



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Agenda - Final Library Board

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Tuesday, May 18, 2021

4:30 PM

City Hall, 6th Floor A/B

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[21-0660](#) April 20, 2021 Meeting Minutes

*Attachments:* [April 20 2021 Meeting Minutes.pdf](#)

#### 4. Public Participation & Communications

- [21-0661](#) Alderperson Katie Van Zeeland - New City Council Appointment to the Library Board of Trustees

#### Establish Order of the Day

#### 5. Action Items

- [21-0662](#) Bill Register - April 2021

*Attachments:* [April Bill Register.pdf](#)

[April Budget Report.pdf](#)

- [21-0663](#) Approval of the 2021 Library Board Nominating Committee Appointments

*Attachments:* [President Kellner Nominating Committee Memo 2021.pdf](#)

#### 6. Information Items

##### A. Administrative Report

- [21-0664](#) Continuity of Operations and Library Service Update

[21-0665](#) Building Process Update

**Attachments:** [Building Project Update May 2021 FINAL.pdf](#)

[21-0666](#) APL Hiring Processes

[21-0667](#) Book Donations

## **B. President's Report**

[21-0668](#) American Rescue Plan Act Funds and Build America's Library Act Update

[21-0669](#) Trustee Training: Trustee Essentials Chapter 1: The Trustee Job Description and Chapter 27: Trustee Orientation and Continuing Education

**Attachments:** [Trustee Essential Chapter 1 Trustee Job Description.pdf](#)  
[Trustee Essential Chapter 27 Orientation and CE.pdf](#)

## **C. Staff Updates**

[21-0670](#) Hmong American Day

[21-0671](#) Children's Programming and Summer Library Program

[21-0674](#) Community Partnerships 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

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Minutes - Draft Library Board

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Tuesday, April 20, 2021

4:30 PM

City Hall, 6th Floor A/B

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1. Call meeting to order

President Rebecca Kellner called the meeting to order at 4:32pm

2. Roll call of membership

**Others Present:** Owen Anderson, Nicole Casner, Ann Cooksey, Tina Krueger, Adriana McCleer, Dan McGinnis, Colleen Rortvedt, Tasha Saecker, Nick Vande Castle, Michael Vang, Maureen Ward

**Present:** 8 - Bergman, Hartjes, Looker, Kellner, Exarhos, Scheurman, Mann and Nett

**Excused:** 2 - Peterson and Siebers

**Others :** 1 - Sivasamy

3. Approval of minutes from previous meeting

[21-0456](#)

March 16, 2021 Meeting Minutes

**Attachments:** [March 16 2021 Meeting Minutes.pdf](#)

Looker moved, seconded by Bergman, that the March 16, 2021 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

4. Public Participation and Communication

[21-0457](#)

Michael Vang

### Establish Order of the Day

President Kellner called for a motion to move Action Items 21-0458, 21-0459 and 21-0460 to a Consent Agenda.

Scheurman moved, seconded by Bergman that Action Items 21-0458, 21-0459 and 21-0460 be moved to a Consent Agenda. Voice Vote. Motion Carried. (8-0)

5. Action Items

Exarhos moved, seconded by looker that Action Items 21-0458, 21-0459 and 21-0460 be approved. Voice Vote. Motion Carried. (8-0)

[21-0458](#)

Bill Register - March 2021

**Attachments:** [March Bill Register.pdf](#)  
[March Budget Report.pdf](#)  
[Q1 Friends Budget Report.pdf](#)

**This Report Action Item was approved.**

[21-0459](#)

2020-2021 Carryover

**Attachments:** [Library 20 - 21 carryover finalized.pdf](#)

**This Report Action Item was approved.**

[21-0460](#)

City Policies: Restricted Duty Policy, Fringe Benefit Policy (incorporates EAP Policy), Electronic Communications Policy, Military Leave Policy, Automated External Defibrillator (AED) Policy

**Attachments:** [Restricted Duty 2021 Strike and Bold.pdf](#)  
[Fringe Benefit Policy 2019 Strike and Bold.pdf](#)  
[EMPLOYEE ASSISTANCE PROGRAM 2021 Strike and Bold.pdf](#)  
[Electronic Communicaton Policy 2021 Strike and Bold.pdf](#)  
[Military Leave Policy 2021 Strike and Bold.pdf](#)  
[AED Policy \(Suggested Changes\).pdf](#)

**This Report Action Item was approved**

## 6. Information Items

### A. Administrative Report

[21-0461](#)

Continuity of Operations and Library Service Update

[21-0462](#)

APL Building Process Update

**Attachments:** [Building Project Update April 2021.pdf](#)

[21-0463](#)

APL Hiring Processes

[21-0464](#)

1st Quarter 2021 Friends Grant Funded Program Summaries

**Attachments:** [Friends Grant Funded Program Summaries 1st Quarter 2021 final.pdf](#)

[21-0472](#) Appleton Public Library 2020 Annual Report

**Attachments:** [AnnualReport\\_FinalPrint.pdf](#)

## B. President's Report

[21-0465](#) Recognizing 2020-2021 Alderperson Appointee to the Library Board

[21-0466](#) Trustee Essentials Chapter 13: Library Advocacy

**Attachments:** [TE13.pdf](#)  
[AdvocatePath.pdf](#)  
[ALA State Fact Sheet Wisconsin.pdf](#)

## C. Staff Updates

[21-0467](#) Children's Program Updates

**Attachments:** [Children's Svcs Program Updates April 2021.pdf](#)

[21-0468](#) Community Partnerships Program Updates

**Attachments:** [2021-04 Community Partnerships Board Report.pdf](#)

## 7. Adjournment

Hartjes moved, seconded by Bergman that the meeting be adjourned. Voice Vote. Motion Carried. (8-0)

The meeting was adjourned at 5:07pm

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/4 TO 2021/4		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
16010											Library Administration
16010	630100										Office Supplies
	001583	UNITED STATES POSTAL	54230	0	2021	4	INV P	25.20		pcard	Postage - Board Pac
	001983	AMAZON	54232	0	2021	4	INV P	17.84		pcard	binders
	001983	AMAZON	54734	0	2021	4	INV P	29.97		pcard	Headset Batteries
								<b>47.81</b>			
	002034	OFFICE DEPOT	53616	0	2021	4	INV P	15.75		pcard	Insulated Hot Coffe
	002034	OFFICE DEPOT	53647	0	2021	4	INV P	33.20		pcard	Packing Tape
	002034	OFFICE DEPOT	54228	0	2021	4	INV P	61.37		pcard	File Jackets, Comma
	002034	OFFICE DEPOT	54229	0	2021	4	INV P	35.99		pcard	Badge Holders
								<b>146.31</b>			
	999990	SIGNS.COM	53594	0	2021	4	INV P	34.49		pcard	National Library We
								<b>ACCOUNT TOTAL</b>			<b>253.81</b>
16010	630500										Awards & Recognition
	000084	ADI	53554	0	2021	4	INV P	100.00	042121	547985	NLWD gift cards (10
								<b>ACCOUNT TOTAL</b>			<b>100.00</b>
16010	630700										Food & Provisions
	001198	SAM'S CLUB	54163	0	2021	4	INV P	133.13		pcard	National Library wo
								<b>ACCOUNT TOTAL</b>			<b>133.13</b>
16010	641200										Advertising
	000084	ADI	52905	0	2021	4	INV P	80.00	041421	547890	2021 Advertising in
	002597	UNLISTED LLC	53564	0	2021	4	INV P	1,500.00	042121	548075	Annual Report Desig
	002597	UNLISTED LLC	53798	0	2021	4	INV P	450.00	042821	548191	Annual Report Nativ
								<b>1,950.00</b>			
	999990	ISSUU	53630	0	2021	4	INV P	228.00		pcard	Annual Report Adver
	999990	QR-CODE-GENERATOR.CO	54541	0	2021	4	INV P	184.34		pcard	QR Code Generator
	999990	SIGNS.COM	54684	0	2021	4	INV P	17.43		pcard	Charging Station St
								<b>429.77</b>			
								<b>ACCOUNT TOTAL</b>			<b>2,459.77</b>
16010	659900										Other Contracts/Obligation
	000620	HEARTLAND BUSINESS S	53799	0	2021	4	INV P	3,000.00	042821	548128	Agreement 0421ORD85
	002229	STAR PROTECTION AND	53562	0	2021	4	INV P	180.00	042121	548069	Security Guard
	002229	STAR PROTECTION AND	53744	0	2021	4	INV P	1,650.00	042121	548069	Security Guard
	002229	STAR PROTECTION AND	53755	0	2021	4	INV P	4,475.00	042121	548069	Security Guard

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/4 TO 2021/4		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
002229	STAR PROTECTION AND	54295		0	2021	4 INV P			Security Guard
									10,831.00
									ACCOUNT TOTAL 13,831.00
									ORG 16010 TOTAL 16,777.71
16021									Library Children's Services
16021	630100								Office Supplies
001983	AMAZON	54067		0	2021	4 INV P			42.80 pcard MQ Supplies
001983	AMAZON	54068		0	2021	4 INV P			5.55 pcard MQ supplies
001983	AMAZON	54246		0	2021	4 INV P			10.99 pcard Door Bell
001983	AMAZON	54506		0	2021	4 INV P			103.56 pcard Bags
									162.90
999990	LOWES #00907*	53627		0	2021	4 INV P			7.33 pcard Wooden Dowels & Eye
									ACCOUNT TOTAL 170.23
16021	659900								Other Contracts/Obligation
002633	SEONJOO S OH	54251		0	2021	4 INV P			500.00 042821 548168 Korean Mask worksho
999990	ANJIPLAY.COM	54200		0	2021	4 INV P			300.00 pcard ANJIPLAY.COM
999990	ANJIPLAY.COM	54244		0	2021	4 INV P			360.00 pcard ANJIPLAY.COM
999990	ANJIPLAY.COM	54245		0	2021	4 INV P			300.00 pcard ANJIPLAY.COM
									960.00
									ACCOUNT TOTAL 1,460.00
									ORG 16021 TOTAL 1,630.23
16023									Library Public Services
16023	630100								Office Supplies
001034	OUTAGAMIE WAUPACA LI	54296		0	2021	4 INV P			122.00 042821 548161 Receipt Paper - 2 c
									ACCOUNT TOTAL 122.00
									ORG 16023 TOTAL 122.00
16024									Library Community Partnerships
16024	620100								Training/Conferences
999990	WISCONSIN LIBRARY AS	54507		0	2021	4 INV P			85.00 pcard 2021 WAPL Conferenc
									ACCOUNT TOTAL 85.00
16024	659900								Other Contracts/Obligation
000531	FOX VALLEY COMMUNICA	52900		0	2021	4 INV P			48.66 041421 547918 Translation
002598	DEBRA DUDEK	53698		0	2021	4 INV P			100.00 042121 548010 Find Your Ancestors

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/4 TO 2021/4									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
002603 PABLO TORAL	53824	0	2021	4	INV P	50.00	042821	548162	Civic Conversation
002609 DIVERSE & RESILIENT	54309	0	2021	4	INV P	200.00	050521	548236	Fox Cities Reads pr
ACCOUNT TOTAL						398.66			
ORG 16024 TOTAL						483.66			
16031			Library Building Operations						
16031	630600		Building Maint./Janitorial						
000274 CINTAS CORPORATION	54061	0	2021	4	INV P	-1.46	pcard		Rug cleaning
000274 CINTAS CORPORATION	54062	0	2021	4	INV P	-1.46	pcard		Rug cleaning
000274 CINTAS CORPORATION	54063	0	2021	4	INV P	-1.46	pcard		Rug Cleaning
000274 CINTAS CORPORATION	54064	0	2021	4	INV P	39.34	pcard		Rug cleaning
						34.96			
001333 TARTAN SUPPLY CO., I	54065	0	2021	4	INV P	911.06	pcard		Towel and sanitizer
ACCOUNT TOTAL						946.02			
16031	641301		Electric						
001575 WE ENERGIES	532	0	2021	4	INV P	6,442.77	042821	548200	00262
ACCOUNT TOTAL						6,442.77			
16031	641302		Gas						
001575 WE ENERGIES	532	0	2021	4	INV P	2,603.54	042821	548200	00162
ACCOUNT TOTAL						2,603.54			
ORG 16031 TOTAL						9,992.33			
16032			Library Materials Management						
16032	503500		Other Reimbursements						
000278 CITY OF KAUKAUNA	54356	0	2021	4	INV P	12.99	050521	548232	Patron material rei
001478 WAUPACA COUNTY	54364	0	2021	4	INV P	30.00	050521	548288	Patron material rei
001615 DOOR COUNTY LIBRARY	53542	0	2021	4	INV P	17.00	042121	548012	Material Reimbursem
999998 Angelina Peterson	53544	0	2021	4	INV P	19.00	042121	548042	Patron Material Rei
999998 EMILY CONE	54320	0	2021	4	INV P	27.00	050521	548254	LIBRARY FINE REFUND
						46.00			
ACCOUNT TOTAL						105.99			
16032	630100		office supplies						
002259 DEMCO SOFTWARE	54545	0	2021	4	INV P	150.28	pcard		NEW labels and tape



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/4 TO 2021/4									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
999990 SP * ELM USA	53631	0	2021	4	INV P			Disc Buffer Supplie	1,227.95
999990 PREMIUM WATERS INC	54687	0	2021	4	INV P			Distilled water for	164.85
999990 SP * ELM USA	54688	0	2021	4	INV P			Disc buffer replace	209.31
									<b>1,602.11</b>
ACCOUNT TOTAL									1,752.39
16032 631500			Books & Library Materials						
000550 GALE / CENGAGE LEARN	53622	0	2021	4	INV P				13,711.81
000550 GALE / CENGAGE LEARN	53623	0	2021	4	INV P				8,392.81
									<b>22,104.62</b>
000797 LEXIS NEXIS	53617	0	2021	4	INV P				3,964.90
000889 MIDWEST TAPE	53598	0	2021	4	INV P				657.15
000889 MIDWEST TAPE	53633	0	2021	4	INV P				6,633.07
000889 MIDWEST TAPE	53634	0	2021	4	INV P				693.98
000889 MIDWEST TAPE	54548	0	2021	4	INV P				830.17
000889 MIDWEST TAPE	54692	0	2021	4	INV P				550.17
									<b>9,364.54</b>
001590 STATE BAR OF WISCONS	54737	0	2021	4	INV P				227.70
001983 AMAZON	53624	0	2021	4	INV P				19.83
001983 AMAZON	53625	0	2021	4	INV P				14.99
001983 AMAZON	53649	0	2021	4	INV P				11.19
001983 AMAZON	53650	0	2021	4	INV P				19.99
001983 AMAZON	53651	0	2021	4	INV P				29.75
001983 AMAZON	53652	0	2021	4	INV P				14.68
001983 AMAZON	53653	0	2021	4	INV P				79.98
001983 AMAZON	54235	0	2021	4	INV P				18.20
001983 AMAZON	54738	0	2021	4	INV P				19.95
001983 AMAZON	54739	0	2021	4	INV P				19.98
001983 AMAZON	54740	0	2021	4	INV P				22.99
001983 AMAZON	54741	0	2021	4	INV P				15.13
001983 AMAZON	54742	0	2021	4	INV P				21.59
									<b>308.25</b>
002396 INGRAM LIBRARY SERV	53599	0	2021	4	INV P				151.66
002396 INGRAM LIBRARY SERV	53600	0	2021	4	INV P				276.85
002396 INGRAM LIBRARY SERV	53601	0	2021	4	INV P				201.94
002396 INGRAM LIBRARY SERV	53602	0	2021	4	INV P				2,720.99
002396 INGRAM LIBRARY SERV	53635	0	2021	4	INV P				-11.87
002396 INGRAM LIBRARY SERV	53636	0	2021	4	INV P				551.19
002396 INGRAM LIBRARY SERV	53637	0	2021	4	INV P				1,596.29
002396 INGRAM LIBRARY SERV	53638	0	2021	4	INV P				307.51
002396 INGRAM LIBRARY SERV	53639	0	2021	4	INV P				348.15
002396 INGRAM LIBRARY SERV	53640	0	2021	4	INV P				724.99

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/4 TO 2021/4		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
002396	INGRAM LIBRARY SERV	54550	0	2021	4	INV	P	245.24	pcard		
002396	INGRAM LIBRARY SERV	54551	0	2021	4	INV	P	237.84	pcard		
002396	INGRAM LIBRARY SERV	54552	0	2021	4	INV	P	366.23	pcard		
002396	INGRAM LIBRARY SERV	54553	0	2021	4	INV	P	552.88	pcard		
002396	INGRAM LIBRARY SERV	54554	0	2021	4	INV	P	1,643.62	pcard		
002396	INGRAM LIBRARY SERV	54555	0	2021	4	INV	P	305.24	pcard		
002396	INGRAM LIBRARY SERV	54556	0	2021	4	INV	P	702.54	pcard		
002396	INGRAM LIBRARY SERV	54557	0	2021	4	INV	P	388.78	pcard		
002396	INGRAM LIBRARY SERV	54693	0	2021	4	INV	P	1,745.04	pcard		
002396	INGRAM LIBRARY SERV	54694	0	2021	4	INV	P	257.13	pcard		
002396	INGRAM LIBRARY SERV	54695	0	2021	4	INV	P	246.32	pcard		
002396	INGRAM LIBRARY SERV	54696	0	2021	4	INV	P	844.53	pcard		
								14,403.09			
002583	BLACKSTONE PUBLISHIN	53620	0	2021	4	INV	P	34.05	pcard		
002583	BLACKSTONE PUBLISHIN	53621	0	2021	4	INV	P	86.21	pcard		
								120.26			
999990	THOMSON WEST*TCD	53618	0	2021	4	INV	P	1,054.95	pcard		
999990	THOMSON WEST*TCD	53619	0	2021	4	INV	P	521.07	pcard		
999990	RDA*COUNTRY BOOKS	54234	0	2021	4	INV	P	35.98	pcard		
999990	OVERDRIVE DIST	54549	0	2021	4	INV	P	1,064.80	pcard		
								2,676.80			
ACCOUNT TOTAL								53,170.16			
ORG 16032 TOTAL								55,028.54			
16033	Library Network Services										
16033	630100	Office Supplies									
999990	SIGNS.COM	54542	0	2021	4	INV	P	20.18	pcard	Michael Vang Busine	
ACCOUNT TOTAL								20.18			
16033	641800	Equip Repairs & Maint									
001961	WELLS FARGO FINANCIA	54258	0	2021	4	INV	P	421.73	042821	548211 Copier Lease	
999990	ADOBE CREATIVE CLOUD	53593	0	2021	4	INV	P	379.67	pcard	ADOBE CREATIVE CLOU	
999990	SPLASHTOP.COM	54066	0	2021	4	INV	P	1,633.50	pcard	SPLASHTOP.COM	
								2,013.17			
ACCOUNT TOTAL								2,434.90			
ORG 16033 TOTAL								2,455.08			
FUND 100 General Fund								TOTAL :	86,489.55		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/4 TO 2021/4	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
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\*\* END OF REPORT - Generated by John Hoft-March \*\*

**APPLETON PUBLIC LIBRARY**  
 YEAR-TO-DATE BUDGET REPORT, 4/30/21

FOR 2021 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>160 Library</b>							
423200 Library Grants & Aids	-1,091,736	0	-1,091,736	-610,019.00	.00	-481,717.00	55.9%
480100 General Charges for Service	-30,000	0	-30,000	-1,677.11	.00	-28,322.89	5.6%
500100 Fees & Commissions	0	0	0	-.29	.00	.29	100.0%
501500 Rental of City Property	-30,000	0	-30,000	-30,000.00	.00	.00	100.0%
502000 Donations & Memorials	0	0	0	-248.10	.00	248.10	100.0%
503500 Other Reimbursements	-19,500	0	-19,500	-65,519.08	.00	46,019.08	336.0%
610100 Regular Salaries	2,337,611	0	2,337,611	678,950.01	.00	1,658,660.99	29.0%
610400 Call Time Wages	0	0	0	600.00	.00	-600.00	100.0%
610800 Part-Time Wages	204,006	0	204,006	55,869.01	.00	148,136.99	27.4%
611400 Sick Pay	0	0	0	1,832.56	.00	-1,832.56	100.0%
611500 Vacation Pay	0	0	0	30,413.58	.00	-30,413.58	100.0%
615000 Fringes	851,796	0	851,796	.00	.00	851,796.00	.0%
615100 FICA	0	0	0	54,898.13	.00	-54,898.13	100.0%
615200 Retirement	0	0	0	49,821.51	.00	-49,821.51	100.0%
615301 Health Insurance	0	0	0	132,516.76	.00	-132,516.76	100.0%
615302 Dental Insurance	0	0	0	10,359.90	.00	-10,359.90	100.0%
615400 Life Insurance	0	0	0	214.90	.00	-214.90	100.0%
620100 Training/Conferences	23,234	0	23,234	2,537.29	.00	20,696.71	10.9%
620600 Parking Permits	23,100	0	23,100	23,100.00	.00	.00	100.0%
630100 Office Supplies	45,781	0	45,781	9,708.06	.00	36,072.94	21.2%
630300 Memberships & Licenses	2,200	0	2,200	1,066.08	.00	1,133.92	48.5%
630500 Awards & Recognition	850	0	850	168.00	.00	682.00	19.8%
630600 Building Maint./Janitorial	11,084	0	11,084	3,480.95	.00	7,603.05	31.4%
630700 Food & Provisions	1,135	0	1,135	229.86	.00	905.14	20.3%
630902 Tools & Instruments	150	0	150	81.97	.00	68.03	54.6%
631500 Books & Library Materials	597,644	0	597,644	204,953.42	.00	392,690.58	34.3%
632002 Outside Printing	100	0	100	2,058.89	.00	-1,958.89	2058.9%
632300 Safety Supplies	550	0	550	110.00	.00	440.00	20.0%
632700 Miscellaneous Equipment	68,630	0	68,630	136.80	.00	68,493.20	.2%
640700 Solid Waste/Recycling Pickup	4,005	0	4,005	972.00	.00	3,033.00	24.3%
641200 Advertising	1,288	0	1,288	4,151.03	.00	-2,863.03	322.3%
641301 Electric	95,890	0	95,890	24,010.34	.00	71,879.66	25.0%
641302 Gas	22,283	0	22,283	10,243.50	.00	12,039.50	46.0%
641303 Water	5,125	0	5,125	384.42	.00	4,740.58	7.5%
641304 Sewer	2,114	0	2,114	133.54	.00	1,980.46	6.3%
641306 Stormwater	3,700	0	3,700	811.23	.00	2,888.77	21.9%
641307 Telephone	2,948	0	2,948	1,124.63	.00	1,823.37	38.1%
641308 Cellular Phones	1,600	0	1,600	285.00	.00	1,315.00	17.8%
641600 Build Repairs & Maint	2,000	0	2,000	.00	.00	2,000.00	.0%
641800 Equip Repairs & Maint	84,931	0	84,931	51,498.64	.00	33,432.36	60.6%

**APPLETON PUBLIC LIBRARY**  
 YEAR-TO-DATE BUDGET REPORT, 4/30/21

FOR 2021 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
642000 Facilities Charges	183,973	0	183,973	23,395.46	.00	160,577.54	12.7%
659900 Other Contracts/Obligation	153,309	0	153,309	90,299.46	.00	63,009.54	58.9%
681500 Software Acquisition	4,498	0	4,498	.00	.00	4,498.00	.0%
TOTAL Library	3,564,299	0	3,564,299	762,953.35	.00	2,801,345.65	21.4%
TOTAL REVENUES	-1,171,236	0	-1,171,236	-707,463.58	.00	-463,772.42	
TOTAL EXPENSES	4,735,535	0	4,735,535	1,470,416.93	.00	3,265,118.07	
GRAND TOTAL	3,564,299	0	3,564,299	762,953.35	.00	2,801,345.65	21.4%

\*\* END OF REPORT - Generated by John Hoft-March \*\*



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**APPLETON PUBLIC LIBRARY**  
225 North Oneida Street  
Appleton, WI 54911-4780  
(920) 832-6170 | FAX: (920) 832-6182

**TO: Members of the Appleton Public Library Board of Trustees**

**FROM: Rebecca Kellner, Library Board President**

**DATE: May 11, 2021**

**RE: 2021 Nominating Committee Appointments**

---

The Appleton Public Library Board of Trustees Bylaws (Article III.3) states:

“A nominating committee, and a chair thereof, shall be appointed by the President three months prior to the organizational meeting”

Wis. Statute 42.54(2) requires that within 60 days after the beginning of terms, the members of the Library Board shall organize by the election, from among their number, of a president and such other officers as they deem necessary.

I hereby appoint the following Trustees to serve as the Nominating Committee:

Brian Looker, Chair  
Nancy Scheuerman  
Patricia Exarhos

This committee shall present a slate of officers (President, Vice President, and Secretary) at the organizational meeting which will occur in August. No officer may serve more than two consecutive terms in a given office nor hold more than one office at a time. Additional nominations may be made from the floor during the organizational meeting by any Library Board member or officer.

Library staff will work with this committee to schedule this meeting prior to the August Board of Trustees meeting.



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**TO: Members of the Appleton Public Library Board of Trustees  
Members of the City of Appleton Common Council**  
**FROM: Dean Gazza, Director of Parks Recreation and Facilities Management  
Colleen Rortvedt, Library Director**  
**DATE: May 14, 2021**  
**RE: May Library Building Project Update**

City staff continue to work with architects Skidmore, Owings and Merrill (SOM) on the library project. The following progress has been made in the past month:

1. The Building Condition Assessment has been finalized. No major surprises were found. Overall, the report was positive in that the building structure is solid and will integrate well into a new design. Below are some of the photos taken during the condition assessment process.

STRUCTURE

EXISTING STRUCTURE REVIEW



Figure 3



Figure 4



Figure 5



Figure 6

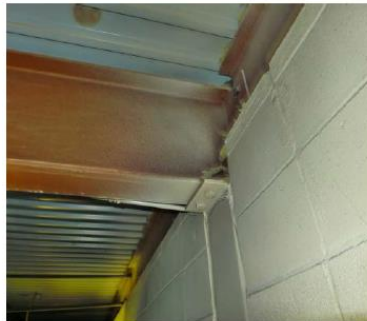


Figure 7



Figure 8



2. A building scan utilizing LIDAR scanning technology was performed and is currently being finalized. It is anticipated that this will be completed at month end as scheduled.
3. Boundary and topographic surveys have been completed.
4. Ongoing work continues with staff on the library building program. This will serve as the initial instructions that the architects use to develop space needs, important adjacencies and ultimately concepts and design. The architectural team will utilize this information to begin testing various options for consideration. Meetings have been a combination of in person and virtual. Below are images from the first staff workshop.



5. A Library Building Project Advisory Committee has been developed and the [submission of applications](#) and appointments has begun. This Committee will consist of stakeholders with a broad spectrum of insight from throughout the community to provide input into the goals and design of the Library.
6. Additional opportunities for broad community involvement are being finalized.

Upon the completion of the pre-design and programming phases we look forward to entering the conceptual design phase next month as additional feedback is obtained.



# The Trustee Job Description

# 1

## Job Title

Public Library Trustee

## General Function

Participate as a member of a team (the library board) to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the local public library.

## Qualifications

- serious commitment to being a library trustee
- serious commitment to the provision of library services within your community
- ability to attend regularly scheduled board meetings and be an active member of the library board
- willingness to become familiar with Wisconsin library law, standards for libraries, and principles and practices for ensuring that the library provides broad and equitable access to the knowledge, information, and diversity of ideas needed by community residents
- commitment to freedom of expression and inquiry for all people

## Principal Activities

### 1. Prepare for and attend regular board meetings.

The library board meeting will be the primary opportunity for you to contribute to the development of your library. To get the most from the meetings, and to be able to share your skills and knowledge, you must attend each meeting after having read and thought about the issues and topics that will be discussed. While you and your fellow trustees are busy people, it is important that the full board meet on a monthly basis to conduct business. You can contribute to the library by encouraging regular meetings and assuring that the meetings are properly noticed in accordance with Wisconsin's open meetings law. (See [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#) and [Trustee Essential #14: The Library Board and the Open Meetings Law](#).)

2. Work with the municipal governing body to obtain adequate library funding. Assist in the review and approval of the annual budget and monthly expenditures as presented by the library director.

One of the library board's most important responsibilities is to work to obtain adequate financial support so that the library can provide a meaningful program of services for the residents of the area. As a trustee, your focus should be on those services and what is required to provide them to the public in the most beneficial manner. Once a determination is made as to how much money will be needed, the request must be carefully and accurately prepared and then presented to the municipal governing body; for example, the village board or the city council. Trustees should attend the governing body meetings when budget requests are presented so that they can answer questions about need and account for how previous appropriations benefited the citizens and the community. After municipal funding has been approved, the library board must monitor the use of these public funds to assure that they provide what was intended. By law, only the library board has the authority to approve expenditures made by the library. (See [Trustee Essential #8: Developing the Library Budget](#) and [Trustee Essential #9: Managing the Library's Money](#).)

3. Participate in the development and approval of library policies. Review policies on a regular, systematic schedule.

Certainly the money is important to pay staff, buy materials, and maintain the facilities, but a library cannot operate successfully without policies that assure consistent and equitable treatment of all users while at the same time protecting the resources of the institution. Developing and adopting these policies is another important responsibility of a library board. Each trustee acts as a contact with other members of the community and has the chance to hear about concerns or desires relating to the library. The comments you receive from the public can help you and the other members of the board address the community standards through thoughtful and fair policies. Understanding the feelings of community members and the challenges the staff faces in operating the library can prepare you to participate with other board members and the director in defending policies that may provoke controversy. As needs, processes, and services change within the library, there will be a need to review, revise, and add policies. It can be helpful for the board to establish a routine procedure for reviewing policies to be sure that they remain current. This is often accomplished by the board looking at individual policies at meetings throughout the year. (See [Trustee Essential #10: Developing Essential Library Policies](#).)

4. Help determine and advocate for reasonable staff salaries and benefits.

If the library is to offer meaningful and accessible services to the residents of your community, it must have a trained, certified library director and other capable assistants to provide those services. To attract capable employees, and to keep them once they are hired and oriented, it will be crucial that the library board offer reasonable and competitive compensation, including a meaningful wage and benefits like health insurance, retirement, sick leave, and vacation. By providing

adequate compensation for staff, the library board will help local officials and the public generally to understand the importance of the library and the complexity of the tasks involved with providing good library services. (See [Trustee Essential #7: The Library Board and Library Personnel](#).)

#### 5. Assist in the hiring, supervising, and evaluating of the library director.

Though it is hopefully not a regular task, there may come a time when the library board must hire a new director. If this is required, deciding how the process is conducted and who is finally selected will be among the most important decisions a library board will ever make. A library director can be around for many years and have a significant impact on the tone and quality of library service. In the one-person library, the library director often becomes the personification of the entire institution. So it is important that this task be given serious consideration and that each trustee takes an active role in selecting and then welcoming and orienting the new director. Finally, in order to assure that you do not have to go through this process unnecessarily, the library board needs to establish a regular procedure and schedule for assessing the performance of the director and providing suggestions for improvements. Your willingness as a trustee to participate in these processes will greatly contribute to the library's overall effectiveness. (See [Trustee Essential #5: Hiring a Library Director](#); [Trustee Essential #6: Evaluating the Director](#); and [Trustee Essential #7: The Library Board and Library Personnel](#).)

#### 6. Study the needs and interests of the community and see that they are addressed, as appropriate, by the library.

As a community liaison, you are in a unique position to survey the community, learn of its needs and wants, and include those interests in discussions relating to library development. This opportunity and responsibility is satisfied at an informal and formal level. Informally, just being visible and accessible as a library trustee and communicating with your neighbors will allow you to gather important information about how the library can help its customers. In a more formal fashion, the library board may decide to conduct a community survey and/or call together a focus group to help it pinpoint important issues. Active participation by each trustee at both levels will be invaluable to the library's progress. (See [Trustee Essential #11: Planning for the Library's Future](#).)

#### 7. Act as an advocate for the library through contacts with civic groups and public officials.

Gathering information on community needs will certainly put you in contact with your community; the purpose of that activity is to focus development energies. Other kinds of contacts are also important, however, and their purpose will be to raise awareness of the library and promote its services. It has been written that the core of effective politics is the building of rapport. Since local politics are personal, your contacts on behalf of the library with public officials from the municipality, the county, and the state will advance the cause of your institution. In the same way, building rapport and networking with civic and service groups will advance your cause with your customers and potential individual supporters.

This is an area where an individual trustee can directly help the library in a significant way. (See [Trustee Essential #13: Library Advocacy](#).)

#### 8. Become familiar with principles and issues relating to intellectual freedom and equitable provision of public library services.

Public libraries in our country and state are founded on the principle that for a democracy to function properly it must have an educated electorate, and to be educated, people must have free access to the broadest possible array of information. Libraries, along with other institutions such as the press and the judiciary, have long stood as protectors of the individual's right to have the information that he or she requires to thrive in and contribute to society. Regardless of these basic rights, though, sometimes people seek to limit the access of others to certain ideas and presentations. It is a responsibility of your library board, and each member of that board, to make a commitment to the community's freedom of inquiry and expression, and to be prepared to address calmly and respectfully the challenges that may come before you. While the board must have a carefully devised process for addressing challenges and speak in a single voice on censorship issues to the public and the media, it is up to you as a trustee to take the time to become informed about the principles and issues. While it is said that a public library without something to offend everyone is not doing its job, it is not the job of the library board to offend, but rather to defend the rights of each citizen to search for the truth through his or her own journey. The nation's and the library's future relies on unrestricted access to information. (See [Trustee Essential #22: Freedom of Expression and Inquiry](#) and [Trustee Essential #23: Dealing with Challenges to Materials and Policies](#).)

#### 9. Assist in the formulation and adoption of a strategic plan for the library. Periodically review and revise strategic plan.

Working through the budget process, developing policies, and studying community needs and making contacts with individuals and groups prepares you for the valuable process of formulating plans for the library's future. Your library may be accomplishing great things already, but as the world changes, the library must change with it. Trustees, as the citizen representatives with detailed information about how the library functions, are in an ideal position to assist with planning. Your important role in planning will be to investigate, along with the library director, different planning options and then decide on the most appropriate process for your library. If additional resources are required to fulfill the plans, you can also help to establish the amount and identify sources. Finally, once proposed plans are approved by the full board, you can continue to participate by being active in the annual review of the library's plan, during which you can suggest revisions that will keep the library on course. A plan is a means to an end, and it will be the active participation of each trustee in the planning process that will offer ongoing strength and insight to the library board as it pursues its responsibility for library development. (See [Trustee Essential #11: Planning for the Library's Future](#).)

#### 10. Attend Wisconsin Library Association conferences, regional

system workshops, and other training opportunities in order to expand knowledge of effective leadership, and consider membership in the Wisconsin Library Trustees and Friends (WLTF).

As you have probably concluded by now, the library trustee's job is complex and demanding. At the same time, though, it can be stimulating and exceedingly rewarding. One way to maintain energy and enthusiasm, as well as to increase understanding of trusteeship, is to participate in the various opportunities for education that are available to trustees. Through your director or direct mailings, you should be regularly informed of upcoming seminars, workshops, and conferences. Another method for gaining insights and ideas and also a great way to rejuvenate the spirit and not feel alone in the challenges you face is to get involved in the state library trustee association. The network of friends that can be developed through WLTF will keep you interested and vital; your participation in the association will strengthen the statewide library community, and that, in turn, will help your library as well.

*So you're a public library trustee! Thank you.*

*Trustee Essentials: A Handbook for Wisconsin Public Library Trustees* was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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# Trustee Orientation and Continuing Education

# 27

## Trustee Orientation

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

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

## Trustee Continuing Education

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

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

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

## Newsletters and Discussion Lists

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

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

### In This Trustee Essential

- The importance of new trustee orientation
- Why continuing education is essential for all trustees
- Opportunities for continuing education even for busy trustees

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

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

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

## Other Continuing Education Ideas

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

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

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

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



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

## Websites

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

## Budgeting for Trustee Continuing Education

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

## Discussion Questions

1. What issues do you want to learn more about? Where can you turn to learn more about those issues?
2. Should the Wisconsin Library Trustees and Friends look into voluntary certification for library trustees? If so, what should be required to earn certification?

## Sources of Additional Information

- Attached Sample Trustee Orientation Outline
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)
- Wisconsin Library Trustee Resource Page at <http://dpi.wi.gov/pld/boards-directors>
- Wisconsin Library Trustees and Friends (WLTF) at [wla.wisconsinlibraries.org/wltf](http://wla.wisconsinlibraries.org/wltf)
- Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) at [www.ala.org/altaff](http://www.ala.org/altaff)

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## Sample Trustee Orientation Outline

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

1. The board president (or library director or other board designee) should contact the new trustee to welcome him/her to the board and schedule the orientation session or sessions.
2. Immediately send the new trustee a packet that includes:
  - a copy of this handbook
  - bylaws of the board
  - a list of board members, indicating terms of office and board officers
  - board committee membership lists
  - calendar of upcoming meetings

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

- the library's latest annual report
  - the library's strategic plan and current technology plan (if any)
  - the library's policies
  - the library's current and previous year's budget
  - the board's meeting minutes for the previous six months
  - the director's reports for the previous six months
  - the latest monthly statistical report and financial report
  - an organizational chart of the library staff with names and titles
  - the library board's annual calendar, including legal requirements and deadlines
  - Wisconsin Statutes Chapter 43 (Wisconsin's library law)
  - access to the [Wisconsin Public Library Standards](#)
  - a copy of a brochure or other concise information about your library system
3. The orientation should include a tour of the library, with the director, to introduce staff and discuss library programs and services.
  4. The orientation should include meetings with the library director (and perhaps a library board representative) to discuss library services, library plans, and other important issues. A possible plan for the remainder of the orientation program could be as follows:
    - a. A meeting/discussion with the library director to learn:

- how the library is organized and governed
  - how the library is funded
  - how the library is operated day to day
  - how the library serves the needs of the community
  - how the library is linked to other resources, other libraries, and the library system
  - how the library could better serve the community
- b. A meeting/discussion with one or more board representatives to talk about:
- library board statutory powers and duties (review [Trustee Essential #2: Who Runs the Library?](#))
  - board bylaws, organization, officers, and committees (review [Trustee Essential #3: Bylaws—Organizing the Board for Effective Action](#))
  - location, schedule, and conduct of meetings (review [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#))
  - responsibilities and expectations of board members (review [Trustee Essential #1: The Trustee Job Description](#))
  - library strategic plans, and the status of activities to meet the objectives of those plans
  - recent library accomplishments
  - board relationship to the library director, the library staff, and the municipality (review [Trustee Essential #2: Who Runs the Library?](#))

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