration of Appleton's historic and potentially historic properties.

8.3.3 Continue to educate eligible homeowners and business owners on the tax credits available to them through the State and Federal governments for both homeowner rehabilitation and commercial property improvements.

8.3.4 Improve on-site marking and interpretive signage for Appleton's historic sites.

8.3.5 Develop a historic walking tour or tours for the downtown, Fox River Corridor, and historic neighborhoods similar to the Fox Trot Trail Historic Walk.

8.3.6 Continue to maintain the City's status as a member of the Certified Local Government Program through the Wisconsin Historical Society.

8.3.7 Continue to recognize individual efforts for exterior restoration and maintenance of buildings and structures through the annual historic restoration and stewardship/revitalization certificate awards program.

8.3.8 Support development of the proposed Fox River Locks Visitor Center on the Fox River.

8.3.9 Promote the incorporation of Appleton's history into the planning and development of future parks, trails, and other amenities.

8.3.10 Encourage redevelopment in the downtown area which compliments the existing historic character of the neighborhood and promotes greater livability.

### 8.4 **OBJECTIVE: Support the organizations, events, and venues that make Appleton the arts and cultural center of the Fox Cities.**

8.4.1 Provide appropriate financial, technical, and other resources to ensure the continued viability and growth of cultural organizations and attractions, in partnership with organizations such as Appleton Downtown, Inc., the Appleton Public Library and the Fox Cities Convention and Visitor's Bureau.

~~8.4.2 Explore the feasibility of developing a downtown convention center. (See Chapter 14: Downtown Plan for additional discussion of this item.)~~

8.4.2 Partner with other agencies and organizations to ensure the availability of adequate event space and logistical services to facilitate cultural and related events within the community.

8.4.3 Continue to broaden education and collaboration with diverse communities.

8.4.4 Support development of a signature downtown amphitheater to showcase Appleton's growing music and cultural performance scene.

**8.5 OBJECTIVE: Continue support for programs targeted to Appleton's diverse ethnic and cultural communities.**

~~8.5.1 Support the Intercultural Relations Program and the coordinator position within the Mayor's Office.~~

~~8.5.2 Continue coordination with the Appleton Area School District on historical and cultural resource staff development.~~

~~8.5.3 Explore the creation of a diversity statement and its incorporation into City of Appleton communications.~~

~~8.5.4 Provide assistance to support the formation and success of small businesses serving the City's diverse ethnic communities.~~

8.5.1 Support the Diversity & Inclusion Coordinator position within the Community and Economic Development Department.

8.5.2 Continue to broaden education and collaboration to diversity stakeholders.

~~8.5.3 Continue to coordinate activities and events with cultural organizations and other entities~~ Support and participate in the networking efforts of agencies and organizations that serve diverse populations.

8.5.3 Continue to learn from and assist marginalized communities.

8.5.4 Provide assistance and support to minority owned businesses to help ensure success, track trends and remove obstacles to growth.

8.5.5 Support the facilitation of programs for City employees designed to increase communication with non-English speaking community members and business owners.

8.5.6 Partner with Lawrence University, Appleton Downtown Inc., the Fox Cities Chamber of Commerce, and New North to develop and implement strategies which support an environment that is welcoming to all.

8.5.7 Support and participate in the networking efforts of agencies and organizations that serve diverse populations.

**8.6 OBJECTIVE: Consider developing a comprehensive Cultural Arts Plan to inform and guide efforts that position Appleton as the cultural center of the Fox Cities and a unique regional destination for those interested in history, culture, and all forms of artistic expression**

8.6.2 Reach out to private businesses and arts and cultural organizations to determine if there is sufficient interest in and resources available to prepare a comprehensive Cultural Arts Plan.

8.6.3 Prepare a Cultural Arts Plan which goes beyond public art to proactively plan for how the City can leverage its tremendous cultural, musical, and creative talents to retain its young people, grow its tourism potential, and attract and retain creative workers to the region.

8.6.4 Consider establishment of a public arts fund to support on-going public art initiatives.

8.6.5 Partner with private businesses and organizations to help brand and market Appleton as the creative hub for northeast Wisconsin.

AD

p:\ae\la\applw\135537\8-planning\comprehensive plan\new comp plan\drafts\08 ag natural historic & cultural resources\key memo updates\memo key chapter 8 anhc updates 12.5.16.docx



Credit: Aspire Photography

# Chapter 14 Downtown Plan

## Executive Summary

City of Appleton Comprehensive Plan 2010-2030

Appleton, Wisconsin



# Planning for Downtown Appleton's Future

**WHY A DOWNTOWN PLAN?** The Downtown Plan is intended to facilitate wise public policy and private investment decision-making, building on the physical, natural, cultural, and social assets of the City. The overall purpose is to align the resources and talents of the City, Appleton Downtown Incorporated (ADI), private businesses, non-profits and the broader community around a shared vision for the future of downtown and portions of the riverfront.

**THE PROCESS** A committee representing a broad cross-section of public and private interests provided direction to the consultant team over a 9-month period in 2016. Public workshops, a design charrette, walking tours, a community survey, focus groups, and an interactive online map were among the tools used to solicit input from the public. A set of key issues was identified, as well as an overall vision and guiding principles. The plan articulates priorities for downtown investment and a set of initiatives to guide plan implementation. Following a review by the Comprehensive Plan Steering Committee and City of Appleton Plan Commission, the Common Council adopted the Chapter 14 Downtown Plan on March 15, 2017.

**OUR PROUD HISTORY** The decisions of the past shape every moment of every day. As this newest document is reviewed and considered, we must recognize how the following themes re-emerge and continue to influence our decision-making for downtown's growth.

- Three historic communities—Lawesburg, Appleton and Grand Chute-- shaped our downtown. Each had separate commercial districts and key features that still define today's downtown.
- The river's relationship with downtown has changed over time. The success of industry driven by waterpower and the coming of the railway refocused downtown away from the river.
- A diverse population, including African Americans, Greeks, Italians, Chinese, Irish, and Germans fueled downtown's growth.

**OUR BRIGHT FUTURE** As the City, ADI and its partners continue to plan and invest in downtown Appleton, they will be guided by the following vision and principles:

**"Downtown Appleton is a great American urban neighborhood and employment center with world class arts and entertainment."**

1. Fully embrace and leverage the diverse arts, cultural, and educational assets of the community
2. Invest in the growth of downtown neighborhoods with diverse housing options and residential amenities
3. Increase connectivity, trails, and recreation opportunities between the downtown, the Fox River, and the region
4. Foster a culture of walking and biking
5. Promote quality development along the Fox River by embracing the region's industrial and natural heritage
6. Support diverse partnerships which make downtown more attractive for residents and visitors through: activities and events; public art and place making; on-going maintenance; and promotion and marketing
7. Create a safe, welcoming, inclusive and accessible downtown
8. Grow downtown as an employment center for the region
9. Continue to support events and entertainment which draw visitors to downtown Appleton
10. Support a destination Fox Cities Exhibition Center as a unique attraction and community asset
11. Support unique, independent businesses

The market findings (opposite page) are taken from the Appleton Downtown Market Analysis. Priorities listed reflect public input and discussion among members of the steering committee. The Chapter 14 Downtown Plan will be implemented through seven initiatives and their associated strategies as contained in the following pages.

## Office



\*Appleton's office inventory is over 90% occupied. There are numerous, readily available smaller spaces however significant office space demand will require new construction. Targeted uses include: small medical device, labs, or clinics; training related specialty schools; commercial arts-related businesses.

## Residential



\*The downtown Appleton housing market can absorb 385 units (conservatively) of multifamily rental housing over the next five years, as well as 50 condo units.

## Retail



\*Targeted uses include: arts and crafts related businesses including those with opportunities for participation in 'hands-on' activities; technology-based businesses; specialty retail including women's clothing; discount retailers; and small scale specialty food.

## Hospitality



A very strong category already. More family oriented dining is desired including healthy options.

# Market Findings

## KEY ASSETS

1. Large daytime workforce
2. A thriving arts/entertainment/culture/educational scene
3. The Fox River, an extensive parks system, and growing trail network
4. Diverse events and programs draw thousands of visitors
5. Strong business mix
6. College Avenue, which is walkable and economically vibrant

# Priorities

Residents, business owners, visitors, and other organizations and individuals identified a set of community priorities:

## Development Priorities

- Residential Development - A mix of multifamily, townhouse, and condo housing into downtown, with a focus north of College Avenue.
- Office Development - New office downtown, including north of College Avenue.
- Hospitality - Few deficiencies exist, more restaurants.
- Retail/Commercial - Focus on strategically filling existing spaces.
- City Center Plaza/Public Market - Explore public market concept.

## Community Priorities

- Construction and Successful Operation of the Fox Cities Exhibition Center
- Balanced Riverfront Revitalization
- New or Remodeled Appleton Public Library
- Develop Ellen Kort Peace Park & Revitalize Jones Park
- A Walkable Downtown
- Strong Downtown Neighborhoods
- Traffic Flow Improvements
- Maximizing Use of Current Parking Assets
- Enhanced Streetscapes throughout Downtown
- Expand Public Art & Creative Culture
- Continued Partnership with Lawrence University

\*Market recommendations from Appleton Downtown Market Study

# Initiative #1 Urban Form & Design

## DESCRIPTION

Downtown is an urban place, but is also the cultural, social, and civic heart of the community. It has a distinctive image different from other parts of the city.

The character and the quality of downtown's public and private spaces should reflect the importance of the district to the community. A mix of land uses, historic buildings, well-defined streets, pedestrian walkways, public gathering spaces and civic buildings combine to create a memorable experience for visitors and a strong positive image of downtown.

The City and its partners will continue to invest in the downtown, creating a great quality of life for a growing residential population while also strengthening downtown's draw as a unique destination for visitors.

## KEY STRATEGIES

- 1.1 Continue development of entry features on major routes into the downtown
- 1.2 Continue to enhance the civic campus south of Lawrence Street
- 1.3 Implement appropriate streetscaping projects throughout the downtown
- 1.4 Install sculpture, murals, and other art in public locations throughout the downtown
- 1.5 Continue to encourage quality urban design throughout the downtown through voluntary measures
- 1.6 Add flexible outdoor space throughout the downtown area



LEFT:  
Sketch showing reimagined  
College Avenue streetscape  
and volunteers painting  
Parklet Place

BELOW:  
View looking west down Soldier's Square  
toward Zuelke Building (inset) and  
perspective of redeveloped YMCA parking  
ramp into civic plaza with mixed use  
building



S MORRISON ST

SOLDIER'S SQUARE  
AERIAL PERSPECTIVE



## KEY STRATEGIES

- 2.1 Maintain and strengthen the vitality of the arts and entertainment niche
- 2.2 Pursue opportunities to attract more artists and arts related businesses to the downtown
- 2.3 Create new venues for arts and entertainment activities in the downtown
- 2.4 Continue to support the Fox Cities Exhibition Center as a vital component of the downtown
- 2.5 Foster an arts education focus downtown
- 2.6 Create more Fox River to Downtown tourism opportunities and connections
- 2.7 Support creation of a new or remodeled library downtown, which will significantly contribute to the arts and culture of downtown Appleton
- 2.8 Establish an Arts and Culture Plan for the City

The Fox Cities Exhibition Center will bring additional visitors downtown to support local business, with an anticipated annual economic impact of \$6.5 million.

# Initiative #2 Tourism, Arts, Entertainment & Education

## DESCRIPTION

Tourism and local visitation creates business opportunities. Visitors stay in downtown hotels, shop in downtown stores, and eat in downtown restaurants, helping to maintain the district's vitality past normal business hours. Investments such as the Fox Cities Performing Arts Center have helped increase the flow of tourists to the downtown. The Fox Cities Exhibition Center and a new or remodeled library will create additional opportunities to attract visitors downtown. Downtown will continue to provide a unique business environment and a vibrant mix of arts, cultural, and educational offerings unique to the region.



As major trip generators, mixed-use libraries enliven downtowns while contributing to their tax base.



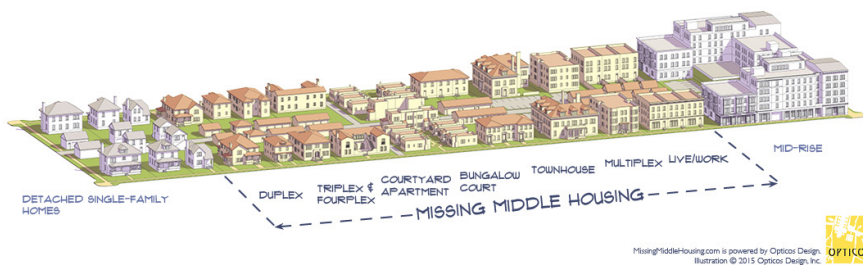
PARKing Day, College Avenue.  
(Credit: Erin DeMuyne)



# Initiative #3 Neighborhood & Residential Development

## DESCRIPTION

Residential development is critical to the success of downtown. The community envisions a mix of mid-density residential, higher density residential, and mixed-use redevelopment in several locations surrounding the core downtown district as illustrated in the redevelopment framework. In areas adjacent to downtown, pockets of attractive older homes will be preserved and rehabilitated, while other areas are identified for redevelopment. Townhomes, pocket neighborhoods, and apartment units will offer an expanded variety of housing options in an attractive urban setting. These new residences will be served by additional neighborhood retail and services.



BELOW: Conceptual perspective of mixed use infill development as identified in the redevelopment framework. Vantage point is from the corner of Drew Street and Washington Street.



## KEY STRATEGIES

- 3.1 Encourage mixed-use and mid-density residential redevelopment on under-utilized sites on the edge downtown
- 3.2 Preserve and enhance historic neighborhoods adjacent to downtown
- 3.3 Promote development of neighborhood serving businesses to meet the basic shopping and service needs of downtown and nearby residents
- 3.4 Evaluate the need to amend the Zoning Code and other tools to facilitate redevelopment in mixed-use areas bordering the downtown CBD
- 3.5 As future housing is added downtown, coordinate efforts with the Appleton Area School District (AASD)
- 3.6 Enhance the image of downtown north of College Avenue
- 3.7 Support green energy and sustainable infrastructure development
- 3.8 Promote a broad spectrum of housing types within the downtown study area
- 3.9 Fund and implement a "Quiet Zone"
- 3.10 Promote well-designed transitional areas between higher density development downtown and adjacent, largely single family neighborhoods

## KEY STRATEGIES

- 4.1 Sustain and grow the retail niches which have formed downtown
- 4.2 Identify and aggressively recruit target industries
- 4.3 Protect the existing retail blocks on College Avenue
- 4.4 Add depth to retail nodes beyond College Avenue by encouraging new businesses on side streets and fronting Soldier's Square
- 4.5 Facilitate and pursue entrepreneurial business development in the downtown
- 4.6 Create opportunities for smaller offices and business services to locate downtown, including north of College Avenue
- 4.7 Maintain an environment favorable to larger employers in the downtown
- 4.8 Support private sector efforts to redevelop and invest in downtown
- 4.9 Implement the block level conceptual ideas contained in Section 4 of the full chapter

# Initiative #4 Downtown Development & Business Retention

## DESCRIPTION

Businesses are finding downtowns highly attractive. Younger employees find the downtown setting to be particularly appealing, and all employees enjoy the access to restaurants, services, and entertainment. This environment is the unique selling point for downtown. It can be equally appealing to home-grown businesses and to corporations. A mix of strategies will ensure downtown continues to be a desirable business location for many different types and sizes of businesses.

RIGHT: Shoppers visiting downtown Appleton

BELOW: Conceptual perspective of mixed use infill development as identified in the redevelopment framework. View is from the current library site toward back side of City Center Plaza.



# Initiative #5 Mobility and Parking

## DESCRIPTION

Several recently completed studies are steering Appleton toward a more comprehensive approach to mobility. The mobility and parking initiative is intended to facilitate access to and through the downtown for all forms of transportation, and sufficient, appropriately-located parking in the downtown area. This initiative recognizes the growing importance of bike and pedestrian access, as well as providing greater access to people of all abilities.

Implementing the recommendations from the City's 2015 Downtown Parking Study, 2016 Downtown Mobility Plan, and 2016 Appleton Trails Master Plan will enhance quality of life and strengthen downtown's draw as a unique tourism destination.

## KEY STRATEGIES

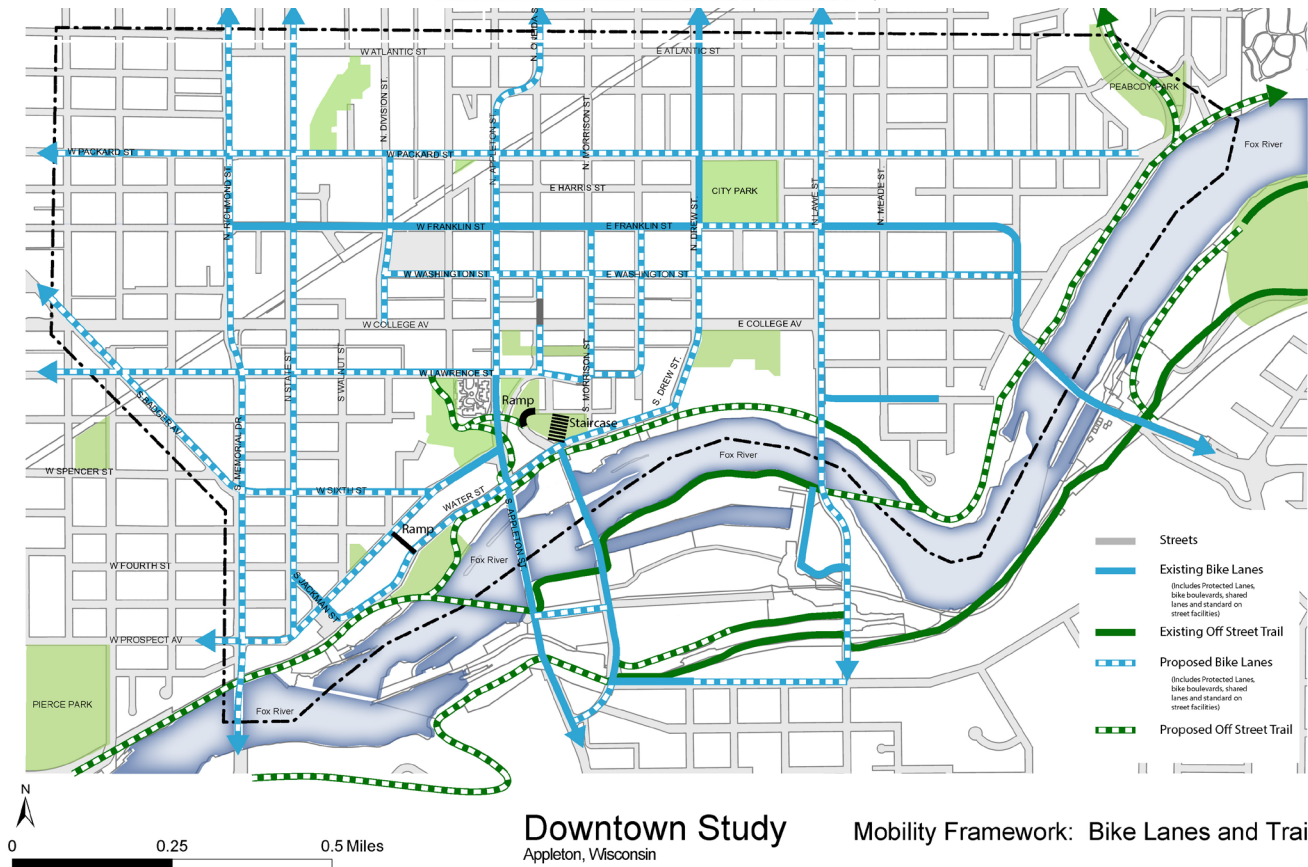
- 5.1 Support Access Appleton initiatives through the City and BID
- 5.2 Continue to proactively address real and perceived parking needs as they arise
- 5.3 Improve pedestrian and bicycle connections to and through the downtown
- 5.4 Implement the recommendations contained in the 2016 Downtown Mobility Plan
- 5.5 Endorse a system of public transportation centered on downtown
- 5.6 Plan, design, and implement bike and pedestrian wayfinding signage
- 5.7 Promote downtown development best practices which encourage walkability



Mixed-use parking garage



Wayfinding signage



## KEY STRATEGIES

- 6.1 Update the Downtown Plan as initiatives are completed or new opportunities arise
- 6.2 Uphold support for Appleton Downtown, Inc. and the Business Improvement District
- 6.3 Ensure the cleanliness and safety of the downtown and surrounding neighborhoods
- 6.4 Continue to explore potential for formation of a Riverfront Business Improvement District (BID)

# Initiative #6 Downtown Management

## DESCRIPTION

Downtown management and revitalization is an on-going process. As more and more people call downtown Appleton home, ensuring the cleanliness and safety of the area will become increasingly important to the neighborhood. Other priorities within this initiative include examining the potential for a riverfront BID, which would help support additional investment along the Fox River and create a branded district with strong ties to downtown.

The City, ADI, and its many partners will continue to support diverse partnerships which make downtown and the riverfront more attractive for residents and visitors through activities and events; public art and placemaking; on-going maintenance; and marketing.



Placemaking—combining elements of the built environment in a compelling way that attracts people—is the essence of real estate development. Creative placemaking takes that concept further, with the placemaking effort led by arts and cultural considerations that help shape not only the physical character of a place, but also its social character

-Urban Land Institute, "Growing Value through Creative Placemaking."



Downtown map showing recent place making activities

# Initiative #7 Public Spaces & Riverfront

## DESCRIPTION

Public spaces make cities more livable by offering opportunities for exercise, gathering, activities, or simply relaxation. They serve an important role in establishing the downtown as the central social district for the region. They also serve as venues for a wide variety of programming which bring visitors downtown year-round.

Appleton is preparing to invest in improvements to Jones Park and Ellen Kort Peace Park, as well as several trails in and adjacent to downtown. These improvements will stimulate private sector investment creating additional tax base.

Looking ahead, the City and ADI will forge new partnerships and use a combination of parks, trails, wayfinding, lighting, and other strategies to define a distinctive waterfront district strongly tied to downtown. This will be done in a manner which ensures accessibility to people of all abilities, while celebrating Appleton's rich history and culture.

Jones Park framework plan highlights strategies to increase connectivity between downtown Appleton and the Fox River. Inset photos illustrate opportunities to brand the riverfront through the use of lighting, and to create destination social gathering places for the community.

## KEY STRATEGIES

- 7.1 Complete proposed trail segments along the Fox River
- 7.2 Construct a grand stair case and similar stair and ramp linkages which connect downtown to the river
- 7.3 Consider developing a civic plaza on a portion of the YMCA ramp site when it comes down
- 7.4 Plan, design, and construct improvements to Jones Park and Ellen Kort Peace Park
- 7.5 Continue to support public and private efforts to identify and develop pocket parks, alleyways, and other pedestrian opportunity zones off of College Avenue
- 7.6 Promote the identity of the riverfront through creative use of lighting
- 7.7 Support creation of a new or remodeled library downtown providing space for contemplation, creation and collaboration.
- 7.8 Continue both public and private redevelopment along the Fox River Corridor



# Using the Downtown Plan

## BUILDING ON EXISTING MOMENTUM

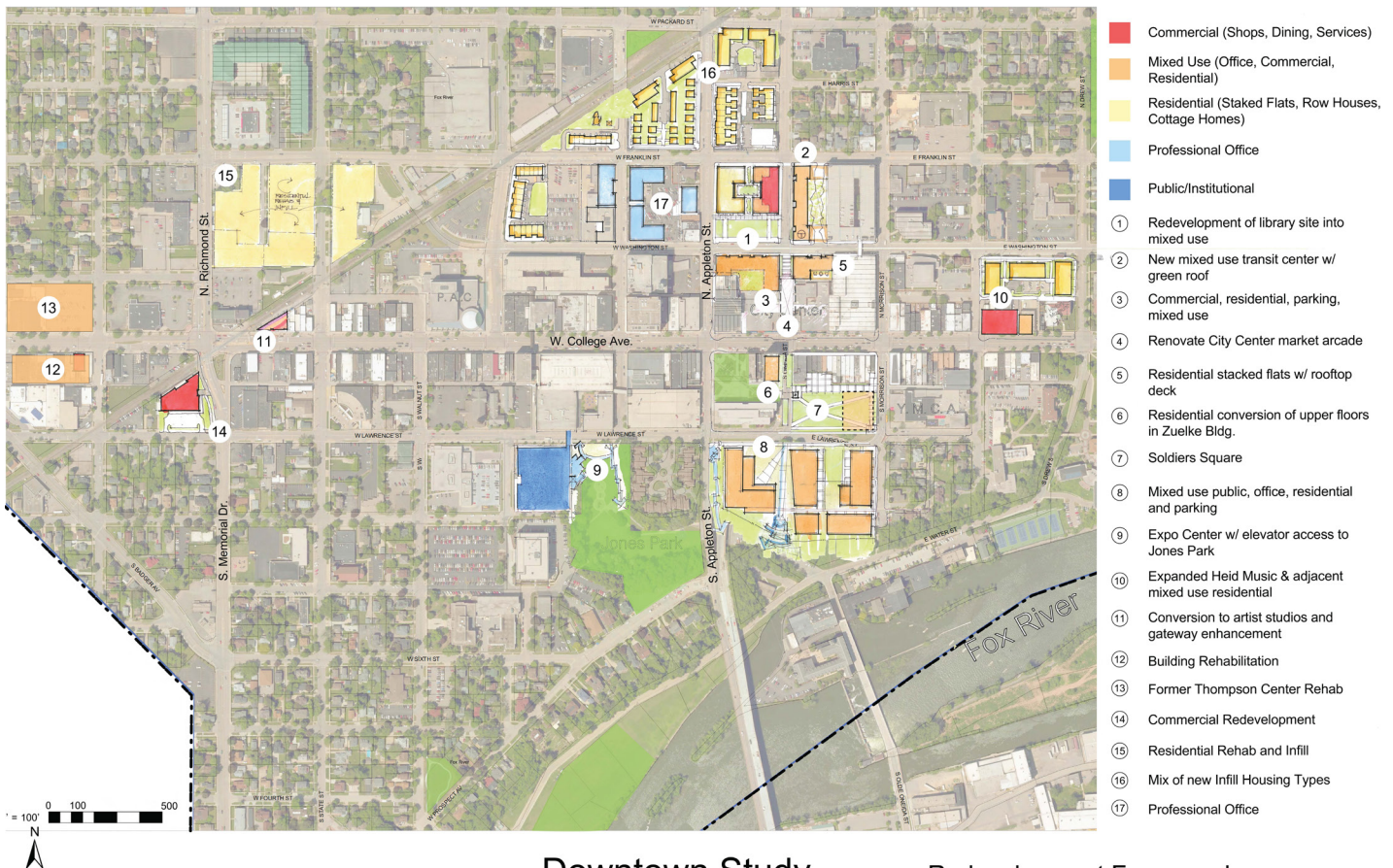
Downtown Appleton is thriving. New parks, plazas, trails, and murals are going up. Events such as Mile of Music continue to grow and construction of the Fox Cities Exhibition Center is underway. Along the Fox River new hotels, restaurants, and housing is being built. The Downtown Plan is intended to build off of the current momentum with the goal of creating a great urban neighborhood with world class arts and entertainment.

## A PHASED APPROACH

Building a great City is an on-going project. A phased approach is required in order to be successful. The Downtown Plan identifies long-term redevelopment opportunities as shown in the Redevelopment Framework below. It also identifies short-term actions, such as continued investments in placemaking which make downtown more inviting and attractive by the day.

## PARTNERSHIPS & COMMUNITY SUPPORT

Achieving the vision requires teamwork. The City of Appleton, Appleton Downtown Incorporated, and the Business Improvement District work closely together every day. Property owners, business owners, and downtown visitors are also a critically important part of what makes downtown Appleton one great place. The Redevelopment Framework below is intended to serve as a guide for public and private investment. Increasing residential density, supporting additional office growth, and stimulating investment north of College Avenue are all priorities.



**Downtown Study**  
Appleton, Wisconsin

**Redevelopment Framework**



For a full copy of Chapter 14 Downtown Plan, including detailed recommendations, visit the City's website:

<http://www.appleton.org>

To volunteer or find out more about Appleton Downtown Inc (ADI) visit:

<http://www.appletondowntown.org>

To learn more about downtown development opportunities, contact the Community & Economic Development Department at 920-832-6468



DocDocument		G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-			
PU	772	03/17/17	AMER LIB ASSOC-CAREER	T.S. ALA CONFERENCE	285.00	16010 6201	
PV	373014	03/08/17	BORN JOY	mindfulness	50.00	16010 6201	
JE	125309	03/31/17	ACCT CORRECTION/UNISOURCE		830.00-	16010 6301	
PU	719	03/17/17	OFFICE DEPOT #142	VOLUNTEER TAGS	24.99	16010 6301	00003951
PU	1080	03/17/17	OFFICEMAX CT*IN#165555	ENVELOPES	37.00	16010 6301	
PU	1148	03/17/17	OFFICEMAX CT*IN#156579	SPLIT - BINS/PENS (2	135.15	16010 6301	
PU	329	03/17/17	AMER LIB ASSOC-IMIS	K.H. ALA	104.00	16010 6303	
PU	780	03/17/17	FOX CITIES CHAMBER	ECONOMIC OUTLOOK	70.00	16010 6303	00003951
PV	373532	03/30/17	VOLUNTEER ACTION COUNCIL	volunteer rec lunch	40.00	16010 6305	00003951
PU	9	03/17/17	SAMS CLUB #6321	STAFF TRAINING	116.72	16010 6307	
PU	158	03/17/17	GFS STORE #2029	HOME DECOR CRAFT EVE	14.98	16010 6307	00003951
PU	224	03/17/17	MANDERFIELDS HOME BAKE	STAFF TRAINING	125.40	16010 6307	
PU	271	03/17/17	KWIK TRIP 18200001826	STAFF TRAINING	3.98	16010 6307	
PU	339	03/17/17	PICK'N SAVE #118	KUDOS-CELEBRATIONS	66.74	16010 6307	
PU	479	03/17/17	KWIK TRIP 18200001826	MOVIE/POPCORN	9.00	16010 6307	00003951
PU	527	03/17/17	PICK'N SAVE #123	RISE FOOD	20.02	16010 6307	00003951
PU	776	03/17/17	SAMSClub #6321	ANIME/GB/MINECRAFT	73.16	16010 6307	00003951
PU	816	03/17/17	KWIK TRIP 74300007435	MOVIE/POPCORN	6.00	16010 6307	00003951
PU	1109	03/17/17	MANDERFIELDS HOME BAKE	ADMIN TRAINING	63.50	16010 6307	
PU	364	03/17/17	WWW.ISTOCK.COM	SLP ADVERTISING	12.60	16010 6412	
PU	984	03/17/17	FACEBK JPUTFBSYX2	AD	3.80	16010 6412	
PU	1037	03/17/17	FACEBK HPUTFBSYX2	AD	5.01	16010 6412	
PU	1197	03/17/17	FACEBK 4F9CHBEYX2	PROGRAM AD	27.17	16010 6412	
PU	1203	03/17/17	FACEBK 6F9CHBEYX2	PROGRAM AD	2.83	16010 6412	
JE	125235	03/17/17	2/17 LONG DISTANCE		13.20	16010 6413 7	
JE	125236	03/17/17	3/17 AT&T BILL		214.73	16010 6413 7	
JE	125274	03/23/17	PRIOR YR LONG DISTANCE		34.84	16010 6413 7	
PU	844	03/17/17	CELLCOM	CELL PHONES	98.07	16010 6413 8	
PU	48	03/17/17	ADI	WASH. SQUARE GUARD	2,875.00	16010 6599	
16010					3,702.89		
					=====		
JE	125136	03/10/17	3/9 PR TRAVEL REIMBURSEMENTS	UNRUH	9.63	16021 6201	00003952
JE	125272	03/23/17	3/23 PR TRAVEL REIMBURSEMENTS	MISSILT	118.77	16021 6201	00003952
PU	419	03/17/17	WISMATH	MATH EDU SUMMIT	50.00	16021 6201	
PU	632	03/17/17	HND	P.Y. HMONG NAT DEV	285.00	16021 6201	

DocDocument		G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-			
PU	709	03/17/17	AMER LIB ASSOC-CAREER	ALA HOTEL; KH/AC/TM	285.00	16021 6201	
JE	125309	03/31/17	ACCT CORRECTION/UNISOURCE		166.00	16021 6301	
PU	40	03/17/17	AMAZON MKTPLACE PMTS	IDITAREAD	10.94	16021 6301	00003951
PU	50	03/17/17	SCHOLASTIC INC. KEY 6	RO&R	307.10	16021 6301	00003952
PU	93	03/17/17	AMAZON.COM	EARLY CHILD REFRESH	249.03	16021 6301	00003951
PU	159	03/17/17	INTERSTATE BOOKS4SCHOO	RO&R	20.00	16021 6301	00003952
PU	160	03/17/17	ALL ABOUT BOOKS, LLC	RO&R	657.64	16021 6301	00003952
PU	230	03/17/17	AMAZON.COM	STEP STOOLS	189.21	16021 6301	
PU	293	03/17/17	SCHOLASTIC INC. KEY 6	RO&R	221.30	16021 6301	00003952
PU	294	03/17/17	SCHOLASTIC INC. KEY 6	RO&R	36.00	16021 6301	00003952
PU	295	03/17/17	SMILEMAKERS INC	RO&R	1,083.24	16021 6301	00003952
PU	341	03/17/17	ALL ABOUT BOOKS, LLC	RO&R	137.13	16021 6301	00003952
PU	382	03/17/17	SCHOLASTIC INC. KEY 6	RO&R	39.25	16021 6301	00003952
PU	383	03/17/17	ALL ABOUT BOOKS, LLC	RO&R	43.75	16021 6301	00003952
PU	384	03/17/17	ALL ABOUT BOOKS, LLC	RO&R	95.62	16021 6301	00003952
PU	420	03/17/17	HOBBY-LOBBY #0193	TWEEN SCENE-V-DAY	49.32	16021 6301	00003951
PU	432	03/17/17	WM SUPERCENTER #1982	ELL CRAFTS	12.78	16021 6301	00003953
PU	528	03/17/17	INTERSTATE BOOKS4SCHOO	RO&R	40.00	16021 6301	00003952
PU	605	03/17/17	THE HOME DEPOT #4928	TOWEL RACK	8.78	16021 6301	
PU	628	03/17/17	WAL-MART #2958	VALENTINE PROGRAM	9.89	16021 6301	00003951
PU	662	03/17/17	AMAZON MKTPLACE PMTS	BUBBLE TEA	14.99	16021 6301	
PU	845	03/17/17	TARGET 00002386	TOWELS	10.00	16021 6301	
PU	851	03/17/17	AMAZON.COM	IPAD STANDS	89.70	16021 6301	00003951
PU	874	03/17/17	SCHOLASTIC INC. KEY 6	RO&R	11.25	16021 6301	00003952
PU	934	03/17/17	AMAZON MKTPLACE PMTS	BULLET JOURNAL	19.95	16021 6301	
PU	1001	03/17/17	SCHOLASTIC INC. KEY 6	RO&R	160.10	16021 6301	00003952
PU	1040	03/17/17	OFFICEMAX/OFFICE DEPOT	NOTES/CARDS	16.99	16021 6301	
PU	1041	03/17/17	STAR BRIGHT BOOKS	RO&R	38.04	16021 6301	00003952
PU	1079	03/17/17	OFFICEMAX CT*IN#164238	BADGE NAME	66.40	16021 6301	
PU	1147	03/17/17	OFFICEMAX CT*IN#156579	SPLIT - LABELS (77.4	464.40	16021 6301	00003952
PU	1210	03/17/17	ALL ABOUT BOOKS, LLC	RO&R	74.50	16021 6301	00003952
PU	1217	03/17/17	AMAZON MKTPLACE PMTS	BULLET JOURNAL	19.95	16021 6301	
PU	1227	03/17/17	AMAZON MKTPLACE PMTS	BULLET JOURNAL	23.95	16021 6301	
PU	1228	03/17/17	AMAZON MKTPLACE PMTS	BULLET JOURNAL	19.95	16021 6301	
PU	212	03/17/17	EB CASA HISPANA 25TH	CASA HISPANA OUTREAC	53.74	16021 6303	00003951

DocDocument		G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-			
PU	569	03/17/17	AMER LIB ASSOC-IMIS	A.C. ALA MEMBERSHIP	104.00	16021 6303	
PU	717	03/17/17	WM SUPERCENTER #1982	ELL SNACKS	7.50	16021 6307	00003953
PU	998	03/17/17	WM SUPERCENTER #1982	ELL FOOD	75.10	16021 6307	00003953
PU	1204	03/17/17	PICK'N SAVE #187	ELL CLUB	9.25	16021 6307	00003953
PU	855	03/17/17	SQ *CREATIVE JUICES	GET CRAFTY	100.00	16021 6599	00003951
16021					5,505.14		
JE	125136	03/10/17	3/9 PR TRAVEL REIMBURSEMENTS	CARPENTER	126.26	16023 6201	
JE	125272	03/23/17	3/23 PR TRAVEL REIMBURSEMENTS	CARPENTER	119.84	16023 6201	
PU	842	03/17/17	AMER LIB ASSOC-CAREER	M.H. ALA CONFERENCE	375.00	16023 6201	
JE	125309	03/31/17	ACCT CORRECTION/UNISOURCE		166.00	16023 6301	
PU	388	03/17/17	AMAZON.COM	JOURNAL	5.74	16023 6301	
PU	721	03/17/17	AMAZON.COM	BOARD & MARKERS	32.65	16023 6301	
PU	1036	03/17/17	POPPIN INC.	PENCIL HOLDERS	36.00	16023 6301	
PU	1196	03/17/17	FASTSIGNS 300301	COMPUTER NUMBERS	27.50	16023 6301	
16023					888.99		
JE	125136	03/10/17	3/9 PR TRAVEL REIMBURSEMENTS	EISEN	17.33	16024 6201	
JE	125272	03/23/17	3/23 PR TRAVEL REIMBURSEMENTS	EISEN	41.84	16024 6201	
JE	125309	03/31/17	ACCT CORRECTION/UNISOURCE		166.00	16024 6301	
PU	696	03/17/17	DRAMATISTS PLAY SERVIC	ATTIC PLAY CO-SPONSO	125.37	16024 6301	00003951
PU	911	03/17/17	EAGLE GRAPHICS LLC	COMM.READS SHIRTS	916.55	16024 6301	00003951
PU	1047	03/17/17	MICHAELS STORES 8783	ARTIST/RES - PAPER	44.97	16024 6301	00003951
PU	843	03/17/17	SQ *CREATIVE JUICES	GET CRAFTY	100.00	16024 6599	00003951
PV	373029	03/08/17	HUX, RAY	music at the library	100.00	16024 6599	00003951
PV	373030	03/08/17	LAMBERT, JOHN	music at the library	75.00	16024 6599	00003951
PV	373032	03/08/17	ZWICKEY, MICHAEL	music at the library	75.00	16024 6599	00003951
PV	373221	03/20/17	FOX CITIES BOOK FESTIVAL	reads author	1,000.00	16024 6599	00003951
PV	373273	03/20/17	LARSON, LEIF	artist in residence	200.00	16024 6599	00003951
PV	373274	03/20/17	MIRUHO, SAFFRI EMMANUEL	rise interpreter	300.00	16024 6599	00003951
PV	373509	03/29/17	WITTMANN, OLIVIA	music at the library	75.00	16024 6599	00003951
16024					3,237.06		
PU	103	03/17/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	51.60	16031 6306	
PU	668	03/17/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	54.29	16031 6306	
PU	994	03/17/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	59.91	16031 6306	

DocDocument		G/L	Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-		
PU	995	03/17/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	59.91	16031 6306
PU	996	03/17/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	57.49	16031 6306
PU	997	03/17/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	54.29	16031 6306
PU	1012	03/17/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	59.55	16031 6306
PU	1013	03/17/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	58.80	16031 6306
PU	1014	03/17/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	41.18	16031 6306
PU	1015	03/17/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	41.18	16031 6306
PU	1110	03/17/17	TARTAN SUPPLY CO INC	TISSUES	195.86	16031 6306
JE	125047	03/03/17	RECYCLING FEB 2017	235720	128.00	16031 6407
PU	287	03/17/17	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (5.96%	78.00	16031 6407
PV	373492	03/29/17	WE ENERGIES	4835-258-176	6,621.50	16031 6413 1
PV	373492	03/29/17	WE ENERGIES	5229-670-389	5,710.18	16031 6413 2
16031					----- 13,271.74 =====	
JE	125309	03/31/17	ACCT CORRECTION/UNISOURCE		166.00	16032 6301
PU	8	03/17/17	KAPCO	BOOK JACKETS	234.21	16032 6301
PU	327	03/17/17	AMAZON MKTPLACE PMTS	NINTENDO DS CASES	30.97	16032 6301
PU	710	03/17/17	FLAMBEAUINC	LAUNCHPAD CASES	61.89	16032 6301
PU	906	03/17/17	PREMIUM WATERS E-BILL	DISC CLEANING	107.40	16032 6301
PU	43	03/17/17	SCHOLASTIC BOOK CLUB		182.00	16032 6315
PU	44	03/17/17	SCHOLASTIC LIBRARY PUB		152.10	16032 6315
PU	94	03/17/17	INGRAM LIBRARY SERVICE		385.43	16032 6315
PU	95	03/17/17	INGRAM LIBRARY SERVICE		439.20	16032 6315
PU	96	03/17/17	BAKER-TAYLOR		27.20	16032 6315
PU	97	03/17/17	JOSTENS INC.		75.00	16032 6315
PU	154	03/17/17	AMAZON MKTPLACE PMTS		9.99	16032 6315
PU	155	03/17/17	MIDWEST TAPE LLC		1,784.36	16032 6315
PU	156	03/17/17	INGRAM LIBRARY SERVICE		1,369.22	16032 6315
PU	218	03/17/17	AMAZON MKTPLACE PMTS		93.97	16032 6315
PU	219	03/17/17	AMAZON MKTPLACE PMTS		7.43	16032 6315
PU	220	03/17/17	AMAZON MKTPLACE PMTS		9.79	16032 6315
PU	235	03/17/17	AMAZON MKTPLACE PMTS		5.74	16032 6315
PU	236	03/17/17	AMAZON MKTPLACE PMTS		5.10	16032 6315
PU	237	03/17/17	AMAZON MKTPLACE PMTS		7.94	16032 6315
PU	238	03/17/17	AMAZON MKTPLACE PMTS		4.83	16032 6315

DocDocument		G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-			
PU	239	03/17/17	AMAZON MKTPLACE PMTS		11.27	16032	6315
PU	240	03/17/17	AMAZON MKTPLACE PMTS		25.81	16032	6315
PU	280	03/17/17	AMAZON MKTPLACE PMTS		14.93	16032	6315
PU	281	03/17/17	AMAZON MKTPLACE PMTS		132.36	16032	6315
PU	296	03/17/17	AMAZON MKTPLACE PMTS		4.72	16032	6315
PU	297	03/17/17	AMAZON MKTPLACE PMTS		10.18	16032	6315
PU	298	03/17/17	AMAZON MKTPLACE PMTS		8.49	16032	6315
PU	299	03/17/17	INGRAM LIBRARY SERVICE		557.13	16032	6315
PU	300	03/17/17	AMAZON MKTPLACE PMTS		16.98	16032	6315
PU	301	03/17/17	GUM.CO/WBJXS		25.00	16032	6315
PU	302	03/17/17	RECORDED BOOKS		1,350.00	16032	6315
PU	303	03/17/17	AMAZON MKTPLACE PMTS		6.17	16032	6315
PU	304	03/17/17	AMAZON MKTPLACE PMTS		5.98	16032	6315
PU	305	03/17/17	AMAZON MKTPLACE PMTS		7.99	16032	6315
PU	306	03/17/17	AMAZON MKTPLACE PMTS		14.49	16032	6315
PU	340	03/17/17	INGRAM LIBRARY SERVICE		477.79	16032	6315
PU	380	03/17/17	INGRAM LIBRARY SERVICE		1,053.01	16032	6315
PU	381	03/17/17	INGRAM LIBRARY SERVICE		224.93	16032	6315
PU	386	03/17/17	BAKER-TAYLOR		28.76	16032	6315
PU	387	03/17/17	BAKER-TAYLOR		63.09	16032	6315
PU	464	03/17/17	WORLDCHAMBEROFCOMMERCE		60.00	16032	6315
PU	465	03/17/17	MIDWEST TAPE LLC		1,372.21	16032	6315
PU	466	03/17/17	INGRAM LIBRARY SERVICE		1,709.45	16032	6315
PU	467	03/17/17	HOUCHEN BINDERY LTD		68.75	16032	6315
PU	520	03/17/17	USGOVT PRINT OFC 32		157.00	16032	6315
PU	521	03/17/17	AMAZON MKTPLACE PMTS		13.99	16032	6315
PU	574	03/17/17	INGRAM LIBRARY SERVICE		1,115.40	16032	6315
PU	575	03/17/17	PROQUEST		5,470.00	16032	6315
PU	576	03/17/17	RECORDED BOOKS		218.21	16032	6315
PU	631	03/17/17	THOMSON WEST*TCD		790.39	16032	6315
PU	665	03/17/17	INFOGROUP****REF GOV		620.00	16032	6315
PU	718	03/17/17	MIDWEST TAPE LLC		1,641.24	16032	6315
PU	834	03/17/17	AMAZON.COM		33.91	16032	6315
PU	852	03/17/17	AMAZON MKTPLACE PMTS		6.99	16032	6315
PU	853	03/17/17	AMAZON MKTPLACE PMTS		4.48	16032	6315

DocDocument		G/L	Explanation		Amount	Account	
Ty	Number	Date	Alpha Name	-Remark-			
PU	854	03/17/17	AMAZON MKTPLACE PMTS		6.87	16032	6315
PU	862	03/17/17	AMAZON MKTPLACE PMTS		9.34	16032	6315
PU	863	03/17/17	AMAZON MKTPLACE PMTS		13.38	16032	6315
PU	864	03/17/17	AMAZON MKTPLACE PMTS		4.48	16032	6315
PU	865	03/17/17	AMAZON MKTPLACE PMTS		24.24	16032	6315
PU	866	03/17/17	BROWN COUNTY HISTORICA		15.00	16032	6315
PU	867	03/17/17	INGRAM LIBRARY SERVICE		2,209.57	16032	6315
PU	868	03/17/17	BAKER-TAYLOR		41.72	16032	6315
PU	869	03/17/17	BAKER-TAYLOR		27.20	16032	6315
PU	870	03/17/17	AMAZON MKTPLACE PMTS		164.77	16032	6315
PU	871	03/17/17	SC *SIERRA CLUB		12.00	16032	6315
PU	872	03/17/17	RECORDED BOOKS		5,400.00	16032	6315
PU	882	03/17/17	CFRA		408.00	16032	6315
PU	883	03/17/17	AMAZON MKTPLACE PMTS		28.56	16032	6315
PU	922	03/17/17	AMAZON MKTPLACE PMTS		11.98	16032	6315
PU	923	03/17/17	AMAZON MKTPLACE PMTS		9.33	16032	6315
PU	924	03/17/17	AMAZON.COM		39.96	16032	6315
PU	925	03/17/17	AMAZON MKTPLACE PMTS		11.91	16032	6315
PU	926	03/17/17	AMAZON MKTPLACE PMTS		17.23	16032	6315
PU	927	03/17/17	AMAZON MKTPLACE PMTS		14.92	16032	6315
PU	928	03/17/17	AMAZON MKTPLACE PMTS		6.01	16032	6315
PU	961	03/17/17	THOMSON WEST*TCD		790.39	16032	6315
PU	962	03/17/17	THOMSON WEST*TCD		1,098.75	16032	6315
PU	963	03/17/17	MIDWEST TAPE LLC		64.97	16032	6315
PU	964	03/17/17	BAKER-TAYLOR		16.99	16032	6315
PU	965	03/17/17	AMAZON.COM		49.99	16032	6315
PU	966	03/17/17	FOCUS ON THE FAMILY DO		19.95	16032	6315
PU	967	03/17/17	GREY HOUSE PUBLISHING		199.00	16032	6315
PU	977	03/17/17	PSI*BASEBALL AMERICA		25.95	16032	6315
PU	978	03/17/17	PSI*BASEBALL AMERICA		64.02	16032	6315
PU	979	03/17/17	NATIONAL AUDUBON SOCIE		20.00	16032	6315
PU	980	03/17/17	NADA APPRAISAL GUIDES		445.00	16032	6315
PU	1005	03/17/17	MIDWEST TAPE LLC		1,244.51	16032	6315
PU	1006	03/17/17	PROQUEST		150.00	16032	6315
PU	1050	03/17/17	INGRAM LIBRARY SERVICE		598.84	16032	6315

DocDocument		G/L		Explanation		Amount	Account		
Ty	Number	Date	Alpha	Name	-Remark-				
PU	1051	03/17/17	BAKER-TAYLOR			121.24	16032	6315	
PU	1052	03/17/17	BAKER-TAYLOR			27.20	16032	6315	
PU	1053	03/17/17	BAKER-TAYLOR			395.95	16032	6315	
PU	1054	03/17/17	REI*MATTHEW BENDER &CO			209.10	16032	6315	
PU	1055	03/17/17	TCD*GALE			334.36	16032	6315	
PU	1095	03/17/17	AMAZON MKTPLACE PMTS			59.96	16032	6315	
PU	1159	03/17/17	INGRAM LIBRARY SERVICE			1,589.18	16032	6315	
PU	1160	03/17/17	INGRAM LIBRARY SERVICE			300.00	16032	6315	
PU	1161	03/17/17	AMAZON.COM			17.91	16032	6315	
PU	1201	03/17/17	FREDPRYOR CAREERTRACK			151.95	16032	6315	
PU	1209	03/17/17	MIDWEST TAPE LLC			2,297.84	16032	6315	
PV	373011	03/08/17	APPLETON NORTH HIGH SCHOOL	media		47.00	16032	6315	
PV	373012	03/08/17	APPLETON WEST HIGH SCHOOL	media		47.00	16032	6315	
PV	373018	03/08/17	FOX VALLEY LUTHERAN HIGH SCHOO	media		40.00	16032	6315	
PV	373019	03/08/17	GALE/CENGAGE LEARNING	media		11,311.65	16032	6315	
PV	373022	03/08/17	MY HERITAGE (USA) INC.	media		1,870.00	16032	6315	
PV	373027	03/08/17	WISCONSIN DEPARTMENT OF AGRICU	media		10.00	16032	6315	
PV	373277	03/20/17	VUE, YEE L.	media		23.90	16032	6315	
PV	373438	03/29/17	FINISHING LINE PRESS	media		17.98	16032	6315	
PV	373250	03/20/17	UNIQUE MANAGEMENT SERVICES, IN	collection agency		608.60	16032	6599	
16032						55,217.56			
JE	125309	03/31/17	ACCT CORRECTION/UNISOURCE			166.00	16033	6301	
PU	133	03/17/17	CDW GOVT #GXN3607	CABLES		58.15	16033	6327	
PU	201	03/17/17	MODERN BUSINESS MACHIN	ADMIN COPIER		201.00	16033	6327	
PU	215	03/17/17	CDW GOVT #GXH0630	MICE		64.09	16033	6327	
PU	517	03/17/17	DMI* DELL HLTHCR/PTR	WARRANTY EXT.		1,549.82	16033	6327	
PU	861	03/17/17	DMI* DELL HLTHCR/PTR	DOCKING STATION		127.49	16033	6327	
PU	592	03/17/17	MODERN BUSINESS MACHIN	ADMIN COPIER		245.17	16033	6418	
PU	593	03/17/17	BIBLIOTHECA, LLC	YEARLY CONTRACT		7,000.00	16033	6418	
PU	594	03/17/17	BIBLIOTHECA, LLC	YEARLY CONTRACT		7,000.00	16033	6418	
PV	373266	03/20/17	WILS	boopsie app		8,540.00	16033	6815	00003951
16033						24,951.72			
						106,775.10			

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Three Months Ending March 31, 2017

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year March Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,180,305	2,266,806	2,284,583	173,258	475,554	20.82
Part-Time		280,798	206,653	206,653	24,658	62,989	30.48
Fringes		813,030	838,096	840,737	60,176	164,437	19.56
Salaries & Fringe Benefits		3,274,133	3,311,555	3,331,973	258,092	702,980	21.10
Training & Conferences	6201	22,583	18,314	18,314	1,635	2,973	16.23
Parking Permits	6206	18,112	19,920	19,920	0	19,560	98.19
Memberships & Licenses	6303	3,023	2,055	2,055	208	3,088	150.27
Awards & Recognition	6305	854	850	850	0	0	.00
Food & Provisions	6307	1,257	1,135	1,135	376	376	33.13
Administrative Expense		45,829	42,274	42,274	2,219	25,997	61.50
Office Supplies	6301	57,148	60,336	60,336	1,099	6,032	10.00
Building Maintenance/Janitor	6306	11,343	7,344	7,344	734	765	10.42
Shop Supplies & Tools	6309	0	100	100	0	0	.00
Books & Library Materials	6315	621,663	595,531	599,893	54,008	119,133	19.86
Printing & Reproduction	6320	20	100	100	0	0	.00
Safety Supplies	6323	171	200	200	0	0	.00
Miscellaneous Equipment	6327	54,866	67,250	67,250	2,001	4,933	7.34
Supplies & Materials		745,211	730,861	735,223	57,842	130,863	17.80
Collection Services	6407	2,855	1,545	1,545	206	486	31.46
Advertising	6412	899	1,288	1,288	51	111	8.62
Other Contracts/Obligations	6599	66,396	67,497	67,497	3,484	5,591	8.28
Purchased Services		70,150	70,330	70,330	3,741	6,188	8.80
Electric	6413.1	110,073	109,161	109,161	6,622	19,965	18.29
Gas	6413.2	24,433	23,169	23,169	5,710	10,023	43.26
Water	6413.3	4,924	4,871	4,871	0	1,221	25.07
Waste Disposal/Collection	6413.4	2,052	2,028	2,028	0	509	25.10
Stormwater	6413.6	2,418	2,444	2,444	0	609	24.92
Telephone	6413.7	2,734	2,719	2,719	263	719	26.44
Cellular Telephone	6413.8	1,138	945	945	98	202	21.38
Utilities		147,772	145,337	145,337	12,693	33,248	22.88
Bldng Repair & Maintenance	6416	2,096	3,000	3,000	0	0	.00
Equipmt Repair & Maintenance	6418	66,090	73,415	73,415	14,245	43,297	58.98
C8M Charges	6420	148,232	178,037	178,037	0	27,468	15.43
Software Support	6424	0	0	0	0	3,970	.00
Repair & Maintenance		216,418	254,452	254,452	14,245	74,735	29.37
Software Acquisition	6815	10,608	8,498	8,498	0	0	.00
Capital Expenditures		10,608	8,498	8,498	0	0	.00
TOTAL EXPENSES		4,510,121	4,563,307	4,588,087	348,832	974,011	21.23
REVENUES							
Library Aids (County)		1,103,329	1,065,839	1,065,839	0	0	.00
Library Fines		56,478	75,000	75,000	27,552	16,835	22.45
Space Rentals		30,000	30,000	30,000	0	10,000	33.33
Donations & Memorials		705	0	0	185	210	.00
Administration Reimbursements		25,591	0	0	0	3,500	.00
Children's Reimbursements		13,090	0	0	0	0	.00
Community Reimbursements & Reader/Prntr		217	300	300	7	25	8.33
Commissions (Vending)		1,473	1,500	1,500	125	388	25.87
Lost & Paid Materials 16032.5035		20,762	0	0	13,112	36,380	.00
Network Reimbursements & Public Use Prtr		20,242	18,500	18,500	2,665	5,631	30.44
TOTAL REVENUES		1,271,887	1,191,139	1,191,139	17,422	72,969	6.13

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Three Months Ending March 31, 20171  
04/03/17  
12:59:04

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year March Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		0	0	0	0	0	.00
Part-Time		0	0	20,000	0	0	.00
Fringes		0	0	1,000	0	0	.00
Salaries & Fringe Benefits		0	0	21,000	0	0	.00
Training & Conferences	6201	1,074	0	3,691	0	0	.00
Memberships & Licenses	6303	1,095	0	0	124	449	.00
Awards & Recognition	6305	375	0	0	40	40	.00
Food & Provisions	6307	1,248	0	0	123	140	.00
Administrative Expense		3,792	0	3,691	287	629	17.04
Office Supplies	6301	6,617	0	5,500	1,521	1,673	30.42
Printing & Reproduction	6320	4,750	0	2,000	0	0	.00
Miscellaneous Equipment	6327	8,002	0	4,000	0	1,187	29.68
Supplies & Materials		19,369	0	11,500	1,521	2,860	24.87
Advertising	6412	4,200	0	0	0	0	.00
Other Contracts/Obligations	6599	16,930	0	0	2,025	5,032	.00
Purchased Services		21,130	0	0	2,025	5,032	.00
Utilities		0	0	0	0	0	.00
Repair & Maintenance		0	0	0	0	0	.00
Software Acquisition	6815	3,200	0	8,600	8,540	8,540	99.30
Capital Expenditures		3,200	0	8,600	8,540	8,540	99.30
TOTAL EXPENSES		47,491	0	44,791	12,373	17,061	38.09
REVENUES							
Administration Reimbursements		78,182	0	0	0	3,575	.00
Children's Reimbursements		19,555	0	0	0	5,700	.00
Community Reimbursements & Reader/Prntr		7,000	0	0	0	5,900	.00
Network Reimbursements & Public Use Prtr		0	0	0	0	1,825	.00
TOTAL REVENUES		104,737	0	0	0	17,000	.00

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Three Months Ending March 31, 20172  
04/03/17  
12:59:04

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year March Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		20,867	0	21,493	1,666	4,269	19.86
Fringes		1,490	0	1,535	28	71	4.63
Salaries & Fringe Benefits		22,357	0	23,028	1,694	4,340	18.85
Training & Conferences	6201	522	0	960	128	271	28.23
Administrative Expense		522	0	960	128	271	28.23
Office Supplies	6301	20,437	0	23,221	3,429	5,691	24.51
Supplies & Materials		20,437	0	23,221	3,429	5,691	24.51
Other Contracts/Obligations	6599	0	77,694	77,694	0	0	.00
Purchased Services		0	77,694	77,694	0	0	.00
Utilities		0	0	0	0	0	.00
Repair & Maintenance		0	0	0	0	0	.00
Capital Expenditures		0	0	0	0	0	.00
TOTAL EXPENSES		43,316	77,694	124,903	5,251	10,302	8.25
REVENUES							
Children's Reimbursements		78,069	77,694	77,694	0	89,896	115.71-
TOTAL REVENUES		78,069	77,694	77,694	0	89,896	115.71

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Three Months Ending March 31, 20173  
04/03/17  
12:59:04

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year March Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	9.827	0	0	0	0	.00
Part-Time	0	0	1,300	0	0	.00
Fringes	5.173	0	50	0	0	.00
Salaries & Fringe Benefits	15.000	0	1,350	0	0	.00
Food & Provisions 6307	0	0	839	92	92	10.97
Administrative Expense	0	0	839	92	92	10.97
Office Supplies 6301	0	0	600	13	13	2.17
Supplies & Materials	0	0	600	13	13	2.17
Purchased Services	0	0	0	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	15.000	0	2,789	105	105	3.76
REVENUES						
Children's Reimbursements	15.000	0	0	0	0	.00
TOTAL REVENUES	15.000	0	0	0	0	.00

**CITY OF APPLETON**  
**BUDGET AMENDMENT REQUEST**  
**Budget Year 2017**

<u>Budget Description</u>	<u>Business Unit</u>	<u>Acct. No.</u>	<u>Sub Acct No.</u>	<u>Subledger No.</u>	<u>Transfer Amount</u>
Other Reimbursements: Friends carryover	16010	5035		3951	\$ 3,691.00
Admin: Training and Travel	16010	6201		3951	\$ 3,691.00
Other Reimbursements: United Way	16021	5035		3951	\$ 2,300.00
Childrens: Supplies	16021	6301		3951	\$ 2,300.00
Other Reimbursements: BMO	16021	5035		3953	\$ 9,000.00
Childrens: Supplies	16021	6301		3953	\$ 5,300.00
Childrens: Part-Time	16021	6108		3953	\$ 1,200.00
Childrens: Fringes	16021	6150		3953	\$ 100.00
Childrens: Food	16021	6307		3953	\$ 2,400.00

For the purpose of:

-Friends of APL 2016-2017 carryover

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

\_\_\_\_\_  
Date

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

Approved by:

\_\_\_\_\_  
Tony D. Saucerman, Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Timothy M. Hanna, Mayor

\_\_\_\_\_  
Date

Reported to Finance Committee:

\_\_\_\_\_  
Date

Additional comments: \_\_\_\_\_

**BUDGET AMENDMENT POLICY, revised 7/07:**

The following items require approval of the Mayor and the Finance Director and will be reported to the Finance Committee as information items:

- Transfers of \$15,000 or less between operations programs within a department or between departments within a fund ;
- New appropriations of \$15,000 or less funded by grants, user fees, or other non-tax revenues.

The following items will be reported to the Finance Committee as action items and require approval by two thirds of the Common Council:

- Transfers in excess of \$15,000 between programs within a department or departments within a fund;
- New appropriations in excess of \$15,000 funded by grants, user fees, or other non-tax revenues;
- Any transfers between funds;
- Any new appropriations funded by debt or current year tax levy;
- Any carryover of unexpended budgets from a prior period;
- Any transfers from the reserve for contingencies;
- Use of funds budgeted for a particular capital project for any other purpose.
- Use of budgeted personnel dollars to increase the supplies and services budget .

For the Appleton Public Library operating budget, transfers of \$15,000 or less between budget lines and / or between budget programs require written approval by the Library Director. Transfers in excess of \$15,000 and all new library appropriations funded by grants user fees or other non-tax revenues require the approval of the Library Board Finance Committee and two-thirds of the full Library Board. All Library budget changes will be reported to the Council Finance Committee as informational items.

<b>CITY OF APPLETON PERSONNEL POLICIES</b>	<b>TITLE: PERFORMANCE MANAGEMENT</b>	
ISSUE DATE: August 21, 2014	LAST UPDATE:	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: Non-Represented Employees	TOTAL PAGES: 4
Reviewed by Legal Services Date: July 18, 2014	Committee Approval Date: August 11, 2014 October 6, 2014 <b>March, 2017</b>	Council Approval Date: August 20, 2014 October 15, 2014

#### **I. PURPOSE**

Performance Management Evaluations shall be considered in decisions affecting placement, salary adjustment, overtime assignments, promotions, transfers, demotions, corrective action or dismissal, order of lay-off, re-employment and training.

#### **II. POLICY**

It is the policy of the City of Appleton to administer a Performance Management Program which will: help assess an employee's work performance and effectiveness; allow the employee and supervisor to set objective goals and review them; review competencies assigned to the position; suggest constructive action for improvement; suggest constructive action for development and training; and provide positive feedback in areas of excellence.

#### **III. DISCUSSION**

The Human Resources Director shall be responsible for the overall administration of the employee Performance Management Program and is responsible for ensuring that procedures are handled according to the provisions of this policy.

#### **IV. DEFINITIONS**

##### **A. ~~Exemplary~~ Exceptional Performance:**

Consistently and substantially exceeds requirements of the position and performs at optimal levels of effectiveness. Exhibits exceptional quality while meeting challenging demands.  
~~Performance consistently exceeds job requirements. Demonstrates unusually high level of performance relative to all assignments and objectives. Distinguished performance overall. In addition to receiving the required points, employees must be rated at least above target in each of the goals and competencies to be eligible for exemplary pay for performance.~~

##### **B. ~~Above Target~~ Consistent Performance:**

Performance meets and ~~often sometimes~~ exceeds job requirements. Demonstrates successful performance on ~~all~~ most major assignments and objectives and consistently exceeds position

requirements in some areas. ~~In addition to receiving the required percentage, employees must be rated at least on target in each of the goals and competencies to be eligible for above target pay for performance.~~

**C. ~~On-Target~~ Inconsistent Performance:**

**Inconsistently meets or fails to meet requirements and standards. Performance is not at expected levels. Includes employees who may be new to their job and learning new skills, and/or an employee who needs to improve and develop in their job**  
~~Performance consistently meets job requirements. Demonstrates successful performance on all or most major assignments and objectives. Employees must be at least on target in each of the goals and competencies to be eligible for on target performance.~~

**D. ~~Below Target~~ Performance:**

~~Performance is inconsistent; meets some job requirements but not consistently. Overall performance is below the acceptable level and must improve to meet minimum position requirements.~~

~~E.~~ **D. Goals:** Meaningful, measurable duties that reflect what the employee is expected to accomplish over a period of time.

Formatted: Indent: Left: 1", No bullets or numbering, Tab stops: 1", Left

~~F.E.~~ **Competencies:** Measurable or observable knowledge, skills, abilities and behaviors critical to success in a job. **Competencies are included on each employee's job description and all evaluations provide for a detailed description for each of the competencies an employee will be evaluated on.** ~~categorized by City employee group can be found on the Intranet under Forms/Human Resources/Competencies or under the S:\Competencies folder in Microsoft Word.~~

~~G.F.~~ **Development Plan:** A set of goals given to an employee as a result of the employee's performance. The development plan should give specific details of the areas on which the employee should focus—either to enhance positive performance or improve deficient performance.

~~H.G.~~ **Performance Evaluation (PE):** ~~On-line tool~~ **The performance evaluation is an on-line evaluation and used to evaluate the employee's performance for goals/competencies assigned under each employee, for each, their position.**

Formatted: Font: Bold

Formatted: Strikethrough

Formatted: Strikethrough

Employees who do not meet the requirements for a particular level of performance, may still be eligible for a performance adjustment based on unique circumstances. The Department Director must make a recommendation along with justification to Human Resources along with the employees completed evaluation for that year as outlined in the Salary Administration Policy.

## V. PROCEDURE-REGULAR FULL-TIME AND REGULAR PART-TIME EMPLOYEES

Each supervisor and employee shall follow the timelines and procedures outlined below:

- A. **Initial Appointment to a Position:** Each employee shall be formally evaluated at month three (month six for CSOs) following appointment to a position. In the Trial Period Evaluation, employees will be evaluated by their supervisor on basic expectations for the position, along with the five competencies for their position.
- B. **Completion of Trial Period:** When the Trial Period Evaluation is completed, the employee will be assigned an annual review form. The employee should work with their supervisor to add goals to his/her evaluation form based on his/her job description. The five competencies for the position will be pre-loaded into the employee's evaluation form. **Supervisors should provide a weight to each of the goals and competencies they are assigning to the employee. Both the goals and competency section weights must equal 100%. (Overall rating will be 50% Goals and 50% Competencies)** The goals/weights shall be reviewed and approved by the employee's supervisor, and if required, by the Department Director. The employee's supervisor shall determine the number of goals, no more than five, based on the position.
- C. **On-going Review:** Supervisors are encouraged to utilize the on line PE system and meet with employees to document performance, address matters needing attention and give feedback on goals and competencies throughout the year.
- D. **Year-end Review:** Employees and supervisors shall meet prior to the evaluation due date to review performance for that year. ~~The employee shall evaluate each goal and competency based on the following ratings: exemplary, above target, on target and below target. The employee shall indicate the rating for each goal and competency and make comments on how each goal/competency was accomplished.~~ **Employees will have the ability to input comments into their evaluation. If an employee feels their performance is at the exceptional level, they are required to provide comments/justification in their evaluation.** After the employee completes ~~rating~~ **commenting** in the evaluation, the employee must forward the evaluation to their supervisor for rating and comments. The supervisor shall indicate the rating for each goal and competency and **will be required to make comments if they are rating the employee exceptional or inconsistent. A consistent rating means the employee is consistently doing their job and does not require comments. An employee who is rated inconsistent by their supervisor, will be required to have a development plan, unless the inconsistent rating is because the employee is new and just learning their job. The employee's with a development plan will not be eligible to receive a pay increase until criteria of the plan is met and sustained for a minimum of 90 days and is approved by their supervisor.** ~~make comments on how each goal/competency was accomplished.~~ After the supervisor completes rating **and making comments** on the evaluation, the supervisor must forward the evaluation to the supervisor's supervisor, etc. The Department Director shall approve all evaluations for their department. All employees are required to electronically sign the year-end evaluation through the on-line PE system.
- E. **Review by Human Resources:** Human Resources will review to ensure consistency of all Performance Management Evaluations and recommendations from the supervisors before making the salary adjustments. The forms will be reviewed for accuracy,

completeness, and justification based on the City's Salary Administration Policy. Human Resources will work with Department Directors to follow-up with the appropriate supervisors to obtain further supporting documentation if needed.

- F. **Electronic Input:** All responses and ratings shall be put into the NEO.gov electronic Performance Management system and will become part of the employee's permanent record.
- G. **Employee Responses:** Employees will be required to **provide comments for any rate themselves with a numeric rating for all goals or and competencyies if they y-feel their performance has been exceptional.** ~~It shall be an expectation that employees provide comments for each of the goals and competencies in the evaluation, to be eligible for the general pay adjustment or pay for performance.~~
- H. **Supervisor Changes:** Supervisors shall be responsible for evaluating any employees assigned to them at the beginning of the year. If an employee transfers to another department, the new supervisor shall be responsible for evaluating the employee.
- I. **Supervisors Leaving City Employment:** Supervisors who leave City employment shall be responsible for completing evaluations prior to their leaving for all employees under their supervision.
- J. **Development Plans/Training:** Development plans can be used to enhance already positive performance or to address areas of deficiencies.

- a. **To Enhance Positive Performance**

If there is an area in which the employee or his/her supervisors would like to improve on more, the employee and supervisor can identify goals and opportunities by which to develop these skills. Examples of opportunities **that** may be pursued include on the job training, offsite training, and assigning higher levels of responsibility and or special projects that allow the employee to gain new skills and increase overall knowledge and abilities.

- b. **To Address Performance Deficiencies**

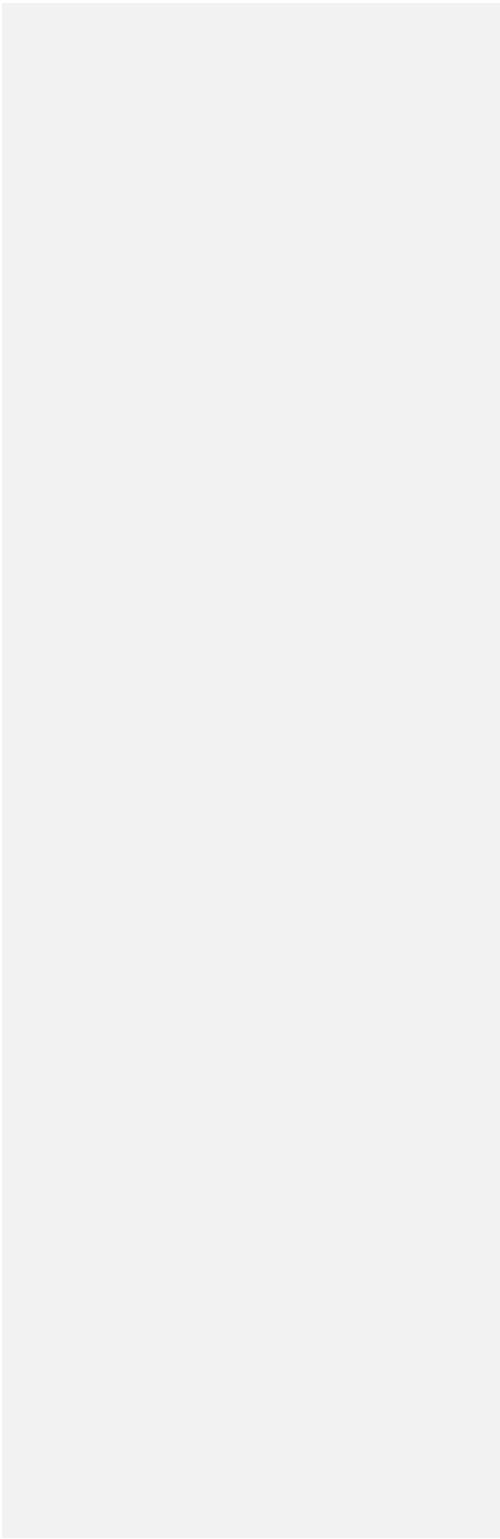
Supervisors must create Development Plan goals for each area rated ~~below target~~ **inconsistent** and whenever there is significant concern about negative changes in an employee's performance. Development plans must include follow-up until such time the employee's performance improves to the satisfaction of the supervisor and must be placed in the NEO.gov electronic Performance Management system and will become part of the employee's permanent record.

~~K. **Long Term Retention of Performance Management Records:** Upon termination of employment, the Human Resources Department will save a copy of the employee's performance evaluations, along with a final training report for the individual employee to his/her personnel folder for future reference. (Already in our Records Retention Policy)~~

|

|

|



# memo

To: Appleton Public Library Board of Trustees  
From: Adriana McCleer, Tanya Misselt and Tasha Saecker  
  
Date: March 29, 2017  
Re: 2017 Friends Funding for Programming Sub Staff

---

Community Partnerships and Children's Services section supervisors propose the addition of two library assistant positions to support community engagement and outreach through the end of 2017. The positions will be available between May 29 and December 22, totaling approximately 500-540 hours per section.

Depending on the candidates' skills and talents, specific projects may include APL presence at summer and fall festivals, parks and pools, and other community venues, Summer Library Program outreach to low-income elementary schools during summer session, community engagement addressing employment, homelessness and poverty, and enhanced social media coverage.

In this way, Friends funding will aid the library in furthering our ability to perform outreach to the community and increase community engagement.

MEMORANDUM OF UNDERSTANDING BETWEEN THE BOARD OF  
TRUSTEES OF APPLETON PUBLIC LIBRARY AND  
THE BOARD OF DIRECTORS OF THE FRIENDS OF APPLETON LIBRARY, INC.

This Memorandum of Understanding ("**Agreement**") is entered into by and between the Board of Trustees ("**Board**") of the Appleton Public Library ("**Library**"), with a mailing address of 225 North Oneida Street, Appleton, WI 54911, and the Board of Directors of the Friends of Appleton Library, Inc. ("**Friends**"), with a mailing address of 225 North Oneida Street, Appleton, WI 54911.

**WHEREAS** Friends is an independent, non-profit, 501(c)3 organization that is legally independent of the Library; and

**WHEREAS** the mission of Friends is to raise money and public awareness in the community to support the services and programs of the Library, and

**WHEREAS** the Board appreciates and depends on the services of Friends to increase public awareness and raise money for the Library, and

**WHEREAS** Friends and the Board wish to continue their unique relationship and shared benefits with transparency, and

**WHEREAS** Friends, on \_\_\_\_\_ of \_\_\_\_\_, 2017, authorized entering into this Agreement, and

**WHEREAS** the Board, on \_\_\_\_\_ day of \_\_\_\_\_, 2017, authorized entering into this Agreement,

**IT IS NOW, THEREFORE**, agreed between the Board and Friends as follows:

**ARTICLE I**  
**LIBRARY'S RESPONSIBILITIES**

1.01 Services. The Board shall provide to Friends the following free of charge:

1.01.1 Office Space: Friends shall have access at all hours when the Library is staffed to an office that is furnished, at minimum, with a desk, chair, two visitor chairs, bookcase, telephone and phone line, and file storage space.

1.01.2 Meeting Space: Friends shall have access on the same basis as Library staff to the Library's conference rooms and public meeting rooms.

1.01.3 Electronic Services: Friends shall have access on the same basis as Library staff to an Internet connection, server space for data, an email account, backup of data via the Library network, web server space to host Friends' pages on the Library website or a Friends' website, as mutually agreed upon.

1.01.4 Staff:

1.01.4.1 The Library Director or designee shall serve as a knowledge and information resource to the Friends' Executive Director to the extent said resources do not conflict with the Library Director's duties to the Library;

1.01.4.2 The Library Director or designee shall facilitate meeting room access for Friends' meetings and events;

1.01.4.3 Library staff shall accept incoming mail deliveries for Friends and will deliver outgoing Friends' mail deliveries that are fully pre-paid for by Friends to City Hall for distribution via the City of Appleton's regular mail process;

1.01.4.4 One (1) member of the Board shall serve as a ~~non~~-voting member on the Friends' Board and act as a liaison between the two Boards;

1.01.4.5 Library staff shall provide technical support for the Friends' computer and server space, including regular backups, troubleshooting the Internet connection, maintaining server software, etc., to the extent Library staff is able and capable;

1.01.4.6 Library staff shall be the custodian of records for the Friends subject to the Library's retention schedule.

1.01.5 Materials: The Library shall provide Friends with the Library's withdrawn materials, materials donated but not added to the Library collection, and small items of equipment.

1.02 Planning. The Board agrees to include Friends in the long-term planning process to ensure Friends is aware of the goals and direction of the Board.

1.03 Support. The Board agrees to encourage membership, donations and bequests to Friends, and to support Friends' marketing, advocacy and volunteer efforts.

1.04 Information. The Board agrees to share with Friends the Board's strategic initiatives at the beginning of each fiscal year and discuss with Friends how Friends' resources and support might help forward these initiatives.

1.05 Space. The Board agrees to provide public space within the Library for Friends' membership brochures and promotional materials.

## **ARTICLE II FRIENDS' RESPONSIBILITIES**

2.01 Status. Friends agrees to maintain in good status its independent non-profit corporation status.

2.02 Support. Friends agrees to support the Board and Library staff in developing facilities, programs and services, to encourage public support as well as gifts, grants and bequests, to provide input and support for the Board and Library staff and work to increase Library patronage. Friends agrees to publicly support the Board and its mission and policies. Friends agrees to engage in advocacy efforts on behalf of the board and the Library under the guidance of Board.

2.03 Friends' meetings. Friends agrees to include a member from Library's administration as a non-voting attendee at all Friends' meetings and to include a Library report on the agenda at Friends' meetings.

2.04 Use of Money. Friends agrees that any and all monies it raises will be spent exclusively for Library programs, services, and other Library-defined needs unless otherwise agreed to by both the Friends and the Library.

2.05 Deferral to Library Administration. Friends agrees that Library administration has the final say in accepting or declining any and all gifts made to the Library.

2.06 Voluntary Dissolution. Friends agrees that if they cease to actively fundraise, support and promote the Library, as determined solely by the Board based on a majority vote of the Board, Friends will voluntarily dissolve within three (3) months of the Board vote, allowing for a new Friends group to be established.

### **ARTICLE III ADDITIONAL PROVISIONS**

3.01 Term. The Agreement shall commence upon the date of full execution and shall remain in effect unless or until the Agreement is terminated by either Friends or Library.

3.02 Termination. The Agreement may be terminated at any time and for any reason by either the Board or by Friends upon ninety (90) days prior written notice to the non-terminating party. The written notification to terminate must be approved by a majority of the terminating party.

3.03 Indemnification. Each party shall indemnify, defend, and hold harmless the other party from and against any and all claims, actions, suits, demands, assessments, or judgments asserted, and any and all losses, liabilities, damages, costs, and expenses (including, without limitation, attorney's fees, accounting fees, and investigation costs to the extent permitted by law) alleged or incurred arising out of or relating to any operations, acts, or omissions of the indemnifying party or any of its officers, employees, agents, authorized volunteers and invitees in the exercise of the indemnifying party's rights or the performance or observance of the indemnifying party's obligations under this Agreement. Prompt notice must be given of any claim, and the party who is providing the indemnification will have control of any defense or settlement.

3.04 Disputes. In the event there is a dispute between the parties, the parties shall endeavor to resolve the disputes by mediation which, unless the parties mutually agree otherwise, shall be held in Appleton, Wisconsin. The parties shall share the mediator's fee and any filing fees equally. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

3.05 Amendments. This Agreement may be amended at any time by mutual written agreement by the Board and Friends.

3.06 Severability. If any provision of this Agreement is declared by any court of competent jurisdiction to be illegal, void, or unenforceable, the other provisions shall not be affected and shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties have caused this instrument to be executed in three (3) original counterparts on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**APPLETON PUBLIC LIBRARY BOARD OF TRUSTEES**

Witnessed By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Witnessed By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**FRIENDS OF APPLETON LIBRARY, INC.**

Witness By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Witnessed By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

J:\Attorney\WORD\FORMS\CONTRACT\2017 Contracts\MOU - Library and Friends.docx

**CITY OF APPLETON**  
**2016 YEAR END COLLABORATIVE/COOPERATIVE**  
**AGREEMENTS**  
**COMPILED DECEMBER 2016**

**COMMUNITY & ECONOMIC DEVELOPMENT**

***Maintained Agreements***

**Other Governments**

- “Gathering of Planners” –Meeting of Valley Municipal – Planners / 2 to 3 times annually meet to discuss mutual issues
- Town/City Boundary Agreements – Agreements applied and maintained when reviewing development/annexation projects
- Coordination of Comprehensive Planning activities with the Counties and abutting Towns
- Certified Local Government designation – Agreement between City and State Historical Society in regard to preservation, education and inventory of historic buildings and sites
- United States Postal Service – Collaboration in regard to assigning street names to new developments
- Fox Cities Economic Development Professionals – collaboration on regional economic development plans, professional development and projects to advance our regional economy
- Calumet County Economic Development Partnership
- U.S. Department of HUD
- Office of Justice Assistance – Disproportionate Minority Contact Committee
- GIS reciprocal data sharing agreement with WE Energies and Outagamie, Calumet and Winnebago counties
- Established a GIS users group with regional membership to keep communication and cooperation open to develop standards for implementation
- Coordinate with surrounding communities on regional park map (Appleton, Neenah, Menasha, Kaukauna, Little Chute, Kimberly, Town of Menasha)
- Outagamie County Health & Human Services (Diversity: Disproportionate Minority Youth Contact work and suicide prevention efforts)
- Outagamie County – Provide property data nightly to County Treasurer for: tax bill printing, lottery credits, county website, and collection of delinquent tax accounts. Regularly reconcile the two databases.
- Outagamie County Health & Human Services - Mental Health, Vulnerable & Underserved people experience homelessness
- Outagamie County – District Attorney and Victim Witness
- Refugee Resettlement Committee – Working with other municipalities to provide a smooth transition for incoming refugees.
- Outagamie County Planning – Provide number of rezoning applications the City processed per year and number of plats processed with number of lots created per year. This data is requested by the County Planning for their annual growth.

- Outagamie County reciprocity in property listing duties and property tax bill creation.
- CTH CA/STH 125/College Avenue Corridor Study
- United States Department of the Interior – National Park Service – State, Tribal and Local Plans & Grants Division in regard to reporting annual accomplishments of the Historic Preservation Commission.

#### **School Districts**

- Technical Review Group (TRG) – School District invited to participate and discuss development proposals
- AASD – collaboration on improvement projects in targeted areas (Wisconsin Avenue planters) and program planning
- AASD – Equality Summit and planning for school district strategic plans on equity.
- Appleton, Hortonville, Kimberly, Kaukauna, Little Chute, Shiocton school districts – Diversity efforts and suicide prevention

#### **Non-profit Organizations**

- East Central Wisconsin Regional Plan Commission (ECWRPC) – Attend meetings and discuss joint projects and periodically participate with Quarterly meetings
- Multi-Cultural Center
- Fox Valley Symphony
- Appleton Art Center
- Sustainable Fox Valley
- Community Garden Partnership
- Community Foundation for the Fox Valley Region
- Fox Cities Housing Coalition
- Appleton Northside Business Association (ANBA) Board Member
- Appleton Downtown Inc. (ADI)
- Downtown Business Improvement District (BID)
- Friends of the Fox
- African Heritage, Inc. – Juneteenth
- Toward Community
- Harmony Café/LGBTQ Program Services-Goodwill Industries of NCW
- The Mission Church – Washington Square Outreach
- Boys & Girls Club – Washington Square Outreach
- The Emergency Shelter – Washington Square Outreach & Vulnerable & Underserved
- Wisconsin Hmong Radio
- Fox Cities Chamber of Commerce and Fox Cities Regional Partnership: Fox Cities Regional Partnership on business retention and recruitment, marketing and advancing relationships with site selectors
- WI League of Municipalities – Serve as chair of the Assessor education section
- World Relief Fox Valley – Refugee Resettlement efforts
- The Warming Shelter - Washington Square Outreach & Vulnerable & Underserved

- Neighborhood Partners – A collaborative effort led by Sustainable Fox Valley to improve neighborhoods through sustainable practices.
- Wisconsin Economic Development Corporation meeting on business retention and recruitment, economic development strategic plan, workforce development, state wide marketing
- Fox Cities Economic Development Professionals – currently chair the organization
- Young Professionals Week in collaboration with the Fox Cities Regional Partnership
- The Artery in collaboration in ADI and Pulse
- Board member on the Fox Valley Residency Board
- Board member on the Fox Cities Convention and Visitors Bureau Board

#### **Other**

- Technical Review Group (TRG) – WE Energies invited to participate and discuss development proposals
- Appleton Downtown Incorporated (ADI) – Economic Development Committee – Review grant request for façade, recruitment and sign projects
- Fox Cities Exhibition Center Board of Directors
- Highway 47 Trail Connector Group
- InDevelopment
- UW Fox Valley Residency Program
- Riverfront Advocacy & Promotion – collaboration with business, non-profits and interested residents in the promotion of the Fox River, cultural and development projects
- Women in Commercial Real Estate
- New North – Diversity Committee and the Attract Develop and Retain Diverse Talent Committee
- Housing Rehab – Collaboration and information exchange with other housing rehab programs around the state
- Lawrence University – Safe Space Programs, Tackling racism & Civic Life Project
- UW Fox Valley (Diversity)
- American Association of University Women AAUW (Diversity)
- YMCA (Diversity Board)
- Wal-Mart (Diversity training)
- Prudential (Diversity)
- WI Association of Assessing Officers (WAAO) – Assist with WI Assessor Manual changes, legislation, and industry standards through executive board and committee participation
- Lawrence University Posse Student Program

#### ***New Agreements***

#### **Other Governments**

- 10 communities signed the Inter-Governmental Agreement to create the Hotel Room Tax Commission and move the Exhibition Center forward

### **School Districts**

- AASD and African Heritage, Inc. – Town Hall with parents of African American students
- Fox Valley Technical College – Banking and Finance Advisory Committee Member
- AASD – Huntley Houses Neighborhood community fitness playground project

### **Non-profit Organizations**

- ThedaCare CHAT Team (INCLUDE program)
- Project RUSH (Research to Understand and Solve Homelessness)
- Celebrate Diversity Fox Cities
- Hispanic Chamber of Commerce
- LGBTQ Chamber of Commerce Wisconsin
- Include Fox Valley – Welcome & Inclusive Business Campaign
- African Heritage, Inc. – Emerging Leaders conference and ongoing work for African American students
- ThedaCare CHAT Team for the “Black Experiences in Fox Cities” plunge and studies
- History Museum at the Castle – collaboration on exhibit to be released in 2016 on the “asylum” and mental health in Fox Cities
- National Coalition of LGBTQ Anti-Violence Programs – Working on national issues in local communities
- Fox Valley Substance Abuse Coalition (newly formed) – Serve on Harm Reduction Pillar Team
- The Art Alley in collaboration with the History Museum at the Castle and Mile of Music
- Applied for WEDC Community Development Initiative Grant in collaboration with entrepreneurs for a development at 513 W. College Avenue
- Collaboratively supporting the Greater Fox Valley Habitat for Humanity’s First Rock the Block Project at the Pierce Manufacturing Site
- Bridges Child Enrichment Center – Board President

### **Other**

- Connecting Cultures – Interpreting Services
- Fox Valley Islamic Society (Diversity)
- Esther – Faith in Diversity
- The Volunteer Center (Youth Awards)
- Civic Hackathon in collaboration with DHMN, Heartland Business Systems, Omni Resources, Skyline Technologies, Insight, and BConnected
- American Planning Association, Wisconsin Chapter, Northeast District
- Registered Neighborhoods (16 total)
- Comprehensive Plan Steering Committee

## **FINANCE**

### ***Maintained Agreements***

#### **Other Governments**

- Outagamie County – Printing tax bills for Appleton residents in Calumet and Winnebago County
- State TRIP Program – State intercepts tax refunds from residents to pay for delinquent City obligations
- Fox Cities Room Tax Commission
- Wholesale Water Agreement
  - Waverly Sanitary District
  - Grand Chute
  - Sherwood
- Purchasing Consortia – I.P.C. (local government purchasing consortium), VALUE Group (Wisconsin regional consortium), State of Wisconsin (cooperative contracts), U.S. Communities (National cooperative), WSCA (Western State Contracting Alliance – multi-state cooperative organization) and National Joint Powers Alliance (National Cooperative)
- Wastewater wholesale sewer service to Grand Chute
  - Memory Melody Area
  - East Side Utility Area
  - Oneida Parks
- Outagamie County – Uncollectable special assessment reimbursement agreement
- Daily tax file transmittal with Outagamie County to maintain systems on-line and internally for customers. This is done weekly with Calumet County.
- Option for Outagamie County taxpayers to pay on-line on County's system as well as City's. County will forward any payments to us they collect through this process via ACH.
- Wastewater Wholesale service from Town of Menasha
  - Garden Court
- Conduit Debt – Issue debt for several non-profit or state/federal funding debt programs for qualified businesses
- Water and Sewer Utility service agreement for portion of the Village of Little Chute
- Water Utility service agreement for portion of Town of Freedom
- Joint water meter project with Town of Grand Chute
- Outagamie County – Unclaimed funds

#### **School Districts**

- Joint cooperative funding of Crossing Guard Program
- Short-term cash loans to AASD

#### **Non-profit Organizations**

- City administers pass through funding for seven non-profits under the three stimulus housing/homeless grants

#### **Other**

- Appleton Downtown Inc. – BID District and Parades

- Condo Association – Enabling the financing of the HVAC and roof projects for the Condo Association

#### *New Agreements*

##### **Other Governments**

- Currently none to report.

##### **School Districts**

- Currently none to report.

##### **Non-profit Organizations**

- Currently none to report.

##### **Other**

- Currently none to report.

#### **FIRE**

##### *Maintained Agreements*

##### **Other Governments**

- Working with Outagamie County Dispatch, Outagamie MIS, Appleton TS, and Appleton GIS to get P1 CAD up and running properly.
- Wisconsin Emergency Management/State of Wisconsin–Wisconsin Task Force 1
- Wisc. Dept. Health Services – Radiological Prot. Sect.: Field Survey Team
- State of Wisconsin – Northeast Wisconsin Type II Hazardous Materials Team
- State of Wisconsin Department of Safety and Professional Services – State Plan Review agent
- State of Wisconsin Department of Agriculture – Above ground/Underground flammable Liquids storage tank Local Program Operators (LPO) program
- Mutual Aid Agreements – Town of Grand Chute, City of Kaukauna, Cities of Neenah-Menasha, Village of Little Chute, Village of Kimberly, Town of Center, City of Oshkosh, City of Green Bay, Village of Combined Locks, Town of Menasha
- Automatic Aid Agreement – Town of Grand Chute
- Automatic Aid Agreement – Cities of Neenah-Menasha
- CAD Dispatch: Calumet, Outagamie and Winnebago Counties
- Purchasing consortiums with other fire agencies to purchase fire specific equipment and supplies
- Outagamie County – County-wide records management system
- Outagamie County – Hazardous Materials Agreement
- Calumet County – Hazardous Materials Agreement
- Use of training facility/tower at Fire Station #6 by other fire and law enforcement agencies
- FoxComm – Calumet/Outagamie/Winnebago Counties
- Winnebago County Emergency Management – Risk Hazard Analysis
- Outagamie County Fire Investigation Unit
- Local Emergency Planning Committee (LEPC)
- Outagamie County – MABAS Agreement
- Outagamie and Winnebago Counties – radio project
- Outagamie County Sheriff's Department – Water Rescue response support

- Outagamie County Emergency Management Office – Risk Hazard Analysis
- State of Wisconsin – Health Human Services – Radiological Monitoring Program
- Wisconsin State Structural Collapse Team
- Rescue Task Force Working Group with Winnebago and Outagamie County’s Fire, Law, and EMS agencies including Gold Cross Ambulance
- Wisconsin Department of Justice, Division of Criminal Investigations

#### **School Districts**

- State of Wisconsin Technical College Fire Officer Curriculum Committee Review Team
- Fox Valley Technical College – Intern Firefighter Program
- Fox Valley Technical College – Fire Inspector Preceptor Program
- University of Wisconsin Oshkosh – Career Exploration Camps
- Fox Valley Technical College – Hosting Classes at our Training Tower
- Technical Review Group (TRG) – School District Invited to Participate
- AASD – Develop Evacuation Plans and Public Education Activities
- AASD – Crisis Response and Emergency Management Committee
- Fox Valley Technical College – Regional hiring process for entry-level firefighters
- Fox Valley Technical College Fire Protection Advisory Committee
- Northeast Wisconsin Technical College – Fire Protection Engineering Advisory Committee
- Wisconsin Technical College System Board – Fire Officer Curriculum Committee
- WTCS – State Representative for Fire Service Certification Testing

#### **Non-profit Organizations**

- Outagamie County ARES (Amateur Radio Emergency Services)
- Wisconsin State Fire Chief’s Association (WSFCA)
- International Association of Fire Chiefs (IAFC)
- Outagamie County CERT (Community Emergency Response Team) – Rehab Team
- Outagamie County Fire Chiefs Association
- Outagamie County EMS Chiefs Association
- Northeast Region Fire Chiefs Group
- Community Garden Partnership
- Member of National Fire Protection Association (NFPA)

#### **Internal City Departments**

- Interdepartment Network (IDN)
- Technical Review Group
- SWAT Team Member – 3 paramedics/1 per shift
- Special Events Committee
- First Aid and Fire Extinguisher Training – General Employee and DPW Safety Training

#### **Other**

- Hosting Pierce Classes and Photo Shoots at our Training Tower
- Octoberfest Support

- Wisconsin State Fire Chiefs Association and the Wisconsin State Fire Chiefs Education Association
- Wisconsin State Fire Inspectors Association
- Fox Valley Training Officer's Association
- Lawrence University – Internship Project
- Lawrence University – Civic Life Project

#### *New Agreements*

##### **Other Governments**

- Joint Installation of Outdoor Warning Siren with Outagamie County and Calumet Counties – South East Side

##### **School Districts**

- Currently none to report.

##### **Non-profit Organizations**

- Currently none to report.

##### **Internal City Departments**

- Currently none to report.

##### **Other**

- International Association of Arson Investigators (IAAI)
- Wisconsin Chapter 25 International Association of Arson Investigators
- Cooperative efforts with WE Energies for the location of Outdoor Warning Siren – South East Side

## **HEALTH**

#### *Maintained Agreements*

##### **Other Governments**

- Contract with Ashwaubenon, Berlin, Kaukauna, Kimberly, Little Chute, New London, Ripon and Waupaca for Weights & Measures services (Northeast Wisconsin Weights and Measures Consortium)
- Provide staff support for Public Health Preparedness Services to Counties of Green Lake, Marquette, Waushara and City of Menasha
- Northeast region Environmental Health Supervisors Group
- Outagamie County Child Death Review Team
- Outagamie County Elder Abuse Team
- WI TB program Dispensary (MOU's to provide \$ to providers who provide patient care for under insured and uninsured residents) Primary Care, Mosaic Family Health, ThedaCare clinics, Affinity clinics and Partnership Community Health Center
- WI Partner Services program (provide HIV/AIDS services)
- State funds for Maternal and Child Health, Immunization, Public Health Preparedness, Lead Poison and Prevention grants
- Preventive Health Services Block grant Advisory Board
- Refugee Health Screening
- Wisconsin Weights and Measures Association
- DATCP Policy and Procedures Committee Weights and Measures

- Agent for Department of Safety and Professional Services regulating Manufactured Home Communities
- Agents for Wisconsin Department of Agriculture Trade and Consumer Protection
- Wisconsin Association of Local Health Departments and Boards – State Board member and Environmental section
- Outagamie County Hazard Mitigation Plan Advisory Committee

### **School Districts**

- Coordinate activities in AASD including, food service training and inspections, swimming pool inspections and water samples, classroom presentations and school age immunization program
- Provide preceptor site for various institutions including but not limited to UW Green Bay, UW Oshkosh, Lawrence and Bellin students
- Collaborate with AASD on recruitment and training of Public Health Emergency Volunteers (500 school staff)
- AASD Safe Schools Committee

### **Non-profit Organizations**

- Provide leadership on the Fox Valley Community Health Improvement Coalition (a collaborative effort between the Public and Private health agencies in the Fox Cities)
- Northeast Wisconsin Immunization Coalition
- Fox Cities Housing Coalition
- Serve on Advisory Board of Family Services Inc.
- Advisory Board for Thedacare at Home
- Serve on UW Population Health Institute Advisory Board
- Serve on Board for Wisconsin Health Education Network
- Serve on core planning and Leadership team of Weight of the Fox Valley
- Provide ongoing support to Oktoberfest via Fox Cities Chamber of Commerce
- Breastfeeding Alliance of Northeast Wisconsin
- United Way Fox Cities Community Impact Council
- Serve on East Central Wisconsin Regional Planning Commission Bicycle and Pedestrian Plan Steering Committee

### **Internal City departments**

- Interdepartmental Network (IDN)
- Site Plan Committee
- Technical Review Group
- Interpreter Committee
- Special Event Committee
- City Diversity & Inclusion Team
- Health Smart Team

### **Other**

- Thrivent Financial for Lutherans Public Health Emergency Volunteer Program (200 staff)
- Fox Valley Lead Task Force
- Fox Valley Safe Kids
- Fox Valley Early Childhood Coalition

- Hmong American Partnership
- Hispanic Interagency Coalition
- Point project-poverty prevention
- Serve on Latino Pregnancy Prevention Committee
- Serve on ThedaCare CHAT Advisory Board
- Managed Health organizations PNCC agreements
- Wisconsin Hospital Emergency Preparedness Program (WHEPP)
- Appleton Refugee Resettlement Team
- Fox Valley Memory Project
- Wisconsin CHIPP (Community Health Improvement Partnership Plan) Infrastructure Improvement Project

#### *New Agreements*

##### **Other Governments**

- Currently none to report

##### **School Districts**

- Currently none to report

##### **Non-profit Organizations**

- Currently none to report

##### **Other**

- Currently none to report

### **HUMAN RESOURCES**

#### *Maintained Agreements*

##### **Other Governments**

- Maintained collaborative training efforts with Outagamie County
- Maintained communication and response network with other municipalities for policy direct, legal updates, union negotiation updates, etc.
- HR assistance to other counties and cities on NEO.Gov
- HR assistance to other counties and cities on the NEO.Gov PE System
- HR assistance to other counties and cities on Core Competencies

##### **School districts**

- Participation in AASD Student Career Fair
- Working with AASD on computer training for City employees
- Shared training facilities at AASD's Morgan Building for PE training.

##### **Non-profit Organizations**

- Currently none to report.

##### **Other**

- CVMIC Users Group
- NEOgov training for CVMIC

#### *New Agreements*

##### **Other Governments**

- Safety training with Kimberly
- Collaboration/partnership with Lawrence University and Outagamie County on Wellness Programs.
- PE Training with Dodge County, City of DePere and the City of Wauwatosa

- HR assistance with Grand Chute police issues
- Collaboration with surrounding communities for comparable survey data

#### **School Districts**

- Scheduled meeting for AASD to present to Directors information on the Co-op Student Program.
- FVTC Business Management/Management Development Advisory Committee to help them plan curriculum for their degree programs
- Shared Employee Clinic – Connecting Care Clinic
- Business Advisory Committee for Career Readiness

#### **Non-profit Organizations**

- Currently none to report.

#### **Other**

- Currently none to report.

### **INFORMATION TECHNOLOGY**

#### ***Maintained Agreements***

##### **Other Governments**

- Collaboration with the AASD, FVTC, Outagamie County and the Town of Grand Chute in the Appleton Area Metropolitan Fiber Optic Network (AAMFON) infrastructure work
- Joint training opportunities with the employees of Outagamie County
- Combined City of Appleton and Outagamie computer training facility
- INFOCIS (Information Network of the Fox Cities) Appleton, Grand Chute, Outagamie County, FVTC, AASD to share research, training, and technology resources and initiatives
- Purchasing consortiums with local government (Outagamie County, FVTC and AASD) on some common use items for better pricing
- Partnered with FVTC on location for back-up mainframe and network data

##### **School Districts**

- Collaboration with the AASD, FVTC, Outagamie County and the Town of Grand Chute in the Appleton Area Metropolitan Fiber Optic Network (AAMFON) infrastructure work
- Shared training facilities at AASD's Morgan Building for larger classes
- INFOCIS (Information Network of the Fox Cities) Appleton, Grand Chute, Outagamie County, FVTC, AASD to share research, training, and technology resources and initiatives
- Sharing of Internet access services with AASD at low cost to the City
- Purchasing consortiums with local government (Outagamie County, FVTC and AASD) on some common use items for better pricing

##### **Non-profit Organizations**

- Currently none to report

##### **Other**

- GIS reciprocal data sharing agreement with WE Energies and Outagamie, Calumet and Winnebago Counties

### *New Agreements*

#### **Other Governments**

- Currently none to report

#### **School Districts**

- In talks with AASD and FVTC on how to potentially collaborate on a Video Conferencing system to reduce the infrastructure costs of all parties and try to find a way to share parts of that equipment and cost

#### **Non-profit Organizations**

- Currently none to report

#### **Other**

- Currently none to report

### **LEGAL SERVICES**

#### *Maintained Agreements*

#### **Other Governments**

- Coordinated publication of election notices for absentee voting with 16 other cities, villages and towns
- Coordinated with Outagamie County Clerk and selected staff at ALL High Schools to train and assist with voter registration
- Improve collaborative efforts with Fox Valley Municipal Attorneys including mutual covering of Council and Committee meetings and serving as special prosecutor when needed.
- Truancy Court – Outagamie County Circuit Courts, AASD & City of Appleton

#### **School Districts**

- Collaborated with AASD, Fox Valley Lutheran H.S., St. Josephs Middle School, and 12 local churches for polling sites

#### **Non-profit Organizations**

- Currently none to report

#### **Other**

- Currently none to report

### *New Agreements*

#### **Other Governments**

- The City of Sheboygan recently joined the Fox Valley Municipal Attorneys' group which may result in more collaboration in the future.

#### **School Districts**

- Collaboration with School District on stormwater project

#### **Non-profit Organizations**

- Currently none to report

#### **Other**

- Currently none to report

### **LIBRARY**

#### *Maintained Agreements*

#### **Other Governments**

- Black Creek Public Library

- City of Appleton Health Department
- City of Appleton Police Department
- City of Appleton Parks & Rec
- Gerald H. Van Hoof Public Library
- Hortonville Public Library
- IRS VITA program
- James J. Siebers Public Library
- Kaukauna Public Library
- Menasha Public Library
- Muehl Public Library
- Neenah Public Library
- New London Public Library
- Outagamie Waupaca Library System (16 municipalities)
- OWLSnet consortium
- Security Administration
- USDA – free summer meals
- Valley Transit – Read & Ride
- WIC
- WI Department of Workforce Development

#### **School Districts**

- AASD ELL Teachers
- AASD Title 1
- AASD
- AASD – 4K – 12<sup>th</sup> grade
- AASD – CELC (Community Early Learning Center)
- AASD Appleton Public Montessori
- ACES – School age visits and outreach
- Appleton North High School
- FVL feeder schools – Celebration Lutheran, Riverview Lutheran, Mt. Olive, Saint Paul and Saint Peter
- Home School Hub
- Renaissance School for the Arts

#### **Non-profit Organizations**

- 1000 Islands Nature Center
- AARP – Tax Aide
- African Heritage, Inc.
- American Association of University Women (AAUW)
- Appleton Downtown Inc.
- Appleton Downtown Rotary
- Appleton Historical Society
- Autism Society of the Fox Valley
- Bemis Company Foundation
- Boys & Girls Club
- Bubolz Nature Center

- Building for Kids – multiple collaborations based on exhibits, Children’s Parade and special events, Reach Out & Read (ROR) Fox Cities
- CASA
- Celebrate Diversity Fox Cities
- Child Care Resource and Referral – meetings, sharing ideas & programs, fairs
- Children’s Hospital of Wisconsin
- Community Foundation for the Fox Valley Region
- Compassionate Canines
- Down Syndrome Association
- Family Services of Northeast Wisconsin
- FISC – Money Smart
- Fox Arts Network (FAN)
- Fox Arts Network (FAN) Pass participating organizations: Appleton Boychoir, ADI, Inc., Attic Theater, Bergstrom Mahler Museum of Glass, Building For Kids Children’s Museum, Fox Cities Performing Arts Center, Fox Valleyaires, Fox Valley Chorus of Sweet Adelines International, Fox Valley Symphony, Fox Wisconsin Heritage Parkway, History Museum at the Castle, Lawrence Academy of Music, Lawrence Academy Girl Choir Program, Lawrence University, MacDowell Male Chorus, Makaroff Youth Ballet, newVoices, New Horizons Band, Paper Discovery Center, Trout Museum of Art, YMCA Fox Cities
- Fox Cities Book Festival
- Fox Cities Chamber of Commerce and Industry
- Fox Cities Performing Arts Center – Various programs based on current shows and programs
- Fox Cities Reads
- Fox Valley History Network: Lawrence University, Fox Wisconsin Heritage Parkway, Hearthstone Historic House, The Retreat, Grignon House, Paper Discovery Center, Old Third Ward, Fox River Navigation Authority
- Fox Valley Symphony
- Fox Valley Literacy Council
- Fox Valley Music Teachers Association
- World Relief Fox Valley – Refugee Resettlement
- Fox Valley Warming Shelter
- FRIENDS of Appleton Public Library
- Goodwill U
- Headstart
- Hearthstone Historic House Museum
- Casa Hispana (HCCW) – meetings and grant support – Latino Fest
- History Museum at the Castle
- Hmong American Partnership
- Homeless Connections
- Lawrence University
- League of Women Voters
- Money Smart

- NAMI
- North East Wisconsin Steampunk
- Outagamie County Master Gardeners
- Pride Alive
- Reach Out and Read – Wisconsin
- Reach Out and Read – National
- Reading is Fundamental
- Recyclethatstuff.com
- Salvation Army
- Soar Fox Cities
- Thrivent Financial Foundation
- United Way
- UW Extension
- UW – Fox Valley
- UW – Oshkosh Head Start
- Wisconsin Early Child Association
- YMCA

#### **Other**

- Affinity Health System
- Appleton Retirement Community
- Aramark
- Aurora Health System
- B.A.B.E.S.
- Barnes & Noble
- Bellin Health
- Chimera Hobby
- Dr. Sarah Campbell
- Child care providers: Apple Tree Connections, Child's Choice Learning Center, Children of America, Creative Child, Celebration Children's Center, Faith Lutheran, FVTC Child Care Center, Growing Together, Kids Kingdom, Kindercare (Metro, Ballard, S. Oneida), Kidzland Darboy, Little Angel, Little Hearts, Our Shepherd, Play & Grow Learning Center (Appleton, Greenville), Project Bridges, Thedacare, YMCA Learning Center, Young Child Development, Big Hearts Little Hands
- Family Care Fox Cities
- Fox Valley Technical College
- Gunderson Cleaners
- Kohls Cares – Spriggy iPads
- Lakeshore Cleaners
- Mosaic Family Health
- Outagamie County Master Gardners
- Partnership Community Health Center
- Pfefferle Management
- Prevea Health

- Power House Comics
- Primary Care Associates of Appleton
- Safe Kids Fox Valley
- St. Elizabeth's Hospital
- St. Elizabeth's Mommy & Me
- ThedaCare Health System
- ThedaCare Mommy & Me
- Trout Museum
- UW – Milwaukee – Ed. Psych. Dept.
- VIVA! Lawrence University Latino Student Group
- Washington Square collaborative
- Wichmann – Fargo Funeral Home
- Wisconsin Historical Fencing Association
- Wisconsin Timer Rattlers

#### *New Agreements*

##### **Other Governments**

- City of Appleton Diversity & Inclusion
- City of Appleton - GIS
- Wisconsin Veterans Museum

##### **School Districts**

- St. Francis Xavier Catholic School System

##### **Non-profit Organizations**

- Appleton Historic Preservation Commission
- Appleton Makerspace
- Attic Theater
- Beja Shriners
- E.S.T.H.E.R.
- Forward Services
- Fox Cities Housing Coalition
- Fox Valley Coalition for Advanced Care Planning
- Fox Valley Memory Project
- Fox Valley Sierra Group
- Goodwill Industries
- Habitat for Humanity
- Harbor House
- Housing Partnership of the Fox Cities
- Lawrence Makerspace
- Lawrence University Diversity Center
- NeighborCare
- POINT – U.S. Venture
- Performing Arts Center
- Project RUSH
- Riverview Gardens
- Sexual Assault Crisis Center – Fox Cities, Inc.

- St. Joe's Food Program
- Stronger Together Fox Valley
- Thousand Islands Nature Center

**Other**

- Associated Bank - BBC
- Basil Café
- BMO Harris Bank
- Brookdale Senior Living
- City Café
- Coex LLC
- Copper Rock Coffee Company
- Crazy Sweet
- Delta Sigma Theta Sorority, Inc.
- Empower Yoga
- Escape Room Wisconsin
- Feeding America
- Fox Cities Chamber of Commerce - PULSE
- Fox Cities Roller Derby
- Fox Valley Ghost Hunters
- Fox Valley Lutheran Home
- IndUS of Fox Valley
- Long Cheng Market Place
- Mai's Deli
- Marcia's School of Dance
- Miller Electric
- Paper Valley Garden Club
- Play It Again Sports
- Rapid 3D Printing
- Skater's Edge
- Stronger Together Fox Valley
- Surfin' Bird
- Tandem Wine & Beer
- Thao Enterprise
- The Fire
- Touchmark
- Valley Packaging
- Wisconsin Brushstrokes
- Wisconsin Historical Society Area Research Center – Green Bay
- Wisconsin Historical Society Area Research Center – Oshkosh
- Young Space

## **PARKS, RECREATION AND FACILITIES MANAGEMENT (APRFMD)**

### **Maintained Agreements**

#### **Other Governments**

- City of Neenah – Reciprocity Agreement - allows residents from each community to register for recreation programs in the other community at the resident rate
- City of Menasha – Reciprocity Agreement - allows residents from each community to register for recreation programs in the other community at the resident rate
- Wisconsin DNR – Lease agreement with Wisconsin DNR for use of Mauthe site as a satellite work site for the Parks, Recreation and Facilities Management Department field operations
- Wisconsin DNR – Agreement with the Wisconsin DNR to designate pond in Appleton Memorial Park as Urban Fishing location in NE Wisconsin
- Senior Games – Annual event for older adults that is a cooperative effort between the Cities of Appleton, Neenah, Menasha, Menasha Senior Center, YMCA and Volunteer Center of the East Central WI/RSVP
- Community Promotion – Agreement between Cities of Kaukauna, Menasha, Neenah and Appleton, Town of Menasha and Villages of Little Chute and Kimberly to advertise contact information in each other's Activities Guide so the community has a better understanding of all the recreational opportunities in the Fox Cities
- Menasha – Agreement to share stage for special events.
- Regional Trail Map – Cooperative effort between Cities of Kaukauna, Neenah, Menasha, and Appleton, Villages of Kimberly, Combined Locks and Little Chute, Towns of Clayton, Grand Chute, Greenville and Harrison, Outagamie County, East Central Wisconsin Regional Planning Commission and Fox Cities Greenways to provide a regional trail map
- Pool Pass Week – The Cities of Menasha, Neenah, Kaukauna and Appleton and the Villages of Little Chute and Kimberly celebrated July - Parks and Recreation Month and National Aquatic Week by accepting pool passes from other communities during the 3rd full week of July

#### **School Districts**

- AASD – Transfer of ownership of West Pool to the AASD – APRFMD to receive reduced rate for pool rental
- AASD – Lease agreement with AASD for use of Prospect Building in Pierce Park for Fox River Academy Charter School
- Joint School/Park Sites – Cooperative efforts between the City of Appleton and AASD on development and management of joint school/park sites at Ferber/Einstein Park, Horizon/Woodland Park, Jefferson/Pierce Park, and unnamed school and park adjacent to Fire Station #6
- Fee Waiver Program – Agreement with ARAMARK/AASD to receive free lunch verifications for Fee Waiver Program. They also send lists of applicants who checked that they would like to hear about the APRFMD Fee Waiver Program
- ARAMARK and AASD – Coordinate participation in the summer food service program with the APRFMD summer playground program

- AASD/APRFMD Facility Use – Each agency has developed facility rental policies that offer preferential treatment to the other agency when reserving facilities for activities
- AASD/APRFMD Facility Maintenance – Coordinated maintenance of joint school/park sites to minimize duplication of services
- Banta School Early Learning Center – Agreement with Banta School Early Learning Center, Boy Scouts and Reid Golf Course to provide building bird houses as an Eagle Scout project
- Fox River Academy/Appleton Area School District – Agreement for Fox River Academy to provide improvements to the ravine area of Pierce Park
- AASD – use of the playground at Franklin Elementary School for summer bike rodeos
- Appleton North High School – partner to provide adult tennis instruction on their tennis courts

#### **Non-profit Organizations**

- Appleton Ice, Inc. – Lease agreement with Appleton Ice, Inc. for construction and management of ice arena in Appleton Memorial Park
- Appleton Ice, Inc. – Collaboration on programs and sponsorship of events
- USA Youth Sports – Lease agreement with USA Youth Sports for development and operation of sports complex
- Fox Valley Rowing Club – Lease agreement with Fox Valley Rowing Club for development and operations of boat house and piers in Telulah Park. Agreement also requires Rowing Club to provide rowing instruction for ages 15 years and older
- Miracle League of the Fox Valley – Agreement with Goodwill Industries for programming of the Miracle League Field in Appleton Memorial Park
- Appleton Yacht Club – Lease agreement with Yacht Club for use of city property adjacent to Lutz Park
- Fox Valley Technical College – Agreement with FVTC for current students that allows access to the swimming pools for open swim as part of their student activity fee
- Sticks for Kids – Cooperative agreement with the National Recreation and Park Association (NRPA) and Golf Course Builders Association of America (GCBA) to provide free golf clubs to the youth of the community
- Purchase of Waste Management Services – Quotations for waste management services include honoring quotation for other non-profit organizations such as USA Youth, AFIC and special events that use park facilities
- Sustainable Fox Cities – Agreement with Sustainable Fox Cities to work with neighborhood group to improve Arbutus Park
- YMCA – Agreement with the YMCA to host two swim meets at Erb Pool during the summer months in exchange for swim pass holders being allowed free access to any YMCA facility in the Fox Cities during the swim meets
- Agreement with the Friends of the Fox for installation of navigational markers in Fox River

- Boy Scouts – Agreement allows Boy Scouts to provide weekly “Game-On” activities at playground program sites
- Northeast Stormwater Consortium – partner to provide educational programming for our Camp APRD programming once a week as well as presents to our Little Learners program participants
- Oneida Heights – Agreement to use space for active older adult programs
- Neighborhood Voice – Agreement with Neighborhood Voice to allow the development and installation of a mosaic display in Arbutus Park
- Building For Kids – partner to provide the downtown Appleton Children’s Parade
- Panther Baseball Club – Agreement with the Panther Baseball Club for the operations of the adult softball program and concession stand at Appleton Memorial Park
- Xcel Sports – partner to provide soccer fields for our Challenger Soccer Camp and practice space for our summer camps and fall youth soccer leagues

#### **Other**

- Fratello’s – Lease agreement with Fratello’s for use of patio at Vulcan Heritage Park
- Basil’s Pub and Provisions – Lease agreement with Basil’s Pub and Provision for use of Houdini Plaza space for outdoor patio area
- 222 Building, LLC – Lease agreement with 222 Building, LLC for use of space along College Avenue for mini-park
- Studios – Lease agreement with City Center Plaza for studios on the second floor of the City Center Plaza
- Appvion – Memorandum of Understanding (MOU) for Special Revenue Fund to support the maintenance of the plaza in City Park
- Woodward Communications – Permanent easement with Woodward Communications for access to Newberry Trail between College Avenue and Peter Street
- Canadian National Railroad – Permanent easement with Canadian National for segment of Newberry Trail between Peter Street and Wastewater Treatment
- Warehouse Specialties – Permanent easement with Warehouse Specialties for segment of Newberry Trail between College Avenue and Peter Street
- Thrivent Financial – Permanent easement with Thrivent Financial for Lutherans for trail corridor between Ballard Road and Meade Street
- Sprint – Lease agreement with Alamosa/Sprint for use of light pole in Appleton Memorial Park for wireless communication equipment
- Cingular Wireless – Lease agreement with Cingular for use of light pole in Appleton Memorial Park for wireless communication equipment
- T-Mobile – Lease agreement with T-Mobile for use of flagpole in Appleton Memorial Park for wireless communication equipment
- Cingular/AT&T – Lease agreement with Cingular/AT&T for ground space and use of flag pole at Reid Golf Course for wireless communication equipment
- T-Mobile – Lease agreement with T-Mobile for ground space and use of flagpole at Reid Golf Course for wireless communication equipment

- National Golf Graphics – Agreement with National Golf Graphics to provide tee signs at Reid Golf Course at no cost to the course
- Press Works Printing – Agreement with Press Works Printing to provide scorecards to the golf course at no cost
- Karate America – agreement to provide Karate Fun, kickboxing, self-defense and DDP Yoga
- Children’s Week – Cooperative effort with Building for Kids, YMCA and other local organizations/businesses to provide a week of activities for the children of the community
- T. Weisgerber – Agreement for concession operations at Mead Pool
- NE Wisconsin Paddlers – Agreement with NE Wisconsin Paddlers to provide canoe/kayak classes
- Mountain Bay – Agreement to provide scuba and snorkeling classes at Erb Pool
- Lawrence University Men’s Hockey Team – collaborate to provide free skate day with the team where participants get to skate with the players and receive instruction
- Fleet Feet of Fox Valley – Agreement with Fleet Feet of Fox Valley to provide a hydration station on the Apple Creek Trail and Newberry Trail
- KidStage – agreement to provide acting lessons and drama activities for ages 5-12
- Fleet Feet of Fox Valley/Community First Fox Cities Marathon/Orthopedic Sports Institute – partnering to put on Appleton Fun Runs in Appleton Memorial Park
- Appleton Downtown Inc. – partner during Sole Burner event where we have staff present to provide activities prior to the race starting
- Juneteenth – our department led the coordination of the “children’s village” for the annual celebration in City Park
- Challenger Sports – partner to provide summer youth soccer camps and a fall training program for our youth soccer leagues
- Verizon Wireless – Lease agreement with T-Mobile for ground space and use of flagpole at Reid Golf Course for wireless communication equipment
- Light Up The Fox – Agreement with Light Up The Fox, Inc. to use the Former Water Treatment Plant property for light display during winter months.
- Washington Square – Agreement with Valley New School to use green space for classroom purposes.
- East Central Wisconsin Regional Planning Commission – partner to provide bike safety training for refugee families
- Surfinbird Skate Shop – Agreement to provide youth introduction to skateboard lessons
- Debbie Daanen Photography – Partner to provide Fundamentals of Photography Class
- Empower Yoga – Partner to provide yoga in the park at City Park
- 95.3 WSCO “The Score” – Partnering to host quarterly in-studio on air conversations to discuss youth sports topics and events
- Partner with Fox Cities Convention and Visitors Bureau and Triple Crown Sports for the “Dream Big Shin Dig” Tournament at Appleton Memorial Park

- Pedretti Power Yoga - partner to provide Stand Up Paddle Board Yoga classes
- Work with the Bike Ambassadors group to provide information on our facilities and our needs and also to provide CPR and First Aid training programs for them
- Fox Cities Performing Arts Center – partner to provide a Dance Masters class with the cast from Newsies
- Country Inn & Suites – participate in their Great Pumpkin Halloween event for families with children with special needs
- Partnered with the Appleton Library to get books in our playground program sites for kids to check out and bring back (similar concept to free little library).
- Partnered with the Appleton Library to assist them with their Summer Reading Program. Worked with the Teen Librarian to provide ideas and activities to get kids out in our parks this summer. Some of the events included archery instruction, baseball, swimming, bike safety, and golf.
- Partnered with the Head Coach of the Lawrence University Baseball team to create / provide a pre-season pitching seminar for all of our youth baseball coaches.
- Worked with Appleton Police Department, Gold Cross, and Appleton Fire Department to provide Emergency Procedures Training at Erb and Mead Pools.
- Partnered with Valley Transit to promote our activities during their Rock the Transit Center program taking place on Wednesdays from 11:30-1:00 p.m. during the summer months.
- Partnered with Backyard Hackers where kids ages 5-14 sign up to learn about code by coding, scratch, app creation, and Minecraft (computer programming type programs).

#### *New Agreements*

##### **Other Governments**

- Currently none to report.

##### **School Districts**

- Currently none to report.

##### **Non-profit Organizations**

- Currently none to report

##### **Other**

- Partner with Mike Cotter to offer Babysitter Training Courses for ages 10-15.
- Partnership with Joy Born to offer Mindfulness classes for adults.
- Partner with Wisconsin Parkour to offer Parkour classes for ages 8 and up.
- Work with Friends of the Memorial Park Gardens on a cooperative effort to maintain the gardens around the Scheig Center.
- Reid Golf Course partnered with the Boy's and Girl's Club/Summer Service Program in allowing at risk youth to work on projects under the direct leadership of AmeriCorps at the facilities.
- Partnered with the Fox Cities Golf Tour to host the newly branded Fox Cities Open.
- Partnership with Xcel Sports for use of soccer fields for our Challenger Soccer Camps.

## **POLICE**

### ***Maintained Agreements***

#### **Other Governments**

- Elder Adult at Risk and Adult at Risk MOUs – Calumet, Outagamie and Winnebago HHS
- Child Abuse Investigations – Outagamie Co. Child Protection
- Emergency Preparedness Coordination – Wisconsin Emergency Management, Local Emergency Planning Committee
- Fox Cities Sexual Abuse Task Force – Various LE agencies
- Fox Valley Investigators – Law Enforcement Agencies throughout the Fox Valley, share intel
- MOCIC – Crime intel – multiple states
- Probation and Parole – Share intel and outreach, CRU officers provide training to their agents. Officers accompany them on home visits often. P&P agents walking on weekends with officers downtown
- Runaway Policy – Neighboring LE Agencies
- SANE – Cooperatively investigate sexual assaults and provide services to victims – Law Enforcement Agencies in 3 Counties, Sexual Assault Counseling Services and SANE nurse programs in area hospitals
- SWAT – Town of Menasha PD
- Target Neighborhood Initiative – Neighborhood Response Team (NRT) – City of Appleton DPW, Fire, Health, Inspections, Mayor, Technology Services, etc.
- U.S. Marshal Service Fugitive Task Force – Members of Task Force to apprehend fugitives
- WI State Patrol – Special Event Assistance with Traffic, Patrol, OWIs, Fatalities
- ATF – Joint investigations.
- DEA – Provide assistance on drug investigations and asset forfeitures
- DCI – Joint investigations, search warrants
- FBI – Joint investigations re: gangs, including participation on Fox Valley Gang Task Force
- US Attorney's Office – Develop Regional Gang Summits and other training venues together
- DOJ – Work together on WI Intel Network (WIN)
- CAD Dispatch: Calumet, Outagamie and Winnebago Counties
- FoxComm – technology issues
- MEG-Multijurisdictional Drug Enforcement – Law Enforcement Agencies within Calumet, Fond du Lac, Outagamie and Winnebago Counties – Joint investigations, search warrants, training
- Mutual Aid – Neighboring Agencies
- Major Crimes Investigation – Grand Chute partnership
- VisionAir Data Sharing – Grand Chute partnership
- County-Wide Coordinated Response Team
- Interagency Pursuit Policy
- Interagency SART & OCART Protocols, including TRICART
- Fox Cities Law Enforcement Supervisors' Group

- Interagency Chapter 51 Emergency Detention Policy (Agencies within Outagamie Co.)
- Leads Online Serial Pawniers Information Sharing with Other Agencies
- Probation & Parole on Sex Offender “Accountability” Home Visits
- CRU Collaboration with Outagamie County Deputies
- OWI Task Force
- County-wide Peer Support Team
- APD’s Vision 20/20 Strategic Planning – partnering with the community
- Beat Grant - combined APD/OUSO street crimes unit
- E-Discovery/E-Referrals – joint efforts with Outagamie Co. District Attorney’s office
- Joint K9 training for area agencies
- Treatment courts: Outagamie County on Veterans’ Court, Drug Court, Mental Health Court
- Sharing our meeting rooms/facilities with Outagamie County, School District and Harbor House
- Winnebago County Chiefs – DA monthly meetings
- Prescription drop box in conjunction with Lake Winnebago MEG Unit
- Outagamie County Substance Abuse Task Force
- County-wide child abuse protocol
- MRAP jointly owned with Outagamie Co. Sheriff’s Dept.
- Legal update training with District Attorney’s office – hosted also for outside agencies
- Assist area agencies with promotional processes
- Host recycling event in partnership with Outagamie County
- School access in case of emergencies on all APD officers’ fobs
- U-Visa – assist other organizations
- Outagamie Co. Evidence Based Decision/Policy Committee – APD Liaison Assigned
- Game Break Nights at Library
- Fox Cities Public Information Officer Group
- Retail Theft, First Offenders, Program
- Responsible Alcohol Retailing Program
- Terror Target Assessments
- Outagamie Co. COMPAS Committee – APD Liaison Assigned
- Collaborative efforts with Lincoln, NE PD and Omaha, NE PD re: prostitution operations
- Study group – RMS Packages

#### **School Districts**

- Crossing Guard Program
- SRO Program – All schools within AASD (Grand Chute PSL program)
- Lawrence University – Student support and education (sexual assault, alcohol, mental health)
- TipSoft – AASD shares costs, anonymous crime reporting tool

- K9 Sniffs Conducted in High Schools
- Diversity: High School programs created to encourage careers in policing
- Summer of Service Program for Truancy Court Students
- “School Stop” Program to get officers on playgrounds and in parks
- FVTC – Pilot program, recruiting diversity

#### **Non-Profit Organizations**

- Boys & Girls Club Gang Task Force – Various agencies, CRU providing gang training
- Child Advocacy Center (CAC)-provides critical child interviewing services for young children, medical examination and victim follow up services at no cost to area govts – Law Enforcement Agencies in 3 counties, County Child Protection agencies, Sexual Assault Counseling Services, and Children’s Hospital of WI
- CIT (Crisis Intervention Team) – Partner with NAMI to CIT certify officers
- Community Foundation – Fiscal Agent/Trust for K9 Unit Donations
- Emergency Shelter – Department representative, K9 sweep of premises
- Fox Valley Housing Authority – Partnership in providing training to landlords/tenants; Officer is President of their Board
- Fox Valley Humane Association – Partnership agreement to handle animals
- Harbor House – Coordinated community response team, domestic violence initiatives
- Hmong American Partnership – Department representative – advisory, Hmong Citizens Academy, Hmong New Year
- Hospitality Council – Partner with ADI-Downtown Businesses
- Boy Scouts of America – Police Explorer Program Learning for Life Program
- Special Olympics of WI – Department representative; Plunging Team & Torch Run Team
- VCR-Victim Crisis Response Program – Several LE Agencies share this volunteer resource
- Washington Square Project – ADI, City Government, Businesses, Non-Profit Organizations
- Neighborhood Watch – community groups
- ADI – Training to licensed premises/jointly address downtown issues
- Drug Drop Box – MEG, Calumet Co. UW Extension, Outagamie Co. Solid Waste Dept.
- Fox Cities Leadership- Lt. Frisch in a leadership role within program.
- Reach a Child – Book program
- Collect used cell phones for Harbor House victims.
- Host Law Enforcement Day for Fox Cities Leadership program
- Help for the Homeless Campaign
- Coats for Kids Campaign
- Toys for Tots Campaign
- Operation Snow Drop participation
- Feeding America – Distribute food to the needy over the holidays
- Warming Shelter Liaison

- Partnership with RSVP Volunteer Center
- Hosting Youth Day for Leadership Fox Cities

#### **Other**

- Hosted Hmong Community Forum
- Liaison Officer Assigned to Eagle Flats
- Volunteer program for handicapped students
- Partnered with media to spread message about heroin, human trafficking, violence against women, children and the elderly
- Appleton Refugee Committee – APD Liaison assigned
- Obtained fob access to AMC Hospital
- Coffee with a Cop Program
- Providing APD facilities as a training site for FBI training/DOJ/DCI
- Hands Around the Courthouse, a tri-county event
- Community Forum at Family First Ministries (summer picnic and fall toy giveaway)
- Peer Support Partnership with Paul Smith
- Bicycle Safety Video in collaboration with Lawrence University and Fox Cities Cycling Association
- Community Meeting with Hmong American Partnership/Hmong Elders re: Death in Community; Creation of Hmong Advisory Committee (provided ride alongs for the members)
- Outagamie County Historical Society – Scanning historical records for their exhibits
- Homes for Heroes
- Bike Ambassador Program

#### ***New Agreements***

##### **Other Governments**

- LEDR Team
- Hosted LPO (Leadership in Policing) training
- Electronic subpoenas to officers from the DA's office
- Established radio emergency protocol with AFD
- Interstate 41 Towing County-Wide Protocol
- Intermunicipal Agreement for Officer Involved Death(s)
- Secret Service Agents – Campaign visits
- Work with County Agencies re: RMS/CAD systems
- Heroin Amnesty Work Group
- Outagamie Co. Domestic Sex Trafficking Partnership
- County-wide Officer Involved Domestic Violence Policy

##### **School Districts**

- Lawrence University (race relations outreaches)
- FVTC – LEAP Advisory Board / conference coordination

##### **Non-profit Organizations**

- Make A Wish Foundation – Officer Jacob Frerking
- Neighborhood Partners Network/Goodwill Industries

- Shielded Hearts
- Q90 Lights of Christmas Outreach
- Q90 Community Game Nights
- Casa-Hispana – Interagency Committee
- Muslim – Christian Dialog / Forum
- Family First Ministries – Co-host community forums & clothing give-aways
- Protecting Your Place of Worship initiatives
- Outagamie Co. Domestic Minor Sex Trafficking Partnership
- WI Law Enforcement Museum of Valor
- Assigned Liaison to Downtown Kiwanis
- Voices of Men

#### **Other**

- Survey research with Marian University
- Fair and Impartial Policing Training – all APD and hosted for neighboring agencies.
- ThedaCare CHAT plunges
- Paul Smith as EAP provider
- Partnership with Sky Zone to provide SkyTations

### **PUBLIC WORKS**

#### ***Maintained Agreements***

##### **Other Governments**

- Agreement to Wholesale finished water to Waverly Sanitary District
- Agreement for City to plow some Town of Harrison streets and Town to plow some City streets
- Agreement for City to plow some Town of Menasha streets and Town to plow some City streets
- Shared Safety Training with employees from the Village of Combined Locks
- Ongoing/Periodic agreements with WISDOT/Counties/Towns for Infrastructure Construction Project
- Sharing of large equipment (street, sanitation) with other Municipalities
- Agreement to transport/treat sanitary sewage for 462 Grand Chute properties
- Agreement to Wholesale finished water to Village of Sherwood
- Agreement to provide backup water source to Greenville via Grand Chute connection
- Joint purchasing new water meter options with the Town of Grand Chute and four Brown County communities
- Agreement with the Town of Freedom to provide water to Church/School
- Collaboration with Town of Menasha to mitigate erosion in Red Oak Ravine
- Joint agreement to service Cherryvale Drive development area

##### **With Outagamie County**

- Pilot Composting project between WWTP/DPW and Outagamie County
- Agreement for City to maintain 18 traffic signals for Outagamie County
- City crews clean sanitary sewer pits at various Outagamie County garage sites

- City of Appleton provides tree chipping services for Outagamie County
- City of Appleton purchases Salt Brine from Outagamie County
- Shared use of the City's tack oil tank by Outagamie County
- Cooperative agreement for shared maintenance responsibility of storm sewers in County trunk roads
- Coordinate aerial spray for suppression of gypsy moth through Outagamie County
- Maintain Outagamie County squad cars as requested
- Outagamie County provides information in City Guide
- Sewer Crew Televising for Outagamie County

#### **With Town of Grand Chute**

- Agreement to Wholesale finished water to Town of Grand Chute
- Agreement for City to maintain 9 traffic signals for Town of Grand Chute
- Agreement for City to plow some Town of Grand Chute streets and Town to plow some City streets
- Agreement allowing Town of Grand Chute residents to use City Yard Waste Site
- Sharing water meter infrastructure and software with the Town of Grand Chute

#### **School Districts**

- Joint purchase of Road Salt and Gasoline with Appleton Area School District
- Development of Safe Routes Programs at three elementary schools with AASD
- Agreement to construct underground storage devices at Appleton East High School
- Agreement to construct a water utility service building in the Appleton West High School parking lot
- Agreement to use MSB car wash

#### **Non-profit Organizations**

- Partner with Kendall Foundation to install additional bike racks in Downtown
- Partner with ADI for parking ticket inserts regarding parking ramp passes and pre-paid meter cards
- College Avenue Planters – Agreement with ADI to provide \$2,500 to the Public Works Department to provide additional maintenance on College Avenue planters

#### **Other**

- Ongoing participation in North East Wisconsin Stormwater Consortium (NEWSC)
- Ongoing participation in Washington Square enhancement group to foster neighborhood revitalization
- Asphlunt – Agreement with Asphlunt Tree Service and WE Energies to prune/remove city trees that are close to power lines
- Fox River Navigation cost sharing for lock tenders
- Partner with ADI, Library and Valley Transit to provide security in Washington Square Area

#### ***New Agreements***

#### **Other Governments**

- CTH JJ joint reconstruction project with Outagamie County
- Northland/Richmond joint roundabout construction project with WisDOT and Outagamie County

- John Street joint reconstruction project with Outagamie County

#### **School Districts**

- Agreement to maintain AASD biofilters and inlet sumps in exchange for some park mowing
- Attended AASD Career Fair
- AASD Youth Apprenticeship Program
- Municipal Partnering Initiative for joint bidding
- Included AASD in Front End Loader Training

#### **Non-profit Organizations**

- Partner with ADI and Riverview Gardens on Downtown CARE Program

#### **Other**

- Currently none to report.

### **UTILITIES**

#### ***Maintained Agreements***

##### **Other Governments**

- Outagamie County Department of Solid Waste – Biosolids Composting
- Lower Fox River Dischargers Association (LFRDA) – Regulatory Association
- Wrightstown – MOU Sludge Disposal
- Moraine Utilities – MOU Sludge Disposal
- Sherwood – MOU Sludge Disposal
- Howards Grove – MOU Sludge Disposal
- Grand Chute – Wholesale Water Agreement
- Waverly Sanitary District – Wholesale Water Agreement
- Sherwood – Wholesale Water Agreement
- Department of Administration, Energy Division (Focus on Energy)
- Municipal Environmental Group (MEG) – Water and Wastewater Regulatory Advocacy

##### **School Districts**

- MPTC – Water/Wastewater Advisory Group (Volunteer Membership)
- Water and Wastewater facilities open to tours: UWGB, Lawrence, FVTC, Appleton Area Middle Schools, and Appleton High Schools
- NWTC Engineering Advisory Committee

##### **Non-profit Organizations**

- UW Fox Valley Community Garden Partnership
- Great Lakes Alliance – Phosphorus Adaptive Management Initiative Partner
- Great Lakes Commission – Phosphorus Trading: Fox P Trade Project Partner

##### **Other**

- Currently none to report

#### ***New Agreements***

##### **Other Governments**

- Water – Neenah/Appleton Water Treatment Chemicals Consortium
- Water – Lake Winnebago Harmful Algal Bloom (HABs) Monitoring with WDNR Oshkosh, Menasha and Neenah

### **School Districts**

- Currently none to report

### **Non-profit Organizations**

- Fox Wolf Watershed Alliance – Board Member
- Wisconsin Water Works Association – CLEAR Captain (Advocate and Provide Industry Training)

### **Other**

- WPPI Power Portfolio Partner
- Wastewater – Lower Fox River TMDL Outreach Committee

## **VALLEY TRANSIT**

### ***Maintained Agreements***

#### **Other Governments**

- Outagamie County – Rural Paratransit Service, ADA, Elderly and Sunday Paratransit Service, Eagle Flats Fixed Route Service
- Calumet County – Van Service, ADA and Elderly Paratransit Service
- Winnebago County – ADA and Sunday Paratransit Service, Winnebago County Dial a Ride
- State WisDOT – Operating Support
- Federal Government – Operating Support, Capital grants, 5310 grant funds
- City of Neenah – Fixed Route Bus Service, Northern Winnebago Dial-A-Ride
- Town of Menasha – Fixed Route Bus Service, Northern Winnebago Dial-A-Ride
- City of Menasha – Fixed Route Bus Service
- Town of Buchanan – Fixed Route Bus Service, Call-A-Ride
- Village of Harrison – Call-A-Ride
- Town of Grand Chute – Fixed Route Bus Service
- City of Kaukauna – Fixed Route Bus Service
- Village of Kimberly – Fixed Route Bus Service
- Village of Little Chute – Fixed Route Bus Service

#### **School Districts**

- AASD – Route 70 (North High School), AASD Pass Program, Tripper buses for Madison, East, Wilson and West schools
- FVTC – Student Pass Program agreement

#### **Non-profit Organizations**

- United Way Fox Cities – Connector
- Appleton Public Library Foundation – Library Pass Program, funding for neighborhood monitor – Washington Square
- Boys and Girls Club – rides after school
- Family Care (Community Care, Lakeland Care District and IRIS) – ADA and other paratransit services in Outagamie, Winnebago and Calumet
- New Hope Center Transportation

#### **Other**

- Appleton Downtown Inc. – Downtown Trolley, funding for neighborhood monitor – Washington Square

- Thrivent Financial for Lutherans – funding support for the Connector and for neighborhood monitor in Washington Square
- Pfefferle – funding for neighborhood monitor in Washington Square
- ThedeCare – funding for neighborhood monitor in Washington Square

*New Agreements*

**Other Governments**

- Currently none to report

**School Districts**

- Currently none to report

**Non-profit Organizations**

- Currently none to report

**Other**

- Currently none to report

## FRIENDS GRANTS PROGRAM SUMMARIES

1<sup>st</sup> QUARTER 2017

### Adult Classes and Events

#### **Adult Learners at APL:**

Adult Learners at APL includes speaker and lecture series, field trips and short courses for adults ages 50+ who are interested in lifelong learning opportunities. Adult Learners responds to community needs and leverages local experts to provide educational opportunities. Friends funds provide honoraria for presenters.

#### **Books Build Community:**

Books Build Community (BBC) responds to and engages in community initiatives, fostering shared experiences and dialogue on a specific topic, by working with community stakeholders to select a community read book. This quarter, two book discussions for *Evicted* by Matthew Desmond were facilitated by Celebrate Diversity Fox Cities. These events have fostered community dialogue on the complex connections of insecure housing, eviction, poverty, race and gender, and raised awareness of these issues, with specific focus on Appleton and the Fox Cities. Friends funds supported the expansion of the initiative.

#### **Get Crafty:**

Community Partnerships and Children's Services contracted with Creative Juices to invite a local jewelry artist to share a workshop for adults and children. Get Crafty provided an opportunity for parents and children to complete similar activities in the same room at the same time, and each leave with their own work of art. Friends funds provided a stipend for the artist and supplies.

### Teen Classes and Events

#### **Anime Night:**

Anime Night is a monthly event for teens with an interest in anime and the Japanese culture. Friends funds provided an opportunity for teens to create, and take home, an anime-inspired pottery at The Fire.

#### **Game Break:**

Game Break is a monthly teen event featuring video and tabletop gaming. This event provides teens with a safe place to hang out with other teens who share a common interest. Friends funds provide equipment and board games for the program.

#### **Improved! Performance and Workshop**

Teens from North High School's Improved! comedy troupe entertained an audience of tweens through adults with two programs this spring. The program allowed us to showcase local talented teens in a positive, family-friendly performance; and inspired young people to ask questions and learn about the art of improvisational comedy. Friends funds provided a stipend to the presenting group.

## FRIENDS GRANTS PROGRAM SUMMARIES

### 1<sup>st</sup> QUARTER 2017

#### **K-Pop Club:**

K-Pop Club is designed for teens with an interest in aspects of Korean Pop culture including music, TV and food. Teens develop friendships with their peers around common interests, build trust with a caring adult (YA Librarian) and have opportunities to build leadership and communication skills through this program. Friends funds provide materials for K-Pop Club.

#### **Minecraft:**

A weekly event for teens where a server is provided to play the video game Minecraft in a cooperative environment. Teens learn about construction, collaboration and problem solving, while developing social and technological skills in a moderated environment. Friends funds support the access to a safe virtual space for this program.

### **Tween Classes and Events**

#### **Tween Scene:**

Tween Scenes are classes designed for 3rd through 6th graders that focus on building, exploring and creating through the STEAM fields. The subject matter varies and remains responsive to the needs and interests of the community. Friends funds provide supplies for the classes.

### **Children's Classes and Events**

#### **Tinker Tuesdays:**

Participants in grades kindergarten through 6<sup>th</sup> grade learn about architecture and engineering through hands-on activities; including drawing, building and constructing. Friends funds provided supplies for the classes.

#### **Fairytale Friday:**

Families enjoyed storytime and then moved throughout the room to different interactive hands-on activity stations. Children were able to work on their sensory skills, fine motor skills and more. Friends funds provided supplies for the event.

#### **Iditaread 2017:**

This is an annual reading program for children ages three years to 6<sup>th</sup> grade based on the Iditarod. Children complete 24 reading activities between March 1 and March 31 and earn a drawing slip to win a large stuffed Husky. The program serves as a way to promote and engage children in reading activities. Friends funds provided the incentive prizes for the program.

### Programs for All Ages

#### **Maker Fest:**

Participants explored various hands-on activities as an introduction to the do-it-yourself idea; celebrating science, technology, engineering, arts and more. Friends funds paid for the hands-on activities.

#### **Maker Pop Up:**

Community members were invited to stop at a table in the library entrance and explore Little Bits, which serve as an introduction to circuitry. Friends funds paid for the equipment for the program.

### Ongoing Classes, Events and Services

#### **Artist in Residence:**

The Artist-in-Residence series contracts with local artists to exhibit their work in the library and provide lectures, workshops and demonstrations to the public. The series celebrates the work of local artists and welcomes community members of all ages to experience the arts through engaging opportunities. Friends funds provide honoraria and supplies for the artist.

#### **Memory Café:**

Appleton Public Library's Memory Café is one of eight Fox Cities programs offered in partnership with Fox Valley Memory Project. The Memory Café series is dedicated to providing a place for people with dementia and their caregivers to socialize in a non-judgmental setting. Friends funds support supplies for activities and refreshments.

#### **Fox Cities Reads:**

Fox Cities Reads is a community-wide read event that takes place every April. The Fox Cities public libraries come together to hold this event to build community and promote literacy. Friends funds provide an annual contribution toward the honorarium for the Reads author, as well as copies of the community book and t-shirts for staff and volunteers to promote the event.

#### **Cocoa and Coloring Nights:**

Cocoa and Coloring Nights provide community members with the opportunity to relax and socialize in an open and inclusive environment. This program attracts people of all ages and abilities and facilitates understanding and compassion for individuals with special needs. Friends funds provide adult coloring books, art supplies and hot chocolate.

#### **Music at the Library:**

Music at the Library showcases local musicians and bands, providing music ranging from classic rock, country and folk to classical works by Mozart and Beethoven. Local

## FRIENDS GRANTS PROGRAM SUMMARIES

### 1<sup>st</sup> QUARTER 2017

senior living facilities provide shuttle service for their residents to attend these programs. Friends funds provide musicians with honoraria for their performances.

#### **Films at the Library:**

**Monday Morning Matinee** is a twice-monthly film series designed for persons with special needs, but it is open to the public. Local group homes provide shuttle service for their residents to attend G-rated film programs. Additional participants include parents, grandparents, and other caregivers of young children. Friends fund refreshments and movie licensing fees.

**Thursday at the Movies** features blockbuster films and topical documentaries at the library. Community members who cannot afford to attend movies at the theater are an opportunity to attend movie screenings and foster social connections with other community members. Friends funds pay for refreshments and movie licensing fees.

#### **Find Your Ancestors:**

Find Your Ancestors contracts with experts in the field of genealogy to present on various topics. This program is a natural fit with the library; and every series grows in attendance. Friends funding supports the stipend for the genealogy speakers.

#### **FAN Pass:**

The Fox Arts Network (FAN) Pass program provides library patrons with free access to local arts and culture. The offers are available to community members of all ages. Examples of offers include tickets to performances at the Performing Arts Center, workshops at Bergstrom Mahler Museum of Glass, and passes to the YMCA. Friends funds support supplemental items to enhance the display.

#### **Playaway Launchpad:**

Playaway Launchpads are durable tablets that come pre-loaded with educational apps for families to use and to explore. The Playaway Launchpad collection eliminates barriers to access to quality technology. Friends funds paid for the Launchpads.

#### **3D Printing:**

The Digital Creation Lab in the library is equipped with a 3D Printer. Library patrons may schedule a one-on-one session with a 3D printer coach to work through the process of selecting a design from an online collection or designing an object for print. Friends funds provide 3D printing tools and supplies.

#### **Refugee and Immigrant Services and Education (RISE):**

This program was developed in partnership with Forward Services to meet the unique needs and interests of the growing population of refugees and immigrants in Appleton. RISE incorporates informational and recreational topics such as stress management, storytelling and library resources. Through RISE, we have seen an increase of new refugees and immigrants at the library using the computers, checking out books and obtaining library cards. Friends funds provided interpreters, supplies and refreshments.

## FRIENDS GRANTS PROGRAM SUMMARIES

### 1<sup>st</sup> QUARTER 2017

#### **Paper Summer Library Program:**

There are four categories of the summer library program; adults, teens, children and baby/toddlers. The adult program encourages adults to read and attend programs at the library. The teen program is designed to promote reading through fun activities and incentives. The children's program is designed to encourage children to read, create and engage in activities with family and/or friends. The baby/toddler program focuses on the building blocks of reading. Friends funds support prizes, events and supplies for the Summer Library Program.

#### **Online Summer Library Program:**

READsquared, our online SLP platform, lets patrons log their reading, play games, take part in missions and earn digital badges for their accomplishments. The online platform makes the summer library program more accessible for patrons. Friends funds pay for the READsquared software.

#### **Summer Library Program Postage:**

During the summer months, the Children's Services connects with area businesses and organizations to procure donation prizes for the Children's, Teen and Adult Summer Library Programs. Solicitation and thank you letters are sent out to businesses. Friends funding pays for the postage.

#### **Ride and Read:**

This partner program with Valley Transit provides free transportation to the library on Wednesdays for children ages 17 and under, June through August. This service is designed to help remove barriers from attending programs at the library. Friends funds, along with Valley Transit, pay for the bus fares.

#### **1,000 Books Before Kindergarten:**

1,000 Books Before Kindergarten is a national reading program, for children ages birth to 5. It runs year-round and follows the national mission to promote reading to newborns, infants, and toddlers and to encourage parent and child bonding through reading. Friends funds pay for incentive prizes.

### **Special Projects**

#### **Early Childhood Makeover:**

Our early childhood space will be improved with; three area rugs and two tables to accommodate four iPad stations. In addition, three tables were purchased to replace the old ones for children to work on puzzles, etc. The worn-out manipulative wall is being replaced with shelving for lots of new toys. Friends funds paid for the early childhood makeover.

# Planning for the Library's Future

# 11

## The Importance of Planning: Why Plan?

How often do you leave for the grocery store without a list and come back with dozens of items you didn't need, but without the one or two things you absolutely needed? Nobody would ever think of building a house or starting a business without a plan. Yet it is often hard to convince library directors and library boards to create a strategic plan. The most frequent excuse is "We don't have time" or "We are too busy getting our work done."

Information technology, publishing and the book industry, and society itself are in the middle of the greatest series of changes since the invention of the printing press. In 1990, few libraries had computers. Now, they are everywhere. In 1980, women were just entering the workforce in large numbers, and many smaller Wisconsin communities had few, if any, minority residents. Library services must change to reflect changes in our communities. They cannot exist in a vacuum. The library board or director that refuses to plan is like the shopper going to the store without a shopping list. The library may well be offering dozens of services that are not really needed by the community, while failing to offer the one or two services that might provide a great benefit.

Planning for libraries is a process of envisioning the future of both the community and the library and setting a direction for library movement toward a chosen future vision. Planning helps the staff and board understand the situation of their community, set priorities, and establish methods for achieving those priorities. The planning document provides a record of the decisions made during that process. The document also becomes a guide for decision-making and action by staff and the board.

## Planning Essentials—Getting Started

Size doesn't matter. Every library needs a plan, no matter how small or how large the library and community may be. However, just as a shopping list will be different for the single person and the family of ten, the *process* followed to create a plan will depend on the size of library and community involved with the project. Large and even many medium-sized libraries, or those libraries accustomed to planning, may have the resources and experience to undertake a full-blown process such as that described in the *Planning for Results*<sup>1</sup> process. *Planning for Results* provides a blueprint for creating a vision of the future for a library and its community, along with a blueprint for creating the services that will enable a library achieve its vision. *Planning for Results*, because it is so thorough, describes a fairly time-intensive process involving a large cast of players. Any library,

In This Trustee Essential

- The importance of planning
- Planning essentials—getting started
- A plan outline
- Where to go for help

---

<sup>1</sup> Wilson, William James, et al. *Planning for Results: A Public Library Transformation Process*. ALA, 1998

including smaller libraries or those new to planning, will benefit from undertaking the process outlined in *Planning for Results* if its board and staff have the commitment, time, and resources to follow through. However, for novice planners, the process is less important than the fact that planning is carried out. First-time planners often want to follow a simplified process that is less time-intensive. Even a simplified process will help the board and staff gain vital information about the library and community, as well as the experience and confidence needed to expand the process during the next planning cycle.

### Who should be involved?

The minimum number needed to draft a strategic plan is one. However, just as the grocery shopper benefits from consulting spouse and family before leaving for the store, the strategic plan for the library benefits from input from multiple individuals. The library director, with the help of system staff, can be relied on to gather statistics about a community. Important statistics include:

- Population size of community broken down by age, gender, racial heritage, etc.
- The existence of large or growing groups of newcomers to the community, whether they are urban or rural transplants, new ethnic groups, or other.
- Economic factors regarding the community, such as household incomes and source of payrolls.
- Educational profile of the community.

At the same time, the director and staff can gather facts about the library. Questions to ask include:

- What services are currently being offered?
- How have usage patterns been changing in the past few years?
- What is the composition of the collection? How many books does the library own? How many audiobooks? DVDs? Children's books, etc.?
- What is the *age* of the collection? What is the average publication date for each section of the nonfiction collection?

By discussing these and similar facts about the library and the community, the staff and board can come to some basic conclusions about the library on which to plan future services. A library with a small large-print collection in a community with a stable, aging population may want to buy more large-print books, for example. A science collection with relatively few titles less than one or two years old probably needs updating.

One of the best ways to gather insight regarding your library is to see how it stacks up against current state recommended standards. [Wisconsin Public Library Standards](#) is updated about every five years. The Standards are not mandatory requirements from the state; rather they are suggestions for basic levels of service organized by library or community size. They suggest such things as basic

collection size for a specific community size. They even recommend a minimum funding requirement for a basic level of library service in the smallest communities. The Standards allow planners to look beyond the confines of their community. (For more information, see [Trustee Essential #12: Library Standards](#).)

By talking to other stakeholders, library planners can add to the strength and reliability of their plan as well as obtain buy-in from the public. There is an endless list of individuals and groups that *might* be consulted as part of a basic planning process. Which ones you choose will depend on your particular situation. Suggested players include:

- The mayor and city council (or equivalent)
- Municipal employees such as an economic development officer, senior center director, or recreation department director
- Representatives from the PTA and/or teachers union
- Representatives of active service groups such as Elks, Rotary, or Lions
- Representatives of other social/service organizations such as those representing growing minority populations
- Representatives of the religious community
- Current library users
- Those not currently using the library

You get the picture. The more people you talk to about the community, the more information you will have to create your strategic plan.

### How do you gather information?

Probably the most common mistake library planners make when consulting the community in preparation for a strategic plan is to ask people about the library. Neophyte planners ask what library services people are looking for. The real purpose of consulting all of these community representatives is to find out about *them*—what *they* are doing and what is important in *their* lives and work. The library staff and board are the experts in the broad array of possible library services. It is up to the experts to be creative in proposing new services or changes in services to meet emerging needs. The mayor and city council may be interested in developing tourism in a community, but they may never think of the library as a vehicle for collecting and disseminating local information of interest to tourists. If you ask someone what the library should be like, they will answer based on their preconceptions about what a library is. Instead, inquire about community needs and then apply library resources to fashion the services to help the community fill those needs.

There are a variety of ways to ask this large array of players about community needs. One of the simplest but most effective is simply to invite them to the library or a neutral site and talk to them. Find someone who is experienced in conducting focus group interviews. Construct one or more groups built around particular interests, such as the needs of children in the community or the needs of

immigrants. Assist the interviewer in eliciting the opinions of interested parties regarding what is important to them.

Library planners probably most often gather information by means of surveys. If you decide to use a survey, consider the following:

- What is the specific question you are trying to answer? What hypothesis are you testing?
- Don't ask questions simply for the sake of asking. If you ask whether the respondent went to college, for example, how will having the information affect your investigation? How will you use the information?
- Will your survey reach the target audience? Surveys done in the library are useless for learning the needs and opinions of nonusers. Current library users do not necessarily represent a cross section of the community.
- How will your survey be distributed?
- How will your survey be tabulated?
- Do a pretest. Make sure that your respondents have the same understanding of the questions you do.

Again, consider enlisting the help of someone experienced in writing and conducting surveys before you get started. This doesn't have to cost anything. You may find a volunteer at a local chamber of commerce or a nearby university, or a local resident may be willing to help who has conducted surveys as part of his or her business. Your local library system should be able to offer assistance. If you write your own survey, at the very least have someone critique it for you. A poorly executed survey can have less value than no survey at all. It may even lead you to opposite conclusions from those you might have reached otherwise.

## A Plan Outline

Okay, you've gathered all your information. What do you do with it? A simple plan might be organized like this:

Introduction:	Discuss the planning process: Who are you? What are your library and community like? How did you find this out? Who did you consult? How did you consult them? What did you find?
Mission Statement:	Which vision of the community are you are trying to support? What is the library's role in supporting that vision? What is the reason the library exists? (See <a href="#">Sources of Additional Information</a> below for information about developing a mission statement.)
Service Responses:	What are the specific services you will offer and, why?

Activities:	Under each service, list the particular activities that will be carried out and what you intend to accomplish. How do these activities relate to the mission of the library?
Evaluation:	How will you measure the impact these services are having on the target population? How do you know if you are doing it right? What are your alternatives if you are not?

The specific time frame your plan should cover will depend on how ambitious your plan is, or how many activities you hope to carry out. There is no magic formula that dictates that your plan should last five years, three years, or even one year. Do what makes sense for your library and your community. The most important thing you can do is to be adaptive. Follow your plan and revisit it along the way. Make sure it is taking you where you want to go, and revise it as necessary. At the end of the planning cycle, when all evaluations are in, start over. Create a new plan and perhaps go a little farther in your information-gathering process.

## Special Types of Planning

In addition to general strategic planning for the entire library, you may also want to consider planning projects focusing on special issues such as technology or disaster preparedness.

Many libraries participate in technology planning through their library system and therefore do not need to conduct their own technology planning project. Because new technologies can greatly expand the services and resources offered by a library, it is important that all libraries be involved in some type of technology planning.

Most libraries will rarely experience a severe emergency or natural disaster, but it is best to be prepared, just in case. Fires, floods, tornadoes, and hazardous material accidents can endanger lives, and it is important for libraries to have plans and/or policies in place for dealing with these types of emergencies. It is also important for staff to be trained to handle emergencies properly, including medical emergencies.

Plans and/or policies can also be established to prepare for recovery of library materials after an accident or disaster. The [Wisconsin Public Library Policy Resources](#) page has links to examples of emergency and disaster policies. See below for resources to help with accident and disaster preparedness planning.

## Discussion Questions

1. Has your library had a plan before? What did it deal with? When was it done?
2. Who should be involved on the ground floor? Which staff members? Which board members? Who is available with the necessary expertise, including outside volunteers that might be able to help with the plan?
3. What resources does your library system have to assist you with planning?
4. Are there any other plans out there that you might consult (e.g., a comprehensive development plan written for the municipality; a comprehensive plan written for the school system; any plan written by the chamber of commerce)?
5. What do you hope to accomplish? What will you do with the plan once it is written?
6. How does your library compare with other libraries in similar communities? Do you meet or exceed recommended state standards?
7. Can your library system obtain samples of other strategic plans for your committee to look at? After examining them, ask, What was good about them? What didn't you like?

## Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information.](#))
- [Wisconsin Public Library Standards](#)
- OWLS webpage on planning ([owlsnet.org/141/planning](http://owlsnet.org/141/planning))
- McClure, Charles R., et al. Planning and Role Setting for Public Libraries: A Manual of Options and Procedures. Chicago, IL: ALA, 1987.
- Nelson, Sandra. The New Planning for Results: A Streamlined Approach. Chicago, IL: ALA, 2001.
- Van House, Nancy A., et al. Output Measures for Public Libraries: A Manual of Standardized Procedures, 2nd ed. Chicago, IL: ALA, 1987.
- Wilson, William James, et al. Planning for Results: A Public Library Transformation Process. Chicago, IL: American Library Association, 1998.
- Zweizig, Douglas, et al. Evaluating Library Programs & Services: TELL IT! Madison, WI: UW School of Library and Information Studies, 1993.
- "Disaster Preparedness and Recovery." American Library Association ([www.ala.org/advocacy/govinfo/disasterpreparedness](http://www.ala.org/advocacy/govinfo/disasterpreparedness))

- Western New York Disaster Preparedness and Recovery Manual for Libraries and Archives, Third edition 2003, Western New York Library Resources Council ([www.wnylrc.org/uploads/documents/preservation/disaster\\_preparedness/wnydisaster\\_manual2003.pdf](http://www.wnylrc.org/uploads/documents/preservation/disaster_preparedness/wnydisaster_manual2003.pdf))
- Conservation OnLine (CoOL), Disaster Preparedness and Response ([palimpsest.stanford.edu/bytopic/disasters](http://palimpsest.stanford.edu/bytopic/disasters)).

*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>

# Library Advocacy

One of your major responsibilities as a public library trustee is to act as an advocate for the library.

In simple terms, a library advocate is someone who understands the value and importance of public library service and who communicates that value and importance to the community, government leaders, and other decision-makers.

Your primary function as a library advocate will be to provide clear, accurate, and timely information on library issues to people who need it in order to make sound decisions on those issues. This information can be provided orally or in writing. It may have such diverse objectives as shaping public opinion in a general way or influencing a specific vote on a library issue by the local unit of government.

Libraries need their trustees to act as advocates for several reasons. Pressures on local, county, and state budgets makes it harder than ever for libraries to obtain adequate funding.

As a representative of the general public, you can make a more effective case on the importance of adequate funding for the library than the librarian who may be viewed as having a vested interest in a larger budget. Because public libraries have a unique place in local government, their needs may not be as readily understood by government officials as those of other units of government, and a greater effort is needed to tell the library story.

In addition, because library systems primarily provide “behind the scenes” services, an extra effort is sometimes needed to make government officials aware of their services and the value of those services to the public.

## Establish Priorities for Advocacy

Since the advocacy role is a basic duty of a library board member, it’s important to channel these energies carefully. Early each year, the library board acting as a whole should decide which of its goals or positions to advocate most strenuously. Emphasis will vary by library. For instance, you and the library board might work for the adoption of an improved library budget, seek support for enhanced library technology, or inform the public of the need for a library building program. What is important is that you decide with other library board members what the areas of emphasis will be and how board members will go about advocating those goals or positions.

Your goal as an advocate is to shape the local decision-making process, which requires an understanding of how decisions are made in the community and who must be influenced in order to achieve favorable outcomes.

# 13

## In This Trustee Essential

- What are library advocates and why they are needed
- How to establish priorities for advocacy
- Ways to act as an advocate

## Staying Informed

Your effectiveness as an advocate depends on being well informed about library issues at the local, state, and federal levels. See [\*Trustee Essential #27: Trustee Orientation and Continuing Education\*](#) for information on where to turn to stay informed about these issues.

## Ways to Act as an Advocate

As an advocate, you can influence decision-makers by:

- speaking to civic groups about library needs and issues.
- talking to friends about the library, its role in the community, and its needs.
- writing letters to the editor of the local newspaper.
- testifying at local and state budget hearings.
- talking and writing to state and federal legislators about the needs of the library.
- contributing to a library newsletter that is sent to decision-makers.

If you choose to advocate a library-related position not agreed on by the board, be sure to make clear that you are speaking for yourself as an individual, not for the board.

Your work as a library advocate is never done. Each success leads to a new area of effort. Library advocacy does not represent a narrow commitment to a single issue—it's an ongoing commitment to supporting library issues in a wide range of ways.

## Discussion Questions

1. How is library advocacy different from other basic trustee duties?
2. What are some issues being faced by your library on which library board members can exercise influence through advocacy?
3. How does the advocacy role of an individual board member differ from the role of the board as whole?

## Sources of Additional Information

You and your fellow library board members are not alone in advocating for high-quality public library service. There are a number of groups that share your belief in the value of public library service and can provide information and support you

in advocacy efforts. Some of these groups are listed below, along with other tools to help you advocate for your library.

- Your 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 Association (WLA): [wla.wisconsinlibraries.org](http://wla.wisconsinlibraries.org)
- Wisconsin Library Trustees and Friends (WLTF): [wla.wisconsinlibraries.org/wlwf](http://wla.wisconsinlibraries.org/wlwf)
- The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF): [www.ala.org/altaff](http://www.ala.org/altaff)
- Who Are My Legislators webpage: [legis.wisconsin.gov/w3asp/waml/waml.aspx](http://legis.wisconsin.gov/w3asp/waml/waml.aspx)
- Resources on ethics and standards of conduct for local officials: [gab.wi.gov/ethics](http://gab.wi.gov/ethics)
- Contact information for your United States Senators: [www.senate.gov/general/contact\\_information/senators\\_cfm.cfm?State=WI](http://www.senate.gov/general/contact_information/senators_cfm.cfm?State=WI)
- Contact information for your United States Representatives: [clerk.house.gov/member\\_info/index.aspx](http://clerk.house.gov/member_info/index.aspx)

This *Trustee Essential* was adapted, with permission, from *Tools of the Trade for Trustees: Library Advocacy*, by Milton Mitchell, former Director of the Indianhead Federated Library System.

*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>

APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
JANUARY 2017

<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	54,079	58,969	54,079	58,969	-8%	-8%
Children's Circulation	33,273	34,642	33,273	34,642	-4%	-4%
<b>Total Circulation</b>	<b>87,352</b>	<b>93,611</b>	<b>87,352</b>	<b>93,611</b>	<b>-7%</b>	<b>-7%</b>
Adult AV/nonbook (included in above)	26,313	29,588	26,313	29,588	-11%	-11%
Children's AV/non-book (included in above)	7,818	9,145	7,818	9,145	-15%	-15%
E-Book Circulation	5,535	n/a	5,535	n/a	n/a	n/a
E-Audiobook Circulation	3,789	n/a	3,789	n/a	n/a	n/a
E-Video Circulation	162	n/a	162	n/a	n/a	n/a
E-Comics Circulation	131	n/a	131	n/a	n/a	n/a
E-Magazine Circulation	1,261	n/a	1,261	n/a	n/a	n/a
E-Music Circulation	115	n/a	115	n/a	n/a	n/a
E-Games Circulation	68	n/a	68	n/a	n/a	n/a
ILL items received (received from)	11,806	13,691	11,806	13,691	-14%	-14%
ILL items loaned (provided to)	13,540	13,725	13,540	13,725	-1%	-1%
Total Registered Patrons (quarterly)	81,050	97,018	n/a	n/a	-16%	n/a
Door Count	38,720	40,839	38,720	40,839	-5%	-5%
Percentage of Total Circulation on Self Check Machines	79.1%	79.1%	n/a	n/a	n/a	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	5,406	6,651	5,406	6,651	-19%	-19%
Reference Transactions - Children's	1,374	1,595	1,374	1,595	-14%	-14%
<b>Total Reference</b>	<b>6,780</b>	<b>8,246</b>	<b>6,780</b>	<b>8,246</b>	<b>-18%</b>	<b>-18%</b>
Volunteer Hours	475	229	475	229	108%	108%

<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	1,079	2,253	1,079	2,253	-52%	-52%
Volumes Withdrawn	5,328	6,080	5,328	6,080	-12%	-12%
Total Titles	291,664	291,903	n/a	n/a	0%	n/a
Total Volumes	348,508	353,511	n/a	n/a	-1%	n/a

APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
JANUARY 2017

IV. Programs	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's Programs	45	71	45	71	-37%	-37%
Children's Program Attendance	1,279	1,801	1,279	1,801	-29%	-29%
Young Adult Programs	0	12	0	12	-100%	-100%
Young Adult Program Attendance	0	63	0	63	-100%	-100%
Adult Programs (including instructional)	23	27	23	27	-15%	-15%
Adult Program Attendance (including instructional)	339	466	339	466	-27%	-27%
<b>Total Programs</b>	<b>68</b>	<b>110</b>	<b>68</b>	<b>110</b>	<b>-38%</b>	<b>-38%</b>
<b>Total Program Attendance</b>	<b>1,618</b>	<b>2,330</b>	<b>1,618</b>	<b>2,330</b>	<b>-31%</b>	<b>-31%</b>
Meeting Room Uses - Room Reservations (Public)	278	176	278	176	58%	58%
Meeting Room Uses - Events (Library Programs)	109	138	109	138	-21%	-21%
<b>Total Meeting Room Uses</b>	<b>387</b>	<b>314</b>	<b>387</b>	<b>314</b>	<b>23%</b>	<b>23%</b>

V. Electronic Access Services	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	102,934	25,834	102,934	25,834	298%	298%
Web Page "Hits"	104,423	95,338	104,423	95,338	10%	10%
FOCOL "Hits"	933	2,290	933	2,290	-59%	-59%
Fox Valley Memory "Hits"	3,347	3,486	3,347	3,486	-4%	-4%
Remote Logins to InfoSoup	17,382	20,154	17,382	20,154	-14%	-14%
Public Computing Sessions	5,856	5,931	5,856	5,931	-1%	-1%
Total Time Used on Public Computers	4669:00:00	4536:00:00	4669:00:00	4536:00:00	3%	3%
Data Transferred (GB)	1530	n/a	1530	n/a	n/a	n/a
WIFI Distinct Clients	2711	n/a	2711	n/a	n/a	n/a

APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
FEBRUARY 2017

<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	50,718	56,894	104,797	115,863	-11%	-10%
Children's Circulation	34,479	37,035	67,752	71,677	-7%	-5%
<b>Total Circulation</b>	<b>85,197</b>	<b>93,929</b>	<b>172,549</b>	<b>187,540</b>	<b>-9%</b>	<b>-8%</b>
Adult AV/nonbook (included in above)	24,808	29,082	51,121	58,670	-15%	-13%
Children's AV/non-book (included in above)	8,090	9,161	15,908	18,306	-12%	-13%
E-Book Circulation	1,213	n/a	6,748	n/a	n/a	n/a
E-Audiobook Circulation	1,428	n/a	5,217	n/a	n/a	n/a
E-Video Circulation	110	n/a	272	n/a	n/a	n/a
E-Comics Circulation	150	n/a	281	n/a	n/a	n/a
E-Magazine Circulation	1,316	n/a	2,577	n/a	n/a	n/a
E-Music Circulation	110	n/a	225	n/a	n/a	n/a
E-Games Circulation	87	n/a	155	n/a	n/a	n/a
ILL items received (received from)	11,393	13,991	23,199	27,682	-19%	-16%
ILL items loaned (provided to)	12,645	14,030	26,185	27,755	-10%	-6%
Total Registered Patrons (quarterly)	81,050	97,018	n/a	n/a	-16%	n/a
Door Count	38,695	41,434	77,415	82,273	-7%	-6%
Percentage of Total Circulation on Self Check Machines	79.1%	78.6%	n/a	n/a	n/a	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	5,111	6,431	10,517	13,082	-21%	-20%
Reference Transactions - Children's	1,913	1,688	3,287	3,283	13%	0%
<b>Total Reference</b>	<b>7,024</b>	<b>8,119</b>	<b>13,804</b>	<b>16,365</b>	<b>-13%</b>	<b>-16%</b>
Volunteer Hours	509	439	984	668	16%	47%

<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	3,247	2,428	4,326	4,681	34%	-8%
Volumes Withdrawn	6,016	1,642	11,344	7,722	266%	47%
Total Titles	289,030	292,283	n/a	n/a	-1%	n/a
Total Volumes	345,739	354,297	n/a	n/a	-2%	n/a

APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
FEBRUARY 2017

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's Programs	91	89	136	160	2%	-15%
Children's Program Attendance	2,511	2,277	3,790	4,078	10%	-7%
Young Adult Programs	9	12	9	24	-25%	-63%
Young Adult Program Attendance	243	641	243	704	-62%	-65%
Adult Programs (including instructional)	34	28	57	55	21%	4%
Adult Program Attendance (including instructional)	778	496	1,117	962	57%	16%
<b>Total Programs</b>	<b>134</b>	<b>129</b>	<b>202</b>	<b>239</b>	<b>4%</b>	<b>-15%</b>
<b>Total Program Attendance</b>	<b>3,532</b>	<b>3,414</b>	<b>5,150</b>	<b>5,744</b>	<b>3%</b>	<b>-10%</b>
Meeting Room Uses - Room Reservations (Public)	272	265	550	441	3%	25%
Meeting Room Uses - Events (Library Programs)	177	186	286	324	-5%	-12%
<b>Total Meeting Room Uses</b>	<b>449</b>	<b>451</b>	<b>836</b>	<b>765</b>	<b>0%</b>	<b>9%</b>

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	107,666	22,294	210,600	48,128	383%	338%
Web Page "Hits"	98,427	89,743	202,850	185,081	10%	10%
FOCOL "Hits"	1,353	1,806	2,286	4,096	-25%	-44%
Fox Valley Memory "Hits"	2,531	4,294	5,878	7,780	-41%	-24%
Remote Logins to InfoSoup	17,366	18,006	34,748	38,160	-4%	-9%
Public Computing Sessions	5,737	5,887	11,593	11,818	-3%	-2%
Total Time Used on Public Computers	4718:00:00	4445:00:00	9387:00:00	8981:00:00	6%	5%
Data Transferred (GB)	1220	484	2750	484	152%	468%
WIFI Distinct Clients	2765	2038	5476	2038	36%	169%

APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
MARCH 2017

<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	56,926	59,718	161,723	175,581	-5%	-8%
Children's Circulation	38,394	39,598	106,146	111,275	-3%	-5%
<b>Total Circulation</b>	<b>95,320</b>	<b>99,316</b>	<b>267,869</b>	<b>286,856</b>	<b>-4%</b>	<b>-7%</b>
Adult AV/nonbook (included in above)	27,179	29,888	78,300	88,558	-9%	-12%
Children's AV/non-book (included in above)	8,890	10,267	24,798	28,573	-13%	-13%
E-Book Circulation	5,754	n/a	12,502	n/a	n/a	n/a
E-Audiobook Circulation	3,463	n/a	8,680	n/a	n/a	n/a
E-Video Circulation	317	n/a	589	n/a	n/a	n/a
E-Comics Circulation	63	n/a	344	n/a	n/a	n/a
E-Magazine Circulation	121	n/a	2,698	n/a	n/a	n/a
E-Music Circulation	178	n/a	403	n/a	n/a	n/a
E-Games Circulation	77	n/a	232	n/a	n/a	n/a
ILL items received (received from)	12,563	15,146	35,762	42,828	-17%	-16%
ILL items loaned (provided to)	14,810	15,182	40,995	42,937	-2%	-5%
Total Registered Patrons (quarterly)	81,050	97,018	n/a	n/a	-16%	n/a
Door Count	41,552	42,564	118,967	124,837	-2%	-5%
Percentage of Total Circulation on Self Check Machine:	80.5%	78.3%	n/a	n/a	3%	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	5,637	6,502	16,154	19,584	-13%	-18%
Reference Transactions - Children's	2,157	1,470	5,444	4,753	47%	15%
<b>Total Reference</b>	<b>7,794</b>	<b>7,972</b>	<b>21,598</b>	<b>24,337</b>	<b>-2%</b>	<b>-11%</b>
Volunteer Hours	565	454	1,548	1,121	24%	38%

<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	899	2,601	5,225	7,282	-65%	-28%
Volumes Withdrawn	4,301	3,060	15,645	10,782	41%	45%
Total Titles	286,118	292,131	n/a	n/a	-2%	n/a
Total Volumes	342,337	353,838	n/a	n/a	-3%	n/a

APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
MARCH 2017

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's Programs	92	76	228	236	21%	-3%
Children's Program Attendance	2,964	1,871	6,754	5,949	58%	14%
Young Adult Programs	8	12	17	36	-33%	-53%
Young Adult Program Attendance	62	206	305	910	-70%	-66%
Adult Programs (including instructional)	33	28	90	83	18%	8%
Adult Program Attendance (including instructional)	969	858	2,086	1,820	13%	15%
<b>Total Programs</b>	<b>133</b>	<b>116</b>	<b>335</b>	<b>355</b>	<b>15%</b>	<b>-6%</b>
<b>Total Program Attendance</b>	<b>3,995</b>	<b>2,935</b>	<b>9,145</b>	<b>8,679</b>	<b>36%</b>	<b>5%</b>
Meeting Room Uses - Room Reservations (Public)	264	293	814	734	-10%	11%
Meeting Room Uses - Events (Library Programs)	184	209	470	533	-12%	-12%
<b>Total Meeting Room Uses</b>	<b>448</b>	<b>502</b>	<b>1,284</b>	<b>1,267</b>	<b>-11%</b>	<b>1%</b>

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	43,434	24,119	254,034	72,247	80%	252%
Web Page "Hits"	108,650	115,924	311,500	301,005	-6%	3%
FOCOL "Hits"	1,466	2,885	3,752	6,981	-49%	-46%
Fox Valley Memory "Hits"	4,143	2,581	10,021	10,361	61%	-3%
Remote Logins to InfoSoup	18,052	18,918	52,800	57,078	-5%	-7%
Public Computing Sessions	6,324	6,280	17,917	18,098	1%	-1%
Total Time Used on Public Computers	4872:00:00	5005:00:00	14259:00:00	13986:00:00	-3%	2%
Data Transferred (GB)	1320	786	4070	1270	68%	220%
WIFI Distinct Clients	3001	2734	8477	4772	10%	78%

# Ex-Cop Tackles Literacy Decline

*A police-officer-turned-librarian targets a community's early-learning deficit*

BY TANYA SERRÓN MISSELT

**D**on't laugh when I tell you that 11 years of law enforcement experience in Appleton, WI, made me a better public librarian. When the director of the Appleton Public Library (APL) asked me to help reverse declining third grade reading scores in our community, I drew on my skill set as a cop: investigative and problem-solving chops, cultural sensitivity, and dogged determination.

Our target group was identified as Hmong and Hispanic families with children from birth to age five. In 2011, a study showed that reading proficiency in our region had declined annually since 2006–2007. A breakdown of Appleton Area School District third grade reading scores revealed that English Language Learners of Asian (primarily Hmong) and Hispanic descent were far more likely to score below proficiency. Our solution, Appleton Ready to Read (ARTR), is a collaborative program with several partners.

Ready to Read, a Columbus (OH) Metropolitan Library (CML) initiative, was our model. Sarah Mackey, manager, Ready to Read Corps at CML, had developed the home visitation program to address declining third grade reading scores in economically disadvantaged communities. Each family, representing 20,758 children, received 12–18 home visits and literacy kits promoting Every Child Ready to Read (ECRR; [everychildreadytoread.org](http://everychildreadytoread.org)) practices and skills.

Our problem was that Hmong and Hispanic populations weren't coming to our library, despite our programming and collection development efforts. Also, we didn't have bilingual staff.

Then we had a request from Yee Lee Vue, a Hmong woman and MLIS student who was seeking a summer internship.

She started bringing ECRR concepts to the homes of Hmong families with children from birth to age five and created library-based programs. Word spread, and soon, our staffers were in the homes of strangers who spoke a different language, and often lived in a very different socioeconomic situation than their own. We had reached our elusive library “non-users.”



Above: Hmong OS Pa Ja Yang (right) with patrons; left: Toys don't have to be expensive



We secured our first Hmong family outreach specialist position (Hmong OS) with an LSTA grant; the city funds the job now. A grant from a community foundation underwrote our Hispanic OS position, which the city now funds as well. Our program has three components:

- 1) **Home visit.** The OS meets with a parent at home to share an overview of ECRR and highlight the importance of reading and writing with children. Kids get a free book, crayons, and a coloring book, supplied by Friends of the APL.
- 2) **Library visit.** A parent meets with the OS at the library to get a tour, learn to select age-appropriate material, re-

ceive a library card, and learn about programs. The OS highlights the importance of singing and talking, and gives out musical nursery rhyme CDs.

- 3) **Class visit.** Families attend an ongoing class, Play and Learn, where parents find out how important playing with their children is. We engage with all the ECRR practices and offer this class in English, Hmong, and Spanish.

We also link Hmong and Hispanic families to programs that help them prepare kids for kindergarten, along with a free service to help parents learn English.

While patron confidentiality is a pillar of library service, we wanted to be able to refer families to our community partners. The city attorney helped us draft a permission form that, signed by a parent or guardian, lets us communicate with partners about the family. A Memorandum of Understanding was signed by each organization involved.

“Hmong is traditionally an oral language and was not written until the 1950s, so most Hmong families do not know how to raise readers,” says current Hmong OS Pa Ja Yang. Transportation is also a big hurdle for these families, who often have one car, used by the working parent.

Since 2014, ARTR has served more than 400 individuals from more than 150 families. About 60 percent are Hispanic and 40 percent Hmong. Some 98 percent live 200 percent below the poverty line.

Like police officers, librarians need to go into communities and solve problems, armed with investigative and people skills, and a logical mind-set. Understand the issues, study the research, and have a grasp of library trends. Think outside the box, and you'll be able to personalize services in new ways.

*Tanya Serrón Misselt is the children's services supervisor at the Appleton (WI) Public Library.*

Photos courtesy of Appleton Public Library. ©2017