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Date: June 10, 2026  
To: Library Board of Trustees  
From: Colleen Rortvedt  
Subject: Request for approval of the June budget amendment

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The June budget amendment includes \$9,000 to enhance the Appleton Public Library's strategic planning process currently underway with Fast Forward Libraries. The Library Board of Trustees has already allocated \$29,000 from the annual Friends of the Appleton Public Library grant distribution to support this work. In the process of selecting a strategic planning consultant, the library identified additional challenges in ensuring that this planning process incorporates wide-ranging input.

Across the country, many public institutions, including libraries, are experiencing challenges in engaging residents in planning and civic participation processes. Traditional engagement methods often reach individuals who already have strong connections to the library, while residents who face language barriers, time constraints, or childcare responsibilities are less likely to participate.

At the time of approval for the strategic planning process, it was mentioned that I would be working with the Friends of Appleton Public Library to submit a grant request to support our engagement efforts. The Friends were awarded a grant from the Community Vision Fund within the Community Foundation for the Fox Valley Region. The funds are included in the June budget amendment, noted as CFCU Grant Funds, to provide the following:

Language Access & Translation — \$6,000

Spanish-language community survey, focus groups, translation and interpretation services for additional language needs

Participant Support — \$1,000

Practical barriers such as transportation and scheduling limit participation. Funds will support parking cards or bus passes for participants (\$500) and light refreshments during engagement sessions (\$500)

Community Engagement & Inclusion — \$2,000

To provide supportive environments for parents and caregivers and the reduce barriers to participation in focus groups, funds will support the purchase of participant appreciation tokens (e.g., book bags, books, notepads, pens) (\$1,500); Child-friendly activity supplies (\$200); and Staff time to facilitate children's activities during sessions (\$300)

I request approval of the June Budget Amendment. Please let me know if you have any questions.