City of Appleton

Meeting Agenda - Final

Library Board

Tuesday, October 15, 2019	4:30 PM	225 N. Oneida Street

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

   19-1509   September 17, 2019 Meeting Minutes

   Attachments: September 17 2019 Meeting Minutes.pdf

4. Public Participation and Communications

Establish Order of the Day

5.   Action Items

   19-1510   September 2019 Bill Register

   Attachments: September Bill Register.pdf

   September Expense Report.pdf

   19-1511   Updated APL Strategic Plan

   Attachments: StrategicPlan_OnePage.pdf

   19-1512   Outagamie Waupaca Library System Resource Library Agreement 2020

   Attachments: Resource Library Agreement 2020.pdf

   19-1513   APL / Lawrence University Courtesy Card Agreement and Procedures

   Attachments: APL Lawrence University Courtesy Card Agreement and Procedures Oct 2019.

   19-1514   2020 Library Hours

   Attachments: Proposed Closures 2020.pdf

[19-1531](#)   Proposed Library Table of Organization Change

6.   **Information Items**

A.   Director's Report

[19-1515](#)   Report on October 4, 2019 APL Staff Training

[19-1516](#)   2020 Budget Process

[19-1517](#)   2019 Wisconsin Library Association Conference Attendee Report

[19-1520](#)   Friends Grant Funded Program Summaries 3rd. Quarter 2019

**Attachments:** [Friends Grant Funded Program Summaries 3rd Quarter 2019.pdf](#)

B.   Assistant Director's Report

[19-1521](#)   APL Hiring Processes

C.   President's Report

[19-1522](#)   Inclusive Services Assessment Next Steps

**Attachments:** [Inclusive_Services_Statement_-_August_1_2019.pdf](#)

[Inclusive Services Assessment Trustee Pages October 2019.pdf](#)

D.   Friends Report

[19-1523](#)   Friends Annual Meeting - Thursday, October 24, 2019 4pm

[19-1524](#)   Friends Used Book Sale November 21 - 23

[19-1525](#)   Save the Date - I Love My Library February 9, 2020

E.   Staff Updates

[19-1526](#)   Children's Programs Updates

7.   Adjournment

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

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

City of Appleton

Meeting Minutes
Library Board

Tuesday, September 17, 2019	4:30 PM	225 N. Oneida Street

1.   Call meeting to order

Vice President Brian Looker called the meeting to order at 4:30pm

2.   Roll call of membership

Others Present: Beth Carpenter, Ann Cooksey, Derik Henken, Tina Krueger, Adriana McCleer, Jessica Miller, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Maureen Ward

Present: 8 -   Bergman, Peterson, Bloedow, Scheuerman, Alderperson Croatt, Hartjes, Mann and Looker

Excused: 2 -   Exarhos and Kellner

Others :   1 -   Panella

3.   Approval of minutes from previous meeting

[19-1373](#)   August 20, 2019 Meeting Minutes

Attachments: [August 20 2019 Meeting Minutes.pdf](#)

Bloedow moved, seconded by Peterson, that the August 20, 2019 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

4.   Public Participation & Communications

[19-1374](#)   Outagamie County Reappointment of Patricia Exarhos to the Library Board

Attachments: [August272019CountyBoardMin.pdf](#)

Establish Order of the Day

5.   Action Items

Vice President Looker called for a motion to move Action Items 19-1375, 19-1376, 19-1377, 19-1378, and 19-1379 to a Consent Agenda.

Mann moved, seconded by Scheuerman that Action Items 19-1375, 19-1376, 19-1377, 19-1378, and 19-1379 be moved to a Consent Agenda. Voice Vote. Motion Carried. (8-0)

Bergman moved, seconded by Bloedow, that Action Items 19-1375, 19-1376, 19-1377, 19-1378, and 19-1379 be approved. Voice Vote. Motion Carried. (8-0)

19-1375   August 2019 Bill Register

Attachments: August Bill Register.pdf

                              August Expense Report.pdf

This Report Action Item was approved

19-1376   September 2019 Budget Amendment

Attachments: September Budget Amendment.pdf

This Report Action Item was approved

19-1377   Proposed changes to 2019 hours

Attachments: Proposed changes to 2019 hours memo.pdf

This Report Action Item was approved

19-1378   Notification of General Records Schedule Adoption

Attachments: Notification of General Records Schedule Adoption.pdf

This Report Action Item was approved

19-1379   2019-2020 Board Committees

Attachments: 19-20 Board Committees 9-2019.pdf

This Report Action Item was approved

6.   Information Items

A.   Director's Report

19-1380   Social Worker in the Library Needs Assessment

Attachments: Social worker in the library needs assessment memo 9-19.pdf

19-1381   GARE: Government Alliance on Racial Equity City of Appleton Team

19-1382   Special Election in Aldermanic Districts 6 and 15

19-1383   Trustee Essentials Chapter 1: The Trustee Job Description

Attachments: Trustee Essentials Chapter 1 - The Trustee Job Description.pdf

19-1384   Review APL Trustee Virtual Handbook Binder

B.   Assistant Director's Report

19-1385   APL Hiring Processes

19-1386   2nd Quarter 2019 Statistics

Attachments: APRIL 2019.pdf

MAY 2019.pdf

JUNE 2019.pdf

19-1387   New Waunakee Public Library Library Visit

Attachments: Waunakee Public Library.pdf

C.   Friends Report

19-1388   Next Generation Friends of APL

19-1389   Friends Annual Meeting

D.   Staff Updates

19-1390   2019 Summer Library Program Report

7.   Adjournment

**Mann moved, seconded by Bergman that the meeting be adjourned. Voice
Vote. Motion Carried. (8-0)
The meeting was adjourned at 5:47pm**

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   YEAR/PERIOD: 2019/9  TO 2019/9
   ACCOUNT/VENDOR              DOCUMENT          PO      YEAR/PR  TYP S              CHECK RUN CHECK    DESCRIPTION
_____

16010                                     Library Administration
16010    630100                                 Office Supplies
   001583 UNITED STATES POSTAL 19195          0      2019  9 INV P           11.20 pcard            Postage Board Meeti

   002034 OFFICE DEPOT         18675          0      2019  9 INV P           73.23 pcard            Dry Erase Markers,
   002034 OFFICE DEPOT         18676          0      2019  9 INV P           88.33 pcard            Tape, Batteries, Ta
   002034 OFFICE DEPOT         18753          0      2019  9 INV P           19.78 pcard            Notebook, Pens
   002034 OFFICE DEPOT         18754          0      2019  9 INV P          154.79 pcard            Coffee, Tea, Creame
   002034 OFFICE DEPOT         19194          0      2019  9 INV P           32.38 pcard            C Batteries
                                                                      _____
                                                                          368.51

   999990 TARGET.COM  *        18677          0      2019  9 INV P           79.99 pcard            Silk Plant for Prog

                                                 ACCOUNT TOTAL             459.70

16010    630300                                 Memberships & Licenses
   001181 ROTARY CLUB OF APPLE 19296          0      2019  9 INV P          850.00 091819    539855 cr rotary

                                                 ACCOUNT TOTAL             850.00

16010    641200                                 Advertising
   000454 FASTSIGNS            18746          0      2019  9 INV P          245.07 pcard            Library Card Signup
   000454 FASTSIGNS            18747          0      2019  9 INV P            9.00 pcard            Library Card Signup
                                                                      _____
                                                                          254.07

   999990 FACEBK *5YW4GNNXX2   18748          0      2019  9 INV P           54.32 pcard            Facebook Ads

                                                 ACCOUNT TOTAL             308.39

16010    641308                                 Cellular Phones
   999990 CELLCOM              19132          0      2019  9 INV P          121.69 pcard            Cellphones

                                                 ACCOUNT TOTAL             121.69

16010    659900                                 Other Contracts/Obligation
   002229 STAR PROTECTION AND  18403          0      2019  9 INV P        1,200.00 091119    539742 security guard
   002229 STAR PROTECTION AND  18404          0      2019  9 INV P        1,200.00 091119    539742 security guard
   002229 STAR PROTECTION AND  18405          0      2019  9 INV P        1,140.00 091119    539742 security guard
   002229 STAR PROTECTION AND  19293          0      2019  9 INV P        1,220.00 091819    539860 security guard
   002229 STAR PROTECTION AND  19757          0      2019  9 INV P        1,470.00 100219    540085 security guard
                                                                      _____
                                                                        6,230.00

   002331 DR. ELIZABETH A. WAH 19758          0      2019  9 INV P        3,475.00 100219    540038 social work assessm

                                                 ACCOUNT TOTAL           9,705.00

                                             ORG 16010    TOTAL         11,444.78
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YEAR/PERIOD: 2019/9 TO 2019/9
ACCOUNT/VENDOR   DOCUMENT   PO   YEAR/PR TYP S   CHECK RUN CHECK   DESCRIPTION
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16021   Library Children's Services
16021   630100   Office Supplies
  001405 UPS SUPPLY CHAIN SOL 19223   0   2019 9 INV P   12.65 pcard   Stamps for SLP volu

                                                     ACCOUNT TOTAL   12.65

16021   659900   Other Contracts/Obligation
  999990 SQ *FOX VALLEY SYMPH 19129   0   2019 9 INV P   100.00 pcard   Symphony Storytime

                                                     ACCOUNT TOTAL   100.00

                                             ORG 16021   TOTAL   112.65

16023   Library Public Services
16023   630100   Office Supplies
  001034 OUTAGAMIE WAUPACA LI 19609   0   2019 9 INV P   54.00 092519   539969 receipt paper

                                                     ACCOUNT TOTAL   54.00

                                             ORG 16023   TOTAL   54.00

16024   Library Community Partnerships
16024   630100   Office Supplies
  000763 KWIK TRIP, INC   18704   0   2019 9 INV P   7.98 pcard   Water for Toni Morr

                                                     ACCOUNT TOTAL   7.98

16024   659900   Other Contracts/Obligation
  000203 BORN JOY   19298   0   2019 9 INV P   375.00 091819   539782 mindfulness series

  999998 SEE YANG   18401   0   2019 9 INV P   250.00 091119   539724 hmong computer clas
  999998 JENNIFER HODGES BRYA 19295   0   2019 9 INV P   100.00 091819   539829 flipside performer
  999998 DOUG WHEELER   19297   0   2019 9 INV P   75.00 091819   539827 MUSICAL PERFORMANCE
  999998 CHRIS NOBBE   19610   0   2019 9 INV P   100.00 092519   539955 flip side performer
                                                                      _____
                                                                            525.00

                                                     ACCOUNT TOTAL   900.00

                                             ORG 16024   TOTAL   907.98

16031   Library Building Operations
16031   630600   Building Maint./Janitorial
  001333 TARTAN SUPPLY CO., I 19027   0   2019 9 INV P   438.41 pcard   Tissue and Garbage

                                                     ACCOUNT TOTAL   438.41

16031   641301   Electric
  001575 WE ENERGIES   514   0   2019 9 INV P   8,705.15 092519   540011 4835-258-176 Librar

                                                     ACCOUNT TOTAL   8,705.15

YEAR/PERIOD: 2019/9 TO 2019/9

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION

16031   641302   Gas
  001575 WE ENERGIES   514   0   2019 9 INV P   910.59 092519   540011 5229-670-389 Public

                                          ACCOUNT TOTAL   910.59

16031   641600   Build Repairs & Maint
  000866 MENARDS   19028   0   2019 9 INV P   5.88 pcard   Putty

  001983 AMAZON   19031   0   2019 9 INV P   157.85 pcard   Clocks

                                          ACCOUNT TOTAL   163.73

                                          ORG 16031   TOTAL   10,217.88

16032   Library Materials Management
16032   503500   Other Reimbursements
  000287 CLINTONVILLE PUBLIC 18363   0   2019 9 INV P   26.00 091119   539676 lost & paid

  001023 ONEIDA COMMUNITY LIB 19736   0   2019 9 INV P   20.00 100219   540068 lost & paid

  001598 CITY OF NEW LONDON 18361   0   2019 9 INV P   26.00 091119   539674 lost & paid
  001598 CITY OF NEW LONDON 18802   0   2019 9 INV P   28.00 091819   539788 lost & paid
                                                                      _____
                                                                           54.00

  001604 VILLAGE OF HORTONVIL 18810   0   2019 9 INV P   10.00 091819   539874 lost & paid

  999998 SARA DIMMICK   18366   0   2019 9 INV P   12.00 091119   539723 lost & paid
  999998 CASEY THEOBALD   18816   0   2019 9 INV P   5.00 091819   539826 lost & paid
  999998 KELLY TAUBE   18817   0   2019 9 INV P   10.00 091819   539832 lost & paid
  999998 JENNIFER JANKE   18818   0   2019 9 INV P   15.00 091819   539830 lost & paid
  999998 ADRIENNE SAUCEDO   19737   0   2019 9 INV P   8.00 100219   540062 lost & paid
                                                                      _____
                                                                           50.00

                                          ACCOUNT TOTAL   160.00

16032   630100   Office Supplies
  001034 OUTAGAMIE WAUPACA LI 18402   0   2019 9 INV P   274.12 091119   539732 barcodes

  002259 DEMCO SOFTWARE   18752   0   2019 9 INV P   442.83 pcard   DVD Cases And Tape

  999990 PREMIUM WATERS INC 18751   0   2019 9 INV P   118.89 pcard   Distilled water for

                                          ACCOUNT TOTAL   835.84

16032   631500   Books & Library Materials
  000889 MIDWEST TAPE   18765   0   2019 9 INV P   1,007.89 pcard

  001940 INFOGROUP   19608   0   2019 9 INV P   365.00 092519   539937 media

YEAR/PERIOD: 2019/9 TO 2019/9

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
001983 AMAZON	18728	0	2019	9 INV P	23.45 pcard	
001983 AMAZON	18790	0	2019	9 INV P	-41.99 pcard	
001983 AMAZON	18791	0	2019	9 INV P	35.54 pcard	
001983 AMAZON	18792	0	2019	9 INV P	73.98 pcard	
001983 AMAZON	18793	0	2019	9 INV P	18.98 pcard	
					109.96	
999990 INGRAM LIBRARY SERVI	18682	0	2019	9 INV P	1,379.99 pcard	
999990 INGRAM LIBRARY SERVI	18683	0	2019	9 INV P	177.46 pcard	
999990 INGRAM LIBRARY SERVI	18684	0	2019	9 INV P	355.28 pcard	
999990 INGRAM LIBRARY SERVI	18685	0	2019	9 INV P	1,930.28 pcard	
999990 INGRAM LIBRARY SERVI	18686	0	2019	9 INV P	508.46 pcard	
999990 INGRAM LIBRARY SERVI	18687	0	2019	9 INV P	298.81 pcard	
999990 INGRAM LIBRARY SERVI	18688	0	2019	9 INV P	988.79 pcard	
999990 INGRAM LIBRARY SERVI	18689	0	2019	9 INV P	748.89 pcard	
999990 INGRAM LIBRARY SERVI	18690	0	2019	9 INV P	259.74 pcard	
999990 INGRAM LIBRARY SERVI	18691	0	2019	9 INV P	527.62 pcard	
999990 RDA*COUNTRY BOOKS	18729	0	2019	9 INV P	34.98 pcard	
999990 RDA*COUNTRY BOOKS	18730	0	2019	9 INV P	34.98 pcard	
999990 COOKING LIGHT BOOKS	18731	0	2019	9 INV P	45.06 pcard	
999990 INGRAM LIBRARY SERVI	18757	0	2019	9 INV P	249.36 pcard	
999990 INGRAM LIBRARY SERVI	18758	0	2019	9 INV P	164.58 pcard	
999990 INGRAM LIBRARY SERVI	18759	0	2019	9 INV P	348.03 pcard	
999990 INGRAM LIBRARY SERVI	18760	0	2019	9 INV P	327.84 pcard	
999990 INGRAM LIBRARY SERVI	18761	0	2019	9 INV P	1,346.17 pcard	
999990 INGRAM LIBRARY SERVI	18762	0	2019	9 INV P	1,064.19 pcard	
999990 INGRAM LIBRARY SERVI	18763	0	2019	9 INV P	355.85 pcard	
999990 INGRAM LIBRARY SERVI	18764	0	2019	9 INV P	200.07 pcard	
					11,346.43	
999998 WESTON MUELLER	19602	0	2019	9 INV P	100.00 092519	539958 FLIP SIDE MUSIC LIC
		ACCOUNT TOTAL			12,929.28	
		ORG 16032 TOTAL			13,925.12	
16033		Library Network Services				
16033 632700		Miscellaneous Equipment				
999990 SP * HUMELAB	19026	0	2019	9 INV P	4,886.99 pcard	Interactive Table f
		ACCOUNT TOTAL			4,886.99	
16033 641800		Equip Repairs & Maint				
000911 MODERN BUSINESS MACH	19030	0	2019	9 INV P	506.71 pcard	Copier overages
001619 CDW GOVERNMENT, INC.	19120	0	2019	9 INV P	1,042.01 pcard	Barracuda E-Mail Ar
		ACCOUNT TOTAL			1,548.72	
		ORG 16033 TOTAL			6,435.71	

    YEAR/PERIOD: 2019/9 TO 2019/9
 ACCOUNT/VENDOR   DOCUMENT   PO   YEAR/PR TYP S   CHECK RUN CHECK   DESCRIPTION
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             FUND 100 General Fund   TOTAL: 43,098.12
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                         ** END OF REPORT - Generated by Jessica J. Miller **

SEPTEMBER 2019

FOR 2019 09

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
160 Library							
16010 Library Administration							
16010 423200 LIB GRANT	-1,043,692	-1,043,692	-1,045,947.40	.00	.00	2,255.40	100.2%
16010 480100 CHG SVC	-65,000	-65,000	-33,870.83	-3,371.43	.00	-31,129.17	52.1%*
16010 501500 PROP RENT	-30,000	-30,000	-30,012.50	.00	.00	12.50	100.0%
16010 502000 DONATION	0	0	-278.09	-12.31	.00	278.09	100.0%
16010 503500 OTHR REIM	0	-9,366	-14,665.66	.00	.00	5,299.66	156.6%
16010 610100 REG SAL	382,262	382,262	243,262.58	26,926.20	.00	138,999.42	63.6%
16010 610400 CALL TIME	0	0	9.60	.00	.00	-9.60	100.0%*
16010 610800 PART TIME	8,646	8,646	5,943.56	661.10	.00	2,702.44	68.7%
16010 611400 SICK	0	0	4,429.04	.00	.00	-4,429.04	100.0%*
16010 611500 VACATION	0	0	29,929.66	3,249.02	.00	-29,929.66	100.0%*
16010 615000 FRINGES	133,160	133,160	99,494.57	10,860.72	.00	33,665.43	74.7%
16010 620100 TRAINING	4,920	8,920	3,678.92	.00	.00	5,241.08	41.2%
16010 620600 PRKG PRMIT	20,880	20,880	20,729.00	.00	.00	151.00	99.3%
16010 630100 OFFICE SUP	4,635	4,801	2,165.37	459.70	.00	2,635.63	45.1%
16010 630300 LICENSES	2,200	3,000	3,017.92	850.00	.00	-17.92	100.6%*
16010 630500 AWARDS	850	1,350	814.71	.00	.00	535.29	60.3%
16010 630700 FOOD	1,135	2,135	2,181.81	.00	.00	-46.81	102.2%*
16010 632001 COPY CHGS	100	100	.00	.00	.00	100.00	.0%
16010 632002 OUTSDE PRT	0	540	990.22	.00	.00	-450.22	183.4%*
16010 641200 ADVERTISNG	1,288	1,788	2,106.53	308.39	.00	-318.53	117.8%*
16010 641307 TELEPHONE	3,290	3,290	1,968.86	.00	.00	1,321.14	59.8%
16010 641308 CELL PHONE	1,428	1,428	1,109.74	121.69	.00	318.26	77.7%
16010 659900 OTH CONTR	32,625	54,125	49,865.02	9,705.00	.00	4,259.98	92.1%
TOTAL Library Administration	-541,273	-521,633	-653,077.37	49,758.08	.00	131,444.37	125.2%
16021 Library Children's Services							
16021 503500 OTHR REIM	0	-10,800	-31,600.00	.00	.00	20,800.00	292.6%
16021 610100 REG SAL	345,446	345,446	224,872.55	23,044.72	.00	120,573.45	65.1%
16021 610800 PART TIME	30,107	31,107	26,962.31	2,210.62	.00	4,144.69	86.7%
16021 611500 VACATION	0	0	22,117.64	2,864.24	.00	-22,117.64	100.0%*
16021 615000 FRINGES	140,683	140,733	93,435.50	10,868.32	.00	47,297.50	66.4%
16021 620100 TRAINING	4,405	4,405	3,040.35	.00	.00	1,364.65	69.0%
16021 630100 OFFICE SUP	2,812	20,875	9,704.94	12.65	.00	11,170.06	46.5%

FOR 2019 09

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16021 630300 LICENSES	0	300	153.00	.00	.00	147.00	51.0%
16021 630700 FOOD	0	1,200	708.08	.00	.00	491.92	59.0%*
16021 659900 OTH CONTR	4,600	10,100	4,715.25	100.00	.00	5,384.75	46.7%
TOTAL Library Children's Services	528,053	543,366	354,109.62	39,100.55	.00	189,256.38	65.2%
16023 Library Public Services							
16023 503500 OTHR REIM	-150	-1,250	-8,281.81	-3.40	.00	7,031.81	662.5%
16023 610100 REG SAL	496,600	496,600	307,380.58	32,107.90	.00	189,219.42	61.9%
16023 610800 PART TIME	89,079	89,079	61,064.81	6,285.58	.00	28,014.19	68.6%
16023 611500 VACATION	0	0	31,066.26	4,000.90	.00	-31,066.26	100.0%*
16023 615000 FRINGES	162,911	162,911	112,140.69	12,890.51	.00	50,770.31	68.8%
16023 620100 TRAINING	2,565	2,565	1,640.00	.00	.00	925.00	63.9%
16023 630100 OFFICE SUP	3,500	4,300	2,645.01	54.00	.00	1,654.99	61.5%
16023 632700 MISC EQ	1,000	1,000	.00	.00	.00	1,000.00	.0%
16023 641800 EQUIP REPR	500	500	.00	.00	.00	500.00	.0%
16023 659900 OTH CONTR	5,980	6,280	6,834.00	.00	.00	-554.00	108.8%*
TOTAL Library Public Services	761,985	761,985	514,489.54	55,335.49	.00	247,495.46	67.5%
16024 Library Community Partnerships							
16024 503500 OTHR REIM	0	-8,500	-17,500.00	.00	.00	9,000.00	205.9%
16024 610100 REG SAL	334,235	334,235	203,072.26	21,449.35	.00	131,162.74	60.8%
16024 610800 PART TIME	0	20,000	13,750.75	1,268.81	.00	6,249.25	68.8%
16024 611500 VACATION	0	0	23,404.73	317.05	.00	-23,404.73	100.0%*
16024 615000 FRINGES	141,506	146,506	107,610.92	10,070.21	.00	38,895.08	73.5%
16024 620100 TRAINING	4,450	4,450	3,112.05	.00	.00	1,337.95	69.9%
16024 630100 OFFICE SUP	2,812	6,334	4,084.79	7.98	.00	2,249.21	64.5%
16024 630300 LICENSES	0	500	.00	.00	.00	500.00	.0%
16024 659900 OTH CONTR	0	5,500	8,152.00	900.00	.00	-2,652.00	148.2%*
TOTAL Library Community Partnersh	483,003	509,025	345,687.50	34,013.40	.00	163,337.50	67.9%
16031 Library Building Operations							
16031 500100 COMMISSION	-1,500	-1,500	-856.96	-70.98	.00	-643.04	57.1%*

FOR 2019 09

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16031 503500 OTHR REIM	0	0	-108.80	.00	.00	108.80	100.0%
16031 610100 REG SAL	108,743	108,743	69,105.77	6,334.28	.00	39,637.23	63.5%
16031 610500 OT	0	0	40.07	.00	.00	-40.07	100.0%*
16031 610800 PART TIME	3,892	3,892	2,023.02	63.91	.00	1,868.98	52.0%
16031 611500 VACATION	0	0	9,099.84	2,168.12	.00	-9,099.84	100.0%*
16031 615000 FRINGES	50,549	50,549	35,433.86	3,848.30	.00	15,115.14	70.1%
16031 620100 TRAINING	830	830	.00	.00	.00	830.00	.0%
16031 630100 OFFICE SUP	0	0	28.48	.00	.00	-28.48	100.0%*
16031 630600 BLDG SUPPL	10,187	10,187	9,034.63	438.41	.00	1,152.37	88.7%
16031 630902 TOOLS	150	150	.00	.00	.00	150.00	.0%
16031 632300 SFETY SUPL	550	550	494.39	.00	.00	55.61	89.9%
16031 632700 MISC EQ	650	650	279.38	.00	.00	370.62	43.0%
16031 640700 WASTE P/U	2,507	2,507	1,766.00	.00	.00	741.00	70.4%
16031 641301 ELECTRIC	101,444	101,444	67,714.08	8,705.15	.00	33,729.92	66.8%
16031 641302 GAS	24,676	24,676	15,701.98	910.59	.00	8,974.02	63.6%
16031 641303 WATER	4,996	4,996	3,253.20	.00	.00	1,742.80	65.1%
16031 641304 SEWER	2,083	2,083	1,343.52	.00	.00	739.48	64.5%
16031 641306 STORMWTR	2,781	2,781	2,289.94	.00	.00	491.06	82.3%
16031 641600 BLDG REPR	2,000	2,000	932.33	163.73	.00	1,067.67	46.6%
16031 641800 EQUIP REPR	400	400	9.70	.00	.00	390.30	2.4%
16031 642000 FMD CHG	175,293	175,293	102,236.22	.00	.00	73,056.78	58.3%
TOTAL Library Building Operations	490,231	490,231	319,820.65	22,561.51	.00	170,410.35	65.2%

16032 Library Materials Management
───────────────────────────────────

16032 503500 OTHR REIM	0	-24,800	-42,879.11	-1,203.66	.00	18,079.11	172.9%
16032 610100 REG SAL	515,030	515,030	319,523.37	34,061.80	.00	195,506.63	62.0%
16032 610800 PART TIME	69,179	69,179	71,763.36	7,911.66	.00	-2,584.36	103.7%*
16032 611500 VACATION	0	0	35,408.07	3,757.40	.00	-35,408.07	100.0%*
16032 615000 FRINGES	173,312	173,312	114,359.60	11,838.86	.00	58,952.40	66.0%
16032 620100 TRAINING	3,324	3,324	1,029.12	.00	.00	2,294.88	31.0%
16032 630100 OFFICE SUP	30,522	30,522	19,059.52	835.84	.00	11,462.48	62.4%
16032 631500 BOOKS	597,644	644,134	381,912.10	12,929.28	.00	262,221.90	59.3%
16032 659900 OTH CONTR	68,978	68,978	66,278.15	.00	.00	2,699.85	96.1%
TOTAL Library Materials Managemen	1,457,989	1,479,679	966,454.18	70,131.18	.00	513,224.82	65.3%

16033 Library Network Services
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16033 503500 OTHR REIM	-18,500	-21,000	-18,669.93	-1,402.00	.00	-2,330.07	88.9%*

SEPTEMBER 2019

FOR 2019 09

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16033 610100 REG SAL	98,322	98,322	58,943.39	7,732.80	.00	39,378.61	59.9%
16033 610500 OT	0	0	225.33	.00	.00	-225.33	100.0%*
16033 611500 VACATION	0	0	7,823.39	.00	.00	-7,823.39	100.0%*
16033 615000 FRINGES	41,204	41,204	28,665.79	3,181.58	.00	12,538.21	69.6%
16033 620100 TRAINING	2,740	2,740	1,198.00	.00	.00	1,542.00	43.7%
16033 630100 OFFICE SUP	1,500	1,500	81.63	.00	.00	1,418.37	5.4%
16033 632700 MISC EQ	67,980	70,480	41,178.18	4,886.99	6,720.00	22,581.82	68.0%
16033 641800 EQUIP REPR	84,565	64,565	67,759.07	1,548.72	.00	-3,194.07	104.9%*
16033 681500 SOFTWARE	8,498	8,498	2,283.08	.00	.00	6,214.92	26.9%
TOTAL Library Network Services	286,309	266,309	189,487.93	15,948.09	6,720.00	70,101.07	73.7%

2550 Library Grants
_____

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2550 503500 OTHR REIM	-86,086	-86,086	-72,626.00	.00	.00	-13,460.00	84.4%*
2550 599900 FUND BAL	0	-79,139	.00	.00	.00	-79,139.00	.0%*
2550 610100 REG SAL	22,394	22,394	15,297.41	2,035.04	.00	7,096.59	68.3%
2550 611500 VACATION	0	0	2,184.22	674.66	.00	-2,184.22	100.0%*
2550 615000 FRINGES	367	367	280.34	39.03	.00	86.66	76.4%
2550 620100 TRAINING	2,300	2,300	223.90	.00	.00	2,076.10	9.7%
2550 630100 OFFICE SUP	3,000	3,000	2,981.10	21.55	.00	18.90	99.4%
2550 631500 BOOKS	38,425	117,564	40,465.63	618.50	.00	77,098.37	34.4%
2550 640400 CONSULT	4,600	4,600	1,800.00	.00	.00	2,800.00	39.1%
2550 641200 ADVERTISNG	15,000	15,000	352.72	.00	.00	14,647.28	2.4%
TOTAL Library Grants	0	0	-9,040.68	3,388.78	.00	9,040.68	100.0%
TOTAL Library	3,466,297	3,528,962	2,027,931.37	290,237.08	6,720.00	1,494,310.63	57.7%
TOTAL REVENUES	-1,244,928	-1,381,133	-1,317,297.09	-6,063.78	.00	-63,835.91	
TOTAL EXPENSES	4,711,225	4,910,095	3,345,228.46	296,300.86	6,720.00	1,558,146.54	
GRAND TOTAL	3,466,297	3,528,962	2,027,931.37	290,237.08	6,720.00	1,494,310.63	57.7%

** END OF REPORT - Generated by Jessica J. Miller **

SEPTEMBER 2019

REPORT OPTIONS
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          Field #      Total  Page Break    Year/Period: 2019/ 9
Sequence 1      3         Y        N        Print revenue as credit: Y
Sequence 2      9         Y        N        Print totals only: N
Sequence 3      0         N        N        Suppress zero bal accts: Y
Sequence 4      0         N        N        Print full GL account: N
                                            Double space: N
 Report title:                              Roll projects to object: Y
  YEAR-TO-DATE BUDGET REPORT
  SEPTEMBER 2019                            Carry forward code: 1
                                            Print journal detail: N
 Print Full or Short description: S            From Yr/Per: 2018/12
 Print MTD Version: Y                            To Yr/Per: 2018/12
 Print Revenues-Version headings: N         Include budget entries: Y
 Format type: 1                             Incl encumb/liq entries: Y
 Print revenue budgets as zero: N           Sort by JE # or PO #: J
 Include Fund Balance: N                    Detail format option: 1
 Include requisition amount: N
 Multiyear view: D


        Find Criteria
Field Name        Field Value

Org
Object
Project
Rollup code
Account type
Account status
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Appleton Public Library Strategic Plan
Vision, Mission, Values and Pillars

Mission: Learn, know, gather, grow - your center of community life.

Vision: Where potential is transformed into reality.

Welcoming

Community

Access

Literacy

Services and Programs for All

Collaborative Environment

Enriched Experiences

Hub of Learning and Literacy

Educate and Inspire Youth

Engaged and Connected

Creation and Innovation
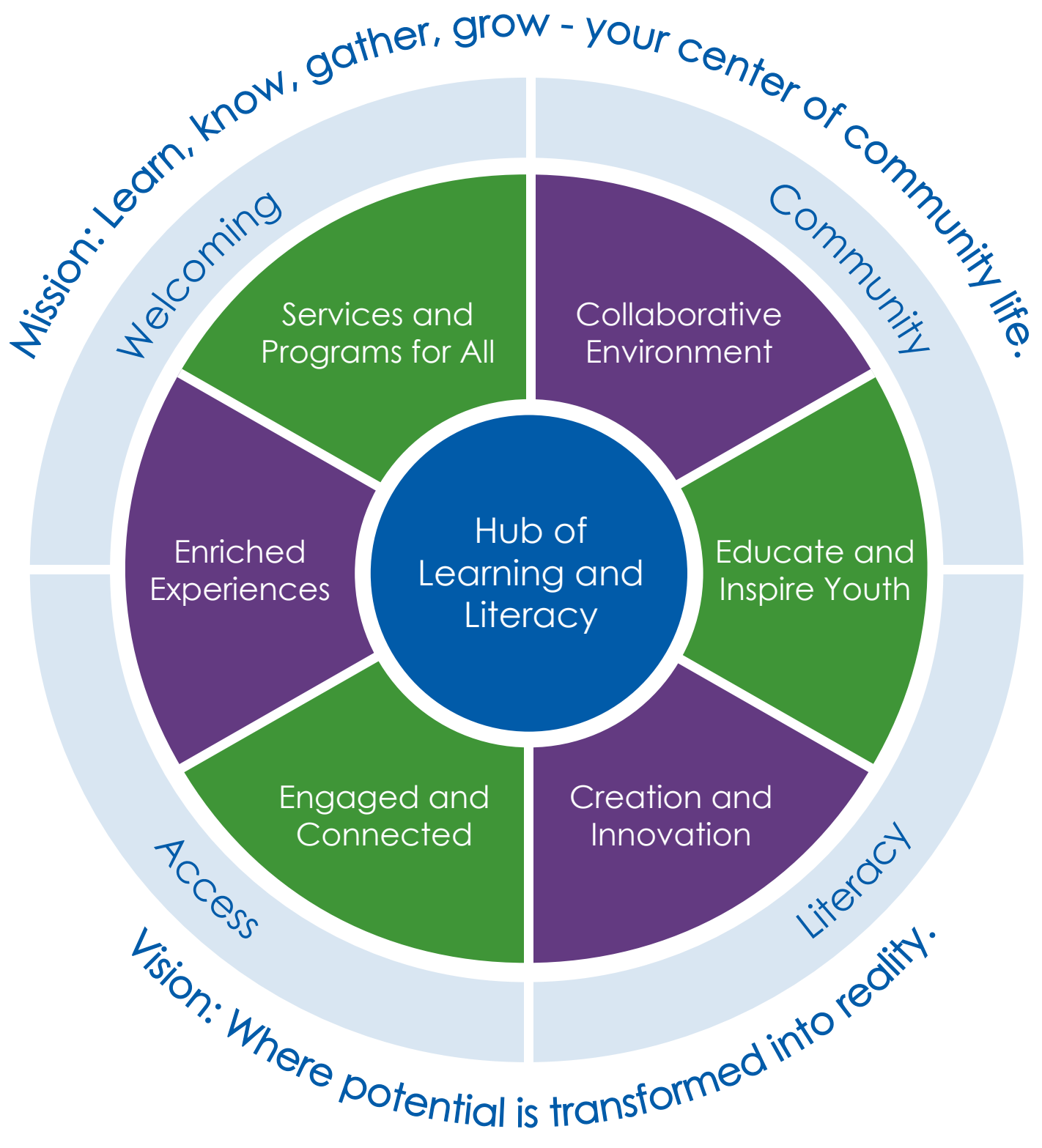
Organizational Values

Welcoming

Everyone belongs here.

Community

The library is essential to every person and organization achieving their goals.

Literacy

The City of Appleton is the city of literacy and learning.

Access

The library is accessible physically, culturally and intellectually.

Strategic Pillars

Hub of Learning and Literacy

We support and sustain education for all ages.

Collaborative Environment

We connect with partners to share knowledge and information.

Educate and Inspire Youth

We ensure that children and teens find a supportive place for their futures.

Creation and Innovation

We are a platform that sparks discovery, development and originality.

Engaged and Connected

We focus on how to make a difference in people's lives.

Enriched Experiences

We provide experiences that are timely, inclusive and aligned with community interests.

Services and Programs for All

We give our community opportunities for growth, self-instruction and inquiry.

2020 Resource Library Agreement
Outagamie Waupaca Library System
Appleton Public Library

Article I: General
The Outagamie Waupaca Library System Board and the Board of the Appleton Public Library do hereby enter into an agreement as authorized by Chapter 43.16, *Wisconsin Statutes*, for the purpose of designating the Appleton Public Library a resource library for the Outagamie Waupaca Library System. This agreement shall become effective January 1, 2020 and shall render any earlier resource library contract null and void.

Article II: Definitions
For the purposes of this agreement:

(1)   Outagamie Waupaca Library System Board is the body established by the Boards of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.

(2)   Outagamie Waupaca Library System, hereinafter known as OWLS, is the agency established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.

(3)   The Appleton Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes,* that administers the Appleton Public Library.

(4)   The Appleton Public Library, also known as APL, is the agency established under Section 43.52 of the *Wisconsin Statutes* by the City of Appleton to provide municipal public library service.

(5)   OWLSnet is a program established by OWLS to provide a shared, integrated library automation system to OWLS and Nicolet Federated Library System member libraries.

Article III: Resource Library Responsibilities
It is mutually agreed that the Appleton Public Library shall:

(1)   Provide backup reference and interlibrary loan services to all public libraries participating in the system, including the development of and access to specialized collections, in accordance with *Wisconsin Statutes* s. 43.24(2)(b).

(2)   Select and add up to $21,000 worth of materials, paid for by OWLS, to the collection to enhance the Resource Library's ability to serve as a resource for the entire system and OWLSnet.

(3)   Allow OWLS to connect staff workstations to APL's local area network.

(4) Collaborate with OWLS to make effective use of the OWLS-funded Internet connection shared by Appleton Public Library and OWLS.

(5) Cooperate with OWLS or OWLS's contracted entities to provide continuing education to Appleton Public Library staff, OWLS staff, and system library staff, in accordance with *Wisconsin Statutes* s.43.24(2)(e).

(6) Allow OWLS to use its Board Room, whenever available, for staff, board, or other library-related meetings. In addition, APL shall allow OWLS to book its public meeting rooms on the same basis as APL staff books public meeting rooms.

(7) Cooperate with OWLS to create and evaluate content for InfoSoup.

(8) Provide space for OWLS operations under terms and conditions agreed upon by the APL Board and OWLS Board.

(9) Collaborate with OWLS to unpack and sort library materials sent to APL through the library system and statewide delivery services as efficiently as possible. This collaboration may include the use of APL's automated materials handling equipment to sort materials.

(10) Contribute at least $10,000 toward the purchase of digital content through the Overdrive Advantage program.

(11) Contribute $23,763.35 to the Wisconsin Public Library Consortium's statewide digital media buying pool.

(12) Provide Overdrive website e-mail support to APL and other OWLS member library patrons.

(13) Provide $25,000 in cataloging services to OWLSnet.

Article IV: OWLS Responsibilities
It is mutually agreed that OWLS shall:

(1) Pay all interlibrary loan charges for borrowing materials from libraries outside of the system or OWLSnet.

(2) Pay all costs (approximately $3,600 in 2020) to provide access for APL staff and patrons to resource sharing software for items outside of OWLSnet.

(3) Pay approximately $78,000 to provide access to mutually agreed upon electronic resources from Bookletters, Recorded Books, MyHeritage, Newspaper Archive, Transparent Languages, and Tumbleweed Press.

(4)   Fund the acquisition of up to $21,000 worth of materials to be added to APL's collection to enhance APL's ability to serve as a resource for the entire system and OWLSnet.

(5)   On behalf of APL, request $126,980 from adjacent counties as compensation for the extension of intersystem services in 2018.

(6)   Maintain its membership in the Wisconsin Public Library Consortium ($5,605 in 2020) in order to provide access to Overdrive and other digital resources available through the Consortium.

(7)   Collaborate with Appleton Public Library to make effective use of the Internet connection shared by APL and OWLS. Furthermore, OWLS agrees to pay the full cost of providing not less than 500 mbps of bandwidth for the shared Internet connection (at a cost of approximately $17,300).

(8)   Cooperate with Appleton Public Library to provide continuing education to APL staff, OWLS staff and system library staff, in accordance with *Wisconsin Statutes* s.43.24(2)(e).

(9)   Provide Appleton Public Library staff with at least $3,500 in continuing education scholarships.

(10)   Provide approximately 10 hours per week of assistance to APL to retrieve shelved materials that have been placed on hold by patrons or other libraries, as requested by APL.

(11)   Collaborate with APL to sort and pack library materials sent by APL through the library system and statewide delivery services as efficiently as possible. This collaboration may include the use of APL's automated materials handling equipment to sort materials.

(12)   Occupy space in Appleton Public Library for OWLS operations under terms and conditions agreed upon by the APL Board and OWLS Board.

(13)   Maintain membership in Recollection Wisconsin to provide access to CONTENTdm or a similar content management system and provide consulting to assist APL to organize and make accessible in digital format unique local library resources.

(14)   Pay software licensing fees for antivirus software for Appleton Public Library's staff and public computers.

(15)   Provide APL with up to $6,000 of printing and photocopying services. Additional printing or photocopying will be billed at OWLS prevailing rates.

(16) Provide a credit of $25,000 toward APL's OWLSnet fee for cataloging services provided.

Article V: Mutual Understandings
It is mutually understood and agreed that:

(1)   Implementation of this agreement is consistent with the provisions of Wisconsin law. Should any part of this agreement become inconsistent with any state law, the State of Wisconsin law shall take precedence over this agreement.

(2)   This contract shall continue in force through December 31, 2020. In the event that a new contract has not been signed by December 31, 2020, the term of this agreement shall be automatically extended through December 31, 2021 in accordance with *Wisconsin Statutes* s. 43.16.

(3)   This contract may be amended at any time as is mutually agreeable to both parties.

For the Appleton Public Library:

_____
(President)   (Date)

For the Outagamie Waupaca Counties
Federated Library System:

_____
(President)   (Date)

Courtesy Card Agreement and Procedures

September 27, 2019

Agreement

The Appleton Public Library (APL) and Seeley G. Mudd Library of Lawrence University (LU) agree to honor the use of Courtesy Cards to facilitate sharing of resources with community members. Courtesy cards will provide APL patrons with temporary borrowing privileges at LU. Courtesy cards are not needed for APL, as all LU faculty, staff, and students are eligible for a free library card.

> * It is recommended that the existing Fox Valley Library Council Courtesy Card forms be used until supplies run out, at which time a new form can be agreed upon by both parties.

Procedures

1. The Courtesy Card 2-part form shall be used with the original being retained by APL and the copy being given to the borrower.

2. The following information shall be supplied in full:
   a. Date issued
   b. Expiration date of the card (one week from date issued)
   c. Name of the library issuing the Courtesy Card (APL)
   d. Name, address, and phone number of borrower
   e. Name of the library to which the borrower is being referred (LU)
   f. Specific subject about which information is being sought
   g. Patron's signature
   h. Initials or signature of library staff member issuing the card.

3. APL shall verify in its patron records that the borrower has a library account and that it is in good standing.
   a. The patron must present their *own* OWLSnet library card.
   b. For a minor (under age 18), the Courtesy Card must be signed by the custodial parent or guardian.
   c. Patron account must include current, valid card with correct contact information.
   d. No billed items or fines due over $5.00.
   e. Courtesy Cards will not be issued for Community Cards, Internet Only Cards, or other temporary cards.

4. At the time the card is issued, the borrower will be informed of the following:
   a. At the time materials are checked out at LU, the Courtesy Card copy will be collected, since it is issued for only one transaction.
   b. Courtesy Cards are *requests* to borrow. LU is not obligated to loan any of its materials and may limit material use or refuse service.
   c. The number of items borrowed at one time may be restricted by LU at its discretion.
   d. Loan periods are at the discretion of LU.
   e. Materials are to be returned to LU by the borrower.

  f. Payments of any accrued fines or other charges for damages or losses are the primary responsibility of the borrower.

  g. Failure to return materials on time or to settle any assessed charges to the satisfaction of LU may result in the curtailment of the Courtesy Card program for all APL patrons.

5. To renew an item, the patron must request another Courtesy Card. In place of Subject or Material, staff should write "Renewal." This is a request and may be refused by LU.

6. Overdue notices will be sent to APL and APL will contact the borrower. LU will send up to 3 overdue notices followed by a billing notice. LU also reserves the right to recall needed materials (for course reserves or other use) and will send recall notices to APL, not the borrower.

7. In the case of lost or missing materials, when APL has exhausted all reasonable efforts to secure the return of materials or replacement fees from the patron, and when LU has submitted a statement of replacement charges, Outagamie Waupaca Library System/APL will be responsible for payment of all charges.

2020 Proposed Close Dates

Date	Status	Occasion
January 1, 2020	Closed	New Year's Day (Wednesday)
February TBD	Closed	Staff Retreat Tentative Date
April 12, 2020	Closed	Easter (Sunday)
May 23, 2020	Summer Hours Begin	Open 9-1 (Saturday)
May 24, 2020	Closed	Sunday
May 25, 2020	Closed	Memorial Day (Monday)
May 31, 2020	Closed	Sunday
June 7, 14, 21, 28	Closed	Sundays
July 3 & July 4 2020	Closed	Independence Day (Friday, Saturday)
July 5, 12, 19, 26	Closed	Sundays
August 2, 9, 16, 23, 30	Closed	Sundays
September 6, 2020	Closed	Sunday
September 7, 2020	Closed	Labor Day (Monday)
September 8, 2020	School Year hours begin	Tuesday
November 26, 2020	Closed	Thanksgiving Day (Thursday)
December 24 & 25, 2020	Closed	Christmas Eve and Day (Thursday and Friday)
December 31, 2020	Closed	New Year's Eve (Thursday)
January 1, 2021	Closed	New Year's Day (Friday)

3rd QUARTER 2019

Adult Classes and Events

Appleton's POW Camp

In July, the library welcomed author Bill Stokes to discuss his historical fiction novel Margaret's War and talk about the prisoner-of-war camps in Appleton and Wisconsin. A crowd of 23 enjoyed Bill's stories about how he became a journalist and then through his research he finally was able to make his dreams of becoming a novelist a reality. After reading two excerpts from the book, Bill took questions from the audience, sharing information on what life was like for the POWs both here and abroad, how the POWs came to Wisconsin, and the locations of the camps around the state. Friends' funds provided an honorarium for the speaker.

Computer Literacy Classes

APL offers computer literacy classes in two languages, Spanish and Hmong. The goal of the class is to provide adults with a basic understanding of what a computer is, how it operates and the ability to use the applications. Students learn how to create an e-mail, type on Word Document, print, and practice keyboarding. Friends' funds provided the honorarium for the instructors.

Flipside Concert Series

Our goal with this concert series is to highlight our FlipSide Collection musicians, increase visibility for local musicians, provide access to local live music in a welcoming space, and to promote our FlipSide streaming service. During the third quarter of 2019, we hosted Doug Wheeler on September 14th. Doug is a Folk and Americana artist with a long history and deep connection to Appleton and the Fox Cities.

Mindfulness with Joy Series

APL welcomed Joy Jordan as part of our Wellness Wednesdays Series for a three-part session starting in September and running through November. This session provides varied teachings and guided meditations, as well as suggestions for everyday practice. Participants will both learn about and experience mindfulness. Friends' funds provided the honorarium.

Morning at the Movies

Morning at the Movies is a monthly film series designed for persons with cognitive disabilities, but it is open to everyone. Local adult day programs and group homes provide shuttle service for their residents to attend G-rated films. The Friends fund refreshments and movie licensing fees.

Summer Library Program Events

Friends' funds covered the cost of programs for the Adult Summer Library Program, including programs with our kick-off event with storyteller, Kathy Prestidge on June 13th. This and the following two SLP programs built on the theme of this year's theme,

"Universe of Stories" and allowed community members to realize, connect with, and share their own important and unifying stories.

Teen Classes and Events

Anime Night
Anime Night is a monthly event for teens with an interest in anime and Japanese culture. Friends' funds provided an opportunity for teens to screen and discuss anime. Friends' funds also provided refreshments and materials for crafts.

End of the Teen Summer Library Program Celebration
Once the 9-week program was complete, teens were invited to celebrate their reading achievements by joining us for fun, food, & friends. Teens were able to choose from craft activities (coloring & rainbow loom), board games, and playing with the Nintendo Switch. The teens also enjoyed pizza & soft drinks and finished off the event by making ice cream bar aliens out of Klondike bars & toppings. Friends' funds purchased the supplies and refreshments for this program.

Guardians of the Galaxy Movie Marathon
In July, library volunteers were room hosts for this back-to-back showing of this popular Marvel Comics based film series. This title was chosen because it fit with the summer reading theme "Universe of Stories". Teens had the opportunity to take a break from the heat with friends, watch a movie, and eat! Friends' funds were used to purchase popcorn for the program.

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

Pop Up Paper Crafting
Teens had the opportunity to participate in paper crafting in our YA area with two different projects inspired by our teen services summer intern. Teens created origami paper bracelets and learned paper quilling. Teens and parents engaged in great conversations and learned about teen services. All supplies used were leftovers from previous programs funded by the Friends.

Super Hero / Super Smash Bros. Program
This program was designed for tweens and teens with an interest in gaming. Teens develop mentorships and friendships as they learn different aspects of the video game, Super Smash Bros. Ultimate, and earn prizes from winning the tournament. Friends' funds were used to purchase a Nintendo Switch gaming system, games, and equipment. Additionally, Friends' funds provide refreshments and prizes for this program.

3rd QUARTER 2019

Tween Classes and Events

July Maker Quest
Maker Quest reached a record number of 305 for attendance in July. The "Toy" theme for the month gave us lots of room for fun activities such as making Thermtropes, sand slime, crayon slime, pet blocks, whirly gigs, spin tops, and more. It was standing room only on the day when we made our own squishes out of memory foam and fabric paint! Thank you to Friends for their continued support for supplies and technology.

August Maker Quest
Maker Quest served a lot of happy children with our music theme in August. We had fun making and experimenting with Punk Rocks, Onomontopeia Blasts, Thumb Banjos, Guitar Greeting Cards, Mambranophones, Cell Phone Amplifiers (out of toilet paper rolls), and lots more. The kids also got to experience technology by mixing sounds with Snap Circuits and programming robots to play xylophones. Thank you to Friends for funding this program and to the volunteers that help to keep it running smoothly.

Children's Classes and Events

Hat's Amazing
The Hat's Amazing party was a lot of fun. We had many styles of hats to make. It was a lot of fun to see everyone trying to make different hats and add their own unique styles. Friends' Funds paid for special hat making supplies. There were 26 attendees.

Science Day with Mr. J.
On July 11th we had two science shows with Mr. J. 235 attendees learned about surface area, temperature changes and other fun science facts through experiments including watching Mr. J lay down on a bed of nails. Friends' Funds paid for the performer's stipend.

If You Give a Mouse a Cookie Party
On July 18th we held two "If You Give a Mouse a Cookie" parties. We started the program by reading the book and then children made crafts, played with cookie dough play dough and got a chance to take a picture with the mouse costume character. A total of 152 people attended this program. Kids had a blast meeting this beloved book character thanks to the Friends of the Appleton Public Library who funded the costume character rental.

Rockin' Around the Universe with Randy Peterson
It was great to have Green Bay area singer/musician/storyteller/educator Randy Peterson back at APL for another fun, interactive and imaginative show, "Rockin' 'Round the Universe" blended Randy's love for music with his enthusiasm for astronomy, a great fit for the summer library program theme. Featured in his 2 performances was a flashing rocket ship, models of the planets, and catchy songs like the "Mars Macarena" and the "Jupiter Jump," Randy gave each audience a chance to

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sing, dance, play, laugh and learn--a fun time! 222 people attended his shows. Friends' Funds paid the performer stipend.

Steve Keller's Traveling Snake Show
On August 1, thanks to the library's Friends, snake expert Steve Keller and some of his (human) friends, introduced audiences to his friends of the reptilian persuasion. Pythons, corn snakes, and boas were just a few of the varieties of snakes featured at each of 2 events. After providing more fascinating facts about the characteristics and behavior of the different snakes, and some tips on handling them, Steve and friends brought out many of the snakes for audience members to hold if they wished: the highlight for many that day. Geared for children and families, these great programs drew a few curious adults as well. There were 257 attendees and Friends' Funds paid for the performer stipend.

Summer Library Program Prizes
Friends' Funds were used to purchase books and incentives for the Summer Library Program. This year there were three different children's programs: Baby/Toddler, Childcares and the Kids program. This program served 3775 children.

Programs for All Ages

Latino Fest
APL hosted a table at Latino Fest, the annual celebration of Latinx culture presented by Casa Hispana. We partnered with Menasha Public Library and spoke with people of all ages at the outdoor event. Children's and Community Partnership staff and volunteers promoted National Library Card Sign Up Month. Friends' funds paid for the booth fee to participate in the event.

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. Our Artist in Residence for July, August, and September was Kayla Gerrits. Kayla creates digital maps based on fantasy lands, Dungeons and Dragons style. Her art and instruction gave a platform to, elevated, and made accessible an underappreciated form of art. Friends' funds provided the honorarium for the artist and supplies including Dungeons and Dragons dice.

Cocoa and Coloring Nights
Cocoa and Coloring Nights provide patrons with the opportunity to relax and socialize in an open, relaxed environment. Group homes have brought multiple residents to enjoy this inter-generational program. This program attracts people of all ages and abilities. Friends' funds support refreshments for this program and ongoing supply needs.

3rd QUARTER 2019

Valley Packaging Storytime

APL staff provide a monthly Storytime for adult participants in the Valley Packaging adult day program. This program provides support for adults who experience moderate to profound impairments and/or are challenged with multiple disabilities. Library staff present stories, songs, and activities to groups of more than 50 participants. Friends' funds were used to purchase a mobile PA system to enhance these presentations.

1000 Books Before Kindergarten Prizes

This year-round reading program encourages parents to read 1000 books to their children before they enter kindergarten. Since July, 54 children have registered for the program. Friends' funds are used to purchase prizes for every 100 books read.

Symphony Storytime

In collaboration with the Fox Valley Symphony Orchestra, and help from our Friends, our fourth and final Symphony Storytime of the year took place on Tues., September 17, and focused on instruments from the brass family.   With Miss Kathleen and special guest FVSO musician Bruce Atwell, audiences enjoyed stories and music, and learned how brass instruments get their sounds. Bruce treated all to the mellow tones of the French horn, a rousing rendition of a Rossini composition on natural horn; and sounds from a horn homemade from a hose and a funnel! With lots of chances for kids to move and sing along, each of two storytimes was followed by a chance for everyone there to explore musical instruments set out in the room afterward. We are fortunate to have both the Library Friends and the FVSO in our community to help bring music, stories and fun to people of all ages. There were 100 attendees.

500 Books Before Middle School:

This year-round reading program encourages students from grades K-6th grade to continue the habit of reading. Since July, 46 children have registered for this program. Friends' funds are used to purchase prizes for every 50 books read.

Special Projects

Constant Contact

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

Tween Area Update

The Tween Area of the Children's Department has some exciting new updates thanks to the support of our amazing Friends! With the vision of shaping this area into a bright and welcoming hangout that encourages engagement, collaboration, flexibility, and creativity, the following additions have been made:

- Three 3-2-1 Tables that can be pulled apart or pushed together for more flexibility to meet patron needs
- Four purple armchairs that give the area a much-needed pop of color and youthfulness

- A STEAM Table with a guard rim around the top so makerspace activities be an everyday part of life at the library
- Accessories like Makedo, Strawbees, Q-Ba-Maze, a solor robot, wooden puzzles, and lots more to use on the new STEAM Table

Community Partnerships – Library Assistant Position:
This Friends funded, part time non-benefitted position has increased capacity for community engagement and outreach related to job skill and workforce development. Staff have coordinated and implemented outreach and engagement to create visibility for library resources. Staff recruited and trained volunteers to assist patrons with computer use, job searches, online applications and resume creation through the Job Connection initiative in the 2nd floor Lab. Staff created a partnership with Job Center of Menasha to provide training for volunteers and cross referral of services. Staff are exploring partnerships to create awareness about higher demand occupations, assist with skill development, and support small business owners and entrepreneurs.

Summer Library Program Merchandising
Friends' funds pay for our summer library program merchandising, including large hanging posters and window clings. The goal of the merchandising is to increase awareness and participation of the summer library program.

Adult Summer Library Program Events
Friends' funds covered the cost of programs for the Adult Summer Library Program, including programs with Storycatchers on July 18th at the library and August 16 at The Draw. These programs built on the theme of this year's SLP, "Universe of Stories" and allowed community members to realize, connect with, and share their own important and unifying stories.

Adult Summer Library Program Materials/Incentives

Friends funds covered the cost of some of the incentives for the Adult Summer Library Program, including a partnership with Artist-in-Residence Tyler Hilfreich to create a design of his own around the theme, "Libraries are for everyone," for SLP tote bags. Each incentive was given in a tote bag with Tyler's design (totaling 20 bags). We also purchased incentives for SLP group participants, Valley Packaging and Appleton Retirement which allowed us to reach another 130 participants. Incentives included books, music, brain games, and paints. Friends' Funds provided the honorarium for the design and for incentives for groups.

National Library Card Sign-Up Month
We partnered with 22 local businesses in September for National Library Card Sign-up Month. The businesses generously provided discounts to customers who showed their InfoSoup library card. Whisk & Arrow, a local bakery, encouraged community members to sign-up for library cards by providing free cookies to new patrons. From that event, we created 55 new cards and had 186 participants in the raffle drawing. Friends funds were used to purchase sign display holders and three gift cards for the raffle drawings.

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Teen Summer Library Program

The teen summer library program is designed to promote reading and engagement through activities and incentives. This year, APL received donations from 57 local and national businesses, which allowed library staff to allocate Friends funds to fewer, higher quality incentives such as APL-branded reusable water bottles, phone stands, and book lights. Teens and parents were pleased with the new incentives.

The Inclusive Services Statement from the Division of Libraries and Technology
August 1, 2019

Wisconsin public libraries are places where everyone should be safe, welcomed, and respected in experiences including, but not limited to:
- Arrival at the building (transportation, physical accessibility, signage, hours of service, greetings by library staff)
- Intersections with library policies (getting a library card, using a computer, paying a fine)
- Perusal, use, and request of library materials (Wi-Fi access, collection diversity, individual privacy)
- Participation in library-sponsored or library-located events (marketing of events, time and location, transportation, registration, room set-up, novice-friendly vs. designed for frequent users)
- Interactions with library staff (body language, tone, diversity of library staff, proactive/reactive engagement)
- Passive and virtual interactions through library signage, webpages, displays, and marketing (readability, tone, diversity, accommodations).

The Division of Libraries and Technology interprets Wis. Stat. sec. 43.24(2)(k) "*Promotion and facilitation of library service to users with special needs*" to encompass **inclusive services**. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community. Diverse communities are strengthened by libraries that intentionally develop and deliver services to individuals or groups for whom accessing and using the library is difficult, limited, or minimized.

The library director and board of trustees should provide awareness and leadership concerning the concept and implementation of inclusive services to library staff and stakeholders. Regional library systems should support member libraries in matters of compliance, and communicate such efforts through annual system plans and reports. The state library agency will provide consulting and collaborate with libraries and systems regarding inclusive services. Wisconsin public libraries serve everyone, and it is the duty of everyone in the service of Wisconsin public libraries to foster inclusivity.

The practice of providing inclusive services requires continuous reflection and ongoing dialog with and between library administration, staff, and members of the community, with particular emphasis on including the voices of those who are underserved, underrepresented, and underrecognized within the community. Efforts should respond to the assets and needs of non-library users and users alike. Attention to actual, versus perceived, assets and needs is paramount; i.e., a barrier perceived by library staff may or may not be an actual barrier experienced by the user.

On a concrete level, inclusive services should be visibly incorporated into all library services. The concept that libraries are for everyone should be evident through every point of access or interaction with the library. A person's race, ethnicity, age, citizenship, literacy level, ability, family structure, income level, health status, gender identity, sexuality, style of dress, familiarity with public libraries - or any other dimension of identity - should neither negatively influence nor interfere with access to library services.

When libraries honor the full diversity of their communities, communities thrive. Fundamentally, inclusive library services should be developed locally with and for all community members. Wisconsin public library system and state library staff should facilitate coordinated regional and statewide inclusive services training and consulting. Our common goal is to improve life and learning opportunities for all Wisconsin residents.

Who Is Responsible

3

The checklist is organized by areas of library service identified in the Wisconsin Public Library Standards. Each section provides a straightforward checklist that can be answered with Yes, No, In Progress, or Not Applicable. Use the Scoring Rubric to score each topic/section. See How to Use the Inclusive Services Assessment and Guide for examples.

Governance

1. Library board has read and discussed DPI's *Inclusive Services Statement*, an interpretation of Wis. Stat. sec. 43.24(2)(k) "Promotion and facilitation of library service to users with special needs"	Y	N		
2. Does the library board reflect the demographics of the community?	Y	N	IP	NA
3. Is the need for diversity (ie. dimensions of identity) among library trustees communicated to the municipal governing body who makes trustee appointments (e.g. mayor/city council, village president/board, county executive, etc)?	Y	N	IP	NA
4. Are the bylaws available in the languages used by the community, including ASL and braille if necessary?	Y	N	IP	NA
5. Are the bylaws written in gender neutral language?	Y	N	IP	NA
6. Do the bylaws have language on equity and inclusion being foundational to the purpose of the library?	Y	N	IP	NA
7. Does the library regularly review all policies to determine if they are creating unnecessary barriers?	Y	N	IP	NA
8. Are policies regularly updated to reflect the needs of the community the library serves?	Y	N	IP	NA
9. Are the policies accessible to all members of the community, including languages used, reading ability, etc.?	Y	N	IP	NA
10. Do the policies refer to users in a respectful, gender neutral, unbiased way?	Y	N	IP	NA
11. Does the library offer meeting space at the library for a variety of community group meetings to take place?	Y	N	IP	NA
12. Does the library budget reflect the values of the community?	Y	N	IP	NA
13. When creating or revising the library director position description, are members of the community who reflect the population demographics included?	Y	N	IP	NA

14. Is the library director position description gender neutral?	Y	N	IP	NA
15. Is the library director position description translated into the languages used by the community, including braille if necessary?	Y	N	IP	NA
16. Is community demographic information included in the library director job advertisement?	Y	N	IP	NA
17. Does the library director job advertisement include a description of the accessibility of the library facility/facilities in accordance with the Americans with Disabilities Act (ADA)?	Y	N	IP	NA
18. Do library director candidates have an opportunity to meet community members who reflect the population demographics?	Y	N	IP	NA
19. Are members of the community included in the decision-making process of choosing the new library director?	Y	N	IP	NA
20. Upon hire, are there opportunities for the new director to meet members of the community not just at the library, but through invitations to events or places of the community's choosing? (e.g. a PrideFest celebration, a Hindu service, the local Irish bar, a rehab center, etc.)	Y	N	IP	NA
21. Does the library director's evaluation tool ask how they interact with members and organizations reflecting the demographics of the community?	Y	N	IP	NA
22. Does the evaluation instrument ask how the library director is interacting with members and organizations reflecting the demographics of the community?	Y	N	IP	NA
23. Are salaries equitable for all staff?	Y	N	IP	NA
24. Are part-time staff salaries equitable with salaries for those working full-time in similar positions?	Y	N	IP	NA
25. When the library board begins to develop its strategic plan, are community members that reflect the demographics of the community invited to participate?	Y	N	IP	NA
26. Are inclusive services goals and objectives included in the strategic plan to meet the community's needs?	Y	N	IP	NA

TOTAL

Reflection Worksheet
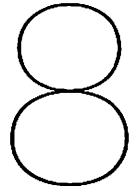
Area of Concern:_____

1. Describe the area of concern as it exists right now:

2. How do you want the area of concern to exist in the future?

3. Why is this important to your library and community?

4. **What steps need to be taken?**

   What assets do you have to work on this topic?

   What information do you have or need to work on this topic? E.g., demographic data, anecdotal data, survey results, acknowledging invisible populations?

   What is a realistic timeline?

   How will you measure the outcome(i.e. how will change be visible)?

5. **To whom will you report the reflection on this area of concern, ie. this worksheet? How and when?**