



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, May 17, 2022

4:30 PM

225 N. Oneida Street

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[22-0664](#) April 19, 2022 Meeting Minutes

Attachments: [April 19 2022 Library Board Meeting Minutes.pdf](#)

4. Public Participation & Communications

Establish Order of the Day

5. Action Items

[22-0665](#) Bill Register - April 2022

Attachments: [Bill Register-042022.pdf](#)

[APL Financial Cash Flow-Apr-2022-MTD.pdf](#)

[APL Financial Cash Flow April 2020-YTD.pdf](#)

[22-0666](#) May 2022 Budget Amendment

Attachments: [May Budget Amendment Request-52022.pdf](#)

[22-0667](#) City of Appleton General Safety Policy

Attachments: [General Safety Policy \(with updates\).pdf](#)

[22-0668](#) Naming Opportunities Approach

Attachments: [Naming Opportunities Memo FINAL 5-11-2022.pdf](#)

[22-0669](#) Nominating Committee

Attachments: [President Scheuerman Nominating Committee Memo 2022.pdf](#)

6. Information Items**A. Administrative Report**

[22-0670](#) Library Building Project Update

Attachments: [Building Project Update May 2022 FINAL \(002\).pdf](#)
[Spotlight on Library Property and Items of Significance May 2022.pdf](#)

[22-0671](#) Temporary Library Update

B. President's Report

[22-0672](#) Trustee Development: Trustee Presentation "What does FOR ALL mean in APL's Strategic Pillars?"

C. Friends of Appleton Public Library Report

[22-0673](#) Capital Campaign Planning Update

D. Staff Updates

[22-0674](#) Children's Program Updates

Attachments: [Childrens Svcs. May Board Report.pdf](#)

[22-0675](#) Community Partnerships Updates

Attachments: [2022-05 Board Report - CP.pdf](#)

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.



Meeting Minutes
Library Board

Tuesday, April 19, 2022

4:45 PM

100 N. Appleton Street
6th Floor Council Chambers 6 A / B

1. Call meeting to order

President Nancy Scheuerman called the meeting to order at 4:47pm

2. Roll call of membership

Others Present: Owen Anderson, Nicole Casner, Ann Cooksey, Robert Edwards, Darrin Glad, Tina Krueger, Adriana McCleer, Dan McGinnis, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Bradley Shipps, Maureen Ward

Present: 8 - Hartjes, Looker, Kellner, Exarhos, Scheuerman, Mann, Nett and Brozek

Excused: 3 - Sivasamy, Van Zeeland and Keller

3. Approval of minutes from previous meeting

[22-0432](#)

March 25, 2022 Meeting Minutes

Attachments: [March 25 2022 Library Board Meeting Minutes.pdf](#)

Mann moved, seconded by Hartjes, that the March 25, 2022 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

Aye: 8 - Hartjes, Looker, Kellner, Exarhos, Scheuerman, Mann, Nett and Brozek

Absent: 3 - Sivasamy, Van Zeeland and Keller

4. Public Participation & Communications

[22-0440](#)

Outagamie Waupaca Library System (OWLS) Recognition

5. Action Items

President Scheuerman called for a motion to place Action Items 22-0433, 22-0434 and 22-0435 on a Consent Agenda.

Exarhos moved, seconded by Mann that Action Items 22-0433, 22-0434 and 22-0435 be place on a Consent Agenda. Voice Vote. Motion Carried. (8-0)

Exarhos moved, seconded by Looker that the Consent Agenda Items be approved. Voice Vote. Motion Carried. (8-0)

[22-0433](#)

Bill Register - March 2022

Attachments: [Bill Register-032022-Tyler Munis.pdf](#)
[APL Financial Cash Flow Jan-Mar-2022.pdf](#)
[APL MTD Comp Mar-2022.pdf](#)

This Report Action Item was approved

[22-0434](#)

Naming Rights Policy

Attachments: [Naming Rights for library board approval 4-12-2022.pdf](#)

This Report Action Item was approved

[22-0435](#)

2021-2022 Library Carryover

Attachments: [Library 21-22 Carryover Request - Finalized.pdf](#)

This Report Action Item was approved

6. Information Items

A. Administrative Report

[22-0436](#)

Library Building Project Update

Attachments: [Building Project Update April 2022.pdf](#)
[2022_04 College North Final Open House Boards FINAL.pdf](#)
[Parking Spotlight Information 4-12-2022 FINAL.pdf](#)

[22-0437](#)

Temporary Library Update

Attachments: [APL Temporary Library Furniture Plan.pdf](#)

B. President's Report

[22-0438](#)

National Library Week 2022 Mayoral Proclamation

Attachments: [2022 Library Week Proclamation.pdf](#)

[22-0439](#)

Staff Recognition

C. Staff Updates

[22-0442](#)

APL 2021 Annual Report

Attachments: [2021AnnualReport.pdf](#)

[22-0443](#)

Friends Grant Funded Program Summaries - 1st Quarter 2022 (January - March)

Attachments: [Friends Grant Funded Program Summaries 1st Quarter 2022 FINAL.pdf](#)

7. Adjournment

Exarhos moved, seconded by Mann, that the Meeting be adjourned. Voice Vote. Motion Carried. (8-0)

The meeting was adjourned at 5:15pm

Aye: 8 - Hartjes, Looker, Kellner, Exarhos, Scheuerman, Mann, Nett and Brozek

Absent: 3 - Sivasamy, Van Zeeland and Keller

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/4 TO 2022/4		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16010								Library Administration
16010	620100							Training/Conferences
	999990	THE INGLESIDE HOTEL	76196	0	2022	4 INV P	101.70	pcard WVCA conference lod
	999990	WPY*WISCONSIN VOLUNT	76199	0	2022	4 INV P	150.00	pcard Registration for WV
							251.70	
							ACCOUNT TOTAL	251.70
16010	630100							Office Supplies
	999990	CHICAGO BOOKS & JOUR	75316	0	2022	4 INV P	11.61	pcard NLW - Digital Poste
							ACCOUNT TOTAL	11.61
16010	630700							Food & Provisions
	001871	BAGELICIOUS	75726	0	2022	4 INV P	765.39	042722 553455 All Staff Meeting 4
	999990	WALGREENS #5102	76182	0	2022	4 INV P	13.97	pcard Staff Recognition
							ACCOUNT TOTAL	779.36
16010	632002							Outside Printing
	999990	DRI*SIGNS	76185	0	2022	4 INV P	114.34	pcard Building Project Si
							ACCOUNT TOTAL	114.34
16010	641200							Advertising
	999990	COMPLIANCE SIGNS	76183	0	2022	4 INV P	289.42	pcard Building Signage
	999990	SQ *AMANO PRINT HOUS	76184	0	2022	4 INV P	905.27	pcard Summer Library Prog
							1,194.69	
							ACCOUNT TOTAL	1,194.69
							ORG 16010 TOTAL	2,351.70
16021								Library Children's Services
16021	630100							Office Supplies
	999990	VISTAPRINT	76181	0	2022	4 INV P	39.99	pcard Business Cards
	999990	WM SUPERCENTER #1982	76195	0	2022	4 INV P	23.08	pcard Passive activity su
	999990	AMZN MKTP US*1H7MI9L	76206	0	2022	4 INV P	8.75	pcard Ukulele Felt Picks
	999990	AMZN MKTP US*1H79G85	76304	0	2022	4 INV P	11.88	pcard Power Cord for Outd
							83.70	
							ACCOUNT TOTAL	83.70
							ORG 16021 TOTAL	83.70
16031								Library Building Operations
16031	640700							Solid waste/Recycling Pickup
	999990	GFL ENVIRONMENTAL IN	76164	0	2022	4 INV P	650.00	pcard March recycling

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/4 TO 2022/4		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
999990	GFL ENVIRONMENTAL IN	76165	0	2022	4 INV P	82.88	pcard	March trash
						732.88		
	ACCOUNT TOTAL					732.88		
	ORG 16031	TOTAL				732.88		
16032	Library Materials Management							
16032	503500							Other Reimbursements
000841	MARION PUBLIC LIBRAR	74990	0	2022	4 INV P	15.00	041322	553281 Patron Material Rei
	ACCOUNT TOTAL					15.00		
16032	630100							Office Supplies
001983	AMAZON	76202	0	2022	4 INV P	139.99	pcard	Videogame storage c
001983	AMAZON	76203	0	2022	4 INV P	101.91	pcard	Videogame storage c
						241.90		
	ACCOUNT TOTAL					241.90		
16032	631500							Books & Library Materials
000550	GALE / CENGAGE LEARN	76377	0	2022	4 INV P	14,397.40	pcard	77574665
000889	MIDWEST TAPE	75304	0	2022	4 INV P	466.85	pcard	501899210 50189211
000889	MIDWEST TAPE	76232	0	2022	4 INV P	521.57	pcard	501913856 50191385
000889	MIDWEST TAPE	76346	0	2022	4 INV P	366.68	pcard	501954400 50195440
						1,355.10		
000979	NL PRESS STAR/MULTI	75318	0	2022	4 INV P	54.00	pcard	9557
002396	INGRAM LIBRARY SERV	75305	0	2022	4 INV P	437.87	pcard	58627751
002396	INGRAM LIBRARY SERV	75306	0	2022	4 INV P	237.85	pcard	58615614
002396	INGRAM LIBRARY SERV	75307	0	2022	4 INV P	226.22	pcard	58689672
002396	INGRAM LIBRARY SERV	75308	0	2022	4 INV P	1,268.72	pcard	58698395
002396	INGRAM LIBRARY SERV	76233	0	2022	4 INV P	657.01	pcard	58734025
002396	INGRAM LIBRARY SERV	76234	0	2022	4 INV P	175.99	pcard	58722278
002396	INGRAM LIBRARY SERV	76235	0	2022	4 INV P	220.27	pcard	58838788
002396	INGRAM LIBRARY SERV	76236	0	2022	4 INV P	1,265.40	pcard	58826889
002396	INGRAM LIBRARY SERV	76348	0	2022	4 INV P	227.52	pcard	58899324
						4,716.85		
002830	KANOPY, INC	74997	0	2022	4 INV P	121.60	041322	553271 Inv. 292273
999990	OVERDRIVE DIST	75309	0	2022	4 INV P	1,174.72	pcard	00669C022097715
999990	J D POWER ECOMM	75319	0	2022	4 INV P	231.30	pcard	ORDUS138564
999990	J D POWER ECOMM	75320	0	2022	4 INV P	133.64	pcard	ORDUS135829
999990	J D POWER ECOMM	75321	0	2022	4 INV P	153.17	pcard	ORDUS137346
999990	J D POWER ECOMM	75322	0	2022	4 INV P	231.30	pcard	ORDUS136334

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/4 TO 2022/4									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
999990 THOMSON WEST*TCD	76291	0	2022	4	INV P	1,076.05		pcard	846106472
999990 THOMSON WEST*TCD	76292	0	2022	4	INV P	557.54		pcard	846205748
999990 UPS*1ZR4493503982133	76347	0	2022	4	INV P	13.20		pcard	UPS*1ZR449350398213
						3,570.92			
					ACCOUNT TOTAL	24,215.87			
					ORG 16032 TOTAL	24,472.77			
FUND 100	General Fund				TOTAL:	27,641.05			

** END OF REPORT - Generated by Robert L. Edwards **



2020-2022 MTD EXPENDITURES	April 2020-2022 comparisons)		
	2020	2021	2022
ACCOUNT DESCRIPTION	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL
423200 Library Grants & Aids	\$0.00	\$610,019.00	\$0.00
480100 General Charges for Ser	\$0.00	\$805.82	\$83.29
500100 Fees & Commissions	\$0.00	\$0.00	\$27.87
501500 Rental of City Property	\$0.00	\$0.00	\$6,440.00
502000 Donations & Memorials	\$0.00	\$101.45	\$1.50
503500 Other Reimbursements	\$433.18	\$2,033.68	\$28,956.61
Total Revenue	\$433.18	\$612,959.95	\$35,509.27
610100 Regular Salaries	\$243,501.53	(\$249,572.63)	(\$172,831.61)
610400 Call Time Wages	\$0.00	(\$600.00)	\$0.00
610500 Overtime Wages	\$45.89	\$0.00	\$0.00
610800 Part-Time Wages	\$11,145.26	(\$23,136.23)	(\$14,003.18)
611000 Other Compensation		\$0.00	\$0.00
611400 Sick Pay	\$340.88	(\$1,007.98)	(\$455.46)
611500 Vacation Pay	\$18,224.95	(\$13,139.50)	(\$8,296.14)
615000 Fringes	\$0.00	\$0.00	\$0.00
615100 FICA	\$18,226.78	(\$18,671.74)	(\$12,624.16)
615200 Retirement	\$16,036.08	(\$16,654.53)	(\$11,139.63)
615301 Health Insurance	\$39,376.96	(\$37,700.86)	(\$38,092.93)
615302 Dental Insurance	\$19.72	(\$2,945.03)	(\$2,984.68)
615400 Life Insurance		(\$60.60)	(\$74.30)
620100 Training/Conferences	\$329.47	(\$295.00)	(\$251.70)
620200 Mileage Reimbursement		\$0.00	(\$192.00)
620600 Parking Permits	\$0.00	(\$2.00)	(\$1,855.00)
630100 Office Supplies	\$396.65	(\$2,546.15)	(\$337.21)
630300 Memberships & Licenses	\$100.00	\$0.00	\$0.00
630500 Awards & Recognition	\$25.00	(\$154.75)	\$0.00
630600 Building Maint./Janitor	\$71.40	(\$1,553.49)	\$0.00
630700 Food & Provisions	\$0.00	(\$133.13)	(\$779.36)
630902 Tools & Instruments	\$0.00	\$0.00	\$0.00
631500 Books & Library Materia	\$28,820.65	(\$53,170.16)	(\$24,215.87)
632001 City Copy Charges	\$302.60	\$0.00	\$0.00
632002 Outside Printing	\$0.00	\$0.00	(\$114.34)
632101 Uniforms	\$0.00	\$0.00	\$0.00
632300 Safety Supplies	\$0.00	(\$110.00)	(\$110.00)
632700 Miscellaneous Equipment	(\$256.50)	(\$713.10)	\$0.00
640700 Solid Waste/Recycling P	\$0.00	(\$324.00)	(\$732.88)
641200 Advertising	\$14.03	(\$2,459.77)	(\$1,194.69)
641301 Electric	\$5,840.02	(\$6,442.77)	\$0.00
641302 Gas	\$1,446.91	(\$2,603.54)	\$0.00
641303 Water	\$0.00	\$0.00	\$0.00
641304 Sewer	\$0.00	\$0.00	\$0.00
641306 Stormwater	\$0.00	\$0.00	\$0.00
641307 Telephone	\$272.97	(\$285.03)	(\$286.84)
641308 Cellular Phones	\$98.68	(\$95.00)	\$0.00
641600 Build Repairs & Maint	\$402.10	\$0.00	\$0.00
641800 Equip Repairs & Maint	\$5,398.09	(\$7,458.74)	\$0.00
642000 Facilities Charges	\$11,515.20	(\$10,281.04)	\$0.00
642400 Software Support	\$0.00	\$0.00	\$0.00
659900 Other Contracts/Obligat	\$491.89	(\$15,989.66)	\$0.00
681500 Software Acquisition	\$0.00	\$0.00	\$0.00
MTD Total Expenditures	\$402,187.21	(\$468,106.43)	(\$290,571.98)



Appleton Public Library Cash Flow Report-APR-2022 Year to Date

				JAN	FEB	MAR	APR	
GL Account	DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	% USED
423200	<i>Library Grants & Aids</i>	1,063,001.00	1,063,001.00	0.00	0.00		0.00	0
480100	<i>General Charges for Ser</i>	0.00	0.00	52.85	100.88	198.51	281.80	100
500100	<i>Fees & Commissions</i>	600.00	600.00	121.97	117.87	230.65	258.52	43.1
501500	<i>Rental of City Property</i>	0.00	0.00	0.00	0.00	0.00	6,440.00	100
502000	<i>Donations & Memorials</i>	0.00	0.00	0.32	80.67	81.37	82.87	100
503500	<i>Other Reimbursements</i>	43,900.00	107,629.00	1,766.70	4,476.90	46,421.27	75,347.88	70
	Total Revenue	1,107,501.00	1,171,230.00	1,941.84	4,776.32	46,931.80	82,411.07	
	Expense							
610100	<i>Regular Salaries</i>	(2,322,874.00)	(2,322,874.00)	(83,283.51)	(252,259.83)	(499,751.88)	(672,583.49)	29
610400	<i>Call Time Wages</i>	0.00	0.00	(200.00)	(200.00)	(200.00)	(200.00)	100
610500	<i>Overtime Wages</i>	0.00	0.00	0.00	0.00	(258.30)	(258.30)	100
610800	<i>Part-Time Wages</i>	(191,499.00)	(197,499.00)	(9,318.19)	(28,257.66)	(58,222.55)	(72,225.73)	36.6
611400	<i>Sick Pay</i>	0.00	0.00	(3,180.97)	(4,445.41)	(4,975.07)	(5,430.53)	100
611500	<i>Vacation Pay</i>	0.00	0.00	(4,628.74)	(13,252.67)	(33,113.28)	(41,409.42)	100
615000	<i>Fringes</i>	(819,743.00)	(819,743.00)	0.00	0.00	0.00	0.00	0
615100	<i>FICA</i>	0.00	0.00	(12,389.47)	(24,842.91)	(44,015.67)	(56,639.83)	100
615200	<i>Retirement</i>	0.00	0.00	(10,921.04)	(21,862.84)	(38,333.42)	(49,473.05)	100
615301	<i>Health Insurance</i>	0.00	0.00	(19,454.35)	(57,239.56)	(95,046.79)	(133,139.72)	100
615302	<i>Dental Insurance</i>	0.00	0.00	(1,535.97)	(4,501.02)	(7,466.06)	(10,450.74)	100
615400	<i>Life Insurance</i>	0.00	0.00	(72.70)	(147.00)	(221.30)	(295.60)	100
	Personnel Services	(3,334,116.00)	(3,340,116.00)	(144,984.94)	(407,008.90)	(781,604.32)	(1,042,106.41)	

Expense								
620100	Training/Conferences	(23,234.00)	(26,234.00)	(364.76)	(397.35)	(509.94)	(861.64)	3.3
620200	Mileage Reimbursement	0.00	0.00	(180.00)	(360.00)	(540.00)	(732.00)	100
620600	Parking Permits	(12,000.00)	(12,000.00)	(1,820.00)	(1,820.00)	(3,640.00)	(5,495.00)	45.8
630100	Office Supplies	(39,676.00)	(56,551.00)	(372.04)	(1,273.21)	(1,997.13)	(4,453.40)	7.9
630300	Memberships & Licenses	(2,200.00)	(2,200.00)	(175.00)	(775.00)	(1,175.00)	(1,175.00)	53.4
630500	Awards & Recognition	(850.00)	(1,850.00)	(72.53)	(87.53)	(148.48)	(148.48)	8
630600	Building Maint./Janitor	(7,000.00)	(7,000.00)	0.00	0.00		(27.05)	0.4
630700	Food & Provisions	(1,135.00)	(3,071.00)	(12.00)	(12.00)	(229.70)	(1,021.56)	33.3
630902	Tools & Instruments	(150.00)	(150.00)	68.99	0.00		0.00	0
631500	Books & Library Materia	(475,000.00)	(513,429.00)	(38,459.36)	(87,008.61)	(105,101.11)	(132,163.19)	25.7
632001	City Copy Charges	(100.00)	(100.00)				0.00	0
632002	Outside Printing	0.00	(1,200.00)	0.00	0.00		(593.97)	49.5
632300	Safety Supplies	(550.00)	(550.00)	0.00	0.00		(110.00)	20
632700	Miscellaneous Equipment	(53,630.00)	(94,368.00)	0.00	(3,195.04)	(3,195.04)	(3,195.04)	3.4
640700	Solid Waste/Recycling P	(4,125.00)	(4,125.00)	0.00	0.00	(665.76)	(1,398.64)	33.9
641200	Advertising	(1,288.00)	(19,288.00)	(251.84)	(350.84)	(480.84)	(1,675.53)	8.7
641301	Electric	(24,778.00)	(24,778.00)	(6,742.00)	(6,742.00)	(20,367.90)	(20,367.90)	82.2
641302	Gas	(4,283.00)	(4,283.00)	(4,462.50)	(4,462.50)	(12,670.81)	(12,670.81)	295.8
641303	Water	(5,125.00)	(5,125.00)	0.00	0.00	(703.62)	(703.62)	13.7
641304	Sewer	(2,114.00)	(2,114.00)	0.00	0.00	(356.93)	(356.93)	16.9
641306	Stormwater	(3,700.00)	(3,700.00)	0.00	0.00	(793.97)	(793.97)	21.5
641307	Telephone	(2,948.00)	(2,948.00)	(295.55)	(295.55)	(869.47)	(1,156.31)	39.2
641308	Cellular Phones	(1,600.00)	(1,600.00)	(97.96)	(97.96)	(97.96)	(97.96)	6.1
641600	Build Repairs & Maint	(2,000.00)	(2,000.00)	0.00	0.00	0.00	0.00	0
641800	Equip Repairs & Maint	(79,953.00)	(79,953.00)	(18,518.84)	(18,780.28)	(20,279.26)	(20,658.93)	25.8
642000	Facilities Charges	(100,000.00)	(160,825.00)		(12,912.06)	(25,774.68)	(60,593.83)	37.7
659900	Leases	(258,663.00)	(492,910.00)				0.00	0
659900	Other Contracts/Obligat	(87,605.00)	(139,555.00)	(6,933.85)	(13,644.50)	(82,208.35)	(82,358.35)	59
681500	Software Acquisition	(4,498.00)	(4,498.00)	(2,039.50)	(7,779.81)	(7,779.81)	(7,779.81)	173
Operating Expense		(1,198,205.00)	(1,666,405.00)	(80,728.74)	(159,994.24)	(289,585.76)	(360,588.92)	
Personnel Services		(3,334,116.00)	(3,340,116.00)	(144,984.94)	(407,008.90)	(781,604.32)	(1,042,106.41)	
Operating Expense		(1,198,205.00)	(1,666,405.00)	(80,728.74)	(159,994.24)	(289,585.76)	(360,588.92)	
Total Expense		(4,532,321.00)	(5,006,521.00)	(225,713.68)	(567,003.14)	(1,071,190.08)	(1,402,695.33)	

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2022

<u>Description</u>	ORG	OBJECT	PROJ (in GL)		<u>Amount</u>
	PROJECT	SEG 1	SEG 2	SEG 3	
Other Reimbursements	16021	503500			\$ 11
Children's: Contracts-ROR	16021	503500	3954		\$ 11
Other Reimbursements	16021	503500			\$ 245
Children's: Contracts-ROR	16021	503500	3954		\$ 245

For the purpose of:
 United Way Contribution-ROR
 United Way Contribution-ROR-(2020 -3rd Qrt payout)

Requested by: _____
 Department Head _____ Date _____

Information: _____

 Finance Director _____ Date _____

 Mayor _____ Date _____
 Reported to Finance Committee: _____
 _____ Date _____

Action: _____

 _____ Date _____

Finance comments:

Budget Entry (BE) No.: _____

CITY OF APPLETON PERSONNEL POLICY	TITLE: General Safety	
ISSUE DATE: February 19, 2003	LAST UPDATE: December 2005 April 2010 March 2014 February 2020 March 2022	SECTION: Safety
POLICY SOURCE: Human Resources Department	AUDIENCE: All employees	TOTAL PAGES: 6
Reviewed by Legal Services Date: January 2003 December 2005 April 2010 April 2014 April 2020	Committee Approval Date: February 12, 2003 January 11, 2006 July 28, 2010 June 9, 2014 June 10, 2020	Council Approval Date: February 19, 2003 January 18, 2006 August 8, 2010 June 18, 2014 June 2020 (informationally)

I. PURPOSE

The purpose of this policy is to provide a safe and hazard free workplace for all employees.

II. POLICY

The rules incorporated within this policy are intended to specify the general standards by which employees shall perform their jobs; however, these rules are not exhaustive, and individual department rules may apply. Violation of safety rules or standards will result in disciplinary action up to and including discharge. As used in these rules, “shall” is interpreted to mean “required” while “should” is interpreted to mean “recommended, but not required”.

III. DISCUSSION

- A. Employee Responsibility - Employees are responsible for performing their jobs with every possible consideration for their own safety, for the rights and safety of others, and for compliance with all applicable Federal, State and local safety standards that apply to the performance of their jobs. All employees are required to obey safety rules and general safe work practices that are set forth by these general rules, which are intended to be applied in conjunction with specific department rules. **If an employee is in doubt about the safe and proper way to perform a job; ask for instruction from your supervisor.**
- B. Management Responsibility - Each Department Director and supervisor is responsible for the safety of work under their direction. This shall include, but not be limited to, the following:
 - 1. Providing employees with a safe working environment.
 - 2. Ensuring compliance and enforcing all applicable Federal Regulations, State Regulations and local safety standards within their department in a consistent and fair manner.

3. Ensuring that employees receive proper instructions for the safe performance of their jobs. This includes safety orientation for new and transferred employees.
4. Ensuring that employees perform their job with regard for their own safety, the safety of co-workers, and the safety of the public.

IV. SAFETY (RULES)

- A. Horseplay **and/or practical jokes** of any kind will not be tolerated.
- B. Smoking or using e-cigarettes (“vaping”) is prohibited in all City buildings and vehicles. **Smoking is forbidden when refueling equipment and when working with flammable or combustible chemicals.**
- C. All power machines, tools and equipment shall be properly shut down when unattended or not in use. **Prior to servicing, adjusting and/or repairing any machine or equipment, employees shall follow the proper lockout/tagout procedures. Never attempt to work on a machine or piece of equipment while it is energized or operating.** Properly secure or do not leave any unattended power tools and equipment where the public may be present. Report to your supervisor immediately if tools, vehicles, equipment or machinery you are required to operate is not working properly. Employees will be held accountable for damage to tools, equipment, vehicles, etc, that results from misuse, negligent operation, intentional damage, abuse, failing to report problems, etc.
- D. Standards for wearing apparel and jewelry shall be consistent with City policies and the requirements of the job. **Loose or torn clothing, long unrestrained hair, rings, or pendant jewelry shall not be worn near moving machinery or equipment.**
- E. Disposal of trash and recyclables shall be disposed promptly and in the appropriate container.
- F. When working in the street right of way or construction zones, employees shall wear high visibility retroreflective clothing as required by the Wisconsin Department of Safety and Professional Services (DSPS) and the Department of Transportation (DOT) and use the warning lights mounted on vehicles or equipment.
- G. All individuals who operate vehicles or equipment on a public roadway shall possess a valid Wisconsin driver’s license and any endorsement or certification that may be required for certain types of vehicles or classifications of employment. This license must be carried on your person at all times when working. In the event an employee’s driving privileges are suspended or revoked, the employee shall immediately inform the employee’s supervisor. Such employees are prohibited from using any vehicle or equipment until such time as their license is restored. “Immediately” shall be interpreted to mean not later than the beginning of the next workday.
- H. The public shall be kept away from all work areas that could expose them to a hazard.
- I. Coast Guard approved flotation devices shall be worn at all times while working over water when fall protection is not in place or when operating any type of watercraft. Whenever an emergency is involved, all personnel working within 50 feet of the water edge shall wear a USCG approved protective floating device when feasible or if required by department policy.

- J. All floors, aisles, and work and storage spaces shall be kept clean and orderly. Any object that would present a trip/fall hazard, such as electrical cords, boxes, etc. shall be properly stored, secured, etc. Marked walkways shall be provided in storage areas and shall not be used for storage. **Stored materials shall not obstruct fire extinguishers, fire alarm pull boxes, sprinkler system controls, electrical distribution panels, emergency lighting, first aid cabinets or exits.**
- K. Any substance spilled or observed on the floor that would cause the floor to become slippery or create a slip hazard shall be cleaned up immediately. When floors become wet as a result of weather conditions or cleaning activity, “wet floor” signs shall be placed to warn employees and the public.
- L. **Basic fire safety measures should be taken which include but are not limited to the following: proper storage of flammable liquids and gases, discarding trash properly (i.e., storing chemical-soaked rags in an approved covered metal container, etc.), knowing where fire extinguishers are located, never blocking emergency exits and knowing what to do in the event of a fire.**
- M. Compressed air shall not be used for cleaning purposes except where reduced to less than 30 PSI and then only with effective chip guarding and personal protective equipment. Compressed air shall never be used to clean oneself.
- N. Tools and Equipment
1. General Responsibilities - It is important to keep all tools and equipment in good working condition. Employees shall inspect all tools and equipment prior to use and report any damaged or defective tools to their supervisor immediately. Always use the right tool for the job and use each tool only for that which it is intended.
 2. Maintenance Repair - When performing maintenance use only properly insulated tools. All work shall be performed consistent with the City’s Lockout/Tagout policy. Remove all jewelry and shut off the power, if possible, when working around energized electrical circuits or equipment.
- O. When mowing or trimming:
1. ANSI approved safety glasses with side shields or impact goggles must be worn.
 2. Inspect area and remove all debris.
 3. Cut with discharge chute pointed down and in opposite direction of buildings, vehicles and play areas where practical.
 4. Always shut off engine before attempting to refuel the engine and follow applicable LOTO procedures to clean the discharge chute or make any adjustments to the mower.
 5. Wear steel toe safety shoes or toe guards.
 6. Appropriate PPE shall be worn – refer to PPE hazard assessment.
- P. When trimming trees or using chain saws:
1. All tree work shall be done in accordance with the applicable provisions of ANSI (American National Standards Institute). ANSI Z133 -Arboricultural Operations Safety Requirements
 2. Except in cases of emergency, aerial tree work shall not be performed during high winds.
 3. Remove all tools, hangers, and ropes from trees before you leave the job site.

4. Approved hard hats, eye, ear, and foot protection shall be worn.
 5. Spectators shall be kept clear of the working area and all streets and sidewalks shall be properly barricaded before work commences.
 6. Work being conducted in proximity to electrical conductors shall follow and obey minimal approach distances to appropriate training and certification levels according to ANSI Z133
- Q. An employee may not operate, repair or test any machinery, apparatus, tools, or other equipment unless the employee has been properly trained and are authorized to do so. Use of required protective equipment is required. If unfamiliar with a piece of equipment or a procedure, ask for proper instruction on the equipment and/or procedure.
- R. All employees are required to immediately report to their supervisor(s) any unsafe working conditions, procedures or equipment. No vehicle, equipment, tool, etc. shall be operated or used with any safety equipment or device disabled or removed. NOTE: Daily inspections of vehicles are required under the Commercial Motor Vehicle **Safety** Act.
- S. Never operate machinery or equipment when it is not adequately guarded or when guards are removed.
- T. Oxygen, air or any other compressed gas cylinders must be placed in racks or must be secured at all times and properly identified. Compressed gas cylinders must be protected from the weather, heat sources, and from impact by vehicles or equipment. Oxygen cylinders in storage shall be a minimum of 20 feet from fuel gas cylinders unless separated by an appropriate fireproof wall. All lines between cylinders and points of use shall be adequately identified.
- U. All electrical equipment shall be properly grounded. Never disconnect the ground wire or use an adapter that would negate the effect of the ground.
- V. When using extension cords, make sure they are U.L. (Underwriter's Laboratory) approved, in good condition, properly grounded and of the proper size to handle the amperage. Trouble lights used shall be approved for the type of environment they will be used in. Extension cords shall not be used in place of permanent wiring.
- W. When working with electrical tools, avoid wet areas and contact with water pipes or grounded equipment. When electrical equipment is used in a wet location, wear rubber boots and rubber gloves.
- X. When operating drills and drill presses:
 1. Avoid wearing loose gloves, clothing or jewelry.
 2. Always wear ANSI approved eye protection.
 3. Material shall be clamped or otherwise fastened to the drill press bed, do not hold in the hand.
- Y. Construction Safety
 1. Before doing any excavating, installing a sign or post or auguring a hole, the location of underground wires and utilities shall be determined by calling "Digger's Hotline". In situations where the work is being done on City property, all private utilities shall also be located. No work shall begin before the date and time provided by Digger's Hotline.

2. Work Zone Protection:
 - a. All work zones in the roadway, on the right-of-way, in designated parking areas or on a sidewalk shall have the proper warning signs and be barricaded in accordance with the City's *Temporary Traffic Control Manual for Street Construction and Maintenance Operations in the City of Appleton*, latest edition.
 - b. If you are unsure of the proper method for barricading and signing a work zone, you must contact your supervisor immediately. In no instance shall a work zone be left unmarked.
 - c. Should there be a dispute as to whether a job site in the street, parkway or sidewalk is adequately marked, the supervisor shall be the deciding authority.
 - d. Remove or cover all signs or devices that are not needed.

Z. Office Safety

1. It is each employee's responsibility to keep the employee's workstation neat and free from clutter. Furniture such as tables, desks, and chairs must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc. Report any loose or rough floor covering.
2. All file, desk or table drawers shall be kept closed when not in use. Never open more than one file cabinet drawer at the same time. Never overload top file cabinet drawers.
3. Never use chairs, desks, tables or other office furniture in place of a ladder or step stools.
4. Be sure equipment is grounded and that the cord is in good condition. If a machine gives you a shock or starts smoking, unplug it and report it to your supervisor. Where appropriate, all equipment shall be turned off while unattended or not in use.
5. Electrical cords shall be placed in such a way to avoid creating a trip hazard. If a cord must cross a pedestrian walkway, it should be enclosed in an appropriate track and secured to the floor. Frayed, worn or broken electrical cords shall be reported immediately to your supervisor and may not be used. Extension cords shall not be used in place of permanent wiring.
6. Electric space heaters will be provided with the authorization of the Parks, Recreation and Facilities Management (PRFM) Director or his/her designee. Heaters not provided by PRFM are not authorized for use. Space heater devices should be certified by an independent testing laboratory (such as Underwriter's Laboratory or UL). Position space heaters at least three (3) feet away from combustible materials such as papers, clothing, and rugs. Don't use extension cords or power strips with space heaters as they can overheat and start a fire. Instead plug the device directly into a wall outlet. Refrain from plugging additional devices into the same outlet as the space heater. Never leave the heater unattended while in operation.

AA. Eye Protection

1. There are many tasks performed by City employees where the wearing of eye protection is required. The City PPE Policy spells out in detail when and what type

of eye protection is to be worn when performing these tasks. The City currently provides employees with various types of eye protection including goggles, face shields and non-prescription safety glasses.

2. When an employee wears prescription glasses, the employee is still required to wear proper eye protection. The City provides non-prescription safety glasses, goggles and face shields and, when deemed appropriate by the Department Director, will participate in the cost of purchasing a pair of prescription safety glasses. These expenses will be covered by the individual's department.
3. Prescription safety glasses that are damaged at work may be replaced, by the department, depending on the circumstances surrounding their damage. The replacement of damaged safety glasses is at the discretion of the Department Director. More information regarding eye protection can be found in the Personal Protective Equipment (PPE) safety policy.

BB. Hearing Protection

1. Employees exposed to a work environment with a decibel level above 85 decibels shall wear hearing protection provided by the City for the purpose of preventing hearing loss. The PPE provided should include a variety of styles such as muffs or earplugs when engineering controls cannot be provided to reduce the noise level.
2. Communication earmuffs can be utilized when the system provides adequate noise reduction ratings for the task or the system utilizes technology to monitor and limit sound exposure at all inputs to ensure compliance with hearing protection standards.
3. Earmuffs that stream music or noise cancelling earbuds which cannot provide adequate noise reduction ratings or provide manufacturers ability to limit sound exposures below hearing protection standards over a time weighted average shall not be used.

CC. Ladder Use (the following applies except for when ladders are used in emergency situations such as firefighting, rescue and tactical law enforcement operations, or training for these operations):

1. Employees shall select the appropriate ladder (step ladder, extension ladder, mobile ladder, etc.) to safely complete the task or job.
2. Ladders are to be used only for the purposes for which they were designed.
3. Ladders shall be inspected before initial use in each work shift, and more frequently as necessary, to identify any visible defects that could cause employee injury. Any ladder with any defect shall be immediately tagged "Dangerous-Do Not Use" (or similar language) and removed from service until properly repaired or discarded.
4. Employees shall face the ladder when climbing up or down it. Employees shall maintain 3-point contact (two hands and one foot or two feet and a hand) when climbing or descending a ladder. Employees shall not carry any object or load that could cause the employee to lose balance while climbing up or down a ladder.
5. Ladders shall not be loaded beyond its maximum intended load (weight of worker, tools, materials, etc. must be accounted for).
6. Ladders shall only be used on stable and level surfaces unless they are secured or stabilized to prevent accidental displacement. Do not place ladders on boxes, barrels, or other unstable surfaces to obtain additional height.
7. Stepladders shall be fully opened and locked before climbing them. Never use a stepladder with the spreader in a closed or partially closed position.

8. Do not overreach while on a ladder; employees should keep their torsos between the ladder rails.
9. Do not use ladders in high winds or storms.
10. Only one person, at a time, is permitted on a ladder unless the ladder is specifically designed for more than one climber.
11. Ladders must not be placed in front of closed doors that can open towards the ladder. The door should be blocked open or otherwise guarded by a temporary barricade.



APPLETON PUBLIC LIBRARY

225 North Oneida Street
Appleton, WI 54911-4780
(920) 832-6170

TO: Appleton Public Library Board of Trustees
From: Colleen Rortvedt, Library Director
Date: May 11, 2022
RE: Request approval for approach and authority to negotiate naming rights opportunities as described below

In April the Naming Rights Policy for the building project capital campaign was approved. This month I am asking for your support in the following approach and request approval of the action item below.

Approach: The capital campaign will involve naming opportunities at various giving levels with larger and/or more prominent spaces associated with larger gifts.

- All gifts to the capital campaign are impactful and appreciated and will be recognized appropriately, unless the donor wishes to remain anonymous.
- Gifts of \$25,000 and above are available for naming opportunities of a room, area, collection, space, equipment, artwork, technology or other interior or exterior space in honor or memory of living or deceased individual, corporation, foundation or organization as grateful recognition of the Donor's gift.
- Gifts of \$5,000 and above are available for recognition via the donor recognition wall as part of an installation that is part of the building design.
- Naming opportunities will not reflect the exact cost of any item, rather the level of recognition commensurate with the size of the gift.
- No goods or services of substantial value will be provided in exchange for any gift.
- The Appleton Public Library Board of Trustees retains absolute decision-making power over the library on operational or capital decisions, or in any other library process or activity.
- The Friends of Appleton Public Library Capital Campaign Committee, the Library Director and the fundraising consultants will work with donors to match their interests and giving levels to naming rights opportunities.
- Alternative naming opportunities for spaces, building features, artwork, or furniture may be considered as the campaign fundraising committee learns about interest areas from donors.

Naming Rights Menu: Spaces that will be offered for naming opportunities may include, but are not limited to, the following list. They are grouped in categories that represent the general value of the gifts anticipated to be associated with naming rights.

Premiere spaces

The Children's Area
The Community Pavilion
The Children's Learning Stairs
The Flex Box Pavilion
The Children's Garden

Major Spaces

Garden Commons and Grand Staircase
Secondary staircase from main level to lower level
Reading staircase from main level to upper level
Overlook Room
Coworking Space
Teen Area and Teen Studio
Garden Lounge
Upper Commons
Appleton Collection Area
Early Childhood Area (birth - 5)
Early Elementary Area (Grades K-3)
Children's Discovery Room
Tween Space (Grades 4-6)
Children's Storytime Room

Signature Spaces

Children's Program Room
Slide in learning stairs
Accessible ramp in learning stairs
Children's Discovery Room
Creation Studios
Unconference Rooms
Children's Nooks on North Wall
Children's Sensory Room

Cozy Spaces

Small Conference Rooms
Study Rooms
Comfort Room
Fixed seating
Gallery areas
Windows to the community

I request approval of the following:

1. Please approve the approach described above.
2. In addition, I ask that you authorize the Library Director to work in consultation with the Friends of Appleton Public Library, their fundraising consultants, the City, and donors, to negotiate the gift levels associated for each space. Ultimately, the Library Board retains sole authority to approve naming opportunities of a room, area, collection, space, equipment, artwork, technology or other interior or exterior space. Each aforementioned naming opportunity will be memorialized in a gift agreement which will be presented to the Board for approval.

Thank you for your consideration. I am happy to address questions.



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: Nancy Scheuerman, Library Board President

DATE: May 11, 2022

RE: 2022 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:

Margret Mann, Chair
Patricia Exarhos
Jason Brozek

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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Appleton, WI 54911-4780
(920) 832-6170 | FAX: (920) 832-6182

**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 12, 2022
RE: May Library Building Project Update

City staff continue to work with architects Skidmore, Owings and Merrill (SOM) on the library project. The past month has seen many important milestones and progress on both the move to the temporary library as well as the design for the new library. The following progress has been made in the past month:

Closure of Oneida Street Library to prepare for move/construction

The last day of service at the Oneida Street location prior to moving was April 12. There was extensive coverage by the media and many patrons came to stock up on materials prior to the closure. Patrons also stopped in to bid farewell to the building and take photos in their favorite space.

During the building closure, Public Services staff have been answering phone calls from a temporary office located in City Hall, responding to questions about the building process, closure, general reference, as well as serving as the information line for the City of Appleton.

Property and items of special consideration update

We continue to rehome items that will not be used in the temporary library or the new library. Please see the spotlight on this topic that is included this month.

Temporary Library

The temporary library on Kensington is coming together nicely. The physical move itself went smoothly and only ran over by two days. Staff worked hard to make sure the books were in order on the shelves before shelving the mountain of returns we received from the other libraries in OWLS. We estimate that about 8000 books were returned to us, checked in and then shelved the week of May 9th. The next steps include starting to pull for holds at other libraries and then turning on our location as a holds location and unfreezing APL patron holds. Additional work remains to set up the service desks, self-checks, public computers and public seating areas. We look forward to opening and greeting everyone in our smaller space.

Design Update

Jason Fisher, Principal Architect with SOM, will present as part of an update to the City Council on Wednesday May 18.

Timeline

Lead Times for products are impacting schedule dramatically and may require some flexibility in timing of approvals:

6/06/2022 – Anticipated Bid Date

6/24/2022 – Anticipated Bids Due

7/11/2022 – Finance Committee (request approval of construction contract)

7/20/2022 – Common Council (request approval of construction contract)

8/05/2022 – Construction Start*

12/28/2023 – Anticipated Substantial Completion*

Communication

Our current external communications strategy focuses on sharing updates on the status of the temporary library through photos and short videos.

We are working on creating a building project display for the temporary library, as well as display staff can take with them to their outreach events. The display will include information about the project and updated building project renderings. The display is an opportunity to provide the same information we provide via our online channels.

Upcoming communication strategies include looking at opportunities to expand on some of our frequently asked questions – including parking, building façade, construction timeline and more.

Additional Site Assessment Updates

Staff from the City, Library, AASD and Boldt met to discuss the AMFON fiber that runs through the east side of the library lot in anticipation of construction. This will require movement to the right of way.

Also, the soil management plan was submitted to the DNR. This plan addresses any contaminated soils to ensure proper handling and disposal.

Capital Campaign

A naming opportunities approach has been drafted for the library board to approve. This approach was developed utilizing the policy that was approved in April to provide a variety of naming opportunities throughout the library space. Friends is identifying community leaders willing to serve on the Capital Campaign Committee to provide fundraising expertise and connect to local donors. Materials and activities

are being developed with guidance from K Rose Fund Development, a fundraising consultant with expertise in public library capital campaigns, as well as A2Z Design.

Stay up to date on the library building project or sign up for email updates by visiting apl.org/building.

Spotlight on library property and items of significance

The following decision-making was used around library property in preparation for relocating to a temporary library during construction.

Our general approach has been to reuse, repurpose, recycle, upcycle, or rehome as many items as possible. Our construction manager, Boldt, will also work with Habitat for Humanity to salvage items that can be used by Habitat for Humanity.

The City of Appleton Procurement and Contract Management Policy and the Library's Donation Policy have been used as guidance throughout this process.

Artwork

- Wisconsin Sesquicentennial Prints had been purchased by the Appleton Library Foundation, now Friends of APL. The Trout Museum of Art has agreed to temporarily house these items.
- Donated pieces to local nonprofits and city departments for preservation as permitted by the Procurement Policy.
 - City Hall, Lawrence University, Kaukauna Library, Appleton Downtown Inc, Menasha Library, The History Museum at the Castle, The Building for Kids
- Auctioned items with other library property or donating to Goodwill, as appropriate.
- Dancing Curves sculpture (Outside front entrance) - will be placed in temporary storage and returned to the new library upon completion.

Atrium

- The atrium has been difficult to maintain over the years due to the combination of incompatible plants that have evolved within the space. With recommendations from the Outagamie County Extension, we found a local nursery to provide us with an assessment on relocating the atrium plants or having cuttings made. As feared, they identified mites and scales that make it not feasible to relocate these plants.

Piano

- Created an agreement for a temporary home for the piano at Neenah Public Library. The move was completed in March and it is being used for concerts and recitals at that location.

Lion

- City of Appleton Parks and Recreation

Shelving

- Relocated to temporary library location and auctioned

Booksale books

- Liquidated in extended fall book sale including a final free day
- Sent to Better World Books for reuse, resale or recycling
- Donated to local schools and nonprofits
- Donation of microfilm reels to Wisconsin Historical Society Library

- Donations to Oshkosh Correctional Institute
- Donations of remaining books to Goodwill

Furniture

- Public furniture being used at temporary location, as needed, including three of our service desks
- Auctioning via the City of Appleton's GovDeals auction site

Supplies

- Many continue to be used and have been moved to the temporary location
- Obsolete supplies donated to local nonprofits/teachers

Long term storage

- Identified items that have been moved into long term storage at the temporary location
- Automated materials handling system will be stored and updated

Historical items

- Shared with Appleton History Museum, Appleton Historical Society, and Neenah Historical Society

Children's Services May Updates

A lot of behind-the-scenes work goes into SLP. Below are a few examples of what the Children's Services Team is up to in these final weeks before the program kicks off as well as some sneak peeks into upcoming partnerships.

School Age

Summer Library Program promotion includes sharing promotional materials such as our SLP video, flyers and reading logs with local schools. In addition, classroom and school visits are offered to interested educators. There are 27 classrooms scheduled so far with more requests coming in daily.

Early Childhood

This May we have a "soft-opening" of our Preschool Storytimes. Come join us Wednesday morning at 10:30am for some stories, songs and fun! We are also scheduling visits at local childcare centers June – August. So far 17 visits have been scheduled with 10 different childcares.

Summer Sneak Peeks

APL will partner with Valley Transit to once again offer the Ride and Read Program! Kids age 17 and under can show their library card and ride to and from APL for free June - August!

AASD and APL are working together to streamline the Beanstack experience for students. This means that students who have Beanstack accounts with school will be able to sign up for our summer library program without creating a separate account.

APL will partner with the Building for Kids to bring storytime in Spanish starting this June!

Stay tuned for more exciting updates & make sure to visit apl.org/summer starting May 22nd to get signed up!

Community Partnerships Update – May 2022

Teen Summer Library Program:

Teens (ages 12-18) will once again be able to participate in APL's Summer Library Program through Beanstack. Participants will be eligible for free book of their choice simply by signing up or logging into their account, while supplies last.

The goal is to read at least 2 hours a week and log their reading time to earn digital badges. Kindness and wellness digital badges can also be earned. Teens who complete 16 hours by the end of SLP will be included in the final prize drawing.

In addition to the Beanstack reading program, we will also offer a weekly in-person teen program series called "Teen Tuesdays" beginning June 7. Teen Tuesdays will take place at the Scheig Center, Memorial Park from 2-4pm, unless otherwise noted. Examples of programming include clay botanical impressions, anime drawing with featured artist, solar art printing, a mindfulness mystery series culminating, and an end-of-summer teen event. Teens should register for programs at www.apl.org/calendar.

Adult Summer Library Program:

The Adult Summer Library Program will follow the theme of 'Explore'. Adults will log their reading to be eligible for a weekly drawing. One lucky winner will be drawn each week and will take home an APL Summer Library Program tote bag and their choice of books from our large assortment of new books.

Programs will include a bilingual meditation session, a special movie night on the lawn of the Houdini Plaza in partnership with ADI, and a morning Plein Air event in charcoal with artist Nathan Brandner. An additional entry into the Grand Prize drawing can be earned by submitting 2 book reviews on Bibliocommons, www.infosoup.bibliocommons.com.

Library staff are working with community partners like Parks & Recreation, AASD, Even Start Family Literacy, Fox Valley Literacy Council, Valley Packaging, Harbor House, Pillars, retirement and senior living facilities, and Appleton Downtown Inc. to help us spread the word about Adult SLP.

