



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, October 17, 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
[17-1563](#) Meeting Minutes September 19, 2017

Attachments: [September 19 2017 Meeting Minutes.pdf](#)

4. Public Hearings/Apearances

Establish Order of the Day

5. Action Items

- A. [17-1564](#) Request for Proposal - Mixed Use Library Project

Attachments: [LibraryRFP 10-12-17final.pdf](#)

- B. [17-1565](#) Invitation to become a United Way Fox Cities Agency

Attachments: [United Way Admissions Approval Letter October 2017.pdf](#)

- C. [17-1566](#) September 2017 Bill Register

Attachments: [September Bill Register.pdf](#)

[September Revenue and Expense Summary.pdf](#)

[September Subledger Summary.pdf](#)

- D. [17-1567](#) October 2017 Budget Amendment

Attachments: [October Budget Amendment.pdf](#)

- E. [17-1568](#) 2018 APL Calendar of Open / Closed Dates

Attachments: [Closures 2018.pdf](#)

- F. [17-1569](#) City of Appleton Policies: Energy Conservation Policy, Facilities and Grounds Modification Policy, Furniture Policy

Attachments: [Energy Conservation Policy.pdf](#)
[Facilities Grounds Modification Policy.pdf](#)
[Furniture Policy.pdf](#)

- G. [17-1570](#) Recommend awarding the Library CIP carpet replacement contract to H.J. Martin & Son, Inc. for \$27,615 with an additional \$1,381 for contingencies, for a contract total not to exceed \$28,996.

Attachments: [2017 Library Carpet Replacement.pdf](#)

6. Information Items

A. Director's Report

- i. [17-1571](#) 2018 Budget Update

Attachments: [Mayors 2018 Budget Letter.pdf](#)
[2018 Executive Budget](#)

- ii. [17-1574](#) Upcoming Committee Meetings

- iii. [17-1575](#) Friends Grant Funded Program Summaries 3rd Quarter

Attachments: [Friends Grant Funded Program Summaries 3rd Quarter 2017 FINAL.pdf](#)

- iv. [17-1576](#) Library Safety and Security Update

B. President's Report

- i. [17-1577](#) Trustee Training - Trustee Essentials Chapter 10: Library Policies

Attachments: [Trustee Essentials 10 - Library Policies.pdf](#)

- ii. [17-1578](#) WLA Conference

C. Assistant Director's Report

- i. [17-1579](#) APL Hiring Process Updates

- ii. [17-1580](#) Reference Collection Changes

- iii. [17-1581](#) Project Outcome

Attachments: [Proj Outcome SC Appleton Sept 2017.pdf](#)

D. Friends Report

- i. [17-1582](#) Friends Fall Used Book Sale - November 16 (Friends Members),
November 17 - November 18, 2017
- ii. [17-1583](#) Talbots Fundraiser for Friends of Appleton Public Library - October 25,
2017

E. Staff Updates

- i. [17-1584](#) Mini Makers
- ii. [17-1585](#) Hispanic Heritage Festival
- iii. [17-1586](#) Community Resource Fair

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.



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, September 19, 2017

4:30 PM

225 N. Oneida Street

1. Call meeting to order

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

2. Roll call of membership

Others Present: Amanda Abshire, Travis Bartels, Jessica Brittnacher, Beth Carpenter, Tina Krueger, Adriana McCleer, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saeker, Maureen Ward

Present: 9 - Bergman, Hietpas, Looker, Peterson, Dannecker, Kellner, Exarhos, Brault and Scheuerman

Excused: 1 - Bloedow

Others : 1 - Panella

3. Approval of minutes from previous meeting

ii. [17-1412](#) August 15, 2017 Meeting Minutes

Attachments: [August 15 2017 Meeting Minutes.pdf](#)

Dannecker moved, seconded by Scheuerman, that the August 15, 2017 Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)

4. Public Participation and Communication

Establish Order of the Day

5. Action Items

A. [17-1413](#) August 2017 Bill Register

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

Dannecker moved, seconded by Peterson, that the August 2017 Bill Register be approved. Voice Vote. Motion Carried. (9-0)

B. [17-1440](#) City Policy - Network Security and Use of Technology

Attachments: [Network Security and Use of Technology Policy\(revised strike and bold\).pdf](#)

Dannecker moved, seconded by Peterson, that the City Network Security and Use of Technology Policy be approved. Voice Vote. Motion Carried. (9-0)

C. [17-1414](#) 2018 Resource Library Agreement

Attachments: [Resource Library Agreement 2018 mark up.pdf](#)

Dannecker moved, seconded by Bergman, that the 2018 Resource Library Agreement be approved. Voice Vote. Motion Carried. (9-0)

6. Information Items**A. Director's Report**

- i. [17-1415](#) 2018 Budget Update
 - a. 2018 Insurance Rates
 - b. Special Revenue Fund for Long Term Grant Funded Projects

Attachments: [2018 Special Revenue Fund - Library Grants \(Full\).pdf](#)

- ii. [17-1429](#) Status Update on Development of Request for Proposal for Building Project

- iii. [17-1416](#) Best Practices for Libraries that Bill for Cross-County Use

- iv. [17-1417](#) Updated General Annual Trustee Calendar

Attachments: [General Board Meeting Schedule.pdf](#)

- v. [17-1418](#) Facility and Maintenance Projects
 - a. Circulation Security Upgrades
 - b. Second Floor Lighting
 - c. First Floor Carpeting
 - d. Landscaping

B. President's Report

- i. [17-1419](#) Trustee Committee Assignments for 2017-2018

Attachments: [17-18 Board Committees 9-2017.pdf](#)

- ii. [17-1420](#) Board Meetings and Consent Agenda Practice
- iii. [17-1421](#) Discussion of Trustee Training Week Webinars

Attachments: [Trustee Webinar Handout Teams.pdf](#)

C. Assistant Director's Report

- i. [17-1423](#) Statistics Reporting Update
- ii. [17-1424](#) Project Outcome Summer Library Program Survey Results

Attachments: [Project Outcome Report Caregivers 2017.pdf](#)
[Project Outcome Report Teen Child 2017.pdf](#)
[Project Outcome Report Adults 2017.pdf](#)

D. Friends Report

- i. [17-1425](#) Friends Board of Directors Changes and Additions
- ii. [17-1438](#) October 25 Talbots Fundraiser for Friends of Appleton Public Library

E. Staff Updates

- i. [17-1426](#) Bazaar After Dark
- ii. [17-1427](#) Homeschool Extravaganza
- iii. [17-1428](#) Transition of Digital Creation Lab
- iv. [17-1439](#) Fox Cities Book Festival

7. Adjournment

Bergman moved, seconded by Dannecker that the meeting be adjourned.
Voice Vote. Motion Carried. (9-0)
The meeting was adjourned at 5:40 pm.

REQUEST FOR PROPOSAL – MIXED USE LIBRARY PROJECT



Appleton
Public Library

PROPOSALS SOUGHT BY:
City of Appleton
c/o Community and Economic Development Department
Attn: Karen Harkness
100 North Appleton Street
Appleton, WI 54911
(920) 832-6468
Karen.Harkness@appleton.org

November 2, 2017

CITY OF APPLETON – REQUEST FOR PROPOSAL
Mixed Use Library Project

This entire RFP and all Exhibits are available at the City of Appleton website www.appleton.org, Follow the “Mixed Use Library RFP” link.

TABLE OF CONTENTS

I.	INTRODUCTION	2
II.	PROJECT PRIORITIES & OBJECTIVES	2
III.	POTENTIAL SITE OPTIONS	4
IV.	PROPOSAL REQUIREMENTS	4
V.	DIRECTIONS FOR SUBMITTAL	6
VI.	DISCLOSURES, TIMELINE, TERMS & CONDITIONS	6
VII.	EVALUATION OF PROPOSALS	8
VIII.	ATTACHMENT LISTING	9
IX.	REFERENCE MATERIALS	9

I. INTRODUCTION.

The Appleton Public Library's (APL) long term planning indicates that the current facility at 225 N. Oneida Street no longer meets the needs of the library. Originally built in 1981, the library building has infrastructure challenges that limit options for modern library service. APL is one of the busiest buildings in the downtown, serving an average of 1500 people a day.

The City of Appleton (City) and Appleton Library Board are seeking a qualified developer for a mixed-use library development which may include residential, retail, office, medical or a mixture of uses in addition to the library. The design should create appropriate separation of uses, providing clear access and entrances for the library, and other uses as well as provide parking as appropriate for the entire mixed use development.

The City of Appleton is located in the Fox River Valley of northeastern Wisconsin and has a population of approximately 73,000. APL provides service to a population of 115,000. The City is serviced by Interstate 41, US Highway 10 and US Highway 441. It is 90 miles north of Milwaukee and 30 miles southwest of Green Bay. More information about the City is available on our website at www.appleton.org.

Downtown Appleton is the heart of the Fox Valley. As an arts and entertainment district, Downtown has embraced the creative economic energy of business, tourism, education and love of the Fox River. Downtown's resurgence and increased vibrancy has drawn recent praise with College Avenue being named one of the "Great Places in America" by the American Planning Association in 2014.

Several major projects currently in progress will impact the City in general and Downtown specifically, as they will influence future mobility, connectivity to the riverfront, residential density, and attraction of conventions and visitors. Appleton continues to see demand for new housing units and has a solid commercial and industrial base. Strategic and ongoing investment in Downtown remains a top priority for the City, and the issuance of this RFP for a mixed-use Library Project is a critical step in this process.

II. PROJECT PRIORITIES & OBJECTIVES

Developers are encouraged to propose a new site or to consider redevelopment of the existing library site/area for this mixed-use project. The site must create a premier project that will enhance the downtown, contribute to the arts and culture of the area, and foster economic development that will benefit the entire community.

Proposals should take into consideration the needs and current market condition. Building designs and material should complement the existing urban form of the area as well as the goals spelled out in Chapter 14: Downtown Plan (Comprehensive Plan 2010-2030). Utilization of the land should leverage public (federal, state and local

funds) and private funds in order to develop the site into a vibrant, sustainable mixed use development.

In 2017, the Appleton Common Council and Appleton Library Board approved and supported, respectively, the five-year update to the City Comprehensive Plan 2010-2030. In addition, both bodies unanimously agreed to issue this mixed-use RFP that should align with the Comprehensive Plan, Downtown Parking Study, Downtown Mobility Study, Tax Incremental Financing Districts #11 and #12, and the current APL building program and documents.

The City is seeking proposals for an approximately 120,000 square foot requirement for APL in a mixed use development. Proposals for City ownership or lease would be considered. General requirements for the physical space include:

1. Approximately 120,000 square feet of space.
2. The “public” portion of the library should not occupy more than 3 floors (Approx. 110,000 square feet).
3. “Non-public” portions of the library (Administration, Network Services, Technical Services, etc.) can be located on other floor(s) (Approx. 10,000 square feet).
4. The general physical needs identified in the “Library Needs Assessment Final Report 8-25-14” (Section IX. Reference Materials) for APL have not changed. However, the space for Parks and Recreation and OWLS are not part of this RFP and should not be included. APL’s building program will need to be refreshed prior to actual design.
5. APL should serve as a primary floor anchor with its own entrance and primary meeting room spaces allowing after-hours access. APL must be able to function independently from the rest of the development.
6. Demonstration of available parking as appropriate for the entire mixed use development should be included.
7. If proposing a redevelopment of the existing site, provide a temporary library location.

In addition to the physical space requirements, it will be crucial for the proposed development to support the City’s redevelopment goals as spelled out in Chapter 14: Downtown Plan (Comprehensive Plan 2010-2030). As such, a mixed use proposal is anticipated to ensure the highest and best use of the proposed development.

Section IX. Reference Materials provides historic detail of APL’s needs, site preferences and analysis completed to date. Due to the dynamic nature of ownership, development, and redevelopment, any site within the boundaries of Exhibit A –Mixed Use Library RFP Boundary Map will be considered and weighed as spelled out in the “Evaluation of Proposals” section of this RFP.

III. POTENTIAL SITE OPTIONS

Respondents are invited to submit proposals for a mixed-use development, including a new or remodeled library, located within downtown Appleton. The geographic boundary is shown on Exhibit A – Mixed Use Library RFP Boundary Map. One potential scenario involves relocating the library to a different site. The other scenario involves utilizing the existing library site and/or other City-owned property in the nearby area (see Exhibit B – Current Library Site). Some details on the existing library site are provided below. Any land to be assembled as part of the project for either scenario is at the discretion and responsibility of the developer.

Background Information on Existing Library Site

Location: 225 North Oneida Street (Tax ID #31-2-0397-00)

Legal Description: APPLETON PLAT 2WD LOTS 1, 2, 3, 4, 5 & 6 BLK 38

Common Description: Area bound by North Appleton Street, West Franklin Street, North Oneida Street, and West Washington Street

Area: 94,782 square feet m/l (2.18 acres m/l)

Registered Neighborhood: Downtown Neighborhood

Current Zoning: CBD Central Business District (City of Appleton Zoning Ordinance available at www.appleton.org).

Utilities: Served by existing water, sanitary sewer, and storm sewer.

The existing library will be made available for inspection on November 14, 2017 at 1:00pm for those anticipating submitting a proposal.

IV. PROPOSAL REQUIREMENTS

Proposals must be organized in the following order of sections:

1. EXECUTIVE SUMMARY

- a. A succinct, high level description of the proposed project
- b. Identity and contact information for the developer(s)
- c. The Executive Summary should be signed by a Principal or authorized agent of the proposing developer

2. DESCRIPTION OF FIRM & PERSONNEL: Detailed description of the

organizational structure/hierarchy for the development team, including relationship of the partners to each other (if appropriate) and responsibilities of key personnel to be involved in this project. Provide professional resumes for the key personnel to be assigned.

3. **EXPERIENCE AND ABILITY TO COMPLETE PROPOSED PROJECT:** Statement regarding experience and qualifications relative to this project, including references of individuals who can provide assessments of your previous work on similar projects. List relevant public sector clients for whom you have performed similar work. For each project listed, provide the name, address and a contact number of the client's representative who can be contacted regarding the project.
4. **PROJECT APPROACH:** Provide a narrative description of how your firm proposes to execute the project, including the location of proposed library and why it was chosen, how you will address the library's programming needs, and how the proposal meets the stated objectives and goals. Describe the intended relationship between the Library/City Staff and the public during the process. Submit a statement as to why you believe your firm is the best qualified to carry out the project.
5. **CONCEPTUAL DEVELOPMENT PLAN:** Provide a detailed description of the proposed project, including conceptual designs with enough details to evaluate the building and site relationship, parking, landscaping, floor plans, elevations and renderings. Providing 3-D modeling and project "fly-through" is suggested but not required.
6. **PROPOSED PROJECT COST, FINANCING AND SCHEDULE:** Proposed financing strategy, including sources and uses of funds. Demonstrate ability to secure sources of funds. Provide documentation to demonstrate project feasibility. Anticipated timetable for completion of the project and sequence of events.
7. **PROPOSED RENT SCHEDULE AND/OR PURCHASE PRICE:** Provide details on cost to City for proposed APL facility.

Any other information you deem relevant in helping us to evaluate your proposal is welcomed. The City reserves the right to negotiate a development agreement with the developer(s) of the selected proposal.

V. DIRECTIONS FOR SUBMITTAL

To be deemed timely, Ten (10) hard copy proposals and one (1) electronic copy in a PDF format shall be received on or before DECEMBER 8, 2017 at 12:00 p.m. by:

City of Appleton
c/o Community and Economic Development Department
Attn: Karen Harkness
100 North Appleton Street
Appleton, WI 54911
Karen.Harkness@appleton.org

Proposals may be mailed or hand-delivered, but in either case must be received and stamped by the specified date and time. The City reserves the right to reject any and all proposals or to negotiate any or all aspects of the proposal as permitted by law. Proposals received after the above listed due date and time may be rejected by the City and returned unopened to the developer.

VI. DISCLOSURES, TIMELINE, TERMS & CONDITIONS

1. The Proposal of the selected developer will become the basis for any contract entered into and will become subject to the City's provision on public access to open records and information.
2. To the extent a developer includes any uniquely proprietary or confidential information in the Proposal, the developer must clearly and unequivocally mark such information. The City will not reveal any such information to any third party, unless required to do so by law.
3. Developers must agree to make no other distribution of their Proposal beyond that made to the City and once under contract, all information gained in the process and work product is the ownership of the City.

PROJECT TIMELINE

Activity	Estimated Date
APL tour of facilities and site for RFP respondents	1:00pm November 14, 2017
Request for Proposal deadline	12:00 p.m. December 8, 2017 CST
City & APL staff review and score request for proposals for conformity with RFP requirements and select consultant for interviews	December 18, 2017
In-person interviews and final development concept selection	January 4, 2018
Finalist notified	January 5, 2017
Public Presentation by the successful developer to Library Board and Common Council	TBD
Library Board and Common Council approval	TBD

NOTE: This timeline should be considered a draft. The City reserves the right to deviate from this schedule.

TERMS AND CONDITIONS

1. Termination - If for any reason the firm selected shall fail to fulfill the obligations agreed to in a timely manner, the City shall have the right to terminate the contract by specifying the date of termination in a written notice to the firm at least seven (7) days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for the work satisfactorily completed.
2. Insurance - The successful developer will be required to furnish, within five (5) days of award notification and before commencing work, the certificate of insurance specified in Exhibit C - Insurance Requirements for professional services work. The certificate shall name the City, its officers and employees, as additional insured.
3. Bid Procedure - City procurement policies and bid procedures will have to be followed.
4. Indemnification Clause - The agreement resulting from this RFP shall be required to contain the following:

“The developer agrees to indemnify, defend and hold harmless the City and its officers, officials, employees and agents from and against any and all liability, loss, damage expense, costs (including attorney fees) arising out of this agreement, caused in whole or in part by developer or anyone for whose acts any of them may be liable, except where caused by the sole negligence or willful

misconduct of the City.”

5. The Developer must comply with all applicable local, state and federal regulations.
6. Contract Term - The contract resulting from the award of this RFP shall commence as soon as administratively possible following award notification and shall continue until all agreed upon tasks have been satisfactorily completed.
7. Right to Reject - The City reserves the right to reject any or all proposals, to waive technicalities, or to accept the proposal deemed to serve the City’s best interest.
8. Proposal Costs - All costs associated with preparation, submittal and presentation of proposals shall be borne by the developer.

VII. EVALUATION OF PROPOSALS

Proposals will be evaluated on the basis of the degree of compliance with, and adherence to, the preceding proposal requirements and the following principles and guideline items:

1. Compliance with, and satisfaction of the Priorities and Objectives section of this RFP.
2. Conformance to the requirements and objectives of the City of Appleton Comprehensive Plan 2010-2030 and Chapter 14 Downtown Plan.
3. Compatibility of the project with the adjacent land uses.
4. Determination regarding the ability of the developer to carry out the proposal.
5. Amount of total investment and contribution to the City’s tax base.
6. Cost to the City.
7. Quality and stability of proposed development.

The City reserves the right to reject any and all proposals or to negotiate on any or all aspects of the proposal as permitted by law. Developers may be asked to present their proposal and answer questions of the City. If such a request is made, developers will be given at least five (5) working days’ notice.

VIII. ATTACHMENT LISTING

The following Exhibits are attached.

Exhibit A – Mixed Use Library RFP Boundary Map

Exhibit B – Current Library Site Map

Exhibit C – Insurance Requirements

IX. REFERENCE MATERIALS

The following documents are listed for reference purposes.

Library Studies

Library Needs Assessment Final Report 8-25-14

<http://www.apl150.org/sites/apl150.org/files/pagefiles/APL%20Final%20Report%2008-25-14.pdf>

2013 Strategic Plan updated 2016

http://www.apl.org/system/files/FinalPlanWOStats_0.pdf

Library Site Evaluation Criteria

<http://www.apl150.org/sites/apl150.org/files/pagefiles/SiteEvaluationCriteria.pdf>

Other Related Documents

Comprehensive Plan 2010-2030

<http://www.appleton.org/government/planning/city-of-appleton-comprehensive-plan-2010-2030>

Downtown Parking Study

<http://www.appleton.org/home/showdocument?id=12044>

Mobility Study – Full Version

<http://www.appleton.org/home/showdocument?id=11020>

Mobility Study – Summary

<http://www.appleton.org/home/showdocument?id=11016>

Appleton Economic Development Strategic plan

<http://www.appleton.org/home/showdocument?id=12046>

BID Operational Plan

<http://www.appleton.org/home/showdocument?id=16869>

TIF 12

<http://www.appleton.org/home/showdocument?id=14737>

TIF 11

<http://www.appleton.org/home/showdocument?id=14731>

Trails Master Plan

<http://www.appleton.org/home/showdocument?id=16871>

Mixed Use Library RFP Boundary Map - Exhibit A

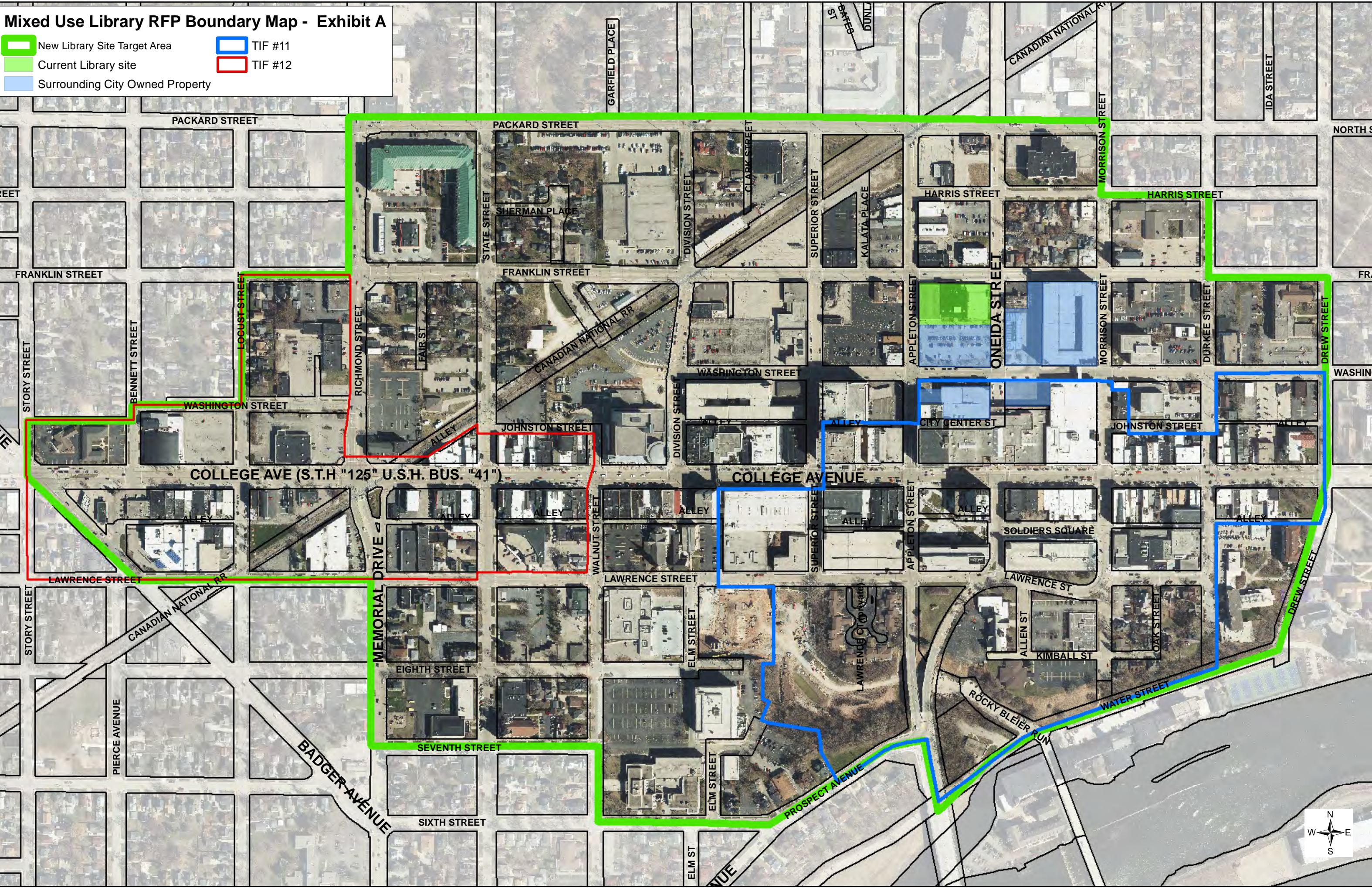
New Library Site Target Area

Current Library site

Surrounding City Owned Property

TIF #11

TIF #12



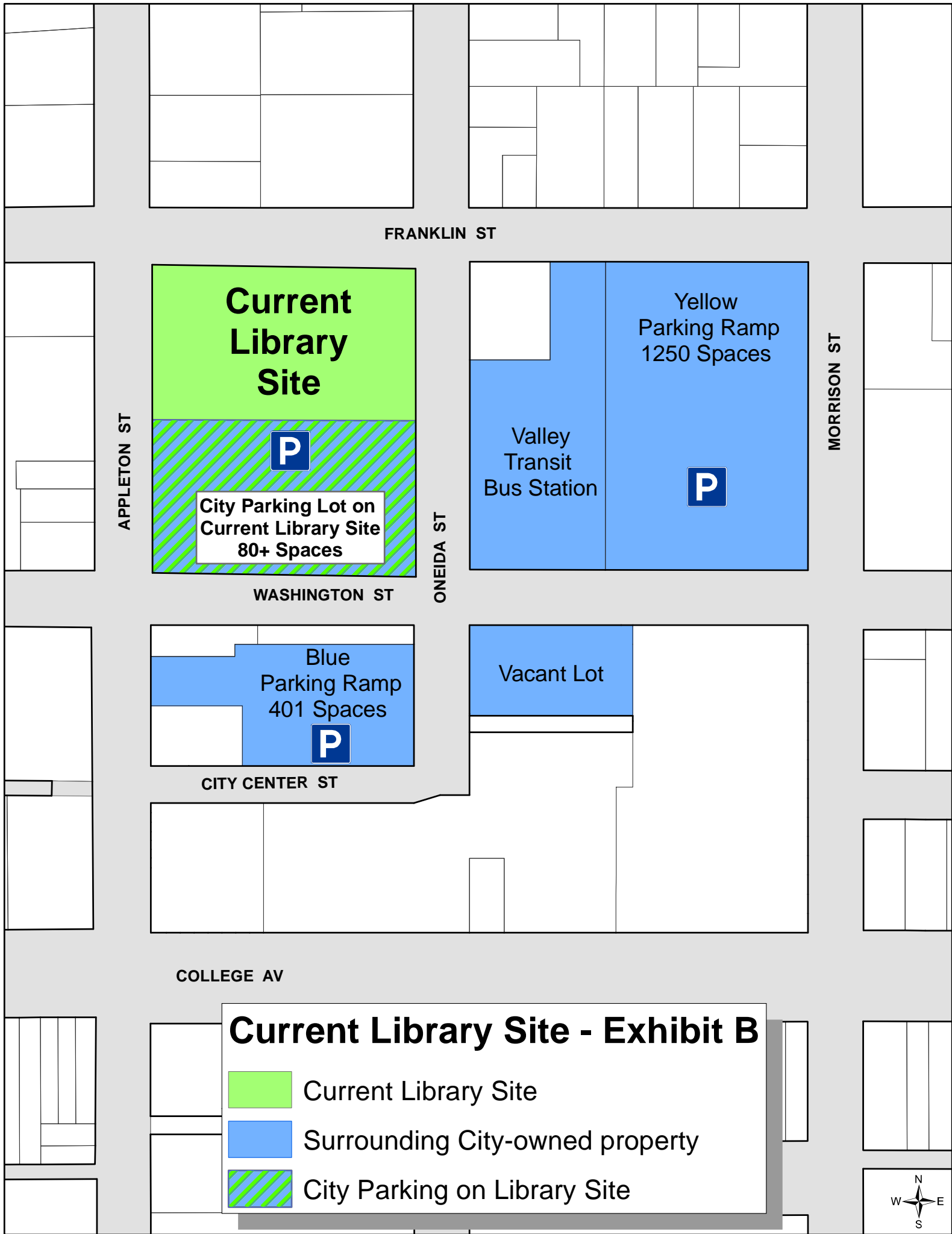


EXHIBIT C
CITY OF APPLETON
PROFESSIONAL SERVICES INSURANCE REQUIREMENTS

The Contractor shall not commence work on contract until proof of insurance required has been provided to the applicable department before the contract or purchase order is considered for approval by the City of Appleton.

It is hereby agreed and understood that the insurance required by the City of Appleton is primary coverage and that any insurance or self insurance maintained by the City of Appleton, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing work and remain in force until the entire job is completed and the length of time that is specified, if any, in the contract or listed below whichever is longer.

1. PROFESSIONAL LIABILITY

- A. Limits
 - (1) \$1,000,000 each claim
 - (2) \$1,000,000 annual aggregate
- B. Must continue coverage for 2 years after final acceptance for service/job

2. GENERAL LIABILITY COVERAGE

- A. Commercial General Liability
 - (1) \$1,000,000 each occurrence limit
 - (2) \$1,000,000 personal liability and advertising injury
 - (3) \$2,000,000 general aggregate
 - (4) \$2,000,000 products – completed operations aggregate
- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:
 - (1) Premises and Operations Liability
 - (2) Contractual Liability
 - (3) Personal Injury
 - (4) Explosion, collapse and underground coverage
 - (5) Products/Completed Operations must be carried for 2 years after acceptance of completed work
 - (6) The general aggregate must apply separately to this project/location

3. BUSINESS AUTOMOBILE COVERAGE

- A. \$1,000,000 combined single limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for Symbol #1 - “Any Auto” – including Owned, Non-Owned and Hired Automobile Liability.

4. **WORKERS COMPENSATION AND EMPLOYERS LIABILITY** – “If” required by Wisconsin State Statute or any Workers Compensation Statutes of a different state.
- A. Must carry coverage for Statutory Workers Compensation and an Employers Liability limit of:
- (1) \$100,000 Each Accident
 - (2) \$500,000 Disease Policy Limit
 - (3) \$100,000 Disease – Each Employee
5. **UMBRELLA LIABILITY** - If exposure exists, provide coverage at least as broad as the underlying Commercial General Liability, Watercraft Liability (if required), Automobile Liability and Employers Liability, with a minimum limit of \$5,000,000 each occurrence and \$5,000,000 aggregate, and a maximum self-insured retention of \$10,000.
6. **ADDITIONAL PROVISIONS**
- A. **Primary and Non-Contributory requirement – all insurance must be primary and non-contributory to any insurance or self-insurance carried by City of Appleton.**
- B. Acceptability of Insurers - Insurance is to be placed with insurers who have an *A.M. Best* rating of no less than A- and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the state of Wisconsin.
- C. Additional Insured Requirements – The following must be named as **additional insureds** on the General Liability and Business Automobile Liability Policies for liability arising out of project work - City of Appleton, **and its officers, council members, agents, employees and authorized volunteers. On the Commercial General Liability Policy, the additional insured coverage must be ISO form CG 20 10 07 04 and also include Products – Completed Operations equivalent to ISO form CG 20 37 07 04 or their equivalents for a minimum of 2 years after acceptance of work. This does not apply to Workers Compensation Policies.**
- D. Certificates of Insurance acceptable to the City of Appleton shall be submitted prior to commencement of the work to the applicable department. **In addition form CG 20 10 07 04 for ongoing work exposure and form CG 20 37 07 04 for products-completed operations exposure must also be provided or its equivalent.** These certificates shall contain a provision that coverage afforded under the policies will not be canceled or non renewed until at least 30 days’ prior written notice has been given to the City of Appleton.

September 26, 2017

Colleen Rortvedt Director
Appleton Public Library
225 North Oneida Street
Appleton, WI 54911



Dear Colleen:

On behalf of United Way Fox Cities' Developing Children and Youth Impact Area, the Community Impact Council and the Board of Directors, I am pleased to inform you that the Appleton Public Library and Reach Out and Read have been approved for admission.

Per United Way policy, all new admissions are approved with probationary status. The probationary status will be in effect for a two year period, allowing time for both the Appleton Public Library and United Way Fox Cities to evaluate the relationship and determine if the partnership is a good fit. At any time during the probationary period the partnership may be dissolved by either party without any negative implications. During the probationary period, the Appleton Public Library must comply with all partner agency requirements. The change from probationary to full partnership must be approved by the Impact Area and Community Impact Council.

The Appleton Public Library is eligible to submit a funding proposal to the Impact Area for Reach Out and Read on January 16, 2018 for the 2018 community investment process. This will determine possible funding for 2019 and 2020.

Please acknowledge United Way Fox Cities' investment in all publications and correspondence as "Reach Out and Read, a United Way supported program" and include United Way's logo on your web site.

Mary Wisnet will contact you within the next couple of weeks to provide an orientation to United Way Fox Cities. You will also be invited to the agency meetings in November for orientation to the 2018 community investment process.

United Way Fox Cities supports 93 health and human services programs provided by 40 agencies. We are pleased to add the Appleton Public Library as a partner agency and commend your organization for the valuable services you provide.

Sincerely,



Peter C. Kelly
President/CEO
United Way Fox Cities

		Explanation					
Document Number	G/L Date	Alpha Name	-Remark-	Amount	Account		
126589	09/20/17	9/21 PR TRAVEL REIMBURSEMENTS	RORTVEDT	24.61	16010	6201	
319	09/22/17	JEFFERSON STREET INN	C.R. SRLAAW MEETING	82.00	16010	6201	
1156	09/22/17	KALAHARI RESORTS	B.C. WLA	111.13	16010	6201	00003951
357	09/22/17	AMAZON MKTPLACE PMTS	BADGE PACKETS	36.89	16010	6301	
518	09/22/17	OFFICEMAX/OFFICEDEPT#6	TAPE/MARKERS/CARDS	178.07	16010	6301	
656	09/22/17	AMAZON MKTPLACE PMTS	DISH SOAP	38.96	16010	6301	
698	09/22/17	USPS PO 5602500943	BOARD PACKETS	16.38	16010	6301	
1397	09/22/17	AMAZON.COM	BATTERIES	35.47	16010	6301	
455	09/22/17	TLF*MEMORIAL FLORISTS	FLOWERS	46.99	16010	6305	00003951
631	09/22/17	AMAZON.COM	TSLP CANDY	18.98	16010	6307	00003951
697	09/22/17	MANDERFIELDS HOME BAKE	STAFF MEETING	58.75	16010	6307	
775	09/22/17	GLASS NICKEL PIZZA APL	PROGRAM PARTY	65.20	16010	6307	00003951
890	09/22/17	SAMS CLUB #6321	PROGRAM REFRESHMENTS	47.23	16010	6307	00003951
925	09/22/17	KWIK TRIP 74300007435	MOVIE POPCORN	13.32	16010	6307	00003951
972	09/22/17	KWIK TRIP 18200001826	ICE FOR STAFF MEETIN	3.98	16010	6307	
1058	09/22/17	SAMS CLUB #6321	SUMMER B-DAYS	27.42	16010	6307	
1059	09/22/17	PICK'N SAVE #118	SUMMER B-DAYS	28.32	16010	6307	
1467	09/22/17	SAMSClub #6321	REFRESHMENTS/PROGRAM	40.08	16010	6307	00003951
377423	09/20/17	OUTAGAMIE WAUPACA LIBRARY SYST	printing	1,674.05	16010	6320 2	00003951
749	09/22/17	WWW.ISTOCK.COM	PROMO PHOTOS	34.65	16010	6412	
1245	09/22/17	FACEBK *9G8SBDEYX2	PROGRAM AD (69.71%)	35.86	16010	6412	
1365	09/22/17	AMAZON MKTPLACE PMTS	BROCHURE HOLDERS	104.28	16010	6412	
126551	09/15/17	9/17 AT&T BILL		216.95	16010	6413 7	
922	09/22/17	CELLCOM	CELLPHONES	107.60	16010	6413 8	
301	09/22/17	PAYPAL *LEAGUEWOMEN	WOMEN VOTER EVENT	45.00	16010	6599	00003951
560	09/22/17	APPLETON ROTARY	ROTARY EVENT	100.00	16010	6599	00003951
1084	09/22/17	APPLETON ROTARY	C.R. ROTARY	800.00	16010	6599	00003951
				3,992.17			
126490	09/11/17	9/7 PR TRAVEL REIMBURSE	OLIVERAS	18.51	16021	6201	
946	09/22/17	WISCONSIN LIBRARY ASSO	T.M. WLA MEMBERSHIP	210.00	16021	6201	
33	09/22/17	FASTSIGNS 300301	STORYTELL SIGNS	99.00	16021	6301	00003951
55	09/22/17	SCHOLASTIC EDUCATION	PRIZE BOOKS SLP	195.11	16021	6301	00003951
56	09/22/17	AMAZON MKTPLACE PMTS	TWEEN SCENE BOTS	65.15	16021	6301	00003951
144	09/22/17	ALL ABOUT BOOKS, LLC	RO&R-9675	714.40	16021	6301	00003952

Document Number	G/L Date	Explanation		Amount	Account		
		Alpha Name	-Remark-				
145	09/22/17	ALL ABOUT BOOKS, LLC	RO&R-9352	112.81	16021	6301	00003952
146	09/22/17	ALL ABOUT BOOKS, LLC	RO&R-8825	1,201.51	16021	6301	00003952
147	09/22/17	INTERSTATE BOOKS4SCHOO	RO&R-9675	245.00	16021	6301	00003952
325	09/22/17	THE LEARNING SHOP - AP	SLP PRIZES	25.00	16021	6301	00003951
326	09/22/17	HALF PRICE BOOKS #103	SLP PRIZES	35.99	16021	6301	00003951
340	09/22/17	WAL-MART #1982	SLP PRIZES	38.52	16021	6301	00003951
341	09/22/17	WALGREENS #5102	SLP PRIZES	30.00	16021	6301	00003951
342	09/22/17	TARGET 00002386	SLP PRIZES	124.98	16021	6301	00003951
701	09/22/17	OTC BRANDS, INC.	PRIZES 500 BOOKS MS	144.09	16021	6301	00003951
702	09/22/17	OTC BRANDS, INC.	PRIZE 1000BOOKS KDG	97.95	16021	6301	00003951
719	09/22/17	LOWES #02486*	SCHOOL AGE REFRESH	17.44	16021	6301	00003951
790	09/22/17	AMAZON.COM	SCHOOL AGE REFRESH	34.96	16021	6301	00003951
800	09/22/17	ALL ABOUT BOOKS, LLC	RO&R	689.94	16021	6301	00003952
801	09/22/17	INTERSTATE BOOKS4SCHOO	RO&R	90.00	16021	6301	00003952
909	09/22/17	AMAZON.COM	ELL BOOKS	92.75	16021	6301	00003955
959	09/22/17	SCHOLASTIC EDUCATION	RO&R-7555	106.50	16021	6301	00003952
960	09/22/17	INTERSTATE BOOKS4SCHOO	RO&R	75.00	16021	6301	00003952
1127	09/22/17	ALL ABOUT BOOKS, LLC	RO&R	52.90	16021	6301	00003952
1128	09/22/17	ALL ABOUT BOOKS, LLC	RO&R	1,124.32	16021	6301	00003952
1129	09/22/17	ALL ABOUT BOOKS, LLC	RO&R	133.00	16021	6301	00003952
1130	09/22/17	ALL ABOUT BOOKS, LLC	RO&R	257.45	16021	6301	00003952
1131	09/22/17	ALL ABOUT BOOKS, LLC	RO&R	176.94	16021	6301	00003952
1132	09/22/17	ALL ABOUT BOOKS, LLC	RO&R	275.97	16021	6301	00003952
1133	09/22/17	ALL ABOUT BOOKS, LLC	RO&R	465.02	16021	6301	00003952
1157	09/22/17	HOBBY-LOBBY #0193	TWEEN BUILD A PARK	61.18	16021	6301	00003951
1158	09/22/17	THE HOME DEPOT #4903	TWEEN FIDGET SPINNER	20.93	16021	6301	00003951
1182	09/22/17	WM SUPERCENTER #1982	PLAY&LEARN SUPPLIES	48.45	16021	6301	
1244	09/22/17	FACEBK *9G8SBDEYX2	RO&R PROMO (30.29%)	15.58	16021	6301	00003951
1285	09/22/17	INTERSTATE BOOKS4SCHOO	RO&R	188.00	16021	6301	00003952
1307	09/22/17	AMAZON.COM	HANDCART	27.27	16021	6301	
1341	09/22/17	INTERSTATE BOOKS4SCHOO	RO&R	72.00	16021	6301	00003952
1408	09/22/17	AMAZON MKTPLACE PMTS	SCHOOL AGE REFRESH	39.90	16021	6301	00003951
1442	09/22/17	AMAZON.COM	ELL BOOKS	431.65	16021	6301	00003955
1443	09/22/17	AMAZON MKTPLACE PMTS	SCHOOL AGE REFRESH	296.53	16021	6301	00003951
1485	09/22/17	LOWES #02486*	SCHOOL AGE REFRESH	11.64	16021	6301	00003951

Document Number	G/L Date	Alpha Name	Explanation ----- -Remark-	Amount	Account	
377294	09/13/17	MAGENTA KEYS LLC	1/2 installment RO&R	1,800.00	16021 6599	00003952
377294	09/13/17	MAGENTA KEYS LLC	ro&r committee food	61.23	16021 6599	00003952

				10,024.57		
				=====		
359	09/22/17	MICHAELS STORES 8783	PS SUPPLIES	23.10	16023 6301	
998	09/22/17	SAMSClub.COM	PLASTIC BAGS	54.72	16023 6301	
377422	09/20/17	OUTAGAMIE WAUPACA LIBRARY SYST	receipt paper	45.00	16023 6301	

				122.82		
				=====		
179	09/22/17	WISCONSIN LIBRARY ASSO	A.M. WLA REGISTRATIO	165.00	16024 6201	
636	09/22/17	KALAHARI RESORTS	A.M. WLA CONFERENCE	99.00	16024 6201	
833	09/22/17	PAYPAL *WI ST GEN S	D.S. CONFERENCE REG.	45.00	16024 6201	
177	09/22/17	KWIK TRIP 63900006395	SLP GIFT CARDS	80.00	16024 6301	00003951
834	09/22/17	WM SUPERCENTER #1982	BALL/FRISBEES	22.92	16024 6301	00003951
1217	09/22/17	AMAZON MKTPLACE PMTS	WATER PLAY PARTY	9.96	16024 6301	00003951
1315	09/22/17	ULTA #323	TSLP PRIZES	30.00	16024 6301	00003951
1466	09/22/17	KINO LORBER	THE MESSENGER DVD	150.00	16024 6301	00003951
126482	09/11/17	METER BAGS		22.50	16024 6599	00003951
1092	09/22/17	BUTTERFLY GARDENS OF W	TSLP GROUP TOUR	3.00	16024 6599	00003951
1134	09/22/17	BUTTERFLY GARDENS OF W	TSLP GROUP TOUR	21.00	16024 6599	00003951
377284	09/13/17	DOLCE	music at library	100.00	16024 6599	00003951

				748.38		
				=====		
108	09/22/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	50.84	16031 6306	
655	09/22/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	50.84	16031 6306	
1091	09/22/17	TARTAN SUPPLY CO INC	RETURN	1,769.25-	16031 6306	
1286	09/22/17	TARTAN SUPPLY CO INC	TOILET PAPER/TISSUE	3,954.65	16031 6306	
1486	09/22/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	50.84	16031 6306	
1487	09/22/17	AMAZON.COM	RETURN	11.28-	16031 6306	
511	09/22/17	4IMPRINT	OPS SHIRTS	135.09	16031 6321 1	
1481	09/22/17	WW GRAINGER	EYEWASH LIQUID	68.13	16031 6323	
1482	09/22/17	WW GRAINGER	DOOR BARRICADE	120.91	16031 6323	
51	09/22/17	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (3.24%	74.00	16031 6407	
377591	09/27/17	WE ENERGIES	4835-258-176	9,248.79	16031 6413 1	
377591	09/27/17	WE ENERGIES	5229-670-389	804.23	16031 6413 2	
34	09/22/17	AMAZON.COM	SAW BLADES	19.01	16031 6418	

		Explanation			
Document Number	G/L Date	Alpha Name	-Remark-	Amount	Account
192	09/22/17	AMAZON MKTPLACE PMTS	BATTERIES	8.72	16031 6418
714	09/22/17	AMAZON.COM	PLANT SPRAY	21.71	16031 6418
1398	09/22/17	AMAZON MKTPLACE PMTS	ADAPTER	9.99	16031 6418

1				12,837.22	
				=====	
377231	09/12/17	JANDOUREK, JEFFREY	edu reimbursement	602.90	16032 6201
401	09/22/17	AMAZON MKTPLACE PMTS	RETURN	59.59-	16032 6301
442	09/22/17	AMAZON MKTPLACE PMTS	WHITE BOARD	59.59	16032 6301
499	09/22/17	FLAMBEAUCINC	LAUNCH PAD CASES	260.96	16032 6301
579	09/22/17	AMAZON MKTPLACE PMTS	MAGNETIC BOARD	70.13	16032 6301
595	09/22/17	AMAZON.COM	CASES	26.35	16032 6301
722	09/22/17	NATIONALAUD	CD CASES	325.76	16032 6301
811	09/22/17	CCI SOLUTIONS	CASES	373.50	16032 6301
812	09/22/17	AMAZON MKTPLACE PMTS	TICKET HOLDERS	48.46	16032 6301
920	09/22/17	AMAZON.COM	FRIDGE	218.64	16032 6301
1037	09/22/17	PREMIUM WATERS E-BILL	DISTILLED WATER	95.91	16032 6301
1038	09/22/17	FINDAWAY	AC POWER ADAPTER	89.90	16032 6301
1347	09/22/17	SHOWCASES	DVD CASES	82.94	16032 6301
101	09/22/17	INGRAM LIBRARY SERVICE		1,579.17	16032 6315
102	09/22/17	INGRAM LIBRARY SERVICE		637.15	16032 6315
103	09/22/17	INGRAM LIBRARY SERVICE		1,486.41	16032 6315
104	09/22/17	INGRAM LIBRARY SERVICE		25.16	16032 6315
109	09/22/17	BLR/HCPRO		653.95	16032 6315
110	09/22/17	SAGE PUBLICATIONS		247.02	16032 6315
149	09/22/17	PROQUEST		2,662.80	16032 6315
150	09/22/17	AMAZON MKTPLACE PMTS		42.48	16032 6315
178	09/22/17	THE PENWORTHY COMPANY		288.08	16032 6315
200	09/22/17	STATE OF CRAFT BEER		50.76	16032 6315
211	09/22/17	AMAZON MKTPLACE PMTS		14.25	16032 6315
212	09/22/17	AMAZON MKTPLACE PMTS		24.02	16032 6315
213	09/22/17	AMAZON MKTPLACE PMTS		31.84	16032 6315
214	09/22/17	AMAZON MKTPLACE PMTS		43.82	16032 6315
235	09/22/17	AMAZON MKTPLACE PMTS		193.72	16032 6315
236	09/22/17	AMAZON MKTPLACE PMTS		47.05	16032 6315
237	09/22/17	UPS*1ZR449350396949069		7.75	16032 6315

		Explanation			
Document Number	G/L Date	Alpha Name	-Remark-	Amount	Account
238	09/22/17	UPS*ADJ00188752023371		13.40	16032 6315
242	09/22/17	INGRAM LIBRARY SERVICE		311.43	16032 6315
243	09/22/17	INGRAM LIBRARY SERVICE		1,448.04	16032 6315
244	09/22/17	AMAZON MKTPLACE PMTS		19.98	16032 6315
245	09/22/17	AMAZON MKTPLACE PMTS		29.50	16032 6315
246	09/22/17	AMAZON MKTPLACE PMTS		24.82	16032 6315
247	09/22/17	AMAZON MKTPLACE PMTS		32.49	16032 6315
278	09/22/17	INGRAM LIBRARY SERVICE		895.43	16032 6315
279	09/22/17	THOMSON WEST*TCD		429.36	16032 6315
280	09/22/17	AMAZON MKTPLACE PMTS		23.74	16032 6315
322	09/22/17	MIDWEST TAPE LLC		1,453.05	16032 6315
434	09/22/17	INGRAM LIBRARY SERVICE		1,034.67	16032 6315
435	09/22/17	INGRAM LIBRARY SERVICE		2,037.99	16032 6315
505	09/22/17	RECORDED BOOKS		113.80	16032 6315
506	09/22/17	HOUCHEN BINDERY LTD		27.75	16032 6315
547	09/22/17	INGRAM LIBRARY SERVICE		230.41	16032 6315
576	09/22/17	AMAZON MKTPLACE PMTS		15.96	16032 6315
583	09/22/17	INGRAM LIBRARY SERVICE		491.61	16032 6315
584	09/22/17	INGRAM LIBRARY SERVICE		531.59	16032 6315
585	09/22/17	INGRAM LIBRARY SERVICE		13.99	16032 6315
627	09/22/17	RECORDED BOOKS		36.54	16032 6315
628	09/22/17	INGRAM LIBRARY SERVICE		590.87	16032 6315
629	09/22/17	INGRAM LIBRARY SERVICE		551.97	16032 6315
630	09/22/17	THOMSON WEST*TCD		822.01	16032 6315
653	09/22/17	WIDDERSHINS WIDDERSHIN		25.49	16032 6315
660	09/22/17	BAKER-TAYLOR		20.37	16032 6315
661	09/22/17	INGRAM LIBRARY SERVICE		462.58	16032 6315
662	09/22/17	INGRAM LIBRARY SERVICE		370.85	16032 6315
699	09/22/17	MIDWEST TAPE LLC		1,442.16	16032 6315
730	09/22/17	AMZ*THE WILD ROSE PR		26.49	16032 6315
764	09/22/17	REI*GREENWOODHEINEMANN		25.00	16032 6315
765	09/22/17	AMAZON.COM		43.32	16032 6315
766	09/22/17	INGRAM LIBRARY SERVICE		516.66	16032 6315
767	09/22/17	INGRAM LIBRARY SERVICE		811.44	16032 6315
768	09/22/17	INGRAM LIBRARY SERVICE		1,696.00	16032 6315

Document Number	G/L Date	Explanation		Amount	Account	
		Alpha Name	-Remark-			
786	09/22/17	TCD*GALE		4,415.23	16032	6315
805	09/22/17	AMAZON.COM		18.97	16032	6315
850	09/22/17	AMAZON MKTPLACE PMTS		28.57-	16032	6315
861	09/22/17	AMAZON MKTPLACE PMTS		87.93	16032	6315
862	09/22/17	BAKER-TAYLOR		269.98	16032	6315
863	09/22/17	INGRAM LIBRARY SERVICE		291.06	16032	6315
864	09/22/17	AMAZON MKTPLACE PMTS		32.00	16032	6315
865	09/22/17	AMAZON MKTPLACE PMTS		5.99	16032	6315
866	09/22/17	AMAZON MKTPLACE PMTS		15.94	16032	6315
891	09/22/17	RECORDED BOOKS		43.33	16032	6315
892	09/22/17	RECORDED BOOKS		56.90	16032	6315
906	09/22/17	AMAZON MKTPLACE PMTS		28.08	16032	6315
910	09/22/17	AMAZON MKTPLACE PMTS		119.18	16032	6315
911	09/22/17	AMAZON MKTPLACE PMTS		6.75	16032	6315
912	09/22/17	AMAZON MKTPLACE PMTS		29.84	16032	6315
913	09/22/17	AMAZON MKTPLACE PMTS		14.15	16032	6315
923	09/22/17	INGRAM LIBRARY SERVICE		717.69	16032	6315
924	09/22/17	INGRAM LIBRARY SERVICE		848.19	16032	6315
926	09/22/17	INGRAM LIBRARY SERVICE		206.58	16032	6315
927	09/22/17	AMAZON MKTPLACE PMTS		8.89	16032	6315
928	09/22/17	AMAZON MKTPLACE PMTS		21.26	16032	6315
929	09/22/17	INGRAM LIBRARY SERVICE		519.16	16032	6315
930	09/22/17	AMAZON MKTPLACE PMTS		27.48	16032	6315
931	09/22/17	AMAZON MKTPLACE PMTS		20.99	16032	6315
978	09/22/17	VALUE LINE PUBLISHING		447.00	16032	6315
985	09/22/17	MIDWEST TAPE LLC		1,120.96	16032	6315
986	09/22/17	WISCONSIN TAXPAYERS AL		69.95	16032	6315
1015	09/22/17	RECORDED BOOKS		132.24	16032	6315
1016	09/22/17	RECORDED BOOKS		56.90	16032	6315
1017	09/22/17	RECORDED BOOKS		425.58	16032	6315
1018	09/22/17	RECORDED BOOKS		146.87	16032	6315
1019	09/22/17	RECORDED BOOKS		40.59	16032	6315
1020	09/22/17	MANUFACTURERS' NEWS IN		161.90	16032	6315
1021	09/22/17	INFORMATION TODAY		301.05	16032	6315
1022	09/22/17	INGRAM LIBRARY SERVICE		459.35	16032	6315

Document		G/L		Explanation			
Number	Date	Alpha	Name	-Remark-	Amount	Account	
1023	09/22/17	WPY*	PAINE ART CENTER A		160.00	16032	6315
1036	09/22/17		RECORDED BOOKS		56.90	16032	6315
1135	09/22/17	INGRAM	LIBRARY SERVICE		892.88	16032	6315
1185	09/22/17	INGRAM	LIBRARY SERVICE		936.71	16032	6315
1254	09/22/17	INGRAM	LIBRARY SERVICE		728.30	16032	6315
1291	09/22/17	AMAZON	MKTPLACE PMTS		29.99	16032	6315
1293	09/22/17	AMAZON	MKTPLACE PMTS		22.99	16032	6315
1294	09/22/17	AMAZON	MKTPLACE PMTS		40.27	16032	6315
1295	09/22/17	AMAZON	MKTPLACE PMTS		11.99	16032	6315
1305	09/22/17	INGRAM	LIBRARY SERVICE		1,270.11	16032	6315
1310	09/22/17	INGRAM	LIBRARY SERVICE		59.31-	16032	6315
1328	09/22/17	INGRAM	LIBRARY SERVICE		1,793.56	16032	6315
1329	09/22/17	AMAZON	MKTPLACE PMTS		12.76	16032	6315
1330	09/22/17	AMAZON	MKTPLACE PMTS		.73-	16032	6315
1331	09/22/17	AMAZON	MKTPLACE PMTS		15.40	16032	6315
1381	09/22/17	AMAZON	MKTPLACE PMTS		11.47	16032	6315
1431	09/22/17	MIDWEST	TAPE LLC		1,125.93	16032	6315
1441	09/22/17	AMAZON	MKTPLACE PMTS		39.88	16032	6315
1468	09/22/17	INGRAM	LIBRARY SERVICE		350.34	16032	6315
377442	09/20/17	TRE	PRINCIPESSE	media	16.00	16032	6315
377443	09/20/17	YANG, SNYU W.		media	15.00	16032	6315
377432	09/20/17	UNIQUE MANAGEMENT SERVICES, IN	collections agency		340.10	16032	6599

					45,801.57		
					=====		
53	09/22/17	CDW GOVT #JXF1118		CABLES	84.93	16033	6327
253	09/22/17	AMAZON	MKTPLACE PMTS	IPAD CASES	179.97	16033	6327
362	09/22/17	CDW GOVT #JVK3927		CABLES (13.39%)	54.60	16033	6327
507	09/22/17	AMAZON	MKTPLACE PMTS	IPAD SCREEN COVERS	26.97	16033	6327
664	09/22/17	CDW GOVT #JSX0524		LAPTOPS	451.44	16033	6327
769	09/22/17	CDW GOVT #JSP1310		LAPTOPS	5,102.46	16033	6327
787	09/22/17	AMAZON	MKTPLACE PMTS	IPAD STANDS	99.00	16033	6327
1081	09/22/17	DMI* DELL HLTHCR/PTR		COMPUTERS	4,686.05	16033	6327
1186	09/22/17	AMAZON	MKTPLACE PMTS	PROJECTOR	276.00	16033	6327
1469	09/22/17	AMZ*CHARGETECH		CHARGING STATIONS	450.00	16033	6327
68	09/22/17	MODERN BUSINESS MACHIN		ADMIN COPIER	201.00	16033	6418

Document		G/L		Explanation			
Number	Date	Alpha	Name	-Remark-	Amount	Account	
783	09/22/17	ENVISION	WARE	PRINTING	1,025.00	16033	6418
1141	09/22/17	MODERN BUSINESS	MACHIN	ADMIN COPIER	67.84	16033	6418
363	09/22/17	CDW GOVT #JVK3927		MS OFFICE KEYS (86.6	353.04	16033	6815

					13,058.30		
					=====		
					86,585.03		
					=====		

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Nine Months Ending September 30, 201710/04/17
10:19:46

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year September Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,180,305	2,266,806	2,284,583	176,539	1,628,651	71.29
Part-Time		279,623	206,653	206,653	16,934	169,115	81.84
Fringes		812,940	838,096	840,737	59,527	550,638	65.49
Salaries & Fringe Benefits		3,272,868	3,311,555	3,331,973	253,000	2,348,404	70.48
Training & Conferences		22,583	18,314	21,814	1,247	15,311	70.19
Parking Permits		18,112	19,920	19,920	0	19,560	98.19
Memberships & Licenses		3,023	2,055	2,055	0	3,711	180.58
Awards & Recognition		854	850	850	0	617	72.59
Food & Provisions		986	1,135	1,135	118	1,501	132.25
Administrative Expense		45,558	42,274	45,774	1,365	40,700	88.92
Office Supplies		48,167	60,336	60,336	2,097	27,025	44.79
Building Maintenance/Janitor.		11,343	7,344	7,344	2,327	7,323	99.71
Shop Supplies & Tools		0	100	100	0	96	96.00
Books & Library Materials		621,663	595,531	620,893	43,266	376,448	60.63
Printing & Reproduction		20	100	100	0	85	85.00
Clothing		0	0	0	135	363	.00
Safety Supplies		171	200	200	189	239	119.50
Miscellaneous Equipment		54,866	67,250	67,250	11,411	23,447	34.87
Supplies & Materials		736,230	730,861	756,223	59,425	435,026	57.53
Collection Services		2,855	1,545	1,545	74	1,676	108.48
Advertising		899	1,288	1,288	175	893	69.33
Other Contracts/Obligations		66,396	67,497	67,497	340	70,936	105.10
Purchased Services		70,150	70,330	70,330	589	73,505	104.51
Electric		110,073	109,161	109,161	9,249	73,536	67.36
Gas		24,433	23,169	23,169	804	17,584	75.89
Water		4,924	4,871	4,871	0	3,787	77.75
Waste Disposal/Collection		2,052	2,028	2,028	0	1,581	77.96
Stormwater		2,418	2,444	2,444	0	1,809	74.02
Telephone		2,734	2,719	2,719	217	2,392	87.97
Cellular Telephone		1,138	945	945	108	823	87.09
Utilities		147,772	145,337	145,337	10,378	101,512	69.85
Bldng Repair & Maintenance		2,096	3,000	3,000	0	1,138	37.93
Equipmt Repair & Maintenance		66,090	73,415	73,415	1,353	71,510	97.41
CBM Charges		148,232	178,037	178,037	0	99,163	55.70
Repair & Maintenance		216,418	254,452	254,452	1,353	171,811	67.52
Software Acquisition		10,608	8,498	8,498	353	5,688	66.93
Capital Expenditures		10,608	8,498	8,498	353	5,688	66.93
TOTAL EXPENSES		4,499,604	4,563,307	4,612,587	326,463	3,176,646	68.87
REVENUES							
Library Aids (County)		1,103,329	1,065,839	1,065,839	581	1,066,420	100.05
Library Fines		56,478	75,000	75,000	4,129	45,390	60.52
Space Rentals		30,000	30,000	30,000	10,000	30,000	100.00
Donations & Memorials		705	0	0	78	692	.00
Administration Reimbursements		25,591	0	3,500	0	3,500	100.00
Community Reimbursements & Reader/Prntr		217	300	300	0	0	.00
Commissions (Vending)		1,473	1,500	1,500	91	1,048	69.87
Lost & Paid Materials		20,762	0	21,000	887	46,741	222.58
Network Reimbursements & Public Use Prtr		20,242	18,500	18,500	1,752	14,543	78.61
TOTAL REVENUES		1,258,797	1,191,139	1,215,639	17,518	1,208,334	99.40

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Nine Months Ending September 30, 2017Friends - 3951
10/04/17
10:20:19

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year September Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		0	0	0	987-	0	.00
Part-Time		0	0	20,000	2,802	5,788	28.94
Fringes		0	0	1,000	451	1,262	126.20
Salaries & Fringe Benefits		0	0	21,000	2,266	7,050	33.57
Training & Conferences 6201		1,074	0	3,691	111	111	3.01
Memberships & Licenses 6303		1,095	0	3,800	0	756	19.89
Awards & Recognition 6305		375	0	1,075	47	574	53.40
Food & Provisions 6307		1,248	0	750	185	527	70.27
Administrative Expense		3,792	0	9,316	343	1,968	21.12
Office Supplies 6301		6,617	0	18,000	1,647	16,073	89.29
Books & Library Materials 6315		0	0	800	0	787	98.38
Printing & Reproduction 6320		4,750	0	2,100	1,674	3,498	166.57
Miscellaneous Equipment 6327		8,002	0	6,325	0	1,823	28.82
Supplies & Materials		19,369	0	27,225	3,321	22,181	81.47
Advertising 6412		4,200	0	800	0	0	.00
Other Contracts/Obligations 6599		16,930	0	11,850	1,092	17,666	149.08
Purchased Services		21,130	0	12,650	1,092	17,666	139.65
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	7,022	57,405	72.86
REVENUES							
Administration Reimbursements		78,182	0	6,275	0	9,375	149.40
Children's Reimbursements		19,555	0	11,700	0	17,800	152.14
Community Reimbursements & Reader/Prntr		7,000	0	12,900	0	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	0	4,325	186.02
TOTAL REVENUES		104,737	0	34,000	0	51,000	150.00

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Nine Months Ending September 30, 2017

RO+R - 3952

10/04/17
10:20:19

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year September Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	20,867	0	21,493	1,678	15,234	70.88
Fringes	1,490	0	1,535	28	249	16.22
Salaries & Fringe Benefits	22,357	0	23,028	1,706	15,483	67.24
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	5,981	28,711	76.11
Supplies & Materials	20,437	0	37,723	5,981	28,711	76.11
Other Contracts/Obligations 6599	0	77,694	77,694	1,861	1,861	2.40
Purchased Services	0	77,694	77,694	1,861	1,861	2.40
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	9,548	46,375	33.27
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

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Nine Months Ending September 30, 2017

ELL-3955

5
10/04/17
10:20:19

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year September 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	0	839	25.90
Administrative Expense	270	0	3,239	0	839	25.90
Office Supplies 6301	5,176	0	5,900	524	2,115	35.85
Supplies & Materials	5,176	0	5,900	524	2,115	35.85
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	524	2,954	25.06
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

[illegible]

For the purpose of:

Donation from Bob's furniture in support of Appleton Ready to Read

Department Head

Date _____

Budget Entry (BE) No.:_____

Approved by:

Tony D. Saucerman, Finance Director

Date _____

Timothy M. Hanna, Mayor

Date _____

Reported to Finance Committee:

Date _____

Additional comments:

BUDGET AMENDMENT POLICY, revised 7/07:

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

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

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

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

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

2018 Proposed Close Dates

January 1, 2018	Closed	New Year's Day (Monday)
TBD	Closed	Staff Retreat Tentative Date - 1/2 Day Closure
April 1, 2018	Closed	Easter (Sunday)
May 26, 2018	Summer Hours Begin	Open 9-1 (Saturday)
May 27, 2018	Closed	Sunday
May 28, 2018	Closed	Memorial Day (Monday)
June 3, 10, 17, 24	Closed	Sundays
July 1, 8, 15, 22, 29	Closed	Sundays
July 4, 2018	Closed	Independence Day (Wednesday)*
August 5, 12, 19, 26	Closed	Sundays
September 2, 2018	Closed	Sunday
September 3, 2018	Closed	Labor Day (Monday)
September 4, 2018	School Year hours begin	Tuesday
November 22, 2018	Closed	Thanksgiving Day (Thursday)**
December 24 & 25, 2018	Closed	Christmas Eve and Day (Monday & Tuesday)
December 31, 2018	Closed	New Year's Eve (Monday)
January 1, 2019	Closed	New Year's Day (Tuesday)

re: Policy states if the holiday falls on a Saturday you get the Friday before the holiday,
if the holiday falls on a Sunday you get the following Monday off.

CITY OF APPLETON PERSONNEL POLICY	TITLE: ENERGY CONSERVATION/SUSTAINABILITY	
ISSUE DATE: 2014	LAST UPDATE: 2017	SECTION: Parks, Recreation & Facilities Management
POLICY SOURCE: Parks, Recreation & Facilities Management	AUDIENCE: All Departments	TOTAL PAGES: 5
Reviewed by Attorney's Office Date: August 12, 2014	Finance Committee Approval Date: July 23, 2014	Council Approval Date: August 6, 2014

I. PURPOSE

The purpose of this policy is to establish the requirements for an energy management program:

- A. to realize the greatest return from every dollar expended on energy resources and increase the efficient use of energy, water and heating fuels;
- B. to increase energy awareness, conservation and efficient management among each facilities' occupants with regard to natural gas, fuel oil, electricity and water;
- C. and to be an example to the community of progressive environmental stewardship.

The resulting efficiency increase and monetary savings will help offset rising energy costs and provide resources for further energy conservation initiatives.

II. POLICY

Faced with continually increasing energy costs and limited operating funds, we must use all available means to reduce our energy costs and increase efficiency.

The Parks, Recreation & Facilities Management Department will achieve success with this policy through active and passive methods. Passive methods include, but not limited to, use of sustainable products when feasible to reduce environmental impacts and incorporating energy efficiency in new construction and facility renovations. Active methods include, but not limited to, educating occupants on conservation measures and operating facilities and equipment in the most energy efficient manner feasible such as those listed in the operations procedures stated below.

III. DISCUSSION

The City of Appleton consumes significant amounts of energy in its operation of facilities and equipment. The Parks, Recreation and Facilities Management Department is committed to supporting and adding emphasis to energy management and conservation initiatives.

The Parks, Recreation and Facilities Management Department will attempt to maintain a reasonable balance between operational requirements and energy conservation. The City's ability to maintain this balance through investments in energy efficient equipment and building systems is somewhat constrained by available resources. Accordingly, the following guidelines for utility management will be implemented to best support the mission and key strategies of the City of Appleton. The Parks, Recreation and Facilities Management Director will review any deviations from these guidelines.

- A. Reduce energy costs, eliminate waste, and conserve energy resources by using energy-efficient and cost-effective technology.
- B. Incorporate energy efficiency into the decision-making process during the design and acquisition of facilities and equipment emphasizing the use of renewable energy sources. Projects/systems with payback periods of less than five (5) years will be considered feasible as an energy-wise project.
- C. Increase energy efficiency through capital investment and/or improved operations.
- D. Establish partnerships with local utilities and state resources to provide technical assistance and to share costs on energy conserving initiatives to the extent possible.
- E. Procure Energy Star rated appliances when feasible.

IV. DEFINITIONS

Commissioning – is the process for achieving, verifying and documenting the performance of a facility or facility equipment. It is used to determine whether the systems within the facility meet the design intent, but also the functional and operational needs of the personnel it serves.

Recommissioning – is a type of commissioning that occurs when a building that has already been commissioned undergoes another commissioning process. The decision to recommission may be triggered by a change in building use or ownership, the onset of operational problems, or some other need.

Retrocommissioning – is the application of the commissioning process to existing buildings. Retrocommissioning is a process that seeks to improve how building equipment and systems function together. Depending on the age of the building, retrocommissioning can often resolve problems that occurred during design or construction, or address problems that have developed throughout the building's life. In

all, retrocommissioning improves a building's operations and maintenance (O&M) procedures to enhance overall building performance.

Relative Humidity (RH) – is a ratio, expressed in percent, of the amount of atmospheric moisture present relative to the amount that would be present if the air were saturated. Since the latter amount is dependent on temperature, relative humidity is a function of both moisture content and temperature. A higher RH will make it feel warmer than a lower RH.

Sustainability – means seeking solutions that simultaneously improve social, economic, and environmental vitality by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

PROCEDURES

A. Operations

In many instances temperature management of indoor environments is governed by central controls monitored by the Parks, Recreation and Facilities Management staff. Building occupants can, however, contribute to their own comfort by wearing seasonal clothing and by making sure that windows, shades and blinds work and are positioned according to the season. The human sense of comfort changes seasonally. According to the Northwest Energy Efficiency Council, 10% of occupants are likely to be dissatisfied as a result of the variance in a person's comfort level, regardless of the conditions.

City of Appleton thermal comfort targets (ASHRAE Standard 55-2010) are as follows:

Winter – (68-74 degrees) 30-40% RH

Summer – (73-79 degrees) 40-60% RH

If building temperatures result outside of the target ranges, the building occupant shall notify the Parks, Recreation and Facilities Management Department by submitting a work order request.

Heating Season: The targeted temperature for most workspaces is 72 degrees Fahrenheit. Due to building characteristics and control limitations, actual temperatures will vary. Temperatures in storerooms, hallways, stairwells and other unoccupied areas will be kept closer to 68 degrees Fahrenheit to the extent possible. In cases where central heating cannot meet targets, electric heaters will be provided with the authorization of the Parks, Recreation and Facilities Management Director or his/her designee. Heaters not provided by the Parks, Recreation and Facilities Management Department are not authorized for use. These devices shall be used minimally for both energy conservation and fire safety as they can be dangerous when misused, and will be allowed only under controlled circumstances. Windows

will not be opened during the winter to cool spaces. The Parks, Recreation and Facilities Management Department should be notified as soon as possible when heating equipment is not performing adequately and will make the repair as quickly as possible.

Cooling Season: In areas where air conditioning systems have been installed, the targeted temperature will be 74 degrees Fahrenheit. In areas where large numbers of people may assemble, the pre-event target may be reduced to facilitate the occupant heat load. Due to building characteristics and control limitations, actual temperatures may vary from the target.

Electric fans to supplement central cooling are allowed only with the authorization of the Parks, Recreation and Facilities Management Director or his/her designee. These devices can pose additional hazards, and will be allowed only under controlled circumstances.

Ventilation: Areas equipped with ventilation systems will be operated in the most economical way possible, consistent with the Occupational Safety and Health Administration's requirements and the comfort and safety of building occupants. During times of reduced occupancy, the cycling of fans or the reduction of fan speeds will be employed whenever possible to conserve energy. If possible, systems will be shut off entirely during periods of minimal or no use.

Lighting: Adequate lighting for interior and exterior use is essential, but must be provided in an energy efficient manner. Fluorescent and LED lighting will be used whenever possible employing the latest energy efficient technology feasible. Desk lamps are not supplied to every work area, but are acceptable for use as needed. Lighting in all cases will be turned off whenever it is no longer required by the room or facility occupants. The occupants of the facility are responsible for turning off energy consuming devices whenever possible to conserve resources. Occupancy sensors will be deployed where feasible.

Water Usage: Individuals will take care to use water sparingly, and to be sure to completely turn off water spigots after use. Report leaking taps or valves to the Facilities Manager.

Transportation: Bicycle racks will be provided at stand-alone facilities to promote the use of bicycles to reduce the need for additional parking, promote health and to consider the effects on the environment.

B. Sustainability

City facilities must be financially viable to operate, easy to maintain, durable, and they must contribute to the productivity and well-being of occupants and visitors. City facilities should model the responsible stewardship of natural and financial

resources with the goal of long-range thinking that leads to facilities that minimize environmental impact, save operation and maintenance costs, and promote health and well-being. When facility renovations and/or construction are necessary, the City will consider the following through all stages of design, construction and operation:

1. Economic Impact
 - a. Total cost of occupancy
 - b. Durability, flexibility and maintenance needs
2. Environmental Impact
 - a. Site, water and material resources
 - b. Energy and atmosphere
3. Social Impact
 - a. Human health and potential (productivity)
 - b. Community impact

C. Commissioning

On major new construction projects commissioning will be implemented. An independent commissioning agent not provided by the contractor will conduct commissioning.

D. Retrocommissioning

On major new renovation projects retrocommissioning will be implemented. An independent commissioning agent not provided by the contractor will conduct commissioning.

E. Recommissioning

Recommissioning will take place on existing buildings as determined by the Director of Parks, Recreation and Facilities Management to improve the performance of a facility not operating efficiently.

CITY OF APPLETON PERSONNEL POLICY	TITLE: FACILITIES & GROUNDS MODIFICATION POLICY	
ISSUE DATE: 2014	LAST UPDATE: 2017	SECTION: Parks, Recreation and Facilities Management
POLICY SOURCE: Parks, Recreation and Facilities Management Department	AUDIENCE: All Departments	TOTAL PAGES: 4
Reviewed by Attorney's Office Date: August 12, 2014	Finance Committee Approval Date: July 23, 2014	Council Approval Date: August 6, 2014

I. PURPOSE

The purpose of the Facilities & Grounds Modification Policy is to:

- A. preserve and extend the useful life of the City's facilities & grounds;
- B. reduce overall maintenance and operations expenses by following established maintenance practices through the implementation of universal standards;
- C. provide proper technical expertise for the performance of modifications and renovations of facilities, including compliance with all applicable local, state and federal regulations regarding construction, environmental health and safety;
- D. provide standards for aesthetics, functionality, sustainability and quality;
- E. ensure that the full expense of modifications are identified and that the necessary funds are authorized before initiation of the project; and
- F. ensure that approved projects are completed within budget and within a period responsive to the needs of the applicant, and feasible within the limitations of the Parks, Recreation and Facilities Management Department.

II. POLICY

Requests for facility or grounds modifications that involve change of use, configuration, or appearance of existing facilities will require the review and approval of the Director of Parks, Recreation and Facilities Management or his/her designee. Departments shall not perform facility and/or ground modifications without prior approval of the Parks, Recreation and Facilities Management Director or his/her designee.

III. DISCUSSION

The Parks, Recreation and Facilities Management Director or his/her designee is the facilities' landlord and is responsible for the management of the City of Appleton's facilities & grounds assets. The Parks, Recreation and Facilities Management Department works closely with departmental tenants to provide environments that are productive, economical and safe in which the department can achieve its established goals and objectives.

IV. DEFINITIONS

Facilities & Grounds Modification – refers to physical changes to the facilities' structure, facilities' equipment, interior finishes, landscaping, and/or furnishings. Routine maintenance such as painting, flooring updates, furniture moves, etc. will be performed as part of the general services provided by the Parks, Recreation and Facilities Management Department. For the purpose of this policy modifications refer to non-routine work such as renovations, office moves, etc.

V. PROCEDURES

- A. Any department requesting modification of a facility under its assignment shall consult the Parks, Recreation and Facilities Management Director.
- B. The proposing department shall provide a description of the proposed modifications and when known, identify proposed wall, floor, and ceiling changes, window and door changes; painting, carpentry, electrical, plumbing, heating and ventilation changes; fixed cabinetry modifications; landscaping changes; as well as moveable equipment (chairs, desks, tables, machinery, etc.) to be removed and/or installed in the modified or remodeled space.
- C. Working with the proposing department, the Parks, Recreation and Facilities Management Department will evaluate the preliminary description and assist in developing a project scope that addresses the following issues:
 1. technical feasibility, including regulatory and code requirements;
 2. technical advisability;
 3. aesthetic and design standards appropriate to the project and to City facilities;
 4. cost of the project;
 5. schedule for initiation and completion;
 6. furniture and other moveable equipment implications;
 7. health and safety implications.
- D. In completing their analysis of the project, the Parks, Recreation and Facilities Management Department, working with the requesting department, will coordinate the above project aspects with the following individuals or their designees, if applicable to the project:

1. the Director of Finance;
2. the Director of Technology Services; and
3. Outside engineers/consultants

E. The Parks, Recreation and Facilities Management Department will prepare a formal project estimate, including the following project costs:

1. labor,
2. materials,
3. administrative overhead, and
4. a construction contingency

F. Verification, Approval and Implementation

1. Projects will be budgeted by the Parks, Recreation and Facilities Management Department according to available funding and priorities.
2. Any approvals will follow the Procurement and Contract Policy if applicable.
3. Upon approval of funding the Parks, Recreation and Facilities Management Department will coordinate the contracts, schedule, permits, payment and provide project management services.
4. The project will proceed according to the schedule developed above.

G. Changes in Design, Scope or Cost following Authorization

1. Additional costs to the project's approved design, scope and cost which do not exceed the contingency and for which the appropriate administrator has provided authorization and a funding source, may proceed accordingly. This information will be reported to the appropriate committee of jurisdiction as an informational item.
2. Material changes to the project's approved design, scope and cost exceeding the established contingency will require a contract amendment plus a change order and supplemental approval by the Department Director, Finance Committee and the respective Committee of Jurisdiction and Common Council.

CITY OF APPLETON PERSONNEL POLICY	TITLE: FURNITURE MANAGEMENT	
ISSUE DATE: 2014	LAST UPDATE: 2017	SECTION: Parks, Recreation and Facilities Management
POLICY SOURCE: Parks, Recreation and Facilities Management Department	AUDIENCE: All Departments	TOTAL PAGES: 3
Reviewed by Attorney's Office Date: August 12, 2014	Finance Committee Approval Date: July 23, 2014	Council Approval Date: August 6, 2014

I. PURPOSE

Furniture in City facilities is common throughout all facilities and departments and is a necessity for employees to conduct their jobs. This policy establishes uniform standards for ordering new furniture and removing unneeded furniture at City facilities:

1. Furniture ordered for all City departments shall be processed through the Parks, Recreation and Facilities Management Department to ensure a uniform standard and quality.
2. Furniture no longer needed will be removed and stored by the Parks, Recreation and Facilities Management Department for potential use in the future or sold according to the City's Procurement Policy.
3. Furniture will be approved by the Parks, Recreation and Facilities Management Department to ensure that it meets ADA, EEOC, and OSHA Ergonomic standards.

II. POLICY

Requests for ordering and installation of new furniture or the removal of unneeded furniture will require the review and approval of the Parks, Recreation and Facilities Management Director or his/her designee.

III. DISCUSSION

The process for adding or removing furniture to all City departments falls under the authority of the Parks, Recreation and Facilities Management Department to streamline this process. Furniture from various departments can be shifted more fluidly and the

furniture needs of departments can be better met with what is currently available in other departments, thus reducing overall costs.

Employees' safety and rights can be better served by having furniture available that meets regulations from the Americans with Disabilities Act (ADA), Equal Employment Opportunity Commission (EEOC), and the Occupational Health and Safety Administration's (OSHA) enacted Ergonomic Standard. Having the Parks, Recreation and Facilities Management Department approve the furniture ensures these standards are consistently being met.

IV. DEFINITIONS

ADA- Americans with Disabilities Act relates to furniture in the following respect: "A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question."... "Reasonable accommodation may include acquiring or modifying equipment or devices."

Ergonomics- is the application of scientific information concerning humans to the design of objects, systems and environments for human use (definition adopted by the International Ergonomics Association in 2007).

Furniture- any of the following items required in the workplace:

- Furniture Systems (work stations)
- Seating (office chairs)
- Work tools (keyboards, tray, etc.)
- Conference tables
- Storage Systems (file cabinets and bookcases, etc.)
- Office Furniture (desks, credenzas, etc.)

Departmental specific furnishings such as beds, dressers, kitchen tables, and book shelving specific to the Library, etc. are excluded from this policy and the responsibility of the tenant

OSHA Ergonomic Standard- Occupational Safety and Health Administration's guidelines to reduce and prevent workplace ergonomic injuries, often called musculoskeletal disorders (MSDs).

V. PROCEDURES

- A. Under no circumstances should employees other than facilities maintenance staff attempt to perform furniture modifications on their own. All furniture needs shall be requested by the department.

- B. Any department requesting the addition, upgrade or removal of furniture from a facility must provide a detailed description from the department head that identifies proposed furniture to be removed, upgraded or installed to the Parks, Recreation and Facilities Management Director or his/her designee.
- C. The Parks, Recreation and Facilities Management Director or his/her designee will procure all furniture and prioritize all requests based on need and available funds.
- D. There will be standardized selections of furniture with specific colors, features, and styles.

These standardized selections are intended to establish a standard of quality in materials, construction, ergonomics, and price point and are not intended to be restrictive. Alternative products may be considered if they meet the minimum guidelines.

- E. If a department decides it no longer needs a piece of furniture, Parks, Recreation and Facilities Management staff will move it to storage or if determined not to be useful, will dispose of it in accordance with the City Purchasing Policy. Furniture placed in storage can be used in other City departments and is not to be considered as property of the original department.
- F. A department can request used furniture from storage and if available, Parks, Recreation and Facilities Management staff will move it to the requested location.
- G. Employees shall not provide furniture systems from home or purchased on their own. Small personal furniture items including wall mounted items are required to be preapproved by Parks, Recreation and Facilities Management Department and will be determined on a case by case basis.
- H. When new positions and offices are created, the Parks, Recreation and Facilities Management Department will provide the standard furniture options for new staff as requested during the *annual* Facilities Budget Meeting with departments.
- I. When new furniture is required as a result of an ADA or ergonomics accommodation, the Parks, Recreation and Facilities Management Department will provide the standard furniture options for staff. The Parks, Recreation and Facilities Management Department will confer with Human Resources/Risk Management staff to meet ADA and ergonomic standards.
- J. If an individual desires to move or a department wants an individual to move from one office to another, the furniture will stay in the original office, unless justification is provided.
- K. Valley Transit – Special provisions will apply in cases where furniture is purchased with federal dollars. Procurement, asset tracking and disposal will be made according to federal guidelines.



"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard

Appleton, Wisconsin 54911-8401

(920) 832-5572 FAX (920) 993-3103

Email - dean.gazza@appleton.org

To: Library Board

From: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

Date: October 17, 2017

Re: Action: Recommend awarding the Library CIP carpet replacement contract to H.J. Martin & Son, Inc. for \$27,615 with an additional \$1,381 for contingencies, for a contract total not to exceed \$28,996.

The 2017 Capital Improvement Plan includes \$30,000 for replacing carpeting on the first floor. The existing carpeting has exceeded its average useful life and is showing signs of normal wear including matting and tears. The area of work focuses on the first floor public and teen area totaling 5,368 square feet.

The bids were received as follows:

H.J. Martin & Son, Inc.	\$27,615.00
Total Floor Covering	\$31,126.92
Schleis Floor Covering	No bid

The Parks, Recreation, and Facilities Management Department recommends approving the contract to H.J. Martin & Son, Inc. in the amount of \$27,615, plus a contingency of \$1,381 only to be utilized as needed.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.



"...meeting community needs...enhancing quality of life."

OFFICE OF THE MAYOR

Timothy M. Hanna
100 North Appleton Street
Appleton, Wisconsin 54911-4799
(920) 832-6400 FAX (920) 832-5962
e-mail: mayor@appleton.org

October 4, 2017

Members of the Common Council and Community
City of Appleton
Appleton, Wisconsin

Dear Appletonians:

I present to you the 2018 Budget and Service Plan, including the five-year Capital Improvement Plan. As always, our goal in putting this budget together is to provide you a budget that continues to allow for high-quality, efficient service while preparing Appleton for long-term success through strategic investments in our community.

Over the past several years, we have undertaken a number of initiatives designed to provide the framework for the future of our downtown and our City. The Downtown Parking Study was completed in 2015 and the first phases of implementation have been completed. The Downtown Accessibility and Mobility Study was adopted in 2016 with the first phase of implementation completed this year. Earlier this year, we adopted the update to the City's Comprehensive Plan including the next chapter of our Downtown Development Plan. This 2018 budget contains the funds for the first steps in implementing some of the changes called for in that plan. This is in keeping with Appleton's track record of funding and implementing the initiatives contained in the plans we work so hard to complete that outline our vision for the future of our City.

Our commitment to investing in our quality-of-life here in Appleton, as well as our deliberate planning efforts and subsequent implementation, is starting to pay off. Appleton has many of the desirable elements people are looking for when choosing a place to live, work and invest in. We remain one of the safest cities not only in Wisconsin, but also in the country. We are a clean city with well-maintained infrastructure and parks. Appleton is easily navigated on foot with our sidewalks and developing trail system. We are becoming more bike friendly with the implementation of our bike plan, and have a good public transportation system in Valley Transit. We are also the center of many cultural activities: a world class performing arts center, which happens to be the home of a very successful Fox Valley Symphony Orchestra; one of the largest and most successful farmer's markets in the State; and special events like the Mile of Music and Octoberfest, as well as others throughout the year. The completion and opening of the Fox Cities Exhibition Center will add yet another attraction for people from far and wide to experience first-hand what Appleton and the Fox Cities has to offer! All of these

elements together make Appleton a special place and positions us to take advantage of the growing trend of renewed urban living occurring all across the country.

With the formation of TIF districts 11 and 12, Appleton continues to experience steady growth in the number of inquiries regarding both new and redevelopment projects, and are poised to benefit from our commitment to planning and subsequent implementation of those plans. With the State limiting the growth in our tax levy to the growth of our tax base related to net new construction, turning these inquiries into real projects is essential. Development of the 2018 budget was especially difficult given that the City's tax base grew due to net new construction in 2016 by only 1.46%. After many years of modest increases in employee medical claims, we experienced a large increase in 2016 resulting in an estimated 10% increase in the cost of medical claims for the 2018 budget. Along with these factors, we also needed to make sure that we budgeted sufficient resources to fund the City's pay-for-performance pay plan. Unlike years past when we budgeted cost-of-living increases for our non-represented employees and funded additional pay-for-performance through carryover after the audit, this budget has sufficient funds for modest increases in pay for non-represented employees based on their rated performance. With these factors in mind, departments were asked to look closely at their past operational spending and to keep their requests for 2018 to a minimum. I'm proud of the effort they made and confident that this budget will still accomplish the City's goals.

This 2018 Budget and Service Plan builds on our past efforts and provides funds for the further implementation of the plans we have set in place. In today's economy, private sector investment is competitive and measured, and public sector quality-of-life initiatives are playing an ever-increasing role in those private sector decisions. Therefore, as a City, we must move forward, confident in our planning and willing to demonstrate our commitment to invest in our own future.

CAPITAL PLANNING

The 2018 Budget continues to place an emphasis on capital projects and their planning. As stated, the Downtown Parking Study was delivered and adopted in 2015, the Accessibility and Mobility Study was adopted in 2016, and earlier this year the update to the City's Comprehensive Plan and Downtown Plan were adopted. This budget includes funds for the continued implementation of the recommendations from the Parking Study and the Accessibility and Mobility Study, as well as the initial investments in TIF #11 and TIF #12 as we begin to implement the newest Downtown Plan. This budget also includes resources to continue the process of planning for the future of the Library.

Parking – Funds for the next phase of implementation of the parking recommendations are included for property acquisition and business relocation as well as construction of an alternate stairway for egress from City Center West in anticipation of the demolition of the Blue parking structure in 2019. Funds are also included to begin the process of site identification and design of a new parking structure.

Mobility – Funds are included for the conversion of Appleton Street to two-way traffic north of the Skyline Bridge. The engineering work will be completed this year. Funds included in this budget are for demolition of the existing north to eastbound leg of Appleton Street as well

as construction of a new bridge and infrastructure over Rocky Bleier Run. A portion of these funds are part of the City's investment in TIF #11.

Jones Park and Ellen Kort Peace Park– We've known for a long time that Jones Park is one of our best opportunities to strengthen the link of our downtown to the continued development of our riverfront. The construction of the Fox Cities Exhibition Center has given us the impetus to reconfigure Jones Park to solidify that link as well as provide a wonderful amenity for patrons using the new Fox Cities Exhibition Center. The final design of the Park was approved earlier this year and \$1,995,000 is included for this project. \$100,000 is budgeted for final design work for Ellen Kort Peace Park with construction and development slated for 2019 and 2020.

Telulah Park – The further development of Riverheath has prompted us to budget \$765,000 in 2018 and \$500,000 in 2019 for the development of amenities in lower Telulah Park. Projects in 2018 include trail construction, riverfront lighting and trailhead parking.

Library – I have included \$500,000 in the 2018 Budget and a total of \$30,500,000 overall for the Library project once a decision is made as to the preferred solution. I anticipate a collaborative decision making process involving both the Library Board and the Common Council to reach a consensus solution regarding the future of the Library.

DEBT SERVICE

General obligation debt service costs continue their upward trend in the 2018 Budget. Debt service payments on the City's investment in such projects as the Erb Park and pool renovation, the Fox Cities Exhibition Center project, Jones Park renovations and other infrastructure and facility improvements continue to expand the City's debt service needs. As a result of the investment in these projects as well as others, total debt service costs increased from \$7,014,437 in 2017 to a projected \$7,976,134 in the 2018 Budget. The property tax levy necessary to support this increase rose \$1,369,819 (35.4%) from \$3,871,561 in the 2017 Budget to \$5,241,380 for 2018 resulting in the debt service portion of the total tax levy increasing from 9.5% to 12.4%.

Total general obligation debt outstanding at December 31, 2017 is projected to be \$49,570,624 compared to \$47,050,000 outstanding at December 31, 2016, an increase of \$2,520,624. However, despite the increase in outstanding debt, the City is well below its legal debt limit of \$261,146,195 and the amount outstanding compares favorably with similar sized communities throughout the State.

For 2018, \$19,388,586 in general obligation notes are expected to be issued to fund various capital projects in the areas of infrastructure (\$10,427,086), facility construction and improvements (\$4,075,000), equipment (\$1,216,500) and parks and trails (\$3,670,000). A complete list of anticipated debt-financed projects for 2018 can be found in the "Five Year Plan" section of this budget.

CONTINGENCY FUNDS

- All unused contingency funds in the Unclassified section of the budget are again anticipated to be carried over from 2017 to 2018. Estimated balances in the contingency funds available for carryover at the conclusion of 2017 include:
 - State Aid Contingency \$849,107
 - Operating Contingency \$402,298
 - Fuel Contingency \$137,315
 - Wage Reserve \$367,936
- The reserve established from the settlement with Time Warner Cable to provide the public with electronic access to City government proceedings was exhausted in 2017 thus no funds are available for carryover into 2018.
- Included in the Unclassified section of the 2018 Budget is \$410,825 for wage increases for employees not covered by collective bargaining agreements. The funding for this increase includes \$310,825 of 2018 Budget revenue along with \$100,000 of existing wage reserve anticipated to be carried over from prior years. The amount will be awarded to employees through the City's pay for performance evaluation system.

COMMUNITY AND ECONOMIC DEVELOPMENT

In support of the Economic Development Strategic Plan's primary goals and key strategies and the recently approved updated Comprehensive Plan 2010-2030, the Community and Economic Development Department's budget contains \$36,000 to support local and regional community and economic development activities. Furthermore, the budget also includes \$36,000 or \$.50 per capita to support the Fox Cities Regional Partnership. The investment of the \$36,000 into the Fox Cities Regional Partnership will be for services and programs that align with the City's Economic Development Strategic Plan and updated Comprehensive Plan such as Talent Upload, YP Week and other opportunities. This provides a total of \$72,000 to support local and regional economic development.

The 2018 budget provides funding for the sanitary area assessment for the portion of Tax Incremental Financing District #6 (TIF 6) within the Southpoint Commerce Park as well as for developer incentive payments. 2018 is the final year of the expenditure period for TIF 6 leaving the final five years of the District to recapture the costs of prior year investments. Funding in 2018 and beyond for maintenance of the Park will be provided by the Industrial Park Land Fund. The City will evaluate the need for additional infrastructure and platting of the land in the industrial park and will determine if a new TIF district will be created in the future.

In regards to new TIF Districts, TIF's #11 and 12 were formed in late 2017 and are included in the 2018 Budget. TIF #11, which is located at the east end of College Avenue in the downtown corridor, was formed to eliminate blight and encourage rehabilitation of properties,

retain existing establishments, attract new businesses, increase property values, and improve the overall appearance of the area. To help reach this goal, \$2,086,121 of street, sidewalk, parking, and utility infrastructure projects have been included in this budget. This investment is meant to spur development in the District by providing improved access to targeted development sites as well as providing the necessary utility and parking infrastructure to service them. TIF#12, located at the west end of College Avenue in the downtown district, is focused on rehabilitation and conservation of existing properties and businesses, as well as redevelopment of vacant or underutilized properties. In order to support these goals, \$21,000 has been included in the budget to provide property improvement grants to property owners within the District.

In terms of overall community and economic development, the Appleton Redevelopment Authority (ARA) is poised to provide redevelopment activities throughout the City in order to maintain and enhance viable residential, commercial and industrial development. In order to meet this goal, \$350,000 is included in this budget to fund ARA for site acquisition and project implementation.

FISCAL

- **Tax Levy** – General fund expenditures increased \$1,308,671 in the 2018 Budget, a 2.12% increase while general fund revenues increased \$1,281,244, or 2.08% over the 2017 Budget. The increase in revenues was primarily due to increased property tax revenue, increased revenue from the newly renovated Erb pool, interest received on general fund loans to the City's TIF districts, and a transfer of excess fund balance from the Subdivision Fund. The general fund tax levy is expected to increase \$513,427 or 1.50%. At the same time, the tax levy in the debt service fund is expected to increase \$1,369,819, or 35.4%. Overall, the tax levy for the City is expected to increase \$1,683,246, or 4.13% in 2018. This increase is within State imposed levy limits.
- **Tax Rates** – The City's equalized value increased 5.75% to \$5,222,923,900 in 2017 which, when reduced by the City's overall assessment ratio of 94.52%, equates to an estimated increase of \$44,932,273, or .92% in assessed value. Applying the 2017 total estimated assessed value of \$4,757,705,610 to the tax levy results in the following projected assessed tax rates:
 - Outagamie County – \$8.92, an increase of 30 cents, or 3.47%
 - Calumet County – \$8.92, an increase of 26 cents, or 3.03%
 - Winnebago County – \$8.75, an increase of 26 cents, or 3.12%

However, on an equalized value basis, the tax rate is projected to be \$8.43, an actual decrease of 11 cents, or 1.32%.

- **Debt and Fund Balances** – The City's established debt and fund balance policies are met by this budget providing confidence in the continuation of the City's outstanding bond ratings and financial stability.

UTILITIES

- **Water** – The budget includes \$610,000 for various building needs at the Water Filtration Plant. Improvements planned for the Water Filtration Plant in 2018 include \$85,000 to replace and upgrade the uninterruptable power supply system, \$500,000 to continue to replace and upgrade chemical storage systems and \$25,000 for engineering for future HVAC replacements. Additionally, this budget includes \$100,000 to begin engineering work for a multi-year project to upgrade the lake intake and to construct a second raw water line between the lake station and the Filtration Plant. Water utility infrastructure improvements planned for 2018 include \$3,458,847 for the replacement of aging distribution and transmission mains. The budget also includes \$45,000 for the installation of a bulk water dispensing station. Significant maintenance expense in 2018 includes the repair of an expansion joint at the Filtration Plant. The treatment operation budget reflects a decrease in costs due to the full implementation of the ultraviolet treatment process. There are no planned water rate increases for 2018.
- **Wastewater** – The 2018 Budget includes \$2,235,551 of improvements to the wastewater collection system along with \$150,000 in upgrades to the Marshall Heights lift station. The budget also includes funds for the following projects at the treatment facility: \$920,000 for aeration blower replacement, \$1,470,750 to start the replacement of the electrical distribution system and \$823,500 for various projects to replace aging treatment equipment and facilities. The Wastewater Utility continues to work with the Wisconsin Department of Natural Resources on total maximum daily load (TMDL) limits for the nutrient phosphorus. The new limits are approximately five times more stringent than what was required in the facility's 2016 discharge permit. The Wastewater Utility has completed an initial evaluation of treatment and compliance alternatives to meet these new reduced limits. In this effort, staff introduced in-stream phosphorus monitors in two process locations to capture, with accuracy, phosphorus levels in the plant. Plans for future projects will depend on the effectiveness of the current chemical treatment process. There are no planned wastewater rate increases for general customers for 2018. However, a rate increase of 3% was approved in July, 2017 for all hauled waste customers.
- **Stormwater** – Continuing the implementation of the City's Stormwater Management Plan, this budget dedicates \$6,099,124 to ongoing infrastructure improvements including \$2,010,000 for the replacement of a 42" main on Ballard Road between Wisconsin Avenue and the Fox River and \$1,518,750 for new infrastructure to be installed in the northern section of the City. There are no planned stormwater rate increases for 2018.

PERSONNEL

Included in the 2018 Executive Budget is the following personnel change:

- Increase of the Clubhouse Manager position at Reid Municipal Golf Course to 10 months per year from 9.

Other changes approved by Council during the course of 2017 were:

- Reduction of the Valley Transit Marketing Coordinator position and one Road Supervisor position to .5 FTE each and the addition of a full time Transit Coordinator position and two additional part time drivers.
- Reduction of the full time grant-funded Pandemic Coordinator position to .75 FTE as the result of reduced grant funding for this purpose.
- Reorganization of the Appleton Fire Department, deleting one Battalion Chief position, adding a civilian Training and Resource Development Specialist, reducing the number of Captains by two, and increasing the number of Lieutenants by two.
- Transfer of the Diversity and Inclusion Coordinator position from the Community and Economic Development Department to the Mayor's Office.

CAPITAL IMPROVEMENT PROGRAM

Highlights of the remainder of the 2018 Capital Improvement Projects (CIP) are as follows:

- Maintaining and improving public infrastructure remains a top priority of the City as this budget invests over \$10.1 million in road and sidewalk improvement projects. \$1 million of these projects are included in the City's newly formed TIF #11 which will allow the project costs to be repaid with incremental property tax revenue generated by the district rather than the general tax levy. Additionally, as previously discussed in greater detail, approximately \$12.4 million is planned to be invested in water distribution, sewer collection, and stormwater management infrastructure improvements.
- Proper maintenance of City facilities, parks, and properties continues to be a major point of emphasis for the City. To address this priority, among other projects, this budget includes investments in the following areas: \$375,000 to renovate the locker/restroom at the Municipal Services building; \$250,000 to upgrade roadways, parking lots, patio areas, and sidewalks at various parks; \$200,000 to replace all three elevators at the Red parking ramp, along with \$100,000 to replace all existing non-LED fixtures throughout the ramp; \$150,000 to replace the roof at Fire Station #5; and \$145,000 to replace the generator at the Valley Transit office/garage along with \$100,000 to replace the bus maintenance pit.
- Public safety investments include \$650,000 for a new pumper truck for the Fire Department, \$119,500 for a new records management system to replace the current obsolete system, and \$50,000 to purchase heavy rescue and confined space rescue tools to enhance firefighter rescue capabilities.
- Information Technology projects include \$243,000 to fund the third year of a multi-year project to replace the City's aging mainframe computer with an enterprise resource

planning (ERP) system. The third year of this project includes completing the installation of the financial, human resource, property tax and cash collection systems. Additionally, \$500,000 is included to upgrade the City's storage area network (SAN) to increase security, redundancy, and storage capability. Finally, \$65,000 is earmarked to upgrade the audio and video equipment in the council chambers to address shortcomings in that area. In order to increase efficiency during elections, as part of an agreement with Outagamie County to fund 50% of the cost of new election equipment, \$110,000 has been included in this budget. Additionally, \$30,000 has been included for electronic poll books. The poll books have been certified by the State and will reduce voter wait times, increase accuracy of the voter information, and improve the election-day experience for both voters and poll workers.

- This budget continues the Public Works Department's traffic camera program, investing \$32,500 in the installation of cameras at seven new locations in 2018. The program, which began in 2006, has proven to be an invaluable tool in monitoring traffic, reacting to accidents, monitoring road conditions, and effectively dealing with safety issues. Additionally, the Department is in the final year of a three year program to retrofit existing street lights with energy-efficient street lighting technologies. The investment of \$126,883 per year is expected to be paid back in electricity cost savings in 3 to 5 years. Finally, as recommended by the recently adopted "*Crosswalk Marking/Enhancement Policy for Uncontrolled Crossings at Intersections*" policy, \$57,132 has been included to provide enhanced pedestrian crossings at various locations throughout the City including College Avenue at Alton Street and Providence Avenue at the Apple Creek Trail.
- Quality of life improvements in the 2018 Budget focus on maintaining and improving our parks, expanding our trail system, and preserving City monuments. In order to achieve these goals, in addition to the projects discussed previously at Jones, Telulah, and Ellen Kort Peace Park, this budget promotes the expansion of our park system by including \$500,000 for the purchase of land for a new park on the City's southeast side. Additionally, this budget commits \$395,000 for improvements at Mead pool and the Scheig Center, and improvements to various parks throughout the City to conform with the Americans with Disabilities Act (ADA). Finally, this budget earmarks \$15,000 for preserving and restoring City monuments by committing internal resources, as well as partnering with local non-profit groups, to preserve and extend the life of statues and monuments throughout the city.

CONCLUSION

In 2018, we will continue to make strategic, calculated expenditures to leverage all the good things we have for an even better future for our citizens. But as we consider these decisions, it is important to remember that the one thing that doesn't change is the City's mission of meeting the needs of the community and enhancing the quality of life. Our citizens demand that we continue to meet that mission at the same time we strive to minimize the burden of doing so. This means that we must continue to find ways to be more efficient with the resources that our citizens entrust to us and to look for ways to permanently reduce our overhead while minimizing the impact on the services that our citizens have come to expect

from the City. This is a trend that I believe needs to continue into the future whether we are in good times or not so good times.

It is my great honor to say thank you to our department directors and all of our employees for their ongoing dedication and selfless service to our organization and our community. In particular, I would like to recognize Finance Director Tony Saucerman, Deputy Director Stephanie Rogers, John Hoft-March and Kelli Rindt for the many hours they have spent preparing this document, along with the incredible job they do each day to keep our City in excellent financial condition. They deserve a great deal of credit for the jobs they do on a daily basis on behalf of our community.

The City of Appleton continues to balance sound financial conditions while providing the basic essential needs of our city. Together we will continue our dedication to meet the needs of our community and enhance the quality of life. Appleton is a viable, strong community well positioned for a bright future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Timothy M. Hanna', written over a horizontal line.

TIMOTHY M. HANNA
Mayor of Appleton

Adult Classes and Events

Adult Programs:

Formerly “Adult Learners at APL”, Adult Programs continue to enjoy Friends support as they furnished an honorarium for our most popular lecturer, Bob Schmall. Twenty-four patrons attended his lecture titled *The Great Eclipse* on August 10th. Mr. Schmall will lecture on *Slavery in America* in September.

Blood on the Mountain Film Discussion:

We hosted a *Blood on the Mountain* film discussion on August 3rd. This film examined the exploitation of the coal miners by corporate interests in West Virginia and the devastating economic and environmental impact on the population and their surroundings. Issues addressed in this documentary have been highlighted in recent national news coverage. Citizens Action Council co-sponsored by supplying refreshments and leading the discussion. Friends of Appleton Public Library funded the performance rights for this documentary screening.

Let's Create:

Let's Create was part of the adult Summer Library Program “Build a Better World” event series. Local artist, Marisol Encarnacion, led the card-making workshop. Adult participants learned to create their own greeting card to share with someone and spread goodwill. Let's Create allowed patrons who have never crafted before the opportunity to create their own greeting card and build confidence in crafting. Friends funds provided craft supplies and an honorarium for the workshop instruction.

Storycatchers:

Storycatchers partnered with the library to share stories on the theme, “Build a Better World” with the community. The storytellers sought to inspire the audience of 95 attendees to strive for social justice, environmental awareness, and kindness to everyone. The program allowed adult community members to tell their stories to make a difference in the world and to broaden people's perspective. Friends funds provided an honorarium to Storycatchers for coordinating speakers and leading the program.

Teen Classes and Events

Game Break Summer Edition:

Game Break Summer Edition was a special summer teen event featuring video and tabletop gaming. This event provided teens with a safe place to hang out with other teens who share a common interest and give them a chance to socialize. The Oculus Rift Virtual Reality (VR) gaming system was introduced to teens at this event. Friends funds provided equipment, board games, and refreshments for the program.

Minecraft Guild Summer Edition:

A weekly event for teens where a server is provided to play the video game Minecraft in a cooperative environment. Teens learn about construction, collaboration and problem solving, while developing social and technological skills in a moderated environment.

FRIENDS GRANTS PROGRAM SUMMARIES

3rd QUARTER 2017

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

Mud & Prints - A Teen Event:

Teens learned how to mold mugs from clay and local Master Potter Linda Schrage instructed them. After they molded their own creative individual mugs, Linda fired the mugs and brought them back for the teens to glaze. Many of the teens were new to the library and their parents expressed pleasure that the library was providing this unique learning opportunity. The Friends of the Library provided the stipend that covered the cost of materials, tools, and expertise of Linda Schrage.

Party in the Park:

Working with the Appleton Parks and Recreation, we were able to celebrate the end of the Teen Summer Library Program at the Scheig Center. Teens were able to enjoy outdoor fun and games as well as indoor activities. They were offered opportunities to complete the SLP Project Outcome Survey and share video feedback on their SLP experience. Teens and the parents who dropped-off & picked-up were very complimentary of the program; saying how they thoroughly enjoyed our program offerings. Friends funds provided refreshments and outdoor event equipment.

Teens Explore Butterfly Gardens of Wisconsin:

Eight attendees were treated to a personalized tour of the Butterfly Gardens of Wisconsin to learn the importance of preserving the pollinator population for our food supply of fruits and vegetables. Teens got a detailed view of the Garden's beehive and had a chance to see the queen. The teens also learned about butterfly migration and types of plants to help butterflies and bees flourish and survive to pollinate our food. This program was a natural fit for the summer reading theme "Build a Better World". Friends funds covered admission to the gardens for all participants.

Tween Classes and Events

Tween Scene – Nerdy Derby and Fidget Spinner:

Tween Scene classes are designed for students in grades 3-6 to explore STEAM topics. Thirty-four students participated in one of two programs focused on building, exploring and creating fun STEAM projects. Friends' funds were used to purchase building supplies for small wooden derby cars and fidget spinners. Through the process of designing, building and racing derby cars, tweens learned weight and aerodynamics impact speed. Tweens also discovered the impact of weight and balance when utilizing and creating fidget spinners.

Tech for Tweens – Mystery of Coding and Robots:

Tech for Tweens classes are designed for students in grades 3-6 to explore a variety of technologies. Thirty-one students participated in one of two programs designed to explore programming and robotics. Friends funds were used to purchase supplies for those classes. During "Mystery of Coding", tweens used paper coding blocks and maps instead of computers to gain knowledge about the basic principles of coding. During

FRIENDS GRANTS PROGRAM SUMMARIES

3rd QUARTER 2017

“Robots” tweens manipulated Ozobots, Little Bits, and Cubelets to explore the process of building and programming robots.

Children’s Classes and Events

Preschool Coding Club

Designed for 3-5 year olds, this three-week program teaches pre-coding skills such as patterns, if/then statements, coding vocabulary, creative thinking and more. Friends funded the Cod-a-pillars, Bee-Bots and Cubetto (the first Montessori approved robot). Children explore coding principles through these and other non-tech stations. (There are 15 registered attendees.) Once this program ends, these items will be incorporated into other programs such as Play and Learn. About 26 parents and children are participating in this three-part program.

Annual Children’s Parade:

Children’s Services hosted a group to walk together in the annual Children’s Parade in Appleton. Friends funds were used to purchase craft supplies for kid’s costumes that related to the summer reading program theme “Build a Better World” and post parade craft activities for kids.

Annual Reach Out and Read Summer Promotion:

The month of July has become an annual promotional month for Reach Out and Read (ROR) Partners – Fox Cities. A portable display sign paid for by Friends was used to draw attention to and provide instruction for participation in a storytelling campaign about family experiences with ROR in the Fox Cities. Staff t-shirts paid for by Friends, were worn during the month of July to promote Reach Out and Read Partners – Fox Cities and the storytelling campaign.

Columbus Summer School Outreach:

To increase participation of low-income students in the Kids’ Summer Library Program (SLP), Children’s Services teamed up with summer school teachers at Columbus Elementary School. All 184 students attending summer school at Columbus were automatically enrolled in SLP to reinforce the fun and importance of summer reading. Teachers kept the reading log at school and APL librarians brought them weekly incentive prizes paid for by Friends. At the end of summer school, all children earned a new book paid for by Friends. Students also participated in fieldtrips to the library and were encouraged to continue participating in SLP after summer school ended.

Programs for All Ages

Bazaar After Dark:

The Young Professionals Network with the Fox Cities Chamber hosted Bazaar After Dark (BAD) in downtown Menasha in July and on Wisconsin Avenue in Appleton in September, to draw positive attention to underutilized business districts in the Fox Valley and foster creative community collaborations. Children’s Services and

FRIENDS GRANTS PROGRAM SUMMARIES

3rd QUARTER 2017

Community Partnerships outreach staff organized and staffed vendor space at the event to provide information about library programs and services. At the Menasha event, visitors were invited to don some costumes and hats to have their photo taken at APL's decorated photo booth. At the Appleton event, visitors were asked to answer a question about what they enjoy creating and received an APL "Create Your Future" button or created and decorated their own buttons using a button-maker tool. Friends funds were used to pay for registration fees for both events and button supplies for the Appleton event.

Latino Fest:

Children's Services staff, Community Partnerships staff and APL volunteers shared a table with Menasha Public Library at Latino Fest at Pierce Park in September. The event featured Latino music, dance performances and great food. The APL table offered a free book to children and face painting for children and teens. Flyers about the ELL programs and the Refugee Immigrant Services Education (RISE) & Conversation Circle program were provided along with other library information. Friends funds were used to pay for registration fees for the event.

Mash Up Con:

This was a multi-generational event focused on the fandoms of Doctor Who, Star Wars and Star Trek, that pulled in fans from as far away Chicago and Milwaukee. The patrons who attended were very invested in the program and grateful to have a chance to explore their fandom with their friends. The evening concluded after a lively panel discussion with Author John Jackson Miller and other fan experts. Friends funds provided equipment and covered the cost of the author visit.

Ongoing Classes, Events and Services

Artist-in-Residence:

The Artist-in-Residence (AIR) series contracts with local artists to place their work on display/exhibit in the library, provide lectures, workshops and demonstrations to community members of all ages. Friends funds pay for honoraria and supplies for the artist. Programming for Len Borruso and Mel Kolstad attracted seventy-five patrons. Len brought something new to the AIR program, the art of filmmaking.

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 will host the Chaminade Women's Chorus in September.

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 and attracts grandparents and parents

FRIENDS GRANTS PROGRAM SUMMARIES

3rd QUARTER 2017

with young children. Interest in this program is growing with attendance of approximately one hundred people this quarter. Local group homes provide shuttle service for their residents. Friendships develop between group home residents and adult day program participants from programs such as Valley Packaging. We reached record attendance on July 17th with twenty-eight patrons, including at least three group homes, viewing the animated version of *The Three Musketeers*. The Friends fund movie popcorn and licensing fees for the G-rated Disney films.

Thursday at the Movies features blockbuster films and topical documentaries at the library. Friends funds pay for movie popcorn and 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 September, we screened *La La Land*, which attracted twenty-nine 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.

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 events at the library and in the community. The teen program is designed to promote reading and creativity 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 staff 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 to access of the library. Friends funds, along with Valley Transit, pay for the bus fares.

FRIENDS GRANTS PROGRAM SUMMARIES

3rd QUARTER 2017

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

Children's Services School-Age Area Updates:

The Children's school-age area is designed for students from kindergarten through sixth grade. Friends funds were used to purchase supplies for two LEGO walls, two Magnetic Poetry walls, new box games and new apps for the school-age iPads in the area. These items will entertain and inspire creative expression, logical thinking, problem solving and provide access to technology. All the new items help define the age appropriateness of the area and attract school-age children to it.

APL-Logo Tote Bags and Coffee Mugs:

Community Partnerships staff worked with the Marketing Coordinator to order APL logo tote bags and coffee mugs to use as registration incentives and weekly prize options for teens and adults before and during the Summer Library Program. Friends funds were used to pay for the incentives.

Community Partnerships – Library Assistant Position:

A new part time non-benefitted position was created to increase capacity for community engagement and outreach in the Community Partnerships section. Between July and September, Collen Holz has conducted research around local employment and job-skills support agencies and programs, building relationships and engaging in one-on-one conversations to learn more about other organizations to determine opportunities for APL and potential collaboration. She has coordinated and implemented pop-up programs in the library lobby to introduce patrons to the Boopsie app and Gale Course online resource and register for the Adult Summer Library Program. Colleen has also coordinated and implemented outreach at various community evening and weekend events, making services available to library patrons, non-users, and underserved populations of all ages, creating visibility for library resources. Friends funds are used to support this position.

Children's Services – Library Outreach Position:

A new part-time non-benefitted position was created to increase Children's Services capacity for community engagement and outreach. Between July and September, Sonja Rusch has been to Appleton pools during pool breaks to read to children and promote the Summer Library Program as well as other library programs. She has reignited a relationship with the Boys and Girls Club by offering to present three maker activities for the kids to engage in. Additionally, Sonja has coordinated and implemented outreach at various community evening and weekend events bringing fun and creative ideas to engage attendees and inform them of library programs and services. In an effort to

FRIENDS GRANTS PROGRAM SUMMARIES

3rd QUARTER 2017

reach low-income families, she has also dropped off many library-programming brochures to local laundromats. Sonja also assisted APL staff at Hispanic Heritage Day.

Create Your Future Campaign T-Shirts:

Friends funds provided the purchase of 145 Create Your Future campaign t-shirts for staff, library trustees and Friends board members. The goal of the t-shirts is to continue to provide awareness of the Create Your Future campaign, while promoting the mission/vision of the library, in a fun and unique way. Several community members have asked about purchasing shirts, which may lead to a small fundraiser for Friends.

Appleton Public Library Mobile App

Friends funds provided the creation of a new library app. The target audience for this project are patrons who are on-the-go with their mobile devices. The goal of the app is to increase the library's mobile-friendly online presence.

Developing Essential Library Policies

10

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

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

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

Policy Development Steps

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

1. Director, with staff (and maybe public) input, develops recommended policies.
2. Board discusses, revises (if necessary), and approves policies.
3. Director makes sure staff and public are aware of policies.
4. Board reviews policies on a regular cycle so all policies are reviewed at least every three years (perhaps one or two policies could be reviewed per meeting until all of the policies have been reviewed, and revised if necessary).

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

In This Trustee Essential

- Who is responsible for developing and approving library policies?
- How do you develop good (and legal) policies?
- Who carries out policies?

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

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

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

Legally Defensible Policies

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

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

- A library policy charging patrons for use of computers in the library would be contrary to Wisconsin Statutes Section 43.52(2), which requires that public library services be provided free of charge.
- A policy that says the library's public meeting room cannot be used for religious purposes would be unconstitutional under a Wisconsin federal district court decision.

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

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

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

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

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

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

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

Policies vs. Procedures

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

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

Discussion Questions

1. What steps can be taken to help a library develop good policies?
2. What would be an example of a “bad” library policy, and why would it be bad?
3. What should a library trustee do if he/she disagrees with a library policy?
4. Who is responsible for carrying out library policies?

Sources of Additional Information

- [Wisconsin Trustee Training Module #2: Development of Essential Policies for Public Libraries](#)
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Your municipal or county attorney
- [Wisconsin Public Library Policy Resources](#)

Using Project Outcome with Summer Library Program to Track Impact Across Time and Strengthen Championship

Appleton Public Library (APL) first experienced the value of measuring outcomes through their ongoing use of the Impact Survey. Leadership viewed Project Outcome as an opportunity to extend outcome measurement to their Summer Library Program and support program improvement and communications with the library's Board.

- **Library Name:** Appleton Public Library
- **Library Location:** Appleton, Wisconsin
- **Library Size:** Medium-large
(1 building, service area: 116,000)
- **Immediate Surveys Used:** Summer Reading
(Teen/Child, Caregiver, and Adult versions)



Data-Driven Changes Strengthen Summer Library Program, and Evidence of Patron Outcomes Supports Library Championship

APL offers a range of activities for children, teens, and adults as part of their Summer Library Program. In an online component of the program, patrons can earn rewards by completing missions, such as visiting a local nature preserve or the police department. These missions help patrons build connections with community resources and other community members through informal interactions. Project Outcome surveys conducted in 2016 showed that patrons benefited from the program, but found some of the missions confusing and hard to follow. APL has since improved the descriptions and layout of the missions, and they look forward to reviewing 2017 survey results to measure if these changes resulted in more patrons taking part in missions.

APL reports on the impacts of library programs and services to its Board based on the results of Project Outcome surveys and Impact Surveys. Library leaders have found that outcomes resonate with Board members, strengthening how they voice their support for the library. One leader shared, "I think [reporting on outcomes] really

transformed conversations with our Board, so that they're much more interested... It lets us tell a more complete story about the library, and what we're offering... so they can understand it more fully... When you talk strictly in numbers, or outputs, it's not something that people can hold on to as clearly. And so when you start talking about outcomes and the impact that a library is having, that's where the true heart of what we're doing is. And our Board feels that, as well... It allows them to... have something more concrete to hold on to, and to talk to people about what the library does in a more complete way than 'X number of people walk in the door every year' or 'X number of books walk out.'" A Board member shared, "The [outcome] data provides an objective story, backing up much more engaging stories from staff about serving the community with objective numbers... [and] includes things the Board may not think to ask for. This adds dimensions to how the Board considers the library's success in serving the community."

■ Survey Administration Adjustments Improve Response Rates

Getting patrons to fill out surveys has been a challenge for the library. When APL first started using Project Outcome surveys in 2015 for their Summer Library Program, they made the surveys available only on paper; in 2016, they made them available online. Each set of surveys produced valuable information, but fewer than 20 surveys were completed each year, and APL wanted more responses to better understand how to improve their programs and be more confident in their assessment of impact.

For 2017, APL is using some new strategies to increase online survey completion. For example, when children come in to get their prizes for completing the Summer Library Program, the adult accompanying them receives a slip of paper encouraging them to take the survey. The library has also dedicated a computer near the front of the library to survey-taking and staffed it with a librarian who encourages patrons to complete the survey; and "boosted" a Facebook post about completing the survey that appears on the News Feeds of everyone who "likes" the library's Facebook page. The preliminary results of this effort have been positive, with over 50 surveys completed so far.

■ Factors That Supported Successful Use of Project Outcome

APL was an early adopter of the Impact Survey. Their experience with administering the survey laid the groundwork for Project Outcome's traction in the library, as staff were already familiar with the value of using outcome data to explain their impact. As a library leader explained, "We'd already done the Impact Survey, and so [the staff] understood the importance of moving to outcomes rather than outputs... With our [traditional output] numbers sliding, it tells a much better and much more complete story for us than our disappointing numbers were for several years... I think it would've been different if our numbers were going up. [The Project Outcome surveys] could have been seen as criticism. And instead, with our numbers going down, it was seen as a way for them to tell the story of what the library was actually doing."

Several APL staff members took part in trainings offered by PLA, which helped build familiarity with Project Outcome and led to their early use of the tools in 2015. APL staff appreciated that Project Outcome offered ready-to-use surveys, which the library did not have the expertise to create in-house.

■ What's Next?

APL plans to review this year's Summer Library Program survey results to assess the effectiveness of their efforts to reach and meet the needs of more economically diverse residents. These efforts were part of the library's participation in POINT (Poverty Outcome and Improvement Network Team), a local collaborative initiative. New Project Outcome survey functionality allowing them to add custom survey questions specific to this effort was a timely addition. A leader shared, "We were able to add questions about the pieces [specific to] the POINT initiative... I'm really glad to have that flexibility. So when we're doing something different, or something where we're trying to target a population, we can start to look at those factors."

Project Outcome is growing in importance in the library's work. APL will continue to use the data to help improve their Summer Library Program, strengthen their community impact, and provide their board with a comprehensive picture of their value in the community. APL will begin reporting data from Project Outcome surveys in their budget requests to the City of Appleton in 2018, when they will have three years' worth of data, as required by the City.