City of Appleton

Meeting Agenda - Final

Library Board

Tuesday, August 15, 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

   17-1258   July 18, 2017 Meeting Minutes

   Attachments: July 18 2017 Meeting Minutes.pdf

4. Public Participation and Communication

Establish Order of the Day

5.   Action Items

   A. 17-1259   July 2017 Bill Register

   Attachments: July Bill Register.pdf

   July Revenue and Expense Summary.pdf

   July Subledger Summary.pdf

   B. 17-1260   Budget Amendment - August 2017

   Attachments: August Budget Amendment.pdf

   C. 17-1261   Report of the Nominating Committee

   Attachments: Nominating Committee Meeting Minutes July 24 2017.pdf

   D. 17-1262   City AED Policy

   Attachments: AED Policy strike and bold.pdf

6.   Information Items

A. Director's Report

i. 17-1269 Update on Library Building Process

ii. 17-1263 Wisconsin Trustee Training Week August 21-25, 2017

Attachments: Trustee Training Week Flier 2017.pdf

iii. 17-1264 Friends Quarterly Grant Funded Programs Summary - 2nd Quarter

Attachments: Friends Grant Funded Program Summaries 2nd Quarter 2017 FINAL.pdf

B. President's Report

i. 17-1265 Trustee Essentials - Chapter 18: Library Board Appointments and Composition and Chapter 27: Trustee Orientation and Continuing Education

Attachments: Trustee Essentials Chapter 18.pdf

Trustee Essentials Chapter 27.pdf

C. Assistant Director's Report

i. 17-1266 APL Hiring Processes

D. Staff Updates

i. 17-1267 Public Library System Redesign Steering Committee Update

ii. 17-1268 Summer Outreach and Programming

iii. 17-1270 Boopsie App Update

iv. 17-1271 Homeless Connections Library

v. 17-1272 Partnership Community Health Center / FISC

vi. 17-1273 ELL Club Partnerships

vii. 17-1275 Fall Children's Programming Sneak Peak

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.

| Tuesday, July 18, 2017 | 4:30 PM | 225 N. Oneida Street |

1. Call meeting to order

2. Roll call of membership

> **Others Present: Travis Bartels, Jessica Brittnacher, Beth Carpenter, Tina Krueger, Adriana McCleer, Tanya Misselt, Michael Nitz, Jan Quinlan, Tasha Saecker**

> **Present:** 10 - Bergman, Hietpas, Looker, Peterson, Dannecker, Kellner, Exarhos, Brault Pagel, Bloedow and Scheuerman

> **Others :** 1 - Panella

3. Approval of minutes from previous meeting

17-1068   June 20th 2017 Meeting Minutes

> *Attachments:*   June 20 2017 Meeting Minutes.pdf

> **Dannecker moved, seconded by Bloedow, that the June 20th 2017 Meeting Minutes be approved. Voice Vote. Motion Carried. (10:0)**

4. Public Participation and Communication

17-1069   Trustee reappointments

> *Attachments:*   Trustee Reappointment letters - Bloedow Brault Pagel Scheuerman.pdf

Establish Order of the Day

> **President Scheuerman moved Action Item C. Report of the Personnel and Policy Committee to the end of the**
> **meeting agenda to discuss in Closed Session.**

5. **Action Items**

A. 17-1070   June 2017 Bill Register

> *Attachments:*   June Bill Register.pdf

Looker moved, seconded by Dannecker, that the June 2017 Bill Register be approved. Voice Vote. Motion Carried. (10:0)

B.   17-1071   Report of the Finance Committee

Attachments: Finance Commitee Meeting Minutes 7-17-2017.pdf

                      2018 Budget for Library Board.pdf

                      2018 Library Narrative to Finance Committee 0717.pdf

                      2018 Building Envelope CIP.pdf

                      2018 Interior Finishes and Furniture CIP.pdf

                      2018 Safety_Security CIP.pdf

                      2018 Library Grants.pdf

Hietpas moved, seconded by Exarhos, that the Report of the Finance Committee Meeting Minutes be approved. Voice Vote. Motion Carried. (10:0)

Peterson moved, seconded by Dannecker, that the Report of the Finance Committee Capital Improvement Plans be approved. Voice Vote. Motion Carried. (10:0)

Dannecker moved, seconded by Exarhos, that the Report of the Finance Committee Special Revenue Funds be approved. Voice Vote. Motion Carried. (10:0)

D.   17-1073   Recommendations on moving forward with mixed use RFPs for the library

Attachments: Recommendations on mixed use RFPs July 2017.pdf

Looker moved, seconded by Bloedow, that the Recommendations on moving forward with mixed use RFPs for the library be approved. Voice Vote. Motion Carried. (10:0)

6.   Information Items

A.   Director's Report

i.   17-1088   Frequently Asked Questions from 2014-15 Building Process

Attachments: Frequently Asked Questions 2015.pdf

ii.   17-1074   Older Adult Community Center Phase 2 Task Force

iii.   17-1075   Wisconsin Trustee Training Week August 21-25, 2017

B.   President's Report

i.   17-1089   City of Appleton's proposed creation of new Tax Incremental Financing Districts

ii.   17-1076   Nominating Committee Meeting July 24 at 11am

iii.   17-1077   August Organizational Meeting

C.   Assistant Director's Report

i.   17-1078   Hiring Processes

ii.   17-1079   ALA Conference Report

D.   Friends Report

i.   17-1080   Staff Announcements

E.   Staff Updates

i.   17-1081   Public Library System Redesign Steering Committee Update

ii.   17-1082   Artist in Residence

iii.   17-1083   Mash-Up Con

iv.   17-1084   City Parking App

v.   17-1090   Independence Day Celebration

vi.   17-1091   Children's Summer Outreach and Programming

vii.   17-1092   Pride Fest

viii.   [17-1093](#)   Storycatchers

Closed Session

>   **Dannecker moved, seconded by Peterson 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. (10-0) Roll Call was taken.**
>   **The meeting moved into Closed Session at 5:53 pm.**
>
>   **Peterson moved, seconded by Bloedow that the Board resume meeting in Open Session Voice Vote. Motion Carried. (10-0) Roll Call was taken.**
>   **The meeting resumed Open Session at 6:04 pm.**

C.   [17-1072](#)   Report of the Personnel and Policy Committee

>   *Attachments:*   [Personnel and Policy Committee Meeting Minutes 6-26-2017.pdf](#)
>
>   **Peterson moved, seconded by Bloedow, that the Report of the Personnel and Policy Committee meeting be approved. Voice Vote. Motion Carried. (10:0)**

7.   Adjournment

>   **Bergman moved, seconded by Dannecker, that the meeting be adjourned. Voice Vote. Motion Carried. (10:0)**
>   **The meeting was adjourned at 6:05pm**

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                                     Explanation
DocDocument G/L     --------------------------------------------
Ty Number   Date    Alpha Name              -Remark-               Amount          Account
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PU      499 07/18/17 AMAZON MKTPLACE PMTS    PHONE CASE                   6.40  16010 6301
PU      544 07/18/17 USPS PO 5602500943      POSTAGE                     22.96  16010 6301
PU      866 07/18/17 USPS KIOSK 5602509551   POSTAGE                      4.90  16010 6301
PU      989 07/18/17 OFFICEMAX/OFFICEDEPT#6  ENVELOPES (73.52%)          40.37  16010 6301
PU     1038 07/18/17 OFFICEMAX/OFFICEDEPT#6  HANGING STRIPS               4.28  16010 6301
PU      488 07/18/17 SHOPKO 15    00100156   SCAVENGER HUNT              67.39  16010 6305
PU      738 07/18/17 WALGREENS #5102         GIFT CARD FOR VOLUNT        30.00  16010 6305      00003951
PU      242 07/18/17 MANDERFIELDS HOME BAKE  CREDIT BACK                 58.75- 16010 6307
PU      403 07/18/17 KWIK TRIP  74300007435  MOVIE/POPCORN                8.58  16010 6307      00003951
PU      676 07/18/17 MANDERFIELDS HOME BAKE  STAFF MEETING ERROR         58.75  16010 6307
PU      858 07/18/17 SAMS CLUB #6321         SLP FOOD INCENTIVES         31.42  16010 6307      00003951
PU      957 07/18/17 FESTIVAL FOODS          SLP VOLUNTEER FOOD          17.40  16010 6307      00003951
PU     1066 07/18/17 WAL-MART #1982          SLP VOLUNTEER FOOD          27.10  16010 6307      00003951
PU     1315 07/18/17 MAIS DELI               SPACES MULTI-CULTURE        20.00  16010 6307      00003951
PU     1228 07/18/17 FACEBK *D34TRCJYX2      PROGRAM AD                  19.82  16010 6412
JE   126142 07/21/17 7/17 AT&T                                          218.91  16010 6413 7
PU     1024 07/18/17 CELLCOM                 CELL PHONE                 100.95  16010 6413 8
PU     1084 07/18/17 PAYPAL *FOXVALLEYWA     WARMINGSHELTERREPORT        24.00  16010 6599      00003951
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16010                                                                  644.48
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JE   126199 07/28/17 7/27 PR TRAVEL REIMB    HELMKAMP                   211.86  16021 6201
JE   126199 07/28/17 7/27 PR TRAVEL REIMB    MISSELT                    179.34  16021 6201
JE   126199 07/28/17 7/27 PR TRAVEL REIMB    OLIVERAS                     6.63  16021 6201
JE   126199 07/28/17 7/27 PR TRAVEL REIMB    WESTBROOK                  149.00  16021 6201
PU        7 07/18/17 SPOTHERO 844-324-7768   ALA PARKING                 25.00  16021 6201
PU      216 07/18/17 FREDPRYOR CAREERTRACK   K.W. DEAL W/DIFFICUL        99.00  16021 6201
PU      856 07/18/17 AEP CONNECTIONS, LLC    N.O. AUTISM TRAINING        50.00  16021 6201
PU       44 07/18/17 AMERICAN LIBRARY ASSOC  BOOKMARKS                   16.00  16021 6301
PU      239 07/18/17 GOODWILL GRAND CHUTE 1  TWEEN SCENE                 20.06  16021 6301      00003951
PU      240 07/18/17 HOBBY-LOBBY #0193       TWEEN SCENE                 20.97  16021 6301      00003951
PU      259 07/18/17 OFFICEMAX/OFFICEDEPT#6  NAME TAGS STORYTIME        167.25  16021 6301
PU      286 07/18/17 NORTHEAST WI PRINTING   RO&R                       344.79  16021 6301      00003952
PU      365 07/18/17 ALL ABOUT BOOKS, LLC    RO&R                       223.49  16021 6301      00003952
PU      366 07/18/17 ALL ABOUT BOOKS, LLC    RO&R                        54.25  16021 6301      00003952
PU      367 07/18/17 SCHOLASTIC EDUCATION    RO&R                       192.28  16021 6301      00003952
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Ty	Number	Date	Alpha Name	Remark	Amount	Account	
PU	489	07/18/17	PICK'N SAVE #187	UTENSILS	51.59	16021 6301	00003955
PU	580	07/18/17	LOWES #02486*	TECH FOR TWEENS	19.88	16021 6301	00003951
PU	599	07/18/17	HOBBY-LOBBY #0193	TECH FOR TWEENS	62.21	16021 6301	00003951
PU	631	07/18/17	WAL-MART #1982	TECH FOR TWEENS	6.81	16021 6301	00003951
PU	632	07/18/17	MICHAELS STORES 8783	TECH FOR TWEENS	4.99	16021 6301	00003951
PU	739	07/18/17	PAYPAL *LEARNINGPRO	ARTR GAME SETS	128.54	16021 6301	00003951
PU	795	07/18/17	WM SUPERCENTER #2958	DRINK COOLER	19.86	16021 6301	00003955
PU	796	07/18/17	PICK'N SAVE #187	UTENSILS	55.94	16021 6301	00003955
PU	964	07/18/17	WAL-MART #2958	CRAFT SUPPLIES	15.48	16021 6301	
PU	965	07/18/17	SSI*SCHOOL SPECIALTY	GENERAL SUPPLIES	197.00	16021 6301	
PU	1004	07/18/17	ALL ABOUT BOOKS, LLC	RO&R	90.00	16021 6301	00003952
PU	1005	07/18/17	ALL ABOUT BOOKS, LLC	RO&R	696.59	16021 6301	00003952
PU	1154	07/18/17	SCHOLASTIC EDUCATION	SLP PRIZES COLUMBUS	580.50	16021 6301	00003951
PU	1312	07/18/17	ALL ABOUT BOOKS, LLC	RO&R	492.34	16021 6301	00003952
PU	1359	07/18/17	AMAZON.COM	ELL BOOKS	64.87	16021 6301	00003955
PU	1400	07/18/17	SCHOLASTIC EDUCATION	RO&R	650.20	16021 6301	00003952
PV	375765	07/14/17	CHILDREN'S HOSPITAL OF WISCONS	tshirts	108.00	16021 6301	00003952
PU	165	07/18/17	JIMMY JOHNS # 446	ELL DINNER	212.75	16021 6307	00003955
PU	468	07/18/17	MUNCHEEZ PIZZERIA	ELL DINNER	80.91	16021 6307	00003955
PU	779	07/18/17	MUNCHEEZ PIZZERIA	ELL DINNER	179.80	16021 6307	00003955
PU	508	07/18/17	SQ *THE ART OF WOND	SLP BUBBLE WONDERS	720.00	16021 6599	
PV	375714	07/12/17	HANDS 2 GROW PUPPET PRODUCTION	performer	250.00	16021 6599	00003951
PV	375722	07/12/17	MAGICAL ENTERTAINMENT LLC	slp performer	235.00	16021 6599	00003951
PV	375727	07/12/17	NOAH RIEMER PRODUCTIONS LLC	duke otherwise slp	400.00	16021 6599	00003951

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16021                                                       7,083.18
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Ty	Number	Date	Alpha Name	Remark	Amount	Account	
CR	4717581	07/20/17	HANSON, MELODY	LIBRARY	66.92-	16023 6201	
PU	988	07/18/17	OFFICEMAX/OFFICEDEPT#6	THERMAL PAPER (26.48	14.54	16023 6301	
PV	375786	07/14/17	OUTAGAMIE WAUPACA LIBRARY SYST	receipt paper	45.00	16023 6301	
PV	376259	07/28/17	OUTAGAMIE WAUPACA LIBRARY SYST	receipt paper	45.00	16023 6301	

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16023                                                          37.62
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Ty	Number	Date	Alpha Name	Remark	Amount	Account	
JE	126199	07/28/17	7/27 PR TRAVEL REIMB	EISEN	8.67	16024 6201	
JE	126199	07/28/17	7/27 PR TRAVEL REIMB	SANDBERG	358.69	16024 6201	
PU	146	07/18/17	VISTAPR*VISTAPRINT.COM	D.S. BUSINESS CARDS	23.72	16024 6301	
PU	368	07/18/17	ADI	SLP INCENTIVES	80.00	16024 6301	00003951

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DocTy	Document Number	G/L Date	Alpha Name	Remark	Amount	Account	
PU	457	07/18/17	HOBBY-LOBBY #0193	ROLLERS FOR WORKSHOP	12.94	16024 6301	00003951
PU	857	07/18/17	WAL-MART #1982	SLP PRIZES	100.00	16024 6301	00003951
PU	892	07/18/17	AMAZON MKTPLACE PMTS	SLP PRIZES	47.92	16024 6301	00003951
PU	893	07/18/17	TARGET 00002386	SLP PRIZES	100.00	16024 6301	00003951
PU	966	07/18/17	AMAZON MKTPLACE PMTS	SLP PRIZES	55.47	16024 6301	00003951
PU	990	07/18/17	4IMPRINT	SLP MUGS & TOTES	770.89	16024 6301	00003951
PU	1134	07/18/17	WAL-MART #1982	ADULT SLP PRIZES	80.26	16024 6301	00003951
PU	1140	07/18/17	TOM'S DRIVE IN- WI	TEEN SLP PRIZES	40.00	16024 6301	00003951
PU	1141	07/18/17	WILMAR CHOCOLATES	TEEN SLP PRIZES	19.00	16024 6301	00003951
PU	1358	07/18/17	MICHAELS STORES 8783	CANVASES	20.00	16024 6301	00003951
PU	482	07/18/17	SQ *MUD AND PRINTS	POTTERY CLASS	150.00	16024 6599	00003951
PU	1081	07/18/17	PAYPAL *EVENINGSTAR	PERFORM LICENSE	150.00	16024 6599	00003951
PU	1338	07/18/17	PAYPAL *BISECTHOST	MINECRAFT SERVER	133.03	16024 6599	00003951
PU	1339	07/18/17	PAYPAL *BISECTHOST	CREDIT FOR OVERCHARG	66.51-	16024 6599	00003951
PV	376032	07/19/17	SCHMALL, BOB	adult learner	200.00	16024 6599	00003951

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16024                                                          2,284.08
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DocTy	Document Number	G/L Date	Alpha Name	Remark	Amount	Account	
PU	2	07/18/17	AMAZON.COM	CARPET SHAMPOO	45.75	16031 6306	
PU	555	07/18/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	50.84	16031 6306	
PU	1133	07/18/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	50.84	16031 6306	
PU	1313	07/18/17	TARTAN SUPPLY CO INC	GARBAGE BAGS	136.44	16031 6306	
JE	126150	07/21/17	RECYCLING JUN 2017	237809	160.00	16031 6407	
PU	1111	07/18/17	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (2.52%	39.31	16031 6407	
PU	1119	07/18/17	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (2.73%	42.58	16031 6407	
PV	376116	07/26/17	WE ENERGIES	4835-258-176	10,139.34	16031 6413	1
PV	376116	07/26/17	WE ENERGIES	5229-670-389	834.72	16031 6413	2

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16031                                                         11,499.82
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DocTy	Document Number	G/L Date	Alpha Name	Remark	Amount	Account
PU	426	07/18/17	KAPCO	JACKETS/COVERS	743.37	16032 6301
PU	495	07/18/17	INT*IN *ELM USA INC.	CLEANING BOTTLES	35.69	16032 6301
PU	529	07/18/17	DEMCO INC	DISPLAY ENDS	615.98	16032 6301
PU	912	07/18/17	BAYSCAN TECHNOLOGIES L	ZEBRA PRINTER SUPPLY	505.75	16032 6301
PU	1086	07/18/17	PREMIUM WATERS E-BILL	DISC CLEANER	84.42	16032 6301
PU	4	07/18/17	AMAZON MKTPLACE PMTS		27.96	16032 6315
PU	5	07/18/17	AMAZON MKTPLACE PMTS		74.29	16032 6315
PU	6	07/18/17	AMAZON MKTPLACE PMTS		15.36	16032 6315

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PU	13	07/18/17	INGRAM LIBRARY SERVICE		1,446.01	16032 6315
PU	14	07/18/17	AMAZON MKTPLACE PMTS		18.94	16032 6315
PU	15	07/18/17	AMAZON MKTPLACE PMTS		18.58	16032 6315
PU	18	07/18/17	INGRAM LIBRARY SERVICE		729.24	16032 6315
PU	19	07/18/17	INGRAM LIBRARY SERVICE		575.01	16032 6315
PU	39	07/18/17	AMAZON MKTPLACE PMTS		25.49	16032 6315
PU	40	07/18/17	INGRAM LIBRARY SERVICE		356.85	16032 6315
PU	41	07/18/17	AMAZON MKTPLACE PMTS		23.97	16032 6315
PU	42	07/18/17	AMAZON MKTPLACE PMTS		10.98	16032 6315
PU	47	07/18/17	AMAZON MKTPLACE PMTS		19.93	16032 6315
PU	52	07/18/17	INGRAM LIBRARY SERVICE		652.07	16032 6315
PU	53	07/18/17	AMAZON MKTPLACE PMTS		18.98	16032 6315
PU	54	07/18/17	AMAZON MKTPLACE PMTS		85.00	16032 6315
PU	55	07/18/17	AMAZON MKTPLACE PMTS		8.99	16032 6315
PU	79	07/18/17	MIDWEST TAPE LLC		1,830.76	16032 6315
PU	80	07/18/17	THE PENWORTHY COMPANY		1,013.97	16032 6315
PU	91	07/18/17	RECORDED BOOKS		56.90	16032 6315
PU	92	07/18/17	RECORDED BOOKS		56.90	16032 6315
PU	93	07/18/17	RECORDED BOOKS		35.98	16032 6315
PU	94	07/18/17	RECORDED BOOKS		19.99	16032 6315
PU	95	07/18/17	RECORDED BOOKS		98.94	16032 6315
PU	96	07/18/17	RECORDED BOOKS		319.20	16032 6315
PU	97	07/18/17	RECORDED BOOKS		71.77	16032 6315
PU	98	07/18/17	INGRAM LIBRARY SERVICE		446.17	16032 6315
PU	99	07/18/17	INGRAM LIBRARY SERVICE		943.01	16032 6315
PU	212	07/18/17	INGRAM LIBRARY SERVICE		811.14	16032 6315
PU	217	07/18/17	INGRAM LIBRARY SERVICE		309.92	16032 6315
PU	287	07/18/17	INGRAM LIBRARY SERVICE		1,818.06	16032 6315
PU	370	07/18/17	CHICAGO TRIB SUBSCRIPT		280.28	16032 6315
PU	371	07/18/17	INGRAM LIBRARY SERVICE		797.37	16032 6315
PU	404	07/18/17	AMAZON MKTPLACE PMTS		98.76	16032 6315
PU	405	07/18/17	AMAZON.COM		29.55	16032 6315
PU	419	07/18/17	INGRAM LIBRARY SERVICE		719.48	16032 6315
PU	420	07/18/17	INGRAM LIBRARY SERVICE		788.91	16032 6315
PU	451	07/18/17	RECORDED BOOKS		103.55	16032 6315

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Ty Number  Date     Alpha Name                    -Remark-                  Amount           Account
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PU    452 07/18/17 AMAZON MKTPLACE PMTS                                       65.81- 16032 6315
PU    453 07/18/17 INGRAM LIBRARY SERVICE                                    226.41  16032 6315
PU    454 07/18/17 INGRAM LIBRARY SERVICE                                    950.93  16032 6315
PU    455 07/18/17 INGRAM LIBRARY SERVICE                                    787.96  16032 6315
PU    456 07/18/17 OMEARA BROWN PUBLISHIN                                     24.95  16032 6315
PU    502 07/18/17 AMAZON MKTPLACE PMTS                                       21.64  16032 6315
PU    503 07/18/17 INGRAM LIBRARY SERVICE                                    616.78  16032 6315
PU    504 07/18/17 INGRAM LIBRARY SERVICE                                    912.91  16032 6315
PU    507 07/18/17 INGRAM LIBRARY SERVICE                                    868.64  16032 6315
PU    531 07/18/17 STATE BAR OF WISCONSIN                                     73.40  16032 6315
PU    536 07/18/17 AMAZON MKTPLACE PMTS                                       99.73  16032 6315
PU    537 07/18/17 AMAZON MKTPLACE PMTS                                       61.70  16032 6315
PU    538 07/18/17 AMAZON MKTPLACE PMTS                                       50.35  16032 6315
PU    539 07/18/17 AMAZON.COM                                                 15.99  16032 6315
PU    540 07/18/17 AMAZON.COM                                                 36.43  16032 6315
PU    567 07/18/17 INGRAM LIBRARY SERVICE                                    699.33  16032 6315
PU    568 07/18/17 INGRAM LIBRARY SERVICE                                    569.64  16032 6315
PU    577 07/18/17 AMAZON MKTPLACE PMTS                                       15.73  16032 6315
PU    578 07/18/17 THOMSON WEST*TCD                                          822.01  16032 6315
PU    598 07/18/17 MIDWEST TAPE LLC                                        1,891.18  16032 6315
PU    630 07/18/17 INGRAM LIBRARY SERVICE                                    636.58  16032 6315
PU    635 07/18/17 INGRAM LIBRARY SERVICE                                  1,690.29  16032 6315
PU    636 07/18/17 INGRAM LIBRARY SERVICE                                    624.77  16032 6315
PU    667 07/18/17 RECORDED BOOKS                                           347.41  16032 6315
PU    668 07/18/17 INGRAM LIBRARY SERVICE                                    646.14  16032 6315
PU    699 07/18/17 INGRAM LIBRARY SERVICE                                    756.39  16032 6315
PU    700 07/18/17 AMAZON MKTPLACE PMTS                                      269.95  16032 6315
PU    723 07/18/17 INGRAM LIBRARY SERVICE                                    908.87  16032 6315
PU    813 07/18/17 BAKER-TAYLOR                                              269.98  16032 6315
PU    814 07/18/17 INGRAM LIBRARY SERVICE                                  1,116.91  16032 6315
PU    815 07/18/17 INGRAM LIBRARY SERVICE                                    159.61  16032 6315
PU    837 07/18/17 MIDWEST TAPE LLC                                        1,631.29  16032 6315
PU    888 07/18/17 RECORDED BOOKS                                           618.14  16032 6315
PU    889 07/18/17 RECORDED BOOKS                                            56.90  16032 6315
PU    890 07/18/17 RECORDED BOOKS                                            56.90  16032 6315
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DocDocument G/L            --------------------------------------------
Ty Number  Date   Alpha Name                      -Remark-                    Amount           Account
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PU     891 07/18/17 INGRAM LIBRARY SERVICE                                     464.38  16032 6315
PU     924 07/18/17 AMAZON MKTPLACE PMTS                                        28.57  16032 6315
PU     961 07/18/17 INGRAM LIBRARY SERVICE                                     537.06  16032 6315
PU     962 07/18/17 AMAZON MKTPLACE PMTS                                         6.98- 16032 6315
PU     985 07/18/17 AMAZON MKTPLACE PMTS                                        34.98  16032 6315
PU    1006 07/18/17 INGRAM LIBRARY SERVICE                                     738.42  16032 6315
PU    1007 07/18/17 AMAZON MKTPLACE PMTS                                         5.99  16032 6315
PU    1008 07/18/17 BAKER-TAYLOR                                               269.98  16032 6315
PU    1009 07/18/17 AMAZON MKTPLACE PMTS                                         6.27  16032 6315
PU    1010 07/18/17 AMAZON MKTPLACE PMTS                                        28.94  16032 6315
PU    1011 07/18/17 AMAZON MKTPLACE PMTS                                        10.67  16032 6315
PU    1012 07/18/17 AMAZON MKTPLACE PMTS                                         9.98  16032 6315
PU    1026 07/18/17 AMAZON MKTPLACE PMTS                                       143.93  16032 6315
PU    1027 07/18/17 AMAZON MKTPLACE PMTS                                         5.47  16032 6315
PU    1028 07/18/17 UPS*1ZR449350396997230                                      14.42  16032 6315
PU    1031 07/18/17 INGRAM LIBRARY SERVICE                                   1,557.60  16032 6315
PU    1032 07/18/17 INGRAM LIBRARY SERVICE                                     833.01  16032 6315
PU    1033 07/18/17 AMAZON MKTPLACE PMTS                                        26.98  16032 6315
PU    1034 07/18/17 AMAZON MKTPLACE PMTS                                        12.99  16032 6315
PU    1043 07/18/17 INGRAM LIBRARY SERVICE                                     166.81- 16032 6315
PU    1044 07/18/17 INGRAM LIBRARY SERVICE                                     803.65  16032 6315
PU    1045 07/18/17 INGRAM LIBRARY SERVICE                                     894.05  16032 6315
PU    1046 07/18/17 INGRAM LIBRARY SERVICE                                     275.50  16032 6315
PU    1047 07/18/17 INGRAM LIBRARY SERVICE                                     730.17  16032 6315
PU    1048 07/18/17 AMAZON MKTPLACE PMTS                                         9.45  16032 6315
PU    1049 07/18/17 AMAZON MKTPLACE PMTS                                         5.99  16032 6315
PU    1147 07/18/17 AMAZON.COM                                                  15.26  16032 6315
PU    1148 07/18/17 INGRAM LIBRARY SERVICE                                     227.47  16032 6315
PU    1149 07/18/17 INGRAM LIBRARY SERVICE                                     731.63  16032 6315
PU    1150 07/18/17 INGRAM LIBRARY SERVICE                                     478.23  16032 6315
PU    1151 07/18/17 INGRAM LIBRARY SERVICE                                     530.70  16032 6315
PU    1152 07/18/17 AMAZON MKTPLACE PMTS                                        13.98  16032 6315
PU    1182 07/18/17 MIDWEST TAPE LLC                                         2,177.93  16032 6315
PU    1219 07/18/17 INGRAM LIBRARY SERVICE                                     556.71  16032 6315
PU    1220 07/18/17 INGRAM LIBRARY SERVICE                                   1,285.45  16032 6315
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                                     Explanation
DocDocument G/L      -----------------------------------------
Ty Number   Date     Alpha Name                     -Remark-                 Amount            Account
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PU      1332 07/18/17 RECORDED BOOKS                                            182.84  16032 6315

PU      1333 07/18/17 AMAZON MKTPLACE PMTS                                        6.98  16032 6315

PU      1334 07/18/17 AMAZON MKTPLACE PMTS                                       10.98  16032 6315

PU      1335 07/18/17 AMAZON MKTPLACE PMTS                                       32.94  16032 6315

PU      1336 07/18/17 AMAZON MKTPLACE PMTS                                       43.19  16032 6315

PU      1345 07/18/17 AMAZON MKTPLACE PMTS                                       35.49  16032 6315

PU      1346 07/18/17 AMAZON MKTPLACE PMTS                                       23.25  16032 6315

PU      1352 07/18/17 INGRAM LIBRARY SERVICE                                  1,085.90  16032 6315

PU      1353 07/18/17 AMAZON MKTPLACE PMTS                                       11.97  16032 6315

PU      1354 07/18/17 AMAZON MKTPLACE PMTS                                       65.81  16032 6315

PU      1355 07/18/17 AMAZON MKTPLACE PMTS                                        6.09  16032 6315

PU      1361 07/18/17 AMAZON MKTPLACE PMTS                                        8.98  16032 6315

PU      1363 07/18/17 INGRAM LIBRARY SERVICE                                    639.10  16032 6315

PU      1364 07/18/17 AMAZON MKTPLACE PMTS                                       62.21  16032 6315

PU      1365 07/18/17 AMAZON MKTPLACE PMTS                                       25.88  16032 6315

PU      1366 07/18/17 AMAZON MKTPLACE PMTS                                       14.49  16032 6315

PU      1386 07/18/17 INGRAM LIBRARY SERVICE                                    728.83  16032 6315

PU      1387 07/18/17 INGRAM LIBRARY SERVICE                                    366.35  16032 6315

PU      1388 07/18/17 AMAZON MKTPLACE PMTS                                        6.98  16032 6315

PU      1401 07/18/17 RECORDED BOOKS                                            56.90  16032 6315

PU      1402 07/18/17 INGRAM LIBRARY SERVICE                                  1,186.16  16032 6315

PU      1403 07/18/17 AMAZON MKTPLACE PMTS                                       20.25  16032 6315

PU      1404 07/18/17 AMAZON MKTPLACE PMTS                                        7.99  16032 6315

PU      1405 07/18/17 AMAZON MKTPLACE PMTS                                       13.48  16032 6315

PU      1406 07/18/17 AMAZON MKTPLACE PMTS                                       10.14  16032 6315

PU      1407 07/18/17 AMAZON MKTPLACE PMTS                                       83.99  16032 6315

PU      1408 07/18/17 AMAZON MKTPLACE PMTS                                        5.93  16032 6315

PU      1409 07/18/17 AMAZON MKTPLACE PMTS                                       15.09  16032 6315

PU      1410 07/18/17 AMAZON MKTPLACE PMTS                                       12.34  16032 6315

PV    376030 07/19/17 PINA PUBLISHING               media                       10.00  16032 6315

PV    376002 07/19/17 UNIQUE MANAGEMENT SERVICES, IN collections               304.30  16032 6599
                                                                        ---------------
16032                                                                      53,590.35
                                                                        ================
PU         1 07/18/17 DMI* DELL HLTHCR/PTR          COMPUTER                   872.21  16033 6327

PU       100 07/18/17 PAYPAL *TFGAUDIOVIS           PA SYSTEM REPAIR           944.87  16033 6327
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                                    Explanation
DocDocument G/L     ----------------------------------------
Ty Number  Date    Alpha Name            -Remark-                 Amount            Account
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PU     963 07/18/17 CDW GOVT #JCB2602     CABLES                      58.15  16033 6327

PU     218 07/18/17 DNH*GODADDY.COM       DOMAIN RENEWAL              60.51  16033 6418

PU     296 07/18/17 RICOH USA, INC        PUBLIC COPIER              148.71  16033 6418

PU     407 07/18/17 RICOH USA, INC        PUBLIC COPIER              148.71  16033 6418

PU     408 07/18/17 RICOH USA, INC        PUBLIC COPIER              148.71  16033 6418

PU     816 07/18/17 HEARTLAND BUSINESS SYS EMAIL CERT RENEWAL        246.58  16033 6418

PU    1102 07/18/17 MODERN BUSINESS MACHIN COPIER CONTRACT           380.88  16033 6418

PU    1428 07/18/17 MODERN BUSINESS MACHIN COPIER CONTRACT           201.00  16033 6418

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16033                                                              3,210.33
                                                                ===============
                                                                  78,349.86
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City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Seven Months Ending July 31, 2017

1
08/04/17
10:21:44

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year July Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,180,305	2,266,806	2,284,583	174,139	1,276,173	55.86
Part-Time		279,623	206,653	206,653	17,316	135,607	65.62
Fringes		812,940	838,096	840,737	58,644	431,826	51.36
Salaries & Fringe Benefits		3,272,868	3,311,555	3,331,973	250,099	1,843,606	55.33
Training & Conferences	6201	22,583	18,314	21,814	1,021	11,822	54.19
Parking Permits	6206	18,112	19,920	19,920	0	19,560	98.19
Memberships & Licenses	6303	3,023	2,055	2,055	0	3,711	180.58
Awards & Recognition	6305	854	850	850	67	617	72.59
Food & Provisions	6307	986	1,135	1,135	0	1,323	116.56
Administrative Expense		45,558	42,274	45,774	1,088	37,033	80.90
Office Supplies	6301	48,167	60,336	60,336	2,588	22,371	37.08
Building Maintenance/Janitor	6306	11,343	7,344	7,344	284	4,541	61.83
Shop Supplies & Tools	6309	0	100	100	0	96	96.00
Books & Library Materials	6315	621,663	595,531	620,893	51,301	303,504	48.88
Printing & Reproduction	6320	20	100	100	0	85	85.00
Clothing	6321	0	0	0	0	228	.00
Safety Supplies	6323	171	200	200	0	0	.00
Miscellaneous Equipment	6327	54,866	67,250	67,250	1,875	11,140	16.57
Supplies & Materials		736,230	730,861	756,223	56,048	341,965	45.22
Collection Services	6407	2,855	1,545	1,545	242	1,400	90.61
Advertising	6412	899	1,288	1,288	20	443	34.39
Other Contracts/Obligations	6599	66,396	67,497	67,497	1,024	70,337	104.21
Purchased Services		70,150	70,330	70,330	1,286	72,180	102.63
Electric	6413.1	110,073	109,161	109,161	10,139	54,395	49.83
Gas	6413.2	24,433	23,169	23,169	835	15,988	69.01
Water	6413.3	4,924	4,871	4,871	0	2,529	51.92
Waste Disposal/Collection	6413.4	2,052	2,028	2,028	0	1,056	52.07
Stormwater	6413.6	2,418	2,444	2,444	0	1,206	49.35
Telephone	6413.7	2,734	2,719	2,719	219	1,944	71.50
Cellular Telephone	6413.8	1,138	945	945	101	610	64.55
Utilities		147,772	145,337	145,337	11,294	77,728	53.48
Bldng Repair & Maintenance	6416	2,096	3,000	3,000	0	668	22.27
Equipmt Repair & Maintenance	6418	66,090	73,415	73,415	1,335	66,612	90.73
CBM Charges	6420	148,232	178,037	178,037	0	90,878	51.04
Repair & Maintenance		216,418	254,452	254,452	1,335	158,158	62.16
Software Acquisition	6815	10,608	8,498	8,498	0	5,263	61.93
Capital Expenditures		10,608	8,498	8,498	0	5,263	61.93
TOTAL EXPENSES		4,499,604	4,563,307	4,612,587	321,150	2,535,933	54.98
REVENUES							
Library Aids (County)		1,103,329	1,065,839	1,065,839	0	598,773	56.18
Library Fines		56,478	75,000	75,000	4,705	37,108	49.48
Space Rentals		30,000	30,000	30,000	0	20,000	66.67
Donations & Memorials		705	0	0	54	504	.00
Administration Reimbursements		25,591	0	3,500	0	3,500	100.00
Community Reimbursements & Reader/Prntr		217	300	300	0	40	13.33
Commissions (Vending)		1,473	1,500	1,500	128	888	59.20
Lost & Paid Materials 16032.5035		20,762	0	21,000	1,574	44,532	212.06
Network Reimbursements & Public Use Prtr		20,242	18,500	18,500	1,462	11,390	61.57
TOTAL REVENUES		1,258,797	1,191,139	1,215,639	7,923	716,735	58.96

83500
TEACHERA
LIBRARYLIN

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

Friends - 3951

1
08/04/17
10:22:03

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year July Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		0	0	0	987	987	.00
Part-Time		0	0	20,000	802	802	4.01
Fringes		0	0	1,000	349	349	34.90
Salaries & Fringe Benefits		0	0	21,000	2,138	2,138	10.18
Training & Conferences	6201	1,074	0	3,691	0	0	.00
Memberships & Licenses	6303	1,095	0	3,800	0	461	12.13
Awards & Recognition	6305	375	0	1,075	30	467	43.44
Food & Provisions	6307	1,248	0	750	105	321	42.80
Administrative Expense		3,792	0	9,316	135	1,249	13.41
Office Supplies	6301	6,617	0	18,000	2,170	12,505	69.47
Books & Library Materials	6315	0	0	800	0	787	98.38
Printing & Reproduction	6320	4,750	0	2,100	0	29	1.38
Miscellaneous Equipment	6327	8,002	0	6,325	0	1,823	28.82
Supplies & Materials		19,369	0	27,225	2,170	15,144	55.63
Advertising	6412	4,200	0	800	0	0	.00
Other Contracts/Obligations	6599	16,930	0	11,850	1,476	15,790	133.25
Purchased Services		21,130	0	12,650	1,476	15,790	124.82
Utilities		0	0	0	0	0	.00
Repair & Maintenance		0	0	0	0	0	.00
Software Acquisition	6815	3,200	0	8,600	0	8,540	99.30
Capital Expenditures		3,200	0	8,600	0	8,540	99.30
TOTAL EXPENSES		47,491	0	78,791	5,919	42,861	54.40
REVENUES							
Administration Reimbursements		78,182	0	6,275	3,100	9,375	149.40
Children's Reimbursements		19,555	0	11,700	6,100	17,800	152.14-
Community Reimbursements & Reader/Prntr		7,000	0	12,900	5,800	18,700	144.96
Lost & Paid Materials 16032.5035		0	0	800	0	800	100.00
Network Reimbursements & Public Use Prtr		0	0	2,325	2,000	4,325	186.02
TOTAL REVENUES		104,737	0	34,000	17,000	51,000	150.00

83500
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LIBRARYLIN

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Seven Months Ending July 31. 2017

RO+R - 3952

2
08/04/17
10:22:03

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year July Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		20,867	0	21,493	1,679	11,877	55.26
Fringes		1,490	0	1,535	28	194	12.64
Salaries & Fringe Benefits		22,357	0	23,028	1,707	12,071	52.42
Training & Conferences	6201	522	0	960	0	320	33.33
Administrative Expense		522	0	960	0	320	33.33
Office Supplies	6301	20,437	0	37,723	2,852	16,884	44.76
Supplies & Materials		20,437	0	37,723	2,852	16,884	44.76
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	139,405	4,559	29,275	21.00
REVENUES							
Children's Reimbursements		78,069	77,694	92,196	0	96,196	104.34-
TOTAL REVENUES		78,069	77,694	92,196	0	96,196	104.34

83500
TEACHERA
LIBRARYLIN

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

ELL-3955

08/04/17
10:22:03

5

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year July Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		0	0	0	0	0	.00
Part-Time		1,175	0	2,500	0	0	.00
Fringes		90	0	150	0	0	.00
Salaries & Fringe Benefits		1,265	0	2,650	0	0	.00
Food & Provisions	6307	270	0	3,239	473	574	17.72
Administrative Expense		270	0	3,239	473	574	17.72
Office Supplies	6301	5,176	0	5,900	192	1,038	17.59
Supplies & Materials		5,176	0	5,900	192	1,038	17.59
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		6,711	0	11,789	665	1,612	13.67
REVENUES							
Children's Reimbursements		9,500	0	9,000	0	9,000	100.00-
TOTAL REVENUES		9,500	0	9,000	0	9,000	100.00

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2017

Budget Description	Business Unit	Acct. No.	Sub Acct No.	Subledger No.	Transfer Amount
Other Reimbursements: Friends Q1 distribution	16010	5035		3951	$ 3,100.00
Admin: Supplies	16010	6301		3951	$ 500.00
Admin: Memberships	16010	6303		3951	$ 500.00
Admin: Food & Provisions	16010	6307		3951	$ 375.00
Admin: Printing	16010	6320	2	3951	$ 325.00
Admin: Advertising	16010	6412		3951	$ 400.00
Admin: Contracts	16010	6599		3951	$ 1,000.00
Other Reimbursements: Friends Q1 distribution	16021	5035		3951	$ 6,100.00
Childrens: Supplies	16021	6301		3951	$ 3,000.00
Childrens: Memberships	16021	6303		3951	$ 300.00
Childrens: Contracts	16021	6599		3951	$ 2,800.00
Other Reimbursements: Friends Q1 distribution	16024	5035		3951	$ 5,800.00
Community Partnerships: Supplies	16024	6301		3951	$ 3,000.00
Community Partnerships: Contracts	16024	6599		3951	$ 2,800.00
Other Reimbursements: Friends Q3 distribution	16033	5035		3951	$ 2,000.00
Network Services: Misc. Equipment	16033	6327		3951	$ 1,500.00
Network Services: Contracts	16033	6599		3951	$ 500.00

For the purpose of:

-Friends of APL 1st Quarter Distribution

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 p rograms require written approval by the Library Director. Transfers in excess of $15,000 and all new library appropriations funded b y grants user fees or other non-tax revenues require the apporval of the Libary 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.

http://intranet/Appleton/forms/documents/finance/Budget Amendment Request Form.xlsx

City of Appleton

Meeting Minutes
Library Board

Monday, July 24, 2017	11:00 AM	225 N. Oneida Street

Nominating Committee

1. Call meeting to order

   Chairperson Bergman called the meeting to order at 11:09 am

2. Roll call of membership

   Others Present: Colleen Rortvedt

   Present: 3 -   Bergman, Kellner and Brault Pagel

   Excused: 1 -   Looker

3. **Action Items**

A.   17-1013   Selection of nominees for Board President, Vice President and Secretary

   Bergman moved, seconded by Brault Pagel, that the nominated slate of officers for Board President, Vice President and Secretary be approved. Voice Vote. Motion Carried. (3-0)

4. Adjournment

   Kellner moved, seconded by Brault Pagel that the meeting be adjourned. Voice Vote. Motion Carried. (3-0)
   The meeting was adjourned at 11:39 am

CITY OF APPLETON POLICY	TITLE: **Automatic External Defibrillator (AED)** **All City Facilities (except Police & Fire)**	
ISSUE DATE: February 2007	LAST UPDATE: August 2011 October 2012 June 2017	SECTION: Safety
POLICY SOURCE: Human Resources Department	AUDIENCE: All City Facilities except Police, Fire	TOTAL PAGES: 9

Reviewed by Attorney's Office
Date: December 5, 2006
    September 29, 2011
	Committee Approval
	Date: January 24, 2007
	    December 12, 2011
		Council Approval Date:
		February 7, 2007
		December 21, 2011

I.   PURPOSE

The purpose of this policy is to provide guidelines for the use of the Automatic External Defibrillators (AED) which are located in City buildings.

II.   POLICY

The City of Appleton has placed AEDs in key locations of City buildings where people work or visit. A list of the City's AED locations is attached. The goal is to have AEDs readily available for use by City staff and bystanders should someone experience a Sudden Cardiac Arrest (SCA).

The AEDs are intended for use by City staff, ~~bystanders~~ members of the public, other first responders ~~with active CPR AED certification,~~ physicians or authorized emergency medical response personnel.

III.   DEFINITIONS

Automatic External Defibrillator (AED) – electronic device used to apply electrical shocks to the heart via paddles or pads placed on the patient's chest.

Electrocardiogram (ECG) – shows a graphic recording of the electrical activity of the heart.

Emergency Medical System (EMS) – the pre-hospital medical system that includes the request for and dispatch of emergency medical response personnel, the field medical treatment of ill/injured patients, and the transport of the ill/injured patients to a hospital for definitive care.

Emergency Medical Responders (EMR) – person trained in emergency medical care (i.e. Police & Fire personnel).

Emergency Medical Technician (EMT) – person specially trained in pre-hospital care of a sick or injured patient.

Medical Director – medical person who oversees the City's AED program. The Medical Director for the City of Appleton is the Medical Director for Gold Cross Ambulance Service.

Sudden Cardiac Arrest (SCA) – sudden cessation of cardiac output and blood circulation.

Ventricular Fibrillation (VF) – a serious disturbance in a cardiac rhythm.

IV. DISCUSSION

Sudden Cardiac Arrest can happen anywhere to people of all ages and at anytime. SCA is usually caused by an electrical malfunction that makes the heart quiver ineffectively in an abnormal rhythm called Ventricular Fibrillation (VF). It sometimes is triggered by a heart attack, but can also happen even without any blockage of blood flow to the heart.

A lifesaving pulse of electricity must be delivered quickly to restore the heart's normal rhythm and pump blood throughout the body. Defibrillation is the only effective treatment for SCA caused by VF.

Research has shown that shortening the time between the onset of VF and defibrillation increases the survival rate of victims.

Cardiac Chain of Survival: A person in cardiac arrest will have the greatest chance of survival if the following steps occur:

- ➢ Early recognition and early access – The sooner someone calls 9-1-1, the sooner advanced medical care arrives.
- ➢ Early CPR – This helps circulate blood that provides oxygen to vital organs until an AED becomes available.
- ➢ Early defibrillation – Each minute that defibrillation is delayed reduces the chance of survival by about 10 percent.
- ➢ Early advanced medical care – Trained medical personnel such as EMS personnel and EMTs provide further care and transportation to hospital facilities.

State Statute 895.48 provides immunity "from civil liability for the acts or omissions of a person in rendering in good faith emergency care by use of an automated external defibrillator to an individual who appears to be in cardiac arrest".

V. PROCEDURES

This procedure provides guidelines for the use of the AEDs located in City buildings on adults or adolescents 12 years or older. If a child is under age 12, provide rescue breathing and/or CPR until emergency personnel arrive.

If you find yourself in an emergency situation, put on your ~~personal protective equipment~~ gloves ~~should be put on~~ and the following emergency steps should be taken:

- ➢ Check the scene for safety. ~~If unsafe, d~~Don't move a person unless there is immediate danger.
- ➢ Check for consciousness by tapping their chest and/or gently shaking their shoulders and asking if they are ok. If the person does not respond…
- ➢ Put the person on his or her back on a firm surface
- ➢ Call – If you are the only person at the scene, shout for help. If no one arrives, call 9-1-1. You should always call first if there is an unconscious adult or adolescent 12 years or older. If it is an adolescent under 12 and they are not breathing and/or have no pulse provide rescue breathing and/or CPR for 2 minutes, then go call 9-1-1.
- ➢ Check – For signs of life (movement or breathing) in an adult
  1. Airway – open the airway using the head-tilt/chin lift technique. If a neck injury is suspected, pull only the jaw (using the jaw-thrust technique) to open airway.

2. Breathing – Look-for signs of breathing for no more than 10 seconds, watching to see if the chest rises and falls. If there are no signs of breathing you must assume the problem is a cardiac emergency and begin CPR immediately.

➢ Care – Hands only CPR should be done if no pocket mask is available. Start CPR by giving 30 compressions (in about 15 seconds) by compressing the sternum at least 2 inches deep, then two rescue breaths. CPR SHOULD BE CONTINUED UNTIL AN AED BECOMES AVAILABLE OR MORE ADVANCED MEDICAL PERSONNEL ARRIVES AT THE SCENE.

A. Defibrillation – Prepare to operate the AED when it becomes available

DO NOT use the AED when a patient has any of the following:

➢ Consciousness
➢ Normal breathing
➢ A pulse or other signs of life.

B. Using the AED

1. For safety remember the following:

➢ DO NOT use near or in puddles of water
➢ DO NOT use near flammable agents, such as gasoline (remove clothing that may be contaminated with flammable agents).
➢ ALWAYS stay clear of the person when delivering the AED shock
➢ DO NOT touch the electrode surfaces, the person or any conductive material near the person during the ECG analysis or shock

2. Turn on the AED.
3. Follow the prompts as directed by the AED Unit.
4. Dry skin if necessary, and shave chest hair **ONLY** if it is so excessive it prevents a good seal between electrodes and the skin. Apply electrodes according to diagram on electrode package to victim's bare chest. Press pads to skin.
5. Stand clear of patient while machine analyzes heart rhythm.
6. If treatment (SHOCK) is indicated, make sure no one is touching the patient (CLEAR) and then press the lighted "Heart" in center of unit.
7. If no treatment shock is indicated advised, perform CPR and for two minutes with cycles of 30 compressions and, 2 breaths for 2 minutes.
8. After two minutes of CPR, unit will re-analyze rhythm. up to four more times. If "No Shock Treatment" is indicated after five "No Treatment" messages, continue CPR until professional help arrives.
9. When the EMS personnel arrive, follow their instructions.

C. Transferring the patient to the EMS personnel upon arrival

1. Give a brief summary of the event including:
   a. Time of event
   b. Total number of shocks
   c. Any additional pertinent information about the patient.
2. EMS personnel will take over the resuscitation efforts

a. EMS personnel will have their own equipment and may transfer the patient over to their own monitors or continue the use of the attached AED depending on the step of the process.

b. ~~If EMS personnel use the defibrillator pads that are attached to the patient, ask if they will provide us with replacement pads.~~

~~c.~~b. EMS personnel will direct ongoing CPR efforts and you may be asked to continue with CPR or to step aside.

D. Report the event

1. After the event, complete the AED Incident Report (Exhibit 1) and forward to Human Resources Department.

2. The Human Resources Department will notify the Medical Director and verify the AED will be available for future use.

3. ~~Notify a Safety Committee Member to check the AED status and perform indicated maintenance.~~

VI. NOTIFICATION OF USE

Human Resources will notify the City's Medical Director immediately after each AED use.

A. Incident Review

1. The Medical Director should review a detailed download from the AED.

2. A review and report of the incident should be provided to the Human Resources Department.

3. The Medical Director may discuss the incident with the local EMS personnel to obtain feedback.

4. The Medical Director may check with the hospital on the patient and provide feedback to the site.

B. Debriefing

1. If requested by anyone involved in the emergency occurrence, an ~~on site~~ incident review and debriefing conducted by Police, Fire or Gold Cross should be scheduled as soon as it can be arranged (Exhibit 2).

2. ~~The debriefing will be coordinated by the City's Risk Manager and will include all employees who would like to review the incident.~~

~~3.~~2. The debriefing is intended to provide support in the following areas:

➢ Success rates and expectations during a resuscitation

➢ The human dimension of CPR

➢ Recognition of successful aspects of the rescue efforts

➢ Stress reactions of rescuers, witnesses, and families after resuscitation attempts

➢ Identify any areas for improvement

~~4.~~ 3. Equipment Readiness

After each use, the Parks, Recreation and Facilities Management Department should be notified to check the AED batteries ~~should be checked~~ and the equipment ~~should be~~ so it can be restocked and checked for readiness by the ~~Human Resources or~~ Parks, Recreation and Facilities ~~Grounds and Construction~~ Management Department.

VII. TRAINING

A. CPR and AED Certification and Re-Certification

   CPR and AED certification and re-certification will be conducted according to the American Heart Association and the American Red Cross Guidelines.

B.   CPR and AED Refresher Course

   The ~~Police or~~ Fire Department~~s~~ may direct a CPR and AED refresher course that may be provided periodically for City employees.

VIII. EQUIPMENT MAINTENANCE

The following are suggested steps to maintain the AED:

A. The <u>Parks, Recreation and</u> Facilities ~~Grounds and Construction~~ Management Department ~~or the designated person for the facility that has an AED~~ will conduct equipment checks on a quarterly basis ~~using the Maintenance form (Exhibit 3) kept in each AED cabinet.~~ Batteries and equipment will be replaced as needed.
B. Replace the AED pads if ~~the gel gets dry or~~ the date on the pads is expired.
C. Replace CPR supplies after each use of the equipment.

A. Cleaning the Unit
   A. After each use, clean and disinfect the unit with a soft damp cloth using 90% isopropyl alcohol, soap and water or chlorine bleach and water mixture (30ml/liter water).
   B. Do not immerse any part of the unit in water.
   C. Do not use ketones (MEK, acetones, etc.) to clean the unit.
   D. Avoid using abrasives (e.g. paper towel) on the display unit or IrDa port.
   E. Do not sterilize the device.

B. AED Tracking

   U.S. Federal Law requires the tracking of defibrillators. The City is responsible to notify its Medical Director immediately if the AED is lost, stolen, or removed in any way from the locations.

Exhibit 1

AED INCIDENT REPORT

Patient & Incident Data	
Patient Name:	Patient Age :
Incident Date:	Incident Time
Incident Location:	

Incident History		
Patient activity prior to incident		
Patient complaints prior to incident		
Was incident witnessed? Yes ☐ No ☐	If Yes, by whom?	What Time?
Was CPR started? Yes ☐ No ☐	If yes, by whom?	What Time?

Assessment and Treatment		
Was patient unresponsive?	Yes ☐ Time:	No ☐
Were the airway, breathing, and circulation checked?	Yes ☐ Time: No ☐	If yes, by whom?
Was rescue breathing started?	Yes ☐ Time:	
Was CPR Started? Yes ☐ No ☐	Time?	If yes, by whom?
Was Shock Advised? Yes ☐ No ☐	Time	
Was shock #1 delivered? Yes ☐ No ☐	Time?	If yes, by whom?
Was shock #2 delivered? Yes ☐ No ☐	Time?	If yes, by whom?
Was shock #3 delivered? Yes ☐ No ☐	Time?	If yes by whom?
Did the person's heart re-start?	Yes ☐ Time:	No ☐
Did the person regain consciousness?	Yes ☐ Time:	No ☐
Return of Pulse:	Yes ☐ Time:	No ☐
Return of Respiration:	Yes ☐ Time:	No ☐
EMS arrival at patient?	Yes ☐ Time:	No ☐
Was the patient transferred to EMS?	Yes ☐ Time:	No ☐
Patient condition at EMS hand-off:		
Care given by rescue personnel:		
Time Patient transported:		
Patient transported to: (hospital)		

COMMENTS:

Report Completed by: _____ Date: _____

Exhibit 2

AED
POST INCIDENT CRITIQUE FORM

COMMENTS:

Reported Completed by: _____ Date: _____

Medical Director Signature: _____ Date: _____

Police, Fire or Gold Cross Signature: _____ Date: _____

AED MAINTENANCE CHECKLIST

AED Model Number	AED Serial Number				
AED Location					
DATE:					
AED is clean; no dirt or signs of damage. Turn the unit on and off to verify the check indicator on handle shows "green".					
Cable is connected & free of cracks. No wires exposed or broken.					
Batteries are within expiration date. Replace if expired.					
Defibrillation pads are sealed: replace if gel dries out or pads are expired.					
Check Supplies: • Defibrillation pads • Razor • 2 pairs of latex free gloves • Facemask or barrier device • Paper Towel • Spare batteries (optional)					

Inspected by: (Signature)	Comments:
Inspected by: (Signature)	Comments:
Inspected by: (Signature)	Comments:
Inspected by: (Signature)	Comments:
Inspected by: (Signature)	Comments:

City of Appleton
AED Inventory

Building	Location	Manufacture	Number	Monthly Inspections Responsibility	Maintenance and Software Updates Responsibility
City Hall	6th Floor Lobby	Zoll	X04L046541	Facilities	Adam Paiser (AFD)
	5th Floor Hallway	Zoll	X04J045902	Facilities	Adam Paiser (AFD)
	1st Floor Lobby	Zoll	X06H093080	Facilities	Adam Paiser (AFD)
Facilities & Grounds Operations Center	Office Lobby	Zoll	X08H168049	Facilities	Adam Paiser (AFD)
Library	1st Floor	Zoll	X04E033372	Facilities	Adam Paiser (AFD)
MSB	Hallway by Office	Zoll	X08H168091	Facilities	Adam Paiser (AFD)
Police Station	1st Floor Lobby	Phillips	B07H-01403	Facilities	Adam Paiser (AFD)
Transit Center	1st Floor Lobby	Phillips	B07L-01040	Facilities	Adam Paiser (AFD)
Wastewater Plant	Hallway between A & S Building	Zoll	X08H168063	Facilities	Adam Paiser (AFD)
Water Treatment Plant	1st Floor Lobby	Zoll	X09L434424	Facilities	Adam Paiser (AFD)
Jones Building in Memorial Park	Memorial Park Complex	Zoll	X12H562454	Facilities	Adam Paiser (AFD)
Mead Pool					
Appleton Police	Mobile in squads	Zoll	X07H124702	~~Dennis Weyenberg~~ Ryan Neff	~~Dennis Weyenberg~~Ryan Neff/Gold Cross
		Zoll	X07H124898	~~Dennis Weyenberg~~ Ryan Neff	~~Dennis Weyenberg~~Ryan Neff/Gold Cross
		Zoll	X07H125110	~~Dennis Weyenberg~~ Ryan Neff	~~Dennis Weyenberg~~Ryan Neff/Gold Cross
		Zoll	X07H124859	~~Dennis Weyenberg~~ Ryan Neff	~~Dennis Weyenberg~~Ryan Neff/Gold Cross
		Zoll	X07H125113	~~Dennis Weyenberg~~ Ryan Neff	~~Dennis Weyenberg~~Ryan Neff/Gold Cross
		Zoll	X07H125115	~~Dennis Weyenberg~~	~~Dennis Weyenberg~~Ryan

				Ryan Neff	Neff/Gold Cross
Appleton Police	Command Post	Philips Heart Start	B06L-00094	~~Dennis Weyenberg~~ Ryan Neff	~~Dennis Weyenberg~~ Ryan Neff/Gold Cross

City of Appleton AED Inventory

Building	Owner	Address	Location	Unit	Number	Software Updates Responsibility
CH	CoA	100 N. Appleton St	6th Floor Lobby	Zoll AED Plus	X04L046541	Adam Paiser (AFD)
CH	CoA	100 N. Appleton St	5th Floor Hallway	Zoll AED Plus	X04J045902	Adam Paiser (AFD)
CH	CoA	100 N. Appleton St	1st Floor Lobby	Zoll AED Plus	X06H093080	Adam Paiser (AFD)
PRFMD	CoA	1819 E. Witzke Blvd.	Office Lobby	Zoll AED Plus	X08H168049	Adam Paiser (AFD)
PRFMD	CoA	1819 E. Witzke Blvd.	Nate Baldwin's Office	Philips	B16C-00057	Adam Paiser (AFD)
LIB	Gold Cross HeartStart Fund	225 N. Oneida St.	1st Floor on cement pillar main entry	Zoll AED Plus	X04E033372	Adam Paiser (AFD)
MSB	CoA	2625 E. Glendale Ave.	Hallway by Office	Zoll AED Plus	X08H168091	Adam Paiser (AFD)
PD	Gold Cross HeartStart Fund	222 S. Walnut St.	1st Floor Lobby	Philips	B07H-01403	Adam Paiser (AFD)
TC	Gold Cross HeartStart Fund	100. E. Washington St.	1st Floor Lobby	Philips	B07L-01040	Adam Paiser (AFD)
WW	CoA	2006 E. Newberry St.	Hallway between A & S Building	Zoll AED Plus	X08H168063	Adam Paiser (AFD)
WT	CoA	2281 Manitowoc Rd.	1st Floor Lobby	Zoll AED Plus	X09L434424	Adam Paiser (AFD)
AMP	CoA	1620 E. Witzke Blvd	Jones Bldg Main Entrance Lobby	Zoll AED Plus	X12H562454	Adam Paiser (AFD)
Mead Pool	CoA	1430 E. John St.	Mead Pool Managers office	Zoll AED Plus	X06G090475	Adam Paiser (AFD)
Erb Pool	CoA	1800 N. Morrison St.	Erb Pool Managers office	Zoll AED Plus	X07A103774	Adam Paiser (AFD)
Golf Course	CoA	1100 E Freemont St.	Clubhouse	Zoll AED Plus	X16I864047	Adam Paiser (AFD)

Building	Location	Manufacturer	Number	Monthly Inspections Responsibility	Maintenance and Software Updates Responsibility
City Hall	6th Floor Lobby	Zoll AED Plus	X04L046541	Facilities	Adam Paiser (AFD)
City Hall	5th Floor Hallway	Zoll AED Plus	X04J045902	Facilities	Adam Paiser (AFD)
City Hall	1st Floor Lobby	Zoll AED Plus	X06H093080	Facilities	Adam Paiser (AFD)
PRFMD	Office Lobby	Zoll AED Plus	X08H168049	Facilities	Adam Paiser (AFD)
PRFMD	Nate Baldwin's Office	Philips	B16C-00057	Facilities	Adam Paiser (AFD)
Library	1st Floor on cement pillar main entry	Zoll AED Plus	X04E033372	Facilities	Adam Paiser (AFD)
Municipal Services Building	Hallway by Office	Zoll AED Plus	X08H168091	Facilities	Adam Paiser (AFD)
Transit Center	1st Floor Lobby	Philips	B07L-01040	Facilities	Adam Paiser (AFD)
Waste Water Plant	Hallway between A & S Building	Zoll AED Plus	X08H168063	Facilities	Adam Paiser (AFD)
Water Treatment Plant	1st Floor Lobby	Zoll AED Plus	X09L434424	Facilities	Adam Paiser (AFD)
Appleton Memorial Park	Jones Bldg Main Entrance Lobby	Zoll AED Plus	X12H562454	Facilities	Adam Paiser (AFD)
Mead Pool	Mead Pool Managers office	Zoll AED Plus	X06G090475	Facilities	Adam Paiser (AFD)
Erb Pool	Erb Pool Managers office	Zoll AED Plus	X07A103774	Facilities	Adam Paiser (AFD)
Golf Course	Clubhouse	Zoll AED Plus	X16I864047	Facilities	Adam Paiser (AFD)
Appleton Police Dept.	1st Floor Lobby	Philips	B07H-01403	Ryan Neff	Ryan Neff/Gold Cross
Appleton Police Department	Mobile in Squads	Zoll	X07H124702	Ryan Neff	Ryan Neff/Gold Cross
		Zoll	X07H124898	Ryan Neff	Ryan Neff/Gold Cross
		Zoll	X07H125110	Ryan Neff	Ryan Neff/Gold Cross
		Zoll	X07H124859	Ryan Neff	Ryan Neff/Gold Cross
		Zoll	X07H125113	Ryan Neff	Ryan Neff/Gold Cross
		Zoll	X07H125115	Ryan Neff	Ryan Neff/Gold Cross

City of Appleton AED Inventory

Monday, August 21

How to Turn Your Library Board into an Effective Team

Amy Climer
Climer Consulting
Asheville, NC

High-performing boards are also high-performing teams. However, just like other types of teams, boards can be challenging. At times, collaboration can lead to innovative, amazing solutions that one person alone could not have created. On the other hand, boards can get caught up in ineffective conflict, resentment, and decreased effectiveness. In this workshop, we will explore the research and best practices on leading teams and how that applies to library boards. We will examine what makes teams effective and successful, and what makes them fall flat. You will have the opportunity to analyze your board to determine how it can become more effective and successful. You will leave with an action plan for your next steps to making your board into a high-performing team.

Amy Climer is the owner of Climer Consulting, a small consulting practice that helps teams be more creative. Since 1995, she has worked with hundreds of groups teaching creativity, leadership and change, team development, and facilitation skills.

Tuesday, August 22

Policies for Results

Bonnie McKewon
Consultant, State
Library of Iowa

Policies for Results is a fresh way of approaching policy development by looking at constructing policies in 4 parts: the philosophy statement, the regulations, the procedures, and the guidelines. Learn how to apply the 4 parts of a policy to a sample topic. Review the board's role in policy development, along with the roles played by the library director and staff. And share your policy pet peeves! Based on the book from the Public Library Association, Creating Policies for Results: From Chaos to Clarity.

Bonnie McKewon is a consultant with the State Library of Iowa (Northwest District office in Sioux City) providing library management training and consulting for 92 public libraries in 14 Northwest Iowa counties. She has conducted training for public library staff and boards for over 20 years, presenting workshops on a wide variety of topics, from presentation pointers to formulating smart survey questions, from succession planning to encouraging tech savvy trustees.

Wednesday, August 23

Engaging Your Board, Staff and Community in Strategic Planning

Sarah Armstrong
Sarah Keister Armstrong
& Associates

and

John Keister
John Keister & Associates
Chicago, IL

To remain a cornerstone of information, learning and culture, today's library must strategically position itself to adapt to change. A successful strategic plan must reflect the thoughts of all key stakeholders–users, taxpayers, leadership, staff and community partners.

Engagement from the board, staff, and community provide a framework for the library to define its vision and organizational goals according to the needs of its community, help position it to react to changing trends, and produce actionable goals to guide decisions.

Learn how to engage library stakeholders–board, staff, and community you serve–to plan for your library's future.

Sarah Keister Armstrong specializes in providing community needs assessments and strategic planning services to libraries. John Keister, owner of executive search firm John Keister & Associates, has more than 30 years of experience working with respected corporations and libraries of all sizes.

Thursday, August 24

Everyday Advocacy

Donna McDonald
Director of the Arkansas
River Valley Regional Library System

Many public library users are unaware of the funding challenges faced by their local libraries. As library board or Friends group members, part of your responsibility is to advocate for your library at the local, county, and state level. In this webinar, you'll learn about some common perceptions about advocacy, develop your proactive advocacy skills, and learn how to use the "Pixar Pitch" to tell your library's story, and more.

Donna McDonald is the director Arkansas River Valley Regional Library system, which incorporates seven local libraries serving Franklin, Johnson, Logan and Yell Counties. Donna volunteers at the national level with the American Library Association (ALA), and is involved with ALA division United for Libraries, the Association of Library Trustees, Advocates, Friends and Foundations. Her additional work with ALA includes: the School Library Taskforce, the Committee on Library Advocacy, the Advocacy Coordinating Group, and the Certified Public Library Administration Review Committee.

Friday, August 25

The Beginnings, Current Status and Next Steps of PLSR

The Public Library System Redesign (PLSR) Steering Committee and workgroups have been working on new coordinated service model concepts over the last year and during this next year, with continued input from our library community, will be more fully developing their model ideas. The goal of the process is to identify models to maximize the investments made into coordinated services and to improve services to public libraries and the citizens of Wisconsin. In addition to providing background about PLSR, participants from the Steering Committee, workgroup leadership and the Department of Public Instruction will provide an update on the progress of the project to date. This will include the status of activities and model development of the workgroups, the Steering Committee's process and timeline, and how you can be involved! To learn more about PLSR, please visit: www.plsr.info.

Panelists:

- John DeBacher, Director, Public Library Development, Division for Libraries and Technology; DPI Liaison to the PLSR Steering Committee
- Tasha Saecker, Assistant Director, Appleton Public Library; PLSR ILL/ILS Workgroup Facilitator
- John Thompson, Director, Indianhead Federated Library System; PLSR Steering Committee Chair

John DeBacher is the Director of Public Library Development for the Department of Public Instruction. Previously, John was the Public Library Administration Consultant for DPI. Prior to joining DPI, John was a public library director for fifteen years, including 10 years as the director of the Monona Public Library. John also served as a librarian in the Chicago Public Library system.

Tasha Saecker has been the Assistant Director for the Appleton Public Library for the last six years. Previously she was the director of the Elisha D. Smith Public Library in Menasha and the Caestecker Public Library in Green Lake. Tasha has served on multiple boards in the state and currently is on the WiLS Board. She is an active blogger with a focus on literature for children and teens. She is a facilitator for the PLSR ILL/ILS workgroup.

John Thompson has been the Director at the Indianhead Federated Library System since 2007. He is the former director of the Prairie du Sac Public Library. John has presented a series of trustee workshops on director hiring, library law, advocacy, planning and budgeting, and more. He values how Wisconsin libraries share expertise with one another.

Register Online:
www.wistrusteetraining.com
(Click on "Register" tab)

You must register for each session individually. Sessions will begin at 12 p.m., are 60 minutes, and will be recorded.

Questions?
Contact Jean Anderson
South Central Library System
608-246-5613
jean@scls.info

Wisconsin Trustee Training Week was coordinated by the South Central Library System, and is supported by the following public library systems:
Arrowhead
Bridges
Indianhead
Lakeshores
Manitowoc-Calumet
Milwaukee County
Monarch
Nicolet
Northern Waters
Outagamie Waupaca
Southwest
Winding Rivers
Winnefox
Wisconsin Valley

Support is also provided by the Division for Libraries and Technology and the Institute of Museum and Library Services (IMLS).

Wisconsin Trustee Training Week 2017

August 21-25, 2017

12-1 p.m.

www.wistrusteetraining.com

Adult Classes and Events

Adult Learners at APL:
Adult Learners at APL includes a speaker and lecture series, field trips and short courses. Adult Learners responds to community needs and leverages local experts to provide educational opportunities for adults ages 50+ who are interested in lifelong learning opportunities. Friends funds furnished an honorarium for our prime lecturer, Bob Schmall. Twenty-four patrons attended presentations which included Civil War Facts, Myths and Legends, and Gunfighters of the Old West.

Attic Theatre Script Club:
Attic Theatre collaborated with APL to introduce people to *Other Desert Cities*, a play which will be offered at UW-Fox Valley in July. Patrons were encouraged to check out the play script at APL. The Friends purchased fifteen script copies of *Other Desert Cities*. The Attic Theatre director and actors presented a short reading from the play and discussed the theme, story line, and character development with the readers. Four patrons checked out the play and ten persons attended the Play Script Club.

Teen Classes and Events

Anime Night:
Anime Night is a monthly event for teens with an interest in anime and the Japanese culture. Paper Discovery Center was a presenting partner for a special event and the teens learned how to make paper from pulp in accordance with the Japanese concept of Wabi Sabi. Friends funds provided refreshments.

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.

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. Additionally, teens have started to use Oculus Rift to engage a virtual reality version of Minecraft. Friends funds support the access to a safe virtual space for this program.

2nd QUARTER 2017

The Space's Multicultural Food Night
The Space in Goodwill hosted the first Multicultural Food Night. LGBTQ teens learned about different cultures and countries. There was a large selection of food, including rice dish, tacos, and egg rolls. Community Partnerships staff joined The Space staff and teens for the evening. The program allowed us to promote the Teen Summer Library Program and build relationships with the LGBTQ community. Friends funds provided a dish to share at the food sampling area.

Tween Classes and Events

Tween Scene:
Tween Scenes are classes designed for 3rd through 6th graders and 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. Classes in May included "Fantastic Fidgets", Freakish Toy Workshop" and "Egg Drop". Friends funds provide supplies for the classes.

Tech for Tweens:
Twenty students between grades 3 – 6 participated in a two-part stop-motion animation workshop for beginners. Tweens also learned techniques for creating new stories through animation. Friends funds provided supplies for the class: poster board, green screen cardboard and Lego people.

Children's Classes and Events

Hmong and Hispanic Classes:
Thematic bilingual game boards (five in Spanish and five in Hmong) were purchased with Friends funds for Play and Learn and English Language Learners classes. The game themes include: colors, counting, shapes, body parts, season clothes for different body parts etc.

Programs for All Ages

Free Comics Day
This yearly drop-in program highlights the role of graphic novels in promoting literacy to all ages. Our sponsors, Chimera Hobby and Penguin Random House, provided comic books to distribute and door prizes, while the Friends of Appleton Library provided funds for superhero bookmarks. Individuals of all ages could choose comic books and bookmarks to keep, while we promoted our graphic novel collections and downloadable services such as Hoopla, Comics Plus and One Play downloadable video games.

Hmong Culture Celebration
The library's ninth celebration of Hmong culture took place on the evening of May 26, 2017 at Long Cheng Marketplace. This celebration of traditional and contemporary Hmong music and dance, display of APL owned story cloths, and crafts for the children

was a huge success with families, teens and adults for a total attendance of 308. We continue to build relationships with the Hmong community and nonprofit organizations, while giving local dancers and singers a place to share their talents. Our paid performance group, 7T from Stevens Point, was joined by free performances from many local singers and dance groups, including performances from individuals from as far away as Pennsylvania and Minnesota, and visits from Miss Hmong Wisconsin, Mrs. Hmong Wisconsin, Mr. Hmong Wisconsin and other "royalty".

Wild Wisconsin:

This multi-generational program focused on Monarch Butterflies, Wisconsin pollinators and Native Wisconsin plants featuring speakers from Butterfly Gardens of Wisconsin, Riverview Gardens, local author Linda Vander Heyden (Mr. McGinty's Monarchs) and station activities. Friends funds provided a variety of milkweed and a milkweed planting station. Families were able to take a milkweed home to plant in their gardens.

Ongoing Classes, Events and Services

Artist in Residence:

The Artist-in-Residence series contracts with local artists to place their work on display/exhibit in the library and provide lectures, workshops and demonstrations to the public. Friends funds pay for honoraria and supplies for the artist. The program celebrates the work of local artists and welcomes community members of all ages to experience the arts through engaging opportunities. Programming for Leif Larson and Stephanie Harvey attracted around 400 patrons within the Library and at outreach locations.

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 provided a contribution toward the honorarium for the Reads author, Sharon Draper, as well as copies of the community book, *Stella by Starlight*, and t-shirts for staff and volunteers to promote the event. Patrons and families, 4th grade through adult, participated in 2017 Reads programming with a focus on community awareness about race relations. This April over 5,100 people attended a Sharon Draper presentation at six venues while her book was checked out over 1,100 times.

Music @ the Library:

Music @ the Library showcases local musicians and bands providing music ranging from classic rock, country, and folk music to classical works by Mozart and Beethoven. Local senior living facilities provide shuttle service for their residents to attend these programs. Friends funds provide musicians with honoraria for their performances. Music @ the Library appeals to patrons and families of all ages. The Library hosted Michael Zwicky and Olivia Wittmann in April and a total of thirty-eight people attended the concerts.

2nd QUARTER 2017

Films at the Library:

Monday Morning Matinee is a twice-monthly film series designed for persons with cognitive disabilities, but it is open to the public. Local group homes provide shuttle service for their residents to attend G-rated films. The Friends fund refreshments and movie licensing fees. Interest in this program is growing with attendance ranging from nineteen to twenty-six people at each program and we often see friendships develop between group home residents and members of Valley Packaging.

Thursday at the Movies features blockbuster films and topical documentaries at the library. Friends funds pay for refreshments and movie licensing fees. Participants range from teens to adults. Patrons who cannot afford to attend movies at the theater are given an opportunity to attend these screenings and foster social connections with others. In April and May we screened *Arrival* and *Fences* with a total attendance of sixty-five patrons.

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 life skills, employment 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.

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

Celebrate Diversity Fox Cities:

APL is an institutional member of Celebrate Diversity Fox Cities (CDFC), a local organization that provides education, honest dialogue, and advocacy, celebrating the broad spectrum of diversity in our community. CDFC has provided facilitation support for library programs and connected library staff with resources for programming focused on culture and social issues. Friends funds support our institutional membership and attendance at CDFC programs.

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.

Library Board Appointments and Composition

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In Wisconsin, as in most states, citizen boards govern public libraries. Citizen governance partially isolates the operation of the library from political pressure—an important concern especially in the development of your library's collection and policies. Public library collections and policies have traditionally supported the ideals of freedom of expression and inquiry—free from any partisan or political pressures. Citizen control helps your library support these ideals. (For more information, see *Trustee Essential #22: Freedom of Expression and Inquiry*.)

Diversity of Viewpoint and Expertise

Another traditional public library ideal is that the library serves *all* members of the community equitably. A citizen board representing a cross section of the community should help your library do that. A library board composed of members with varying backgrounds and perspectives can contribute to the success of the library. For example, the school district administrator (or administrator's designee) brings expertise in the field of education and often in the field of personnel management practice. A lawyer, a businessperson, a parent, an elected official, and many others, all have knowledge and experience that can contribute to effective library board decision-making.

It is appropriate for the library board to suggest potential appointees to fill upcoming vacancies on the library board. When developing lists of candidates for appointment, keep in mind the importance of having a board that is representative of the entire community and any special need for added expertise on the library board. See also *Trustee Essential #1: The Trustee Job Description* for additional qualities of a good library board member.

Statutory Requirements

The appointment, composition, and terms of office for all types of library boards in Wisconsin (municipal, joint, county, and system) must be in accordance with Chapter 43 of the Wisconsin Statutes. To qualify for membership in a library system, your library must have a legally appointed and constituted library board that exercises the statutorily required duties and powers. (See also *Trustee Essential #2: Who Runs the Library* and *Trustee Essential #17: Membership in the Library System*.)

Municipal Library Boards

The mayor, village president, town chair, or tribal chair makes appointments to a municipal[2] public library board, with the approval of the municipal governing body, for three-year terms. Not more than two board members may reside outside of the municipality. Terms of office for library trustees begin on the date set by local ordinance (usually May 1) and are for three years unless the appointment is to fill an unexpired term. Special terms of office apply for a newly formed library (see Wisconsin Statutes Section 43.54(1)(b)), and when a city council has voted to reduce the size of the board under Section 43.54(3).

One of the members must be a school district administrator or the administrator's representative, to represent the public school district(s) in which the public library is located. The school district administrator or the administrator's designee must still be formally appointed for a three-year term by the mayor, village president, town chair, or tribal chair, with the approval of the municipal governing body.

Although the law does not require that a member of the municipal governing body be appointed, this is a frequent practice and one that often improves communication between the library board and the municipality. The law does, however, specify that at any one time not more than one member of the municipal governing body can be a member of the library board.

If a board member leaves office before the expiration of his or her term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

If a county (or another municipality) provides financial support to your library, it may have the option of appointing members to your board. Wisconsin Statutes Section 43.60(3) provides that whenever a county (or another municipality) appropriates funds for a municipal library equaling at least one-sixth of the amount appropriated by the establishing municipality, the county (or other municipality) may appoint a library board member to serve in addition to those appointed by the municipality. Two board members may be appointed when the county (or another municipality) appropriates at least one-third the amount that was appropriated by the establishing municipality. These appointments are *in addition* to the municipal appointments. So, for example, if your board has seven municipal appointments, and the county appoints one member under the provisions of Section 43.60(3), your board would have a total of eight members.

Village, Town, and Tribal Libraries

Library boards established by a village, town, tribal government or tribal association have either five or seven members appointed by the village president, town chair, or tribal chair, respectively, with the approval of the municipal governing body.

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[2] For purposes of Wisconsin library law, tribal governments and tribal associations are considered "municipalities." Public libraries in a First Class City have special rules for the appointing authority and for library board composition (see Section 43.54(am)).

Fourth Class Cities

Library boards established by a Fourth Class City have seven members appointed by the mayor, with approval of the city council.

Second and Third Class Cities

Library boards established by a Second or Third Class City have nine members appointed by the mayor, with approval of the city council. However, the city council may, by a two-thirds vote, reduce the number appointed by the mayor to seven.

First Class Cities

Library boards established by a First Class City have special rules for appointing authority and library board composition (see Wisconsin Statutes Section 43.54(1)(am)).

Joint Library Boards

A joint public library can be established by two or more municipalities or a county and one or more municipalities located in whole or in part in the county, by appropriate agreement of their governing bodies. The library board of a joint library has seven to eleven members, and the composition of the board must be representative of the participants in the joint library. The joint library agreement must spell out the number of representatives for each participant. The head of each participating governing body appoints board members. The rules discussed above regarding length of terms, unexpired terms, and school district representation also apply to joint library boards.

County Library Boards

In counties with a consolidated county public library, the county board chair, with the approval of the county board, appoints a seven-member or nine-member county library board. In counties with a county library service, the county board chair, with the approval of the county board, appoints a seven-member county library board. Both types of county library boards must have at least one, but not more than two, county board members. In addition, the board must include at least one school district administrator (or that school district administrator's designee) of a school district located in whole or in part in the county.

The board of a county library *service* must also include representatives of municipal library boards of libraries in the county and also persons residing in municipalities not served by municipal libraries.

The same rules discussed above regarding length of terms and filling unexpired terms also apply to county library boards.

Federated Public Library System Boards for a Single-County Library System

In a single-county library system, a seven-member board is appointed by the county executive or the county board chair (in counties without a county executive) and approved by the county board. Board terms are three years. At least three members of the system board, at the time of their appointment, shall be active voting members of library boards governing public libraries of participating municipalities, and at least one of these shall be a member of the library board governing the resource library. At least one but not more than two members of the county board shall be members of the system board at any one time. No current employee of a member public library may serve on the board. Board terms begin on January 1. If a board member leaves office before expiration of term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

Federated Public Library System Boards for a Multi-County Library System

In a multicounty federated public library system (a federated library system whose territory lies within 2 or more counties), the system board consists of a minimum of 11 but no more than 20 members. However, the board may consist of more than 20 members if the county boards, acting jointly, determine that each county in the system shall be represented by at least two members on the system board (see Wisconsin Statutes Section 43.19 for more on federated public library systems).

Members are nominated by the county executive or the county board chair (in counties without a county executive) in each county in the system and approved by each county board. Board terms are three years. Appointments must be as closely proportionate to the populations of the respective counties as practical, but each county shall be represented by at least one member on the system board. Each county board may appoint one county board member to the system board. At least one of the appointees shall be a member of the library board governing the resource library. No current employee of a member public library may be appointed to the board. Board terms begin on January 1. If a board member leaves office before the expiration of his or her term, the appointment to fill the position is made in the same way as other appointments, but the term of office is for the unexpired portion of the term (which will be less than three years).

Discussion Questions

1. What are possible reasons why the statutes provide for a school district representative on the library board?

2. What are possible reasons why the statutes limit board membership to one elected official from the governing body?

3. What groups (demographic, occupational, etc.) are currently represented on the library board? When board positions become vacant, what community groups could be looked to for possible candidates?

Sources of Additional Information

- 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*.)

Trustee Orientation and Continuing Education

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Trustee Orientation

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

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

Trustee Continuing Education

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

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

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

Newsletters and Discussion Lists

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

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

In This Trustee Essential

- The importance of new trustee orientation

- Why continuing education is essential for all trustees

- Opportunities for continuing education even for busy trustees

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

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

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

Other Continuing Education Ideas

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

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

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

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

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

Websites

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

Budgeting for Trustee Continuing Education

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

Discussion Questions

1. What issues do you want to learn more about? Where can you turn to learn more about those issues?

2. Should the Wisconsin Library Trustees and Friends look into voluntary certification for library trustees? If so, what should be required to earn certification?

Sources of Additional Information

- Attached Sample Trustee Orientation Outline

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

- Division for Libraries and Technology staff (See *Trustee Tool C: Division for Libraries and Technology Contact Information*.)

- Wisconsin Library Trustee Resource Page at http://dpi.wi.gov/pld/boards-directors

- Wisconsin Library Trustees and Friends (WLTF) at wla.wisconsinlibraries.org/wltf

- Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) at www.ala.org/altaff

Sample Trustee Orientation Outline

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

1. The board president (or library director or other board designee) should contact the new trustee to welcome him/her to the board and schedule the orientation session or sessions.

2. Immediately send the new trustee a packet that includes:

   - a copy of this handbook

   - bylaws of the board

   - a list of board members, indicating terms of office and board officers

   - board committee membership lists

   - calendar of upcoming meetings

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

   - the library's latest annual report

   - the library's strategic plan and current technology plan (if any)

   - the library's policies

   - the library's current and previous year's budget

   - the board's meeting minutes for the previous six months

   - the director's reports for the previous six months

   - the latest monthly statistical report and financial report

   - an organizational chart of the library staff with names and titles

   - the library board's annual calendar, including legal requirements and deadlines

   - Wisconsin Statutes Chapter 43 (Wisconsin's library law)

   - access to the *Wisconsin Public Library Standards*

   - a copy of a brochure or other concise information about your library system

3. The orientation should include a tour of the library, with the director, to introduce staff and discuss library programs and services.

4. The orientation should include meetings with the library director (and perhaps a library board representative) to discuss library services, library plans, and other important issues. A possible plan for the remainder of the orientation program could be as follows:

   a. A meeting/discussion with the library director to learn:

- how the library is organized and governed

- how the library is funded

- how the library is operated day to day

- how the library serves the needs of the community

- how the library is linked to other resources, other libraries, and the library system

- how the library could better serve the community

b. A meeting/discussion with one or more board representatives to talk about:

- library board statutory powers and duties (review *Trustee Essential #2: Who Runs the Library?*)

- board bylaws, organization, officers, and committees (review *Trustee Essential #3: Bylaws—Organizing the Board for Effective Action*)

- location, schedule, and conduct of meetings (review *Trustee Essential #4: Effective Board Meetings and Trustee Participation*)

- responsibilities and expectations of board members (review *Trustee Essential #1: The Trustee Job Description*)

- library strategic plans, and the status of activities to meet the objectives of those plans

- recent library accomplishments

- board relationship to the library director, the library staff, and the municipality (review *Trustee Essential #2: Who Runs the Library?*)