



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Agenda - Final Library Board

Tuesday, January 14, 2025

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting
[24-1637](#) December 17, 2024 Meeting Minutes

Attachments: [12-17-2024 Library Board Meeting Minutes.pdf](#)

5. Public Participation & Communications

Establish Order of the Day

6. Action Items

- [24-1638](#) Bill Register - December 2024 (Partial)

Attachments: [Dec 24 Bill Register.pdf](#)
[APL Financial Cash Flow-December 2024.pdf](#)
[Friends Q2 2024-25 Summary Report.pdf](#)

- [24-1639](#) Supplemental APL Space Use Policies:
- Coworking Space Use Policy
- Commons Use Policy

Attachments: [CoworkingSpace Use Policy Draft 1-2025.pdf](#)
[Commons Use Policy Draft 1-2025.pdf](#)

- [24-1646](#) Naming Opportunities Policy Update

Attachments: [Naming Opportunities Policy Draft 1-2025.pdf](#)

- [24-1640](#) Request Approval of Named Spaces

[24-1641](#) Request to Accept/Approve Non-State Grant Award in the amount of \$274,000

Attachments: [NSG Request for Approval 1-8-2025.pdf](#)

[24-1642](#) Community Meeting Room Rental Rates

Attachments: [LIBRARY EVENT RENTAL FEE SCHEDULE 1-2025.pdf](#)

7. Information Items

A. Administrative Report

[24-1643](#) Building Project Update

Attachments: [December 2024 Construction Update.pdf](#)

[24-1644](#) APL Hiring Process Update

[24-1645](#) WLA Library Legislative Day - Tuesday, February 11, 2025

Attachments: [Library Legislative Day 2025.pdf](#)

B. Staff Updates

[24-1648](#) Children's Program Updates

[24-1649](#) Community Partnerships Updates

8. 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

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes - Draft Library Board

Tuesday, December 17, 2024

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

President Margret Mann called the meeting to order at 4:30pm

2. Pledge of Allegiance

3. Roll call of membership

Others Present: Owen Anderson, Nicole Casner, Darrin Glad, Tina Krueger, Adriana McCleer, Dan McGinnis, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Missy Sawicki, Kara Sullivan, Maureen Ward

Present: 8 - Looker, Scheuerman, Mann, Nett, Van Zeeland, Brozek, Bunnow and Lee

Excused: 3 - Sivasamy, Keller and Lokensgard

4. Approval of minutes from previous meeting

[24-1581](#)

November 19, 2024 Meeting Minutes

Attachments: [11-19-2024 Library Board Meeting Minutes.pdf](#)

Scheuerman moved, seconded by Brozek, that the November 19, 2024 Meeting Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 8 - Looker, Scheuerman, Mann, Nett, Van Zeeland, Brozek, Bunnow and Lee

Absent: 3 - Sivasamy, Keller and Lokensgard

Public Participation & Communications

5. Establish Order of the Day

President Mann called for a motion to place Action Items 24-1582, 24-1583, 24-1584, 24-1585 and 24-1588 on a Consent Agenda.

Looker moved, seconded by Van Zeeland that Action Items 24-1582, 24-1583, 24-1584, 24-1585 and 24-1588 be placed on a Consent Agenda. Voice Vote. Motion Carried. (8-0)

6. Action Items

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

[24-1582](#)

Bill Register - November 2024

Attachments: [Nov 24 Bill Register.pdf](#)
[APL Financial Cash Flow-November 2024.pdf](#)

This Report Action Item was approved

[24-1583](#)

December 2024 Budget Amendment

Attachments: [Dec 2024 Budget Amendment.pdf](#)

This Report Action Item was approved

[24-1584](#)

2025 Library Budget

Attachments: [2025 Library.pdf](#)

This Report Action Item was approved

[24-1585](#)

APL Policies:

- Children's Area Use Policy
- Community Information and Posting Policy
- Space Use Policy
- Piano Policy
- Safety and Security Policy
- Smoking and Tobacco Use Policy

Attachments: [Childrens Area Use Policy DRAFT 12-12-2024.pdf](#)
[Community Information and Posting Policy DRAFT 12-24.pdf](#)
[SPACE USE POLICY 12-12-2024.pdf](#)
[Piano Policy DRAFT 12-2024.pdf](#)
[SAFETY AND SECURITY POLICY DRAFT 12-12-2024.pdf](#)
[Smoking And Tobacco Use Policy DRAFT 12-12-2024.pdf](#)

This Report Action Item was approved

[24-1588](#)

2025 Library Board Meeting Schedule

Attachments: [APL Board Meeting Schedule 2025.pdf](#)

This Report Action Item was approved

7. Information Items

A. Administrative Report

- [24-1589](#) APL Building Project Update
Attachments: [November 2024 Construction Update.pdf](#)
- [24-1590](#) APL Hiring Process Update
- [24-1591](#) APL Brand Identity Update
Attachments: [BRAND IDENTITY UDPATE.pdf](#)
- [24-1586](#) Donor Signage
Attachments: [Donor Signage Guidelines 12-2024.pdf](#)

B. Friend's Report

- [24-1592](#) Friends Executive Director Report
- [24-1595](#) Capital Campaign Update
- [24-1596](#) Friends Plans for 2025

C. President's Report

- [24-1593](#) Trustee Training: Collection Tour of New Library
Attachments: [NewBuildingCollectionPreview LibraryBoardMeeting 111923.pdf](#)

D. Staff Updates

- [24-1594](#) Community Partnerships Updates

8. Adjournment

Brozek moved, seconded by Van Zeeland, that the Meeting be adjourned. Roll Call. Motion carried by the following vote:

The Meeting was Adjourned at 5:36pm

Aye: 8 - Looker, Scheuerman, Mann, Nett, Van Zeeland, Brozek, Bunnow and Lee

Absent: 3 - Sivasamy, Keller and Lokensgard

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
16010								Library Administration		
16010	620100							Training/Conferences		
999990	WISCONSIN LIBRARY AS	136331	0	2024	12	INV	P	45.00	pcard	Library Legislative
								ACCOUNT TOTAL	45.00	
16010	630100							Office Supplies		
002034	ODP BUSINESS SOLUTIO	136020	0	2024	12	INV	P	62.70	pcard	Packing Tape
								ACCOUNT TOTAL	62.70	
16010	630300							Memberships & Licenses		
999990	WISCONSIN LIBRARY AS	136332	0	2024	12	INV	P	250.00	pcard	WLA Annual Membersh
								ACCOUNT TOTAL	250.00	
16010	630500							Awards & Recognition		
999990	WAL-MART #2958	137173	0	2024	12	INV	P	42.86	pcard	Volunteer Training
								ACCOUNT TOTAL	42.86	
16010	630700							Food & Provisions		
001775	MICHELIS CATERING	137070	0	2024	12	INV	P	1,550.00	123124	567827 Holiday Breakfast
001983	AMAZON	137004	0	2024	12	INV	P	31.70	pcard	TAP 2025
001983	AMAZON	137005	0	2024	12	INV	P	8.68	pcard	TAP 2025
								40.38		
999990	PICK'N SAVE #123	136805	0	2024	12	INV	P	86.86	pcard	Kudos and Kares Sta
999990	WALGREENS #5102	136950	0	2024	12	INV	P	27.96	pcard	Hershey Bars, Peppe
999990	MEIJER # 300	137181	0	2024	12	INV	P	11.27	pcard	Teen Ambassador Pro
999990	PICK'N SAVE #187	137193	0	2024	12	INV	P	38.23	pcard	CP and CH - Staff T
999990	LITTLE CAESARS 0089	137211	0	2024	12	INV	P	24.87	pcard	Teen Ambassador Pro
								189.19		
								ACCOUNT TOTAL	1,779.57	
16010	641200							Advertising		
002158	CAREERBUILDER	135867	0	2024	12	INV	P	133.16	121824	567584 Job Postings Octobe
								ACCOUNT TOTAL	133.16	
16010	641308							Cellular Phones		
000250	CELLCOM APPLETON PCS	137185	0	2024	12	INV	P	62.25	pcard	CELLCOM-WEB
								ACCOUNT TOTAL	62.25	
16010	659900							Other Contracts/Obligation		
999990	GOTPRINT.COM	136914	0	2024	12	INV	P	115.75	pcard	Library Map
999990	FC* FLATICON PREMIUM	137182	0	2024	12	INV	P	99.00	pcard	Icon Subscription

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
999990 TOTALLY PROMOTIONAL	137183	0	2024 12	INV	P			Branded Tablecloths	628.30	pcard
999990 4IMPRINT, INC	137184	0	2024 12	INV	P			Lanyards and Book C	1,439.68	pcard
									2,282.73	
								ACCOUNT TOTAL	2,282.73	
								ORG 16010 TOTAL	4,658.27	
16021								Library Children's Services		
16021 630100								Office Supplies		
001983 AMAZON	136934	0	2024 12	INV	P			Early Childhood New	34.99	pcard
001983 AMAZON	136937	0	2024 12	INV	P			Early Childhood New	5.00	pcard
									39.99	
999990 LAKESHORE LEARNING M	136335	0	2024 12	INV	P			Program Supplies- N	78.26	pcard
								ACCOUNT TOTAL	118.25	
16021 659900								Other Contracts/Obligation		
001983 AMAZON	136935	0	2024 12	INV	P			Early Childhood New	328.26	pcard
001983 AMAZON	136936	0	2024 12	INV	P			Early Childhood New	34.99	pcard
001983 AMAZON	137187	0	2024 12	INV	P			Dramatic Play New L	29.99	pcard
001983 AMAZON	137188	0	2024 12	INV	P			Early Childhood Are	24.99	pcard
001983 AMAZON	137189	0	2024 12	INV	P			Dramatic Play New L	29.99	pcard
001983 AMAZON	137190	0	2024 12	INV	P			Dramatic Play New L	45.92	pcard
001983 AMAZON	137191	0	2024 12	INV	P			Dramatic Play New L	203.10	pcard
001983 AMAZON	137192	0	2024 12	INV	P			Early Childhood Dra	24.95	pcard
									722.19	
999990 IN *GOLY & EVE PUERT	136820	0	2024 12	INV	P			Hispanic Heritage P	60.00	pcard
999990 FOLKMANIS, INC.	137027	0	2024 12	INV	P			FOLKMANIS, INC.	360.81	pcard
999990 SQ *FARMERS CITY STU	137214	0	2024 12	INV	P			Staff Training	230.00	pcard
									650.81	
								ACCOUNT TOTAL	1,373.00	
								ORG 16021 TOTAL	1,491.25	
16023								Library Public Services		
16023 630100								Office Supplies		
001983 AMAZON	137194	0	2024 12	INV	P			Public Service Desk	95.91	pcard
001983 AMAZON	137198	0	2024 12	INV	P			Public Services Des	15.99	pcard
001983 AMAZON	137199	0	2024 12	INV	P			Public Service Desk	30.60	pcard
									142.50	
002034 ODP BUSINESS SOLUTIO	137195	0	2024 12	INV	P			Public Services Des	154.61	pcard
002034 ODP BUSINESS SOLUTIO	137196	0	2024 12	INV	P			Public Services Des	40.18	pcard

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
002034	ODP BUSINESS SOLUTIO		137197	0	2024 12	INV	P			Public Services Des
										221.35 pcard
										416.14
										ACCOUNT TOTAL 558.64
										ORG 16023 TOTAL 558.64
16024										Library Community Partnerships
16024	630100									Office Supplies
001983	AMAZON		137003	0	2024 12	INV	P			24.95 pcard Teen Sustainability
999990	WALGREENS #2921		137168	0	2024 12	INV	P			13.48 pcard Community Partnersh
										ACCOUNT TOTAL 38.43
16024	630100 3957									Office Supplies
003434	UNBOUND EVENTS INC		136488	0	2024 12	INV	P			5,000.00 121824 567707 2025 Fox Cities Rea
										ACCOUNT TOTAL 5,000.00
16024	659900									Other Contracts/Obligation
003448	SHERLOCK COMBS		136431	0	2024 12	INV	P			250.00 121824 567684 Find Your Ancestors
999990	SQ *FRIENDS OF HEART		136365	0	2024 12	INV	P			39.00 pcard Teen Program Hearth
999990	THE FIRE LLC		136913	0	2024 12	INV	P			92.60 pcard Teen Program - Cera
										131.60
										ACCOUNT TOTAL 381.60
										ORG 16024 TOTAL 5,420.03
16031										Library Building Operations
16031	630600									Building Maint./Janitorial
002818	VESTIS		136283	0	2024 12	INV	P			32.84 pcard Mats & Mops
002818	VESTIS		136328	0	2024 12	INV	P			32.84 pcard Mats & Mops
002818	VESTIS		136927	0	2024 12	INV	P			32.84 pcard Mats & Mops
										98.52
										ACCOUNT TOTAL 98.52
16031	640700									Solid waste/Recycling Pickup
001880	WASTE MANAGEMENT OF		136926	0	2024 12	INV	P			375.49 pcard Trash & Recycling -
										ACCOUNT TOTAL 375.49
16031	641301									Electric
001575	WE ENERGIES		575	0	2024 12	INV	P			1,526.72 120424 567476 0701172433-00271 E1
										ACCOUNT TOTAL 1,526.72

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
16031 641302 001575 WE ENERGIES	575	0	2024 12	INV	P			Gas	
						218.62	120424		567476 0701172433-00271 E1
						ACCOUNT TOTAL		218.62	
16031 641600 002818 VESTIS	137186	0	2024 12	INV	P			Build Repairs & Maint	
						32.84	pcard		VESTIS SERVICES LLC
						ACCOUNT TOTAL		32.84	
16031 650200 002775 THOMPSON CENTER ON L 137075		0	2024 12	INV	P			Leases	
						5,048.06	123124		567838 Final Lease Payment
						ACCOUNT TOTAL		5,048.06	
16031 659900 002229 STAR PROTECTION AND	135633	0	2024 12	INV	P			Other Contracts/Obligation	
						5,168.00	120424		567464 Security Guard - AP
						ACCOUNT TOTAL		5,168.00	
						ORG 16031 TOTAL		12,468.25	
16032 16032	630100							Library Materials Management	
000185 BIBLIOTHECA, LLC	136434	0	2024 12	INV	P			Office Supplies	
						4,624.88	121824		567577 RFID Tags
001983 AMAZON	136345	0	2024 12	INV	P				Binder Pages for Vi
001983 AMAZON	136951	0	2024 12	INV	P				Swiffers
001983 AMAZON	136953	0	2024 12	INV	P				Rubber mat for book
						259.21			
002259 DEMCO SOFTWARE	136344	0	2024 12	INV	P				Spine Label Tape
002259 DEMCO SOFTWARE	136952	0	2024 12	INV	P				Shelf labels and ho
						334.48	pcard		
						387.05	pcard		
						721.53			
						ACCOUNT TOTAL		5,605.62	
16032 631500 000550 GALE / CENGAGE LEARN	137229	0	2024 12	INV	P			Books & Library Materials	
						600.00	123124		567813 inv. 86088536
000870 MERGENT, INC.	136987	0	2024 12	INV	P				1673029271
000889 MIDWEST TAPE	136804	0	2024 12	INV	P				506338425, 50635939
000889 MIDWEST TAPE	136854	0	2024 12	INV	P				506412723
000889 MIDWEST TAPE	136989	0	2024 12	INV	P				506434983
000889 MIDWEST TAPE	137202	0	2024 12	INV	P				506471514
						370.36	pcard		
						6,029.29			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
001405	UPS SUPPLY CHAIN SOL	136850		0	2024 12	INV	P	17.82	pcard	1ZR449350390048481
001983	AMAZON	136798		0	2024 12	INV	P	- .05	pcard	111-5150182-8035458
001983	AMAZON	136799		0	2024 12	INV	P	28.26	pcard	111-2618098-5305034
001983	AMAZON	136800		0	2024 12	INV	P	1,022.83	pcard	111-2618098-5305034
001983	AMAZON	136801		0	2024 12	INV	P	29.99	pcard	111-3506714-1989031
001983	AMAZON	136802		0	2024 12	INV	P	2,177.23	pcard	111-5448223-5952240
001983	AMAZON	136851		0	2024 12	INV	P	113.39	pcard	111-5448223-5952240
001983	AMAZON	136852		0	2024 12	INV	P	139.98	pcard	111-5448223-5952240
001983	AMAZON	136853		0	2024 12	INV	P	39.99	pcard	111-2618098-5305034
001983	AMAZON	136988		0	2024 12	INV	P	106.37	pcard	111-2618098-5305034
001983	AMAZON	137203		0	2024 12	INV	P	64.99	pcard	111-3424883-9606663
								3,722.98		
002396	INGRAM LIBRARY SERV	136438		0	2024 12	INV	P	262.21	121824	567632 inv. 85030959
002396	INGRAM LIBRARY SERV	136439		0	2024 12	CRM	P	-16.20	121824	567632 inv. 85044857
002396	INGRAM LIBRARY SERV	136440		0	2024 12	CRM	P	-22.49	121824	567632 inv. 85044858
002396	INGRAM LIBRARY SERV	136441		0	2024 12	INV	P	121.40	121824	567632 inv. 85055265
002396	INGRAM LIBRARY SERV	136442		0	2024 12	INV	P	222.28	121824	567632 inv. 85055266
002396	INGRAM LIBRARY SERV	136443		0	2024 12	INV	P	24.77	121824	567632 inv. 85062786
002396	INGRAM LIBRARY SERV	136444		0	2024 12	INV	P	563.39	121824	567632 inv. 85071459
002396	INGRAM LIBRARY SERV	136445		0	2024 12	INV	P	844.51	121824	567632 inv. 85108849
002396	INGRAM LIBRARY SERV	136446		0	2024 12	INV	P	353.61	121824	567632 inv. 85132226
002396	INGRAM LIBRARY SERV	136447		0	2024 12	INV	P	249.54	121824	567632 inv. 85157368
002396	INGRAM LIBRARY SERV	136449		0	2024 12	INV	P	22.49	121824	567632 inv. 85172016
002396	INGRAM LIBRARY SERV	136450		0	2024 12	INV	P	387.23	121824	567632 inv. 85216022
002396	INGRAM LIBRARY SERV	136451		0	2024 12	INV	P	1,157.27	121824	567632 INV. 85251236
002396	INGRAM LIBRARY SERV	136453		0	2024 12	INV	P	196.78	121824	567632 inv. 85335008
002396	INGRAM LIBRARY SERV	136454		0	2024 12	INV	P	302.33	121824	567632 inv. 85348035
002396	INGRAM LIBRARY SERV	136455		0	2024 12	INV	P	114.18	121824	567632 inv. 85406315
002396	INGRAM LIBRARY SERV	136572		0	2024 12	INV	P	843.95	122624	567754 INV. 85418803
002396	INGRAM LIBRARY SERV	136573		0	2024 12	INV	P	361.88	122624	567754 inv. 85441860
002396	INGRAM LIBRARY SERV	137043		0	2024 12	INV	P	393.33	122624	567754 inv. 85487895
002396	INGRAM LIBRARY SERV	137044		0	2024 12	INV	P	57.38	122624	567754 inv. 85540402
002396	INGRAM LIBRARY SERV	137224		0	2024 12	INV	P	433.37	123124	567821 INV. 85550063
002396	INGRAM LIBRARY SERV	137225		0	2024 12	INV	P	338.73	123124	567821 inv. 85592225
002396	INGRAM LIBRARY SERV	137226		0	2024 12	INV	P	208.03	123124	567821 inv. 85603436
002396	INGRAM LIBRARY SERV	137227		0	2024 12	INV	P	49.35	123124	567821 inv. 85611807
002396	INGRAM LIBRARY SERV	137228		0	2024 12	INV	P	1,763.63	123124	567821 inv. 85622122
								9,232.95		
002830	KANOPY, INC	136456		0	2024 12	INV	P	684.25	121824	567638 inv. 428267
999990	THE PENWORTHY COMPAN	136803		0	2024 12	INV	P	940.24	pcard	0604036-IN
999990	SUNSET PUBLISHING CO	136985		0	2024 12	INV	P	29.95	pcard	1114799556_24
999990	THOMSON WEST*TCD	136986		0	2024 12	INV	P	1,229.28	pcard	851125458
999990	ATMOSPHERE COMM INT	137212		0	2024 12	INV	P	1,210.00	pcard	Smith System Replac
999990	DEMCO INC	137213		0	2024 12	INV	P	7,282.71	pcard	DEMCO - New Media C
								10,692.18		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
				ACCOUNT TOTAL				31,421.47	
16032	659900				Other Contracts/Obligation				
	001398	UNIQUE MANAGEMENT SE	136080	0	2024 12	INV P	147.75	121124	567541 Materials Recovery
				ACCOUNT TOTAL				147.75	
				ORG 16032	TOTAL				37,174.84
16033				Library Network Services					
16033	632700				Miscellaneous Equipment				
	999990	MONOPRICE, INC.	137204	0	2024 12	INV P	119.95	pcard	Network cables from
				ACCOUNT TOTAL				119.95	
16033	659900				Other Contracts/Obligation				
	001961	WELLS FARGO FINANCIA	135610	0	2024 12	INV P	399.74	120424	567477 Copier Lease - Dece
	003432	XEROX FINANCIAL SERV	136579	0	2024 12	INV P	25.36	122624	567796 Copier Attachments
	999990	CLOUD DNS LTD	136358	0	2024 12	INV P	10.35	pcard	CLOUD DNS renewal
				ACCOUNT TOTAL				435.45	
				ORG 16033	TOTAL				555.40
FUND 100		General Fund		TOTAL:				62,326.68	

** END OF REPORT - Generated by Melissa E. Sawicki **



Appleton Public Library Cash Flow Report December-2024 YTD				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC		
GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	YTD TOTAL	% USED
423200	Library Grants & Aids	\$1,064,805.00	\$1,166,028.00	\$0.00	\$0.00	\$0.00	\$668,676.50	\$0.00	\$0.00	\$0.00	\$497,351.50	\$0.00	\$0.00	\$0.00	\$0.00	\$1,166,028.00	100%
480100	General Charges for Service	\$0.00	\$0.00	\$32.37	\$3.82	\$138.11	\$15.51	\$45.80	\$96.89	\$23.00	\$14.72	\$1.40	\$14.92	\$79.39	\$33.10	\$499.03	100%
500100	Fees & Commissions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
502000	Donations & Memorials	\$0.00	\$0.00	\$0.00	\$12.02	\$0.74	\$1.86	\$1.71	(\$3.82)	\$0.45	\$0.31	\$1.02	\$5,501.35	\$20.00	\$5,000.00	\$10,535.64	100%
503500	Other Reimbursements	\$45,600.00	\$170,169.00	\$56,102.70	(\$52,765.06)	\$82,075.98	\$2,951.00	(\$5,394.33)	\$46,143.82	\$3,903.35	\$1,760.67	\$5,617.58	\$14,065.83	\$4,499.68	\$909.54	\$159,870.76	94%
Total Revenue		\$1,110,405.00	\$1,336,197.00	\$56,135.07	(\$52,749.22)	\$82,214.83	\$671,644.87	(\$5,346.82)	\$46,236.89	\$3,926.80	\$499,127.20	\$5,620.00	\$19,582.10	\$4,599.07	\$5,942.64	\$1,336,933.43	100%

Expense		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD TOTAL	% USED		
610100	Regular Salaries	(\$2,476,082.00)	(\$2,492,073.00)	(\$84,623.54)	(\$180,799.87)	(\$265,052.03)	(\$168,895.61)	(\$175,375.92)	(\$171,113.82)	(\$171,751.36)	(\$238,773.91)	(\$170,922.41)	(\$172,889.16)	(\$171,048.50)	(\$173,991.40)	(\$2,145,237.53)	86%
610400	Call Time Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
610500	Overtime Wages	\$0.00	\$0.00	\$0.00	(\$1,119.61)	\$1,119.61	(\$750.96)	(\$409.01)	\$0.00	\$0.00	(\$423.81)	(\$430.50)	\$0.00	\$0.00	\$0.00	(\$2,014.28)	100%
610800	Part-Time Wages	(\$212,587.00)	(\$254,356.00)	(\$5,422.70)	(\$22,248.77)	(\$21,287.96)	(\$17,249.37)	(\$17,453.79)	(\$14,085.46)	(\$15,894.11)	(\$26,293.83)	(\$15,665.60)	(\$15,611.00)	(\$17,308.67)	(\$9,051.83)	(\$197,573.09)	78%
611400	Sick Pay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$276.17)	\$0.00	(\$1,208.23)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,484.40)	100%
611500	Vacation Pay	\$0.00	\$0.00	(\$6,171.48)	(\$9,635.05)	(\$19,460.81)	(\$20,927.62)	(\$14,325.54)	(\$20,245.59)	(\$17,406.97)	(\$34,809.81)	(\$15,447.94)	(\$19,373.04)	(\$15,152.24)	(\$11,069.95)	(\$204,026.04)	100%
615000	Fringes	(\$891,233.00)	(\$889,448.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
615100	FICA	\$0.00	\$0.00	(\$11,971.57)	(\$13,580.08)	(\$19,875.22)	(\$13,305.66)	(\$13,256.64)	(\$13,391.11)	(\$13,116.08)	(\$19,310.94)	(\$12,936.87)	(\$13,231.04)	(\$12,860.29)	(\$12,690.56)	(\$169,526.06)	100%
615200	Retirement	\$0.00	\$0.00	(\$11,263.46)	(\$12,276.91)	(\$18,088.53)	(\$12,160.46)	(\$12,192.67)	(\$12,304.93)	(\$12,047.76)	(\$17,484.03)	(\$11,887.18)	(\$12,137.44)	(\$11,767.12)	(\$11,694.34)	(\$155,304.83)	100%
615301	Health Insurance	\$0.00	\$0.00	(\$17,578.60)	(\$42,654.66)	(\$34,588.50)	(\$38,954.19)	(\$39,275.60)	(\$40,037.50)	(\$39,312.53)	(\$38,931.91)	(\$38,933.30)	(\$39,279.73)	(\$38,656.46)	(\$37,155.45)	(\$445,358.43)	100%
615302	Dental Insurance	\$0.00	\$0.00	(\$1,281.65)	(\$3,169.23)	(\$2,442.02)	(\$2,766.59)	(\$2,766.59)	(\$2,672.78)	(\$2,668.50)	(\$2,627.29)	(\$2,670.01)	(\$2,630.37)	(\$2,526.17)	(\$2,526.17)	(\$30,941.84)	100%
615400	Life Insurance	\$0.00	\$0.00	(\$87.60)	(\$63.00)	(\$120.40)	(\$102.70)	(\$96.00)	(\$100.90)	(\$103.60)	(\$101.50)	(\$96.60)	(\$96.60)	(\$100.20)	(\$98.50)	(\$1,167.60)	100%
Personnel Services		(\$3,579,902.00)	(\$3,635,877.00)	(\$138,400.60)	(\$285,547.18)	(\$379,795.86)	(\$275,383.33)	(\$275,111.81)	(\$275,254.13)	(\$272,305.19)	(\$378,798.24)	(\$268,947.69)	(\$275,288.02)	(\$269,523.85)	(\$258,353.20)	(\$3,352,709.10)	92%

Expense		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YTD TOTAL	% USED		
620100	Training/Conferences	(\$23,234.00)	(\$25,694.00)	(\$3,864.19)	\$3,367.04	(\$5,414.46)	(\$5,227.91)	(\$571.50)	(\$498.27)	(\$268.46)	(\$134.00)	(\$94.91)	(\$1,648.11)	(\$839.03)	(\$1,284.60)	(\$16,478.40)	64%
620200	Mileage Reimbursement	\$0.00	\$0.00	(\$60.00)	(\$714.00)	\$594.00	(\$60.00)	(\$60.00)	(\$142.56)	(\$60.00)	(\$60.00)	(\$60.00)	(\$60.00)	(\$30.00)	(\$30.00)	(\$742.56)	100%
620600	Parking Permits	(\$5,000.00)	(\$5,000.00)	(\$1,440.00)	\$1,057.00	(\$1,057.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$800.00)	\$0.00	\$0.00	(\$2,240.00)	45%
630100	Office Supplies	(\$35,517.00)	(\$85,407.00)	(\$2,152.77)	(\$1,218.19)	(\$1,608.20)	(\$4,774.81)	(\$3,623.02)	(\$746.94)	(\$3,272.76)	(\$1,425.83)	(\$2,669.69)	(\$6,005.65)	(\$6,914.19)	(\$12,322.49)	(\$46,734.54)	55%
630300	Memberships & Licenses	(\$2,200.00)	(\$2,200.00)	(\$162.00)	\$7.00	(\$665.07)	(\$374.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$175.55)	(\$350.00)	(\$250.00)	(\$250.00)	(\$1,969.62)	90%
630500	Awards & Recognition	(\$850.00)	(\$3,850.00)	\$0.00	(\$769.15)	\$348.35	\$0.00	(\$465.11)	\$0.00	\$0.00	(\$28.32)	\$0.00	(\$46.41)	\$0.00	(\$42.86)	(\$1,003.50)	26%
630600	Building Maint./Janitor	(\$7,000.00)	(\$7,210.00)	(\$714.25)	(\$1,603.86)	\$969.19	(\$1,320.65)	(\$750.99)	(\$830.39)	(\$750.28)	(\$345.36)	(\$344.72)	(\$296.67)	(\$953.54)	(\$98.52)	(\$7,039.14)	98%
630700	Food & Provisions	(\$1,135.00)	(\$3,135.00)	(\$345.70)	\$14.97	(\$485.29)	(\$84.25)	(\$233.90)	(\$10.33)	(\$110.09)	\$0.00	\$0.00	(\$37.44)	\$0.00	(\$1,785.53)	(\$3,077.56)	98%
630902	Tools & Instruments	(\$150.00)	(\$150.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$69.94)	\$0.00	\$0.00	(\$69.94)	47%
631500	Books & Library Materials	(\$475,000.00)	(\$517,525.00)	(\$85,946.96)	(\$24,058.04)	(\$48,998.46)	(\$30,570.09)	(\$32,086.15)	(\$34,989.51)	(\$45,487.90)	(\$30,801.36)	(\$40,919.00)	(\$45,835.93)	(\$19,834.11)	(\$37,434.23)	(\$476,961.74)	92%
632001	City Copy Charges	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
632002	Outside Printing	\$0.00	(\$3,688.00)	(\$210.96)	\$210.96	(\$210.96)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$90.66)	\$0.00	\$0.00	(\$301.62)	8%
632101	Uniforms	\$0.00	\$0.00	\$0.00	(\$161.25)	\$161.25	\$0.00	(\$169.30)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$169.30)	100%
632300	Safety Supplies	(\$550.00)	(\$550.00)	(\$165.22)	(\$68.54)	\$13.54	\$0.00	(\$55.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$275.22)	50%
632700	Miscellaneous Equipment	(\$28,630.00)	(\$36,516.00)	(\$3,505.42)	\$3,037.22	(\$3,928.31)	(\$1,776.50)	(\$2,121.15)	(\$2,255.49)	(\$775.66)	(\$503.20)	(\$526.32)	(\$482.65)	(\$1,554.68)	(\$119.95)	(\$14,512.11)	40%
640700	Solid Waste/Recycling	(\$1,200.00)	(\$5,200.00)	(\$311.79)	(\$556.21)	(\$229.50)	\$0.00	(\$718.40)	(\$360.12)	(\$357.05)	(\$359.66)	(\$364.41)	(\$364.53)	(\$361.62)	(\$375.49)	(\$4,384.18)	84%
641200	Advertising	(\$1,288.00)	(\$5,695.00)	(\$106.98)	(\$2,500.30)	\$1,866.37	(\$239.75)	(\$4,451.75)	(\$72.45)	(\$176.65)	(\$1,981.69)	(\$4.81)	(\$980.31)	(\$100.00)	(\$133.16)	(\$8,722.48)	153%
641301	Electric	(\$300,000.00)	(\$42,000.00)	(\$2,418.39)	(\$8,663.76)	\$7,076.93	(\$1,859.89)	(\$3,448.53)	\$0.00	(\$1,999.57)	(\$2,765.45)	(\$2,284.76)	(\$3,938.58)	\$0.00	(\$1,526.72)	(\$21,828.72)	52%
641302	Gas	(\$20,000.00)	(\$24,000.00)	(\$1,884.70)	(\$8,815.31)	\$7,805.25	(\$864.63)	(\$644.62)	\$0.00	(\$38.30)	(\$39.68)	(\$36.87)	(\$111.25)	\$0.00	(\$218.62)	(\$4,848.73)	20%
641303	Water	\$0.00	\$0.00	\$0.00	(\$185.00)	(\$264.05)	\$0.00	(\$185.00)	(\$360.20)	\$0.00	(\$185.00)	\$0.00	(\$366.28)	\$0.00	(\$625.34)	(\$2,170.87)	100%
641304	Sewer	\$0.00	\$0.00	\$0.00	(\$51.00)	(\$87.76)	\$0.00	(\$58.40)	(\$156.64)	\$0.00	(\$58.40)	\$0.00	(\$160.92)	\$0.00	(\$248.80)	(\$821.92)	100%
641306	Stormwater	\$0.00	\$0.00	\$0.00	(\$793.97)	(\$2,127.14)	\$0.00	(\$785.34)	(\$1,665.61)	\$0.00	(\$785.34)	\$0.00	(\$1,702.63)	\$0.00	(\$2,534.87)	(\$10,394.90)	100%
641307	Telephone	(\$5,298.00)	(\$5,298.00)	(\$794.11)	(\$313.86)	(\$849.58)	(\$742.95)	(\$596.94)	(\$592.05)	(\$596.66)	(\$347.02)	(\$229.98)	(\$477.46)	(\$494.72)	(\$829.44)	(\$6,864.77)	130%
641308	Cellular Phones	(\$1,300.00)	(\$1,300.00)	(\$62.25)	(\$41.50)	\$40.50	(\$62.25)	(\$62.25)	(\$62.25)	(\$62.25)	(\$62.25)	(\$62.25)	(\$62.25)	(\$62.25)	(\$62.25)	(\$623.50)	48%
641600	Build Repairs & Maint	(\$2,000.00)	(\$2,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$32.84)	\$29.00	2%
641800	Equip Repairs & Maint	(\$49,255.00)	(\$64,227.00)	(\$3,715.59)	\$314.11	(\$14,373.14)	(\$11,973.11)	(\$397.91)	(\$824.39)	\$0.00	\$0.00	(\$201.00)	\$0.00	\$0.00	\$0.00	(\$31,171.03)	49%
642000	Facilities Charges	(\$100,565.00)	(\$97,551.00)	\$0.00	(\$5,738.34)	(\$13,722.42)	(\$2,381.09)	(\$2,920.37)	(\$3,562.33)	(\$3,256.77)	(\$3,481.04)	(\$4,876.99)	(\$4,276.80)	(\$4,232.39)	(\$3,853.79)	(\$52,302.33)	54%
644000	Snow Removal Services	(\$50,000.00)	(\$50,000.00)	\$0.00	\$0.00	(\$4,589.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,589.00)	9%
650200	Leases	(\$150,000.00)	(\$150,000.00)	(\$17,472.56)	(\$7,527.44)	(\$16,757.06)	\$0.00	(\$22,904.43)	(\$10,351.72)	(\$10,614.61)	(\$10,487.85)	(\$10,925.16)	(\$10,600.63)	(\$10,012.84)	(\$5,048.06)	(\$132,702.36)	88%
659900	Other Contracts/Obligation	(\$118,817.00)	(\$183,324.00)	(\$9,898.02)	(\$7,916.09)	(\$8,725.95)	(\$72,117.67)	(\$57,240.50)	(\$41,509.32)	(\$72,247.41)	(\$75,393.27)	(\$10,					

MAJOR PROJECT TITLE

***** Library - Friends of the Library

PROJECT TITLE

LIB-FRIENDLibrary - Friends of the Library

BEGINNING BALANCE -28,982.34

FUNDING SOURCES	TITLE	AMOUNT
		.00
FUNDING SOURCE TOTAL		.00

EXPENSE STRINGS	TITLE	AMOUNT
LIB-FRIEND.CHILDSERV .OTHCONTR .	Children's Services	4,662.58
LIB-FRIEND.CHILDSERV .SUPPLIES .	Children's Services	5,065.21
LIB-FRIEND.COMMPART .OTHCONTR .	Community Partnerships	1,081.60
LIB-FRIEND.COMMPART .SUPPLIES .	Community Partnerships	1,082.52
LIB-FRIEND.LIBADMIN .ADVERTISNG.	Library - Friends advertising	714.00
LIB-FRIEND.LIBADMIN .AWARDREC .	Library Administration	42.86
LIB-FRIEND.LIBADMIN .FOOD/PROV .	Library Administration	1,779.57
LIB-FRIEND.LIBADMIN .OTHCONTR .	Library Administration	9,470.23
LIB-FRIEND.LIBADMIN .TRAIN/CONF.	Library Administration	78.00
EXPENSE TOTAL		23,976.57

ENDING BALANCE -5,005.77

******* TOTALS**

BEGINNING BALANCE	-28,982.34
FUNDING SOURCE	.00
EXPENSE	23,976.57
ENDING BALANCE	-5,005.77

REPORT TOTAL: -5,005.77

** END OF REPORT - Generated by Melissa E. Sawicki **

COWORKING SPACE USE POLICY

PURPOSE

The Appleton Public Library (“Library”) welcomes all people to use its facilities and services. To maintain an atmosphere of constructive library use, the following policy regarding appropriate use of the Coworking Space is adopted.

POLICY

1. Intended Use

The Coworking Space is designed for working, learning, and connecting for purposes of education, workforce development, and economic development.

Other intended uses include:

- a) Library patrons may work independently or collaboratively, fostering an environment conducive to working.
- b) Library staff will provide information resources and promotion of local events related to education, workforce development, and economic development.
- c) Library staff may provide and coordinate informational and educational activities, workshops, events, and services directly and in partnership with community agencies and contracted presenters.

2. Prohibited Activities

The following activities, in addition to any other activity prohibited by policy, ordinance, or statute, are prohibited in the Coworking Space:

- a) Disruptive, unsafe, illegal or damaging behavior.
- b) Using materials, services, or equipment inappropriately.

3. Enforcement

Library staff is authorized to enforce this policy and may request that any persons using the Coworking Space inappropriately or not for its intended use leave the Coworking Space or the Library, pursuant to the Library’s Safety and Security Policy.

Draft for Approval 1-2025

COMMONS USE POLICY

PURPOSE

The Appleton Public Library (“Library”) welcomes all people to use its facilities and services. To maintain an atmosphere of constructive library use, the following policy regarding appropriate use of the Commons, including the Community Table, is adopted.

POLICY

1. Intended Use

The Commons is designed as a gathering and discovery space that will feature a variety of rotating displays, exhibits, installations, activities, and services curated by Library staff.

Other intended uses include:

- a) Library staff may partner with community agencies and contracted presenters to provide free services at a designated Community Table in the Commons.
- b) Patrons may use the provided seating for individual use or to gather with others.

2. Prohibited Activities

The following activities, in addition to any other activity prohibited by policy, ordinance, or statute, are prohibited in the Commons:

- a) Reservation of seating or tables.
- b) Unauthorized displays, exhibits, installations, activities, or services.
- c) Petitioning, solicitation, canvassing, surveying or distribution of literature as noted in the Handouts, Bulletin Board Postings, Notices and Petitioning Policy.
- d) Disruptive, unsafe, illegal or damaging behavior.

3. Enforcement

Library staff is authorized to enforce this policy and may request that any persons using the Commons inappropriately or not for its intended use leave the Commons or the Library, pursuant to the Library’s Safety and Security Policy.

Draft for Approval 1-2025

Naming Opportunities Policy

I. Purpose

The Appleton Public Library Board of Trustees (the “Board”) welcomes mission-compatible financial support from the community when it is within the best interests of the library.

The Board considers the granting of Naming Opportunities the highest distinctions it can bestow.

While all donors to the Building Beyond Words Capital Campaign will be recognized via a donor tier structure yet to be determined, this policy applies specifically to Naming Opportunities in connection with Appleton Public Library’s Building Beyond Words Capital Campaign. This policy establishes a procedure in which donors shall be recognized for donations that are eligible for Naming Opportunities within the Building Beyond Words Capital Campaign (see Attachment A: Menu of Naming Opportunities).

The Building Beyond Words Capital Campaign is in collaboration with the Friends of Appleton Public Library, who are carrying out the fundraising, and the City of Appleton, who is overseeing construction of the facility.

Please see the library’s Gifts and Donations Policy, or contact the Friends of Appleton Public Library, for other methods of supporting the library’s ongoing programs and services.

II. Definitions

1. Naming Opportunities – name of 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.
2. Gift – a voluntary and irrevocable pledge paid to the Friends of Appleton Public Library in the form of a one-time contribution, or in multiple contributions over a period of several years. Stocks can also be provided as a gift. In kind gifts may be accepted should those gifts be convertible to cash or have a value to the campaign.
3. Building Beyond Words Capital Campaign– This is a specific campaign to renovate and expand the current library.

4. Friends of Appleton Public Library (“Friends”) -The Friends are a 501(c)(3) organization whose mission is to support the library by advocating and raising funds to provide enhanced programs and services for the community.

III. Policy

- a. The Board has the sole and absolute discretion regarding Naming Opportunities.
- b. Naming Opportunities will be memorialized in a Naming Recognition Agreement which will grant Donor specified Naming Opportunities to a particular space (“Named Space”), subject to acceptance of the Donor’s gift and approval of such naming by the Board and consistent with this Policy.
- c. In no event will the Donor be provided with any decision-making power over the library on operational or capital decisions, or in any other library process or activity. The Board reserves the right to refuse gifts that are not consistent with the Capital Campaign.
- d. Gifts are being made to the Friends with the understanding that it is to be used for the Building Beyond Words capital campaign. Should the project not proceed, be terminated, or city funds no longer be available, the donor reserves the right to rescind the gift or redirect it towards an endowment that supports library grants.
- e. Gifts will be used to enhance, not replace the City of Appleton’s existing project funding or future operational support.
- f. If the entire Gift amount is not received by the Friends as agreed upon, the Board may, in its sole discretion, remove the Donor’s recognition of the Named Space and offer the Donor an alternate recognition opportunity appropriate to the total amount of the Donor’s Gift.
- g. Holding of funds
 - i. Gifts to the capital campaign will be held by the Friends and will be segregated from other Library or Friends assets.
 - ii. These funds will be overseen by the Friends and distributed in agreement with the City and the Library Board for the purposes agreed upon.
- h. Acknowledgement
 - i. ~~The duration of Naming Opportunities for a room, area, space, or furnishing, shall be a maximum of twenty (20) years and specified in the Naming Recognition Agreement, but in no event shall extend beyond the shall not extend beyond its normal, useful life of the library or the Named Space as determined by the Library Board.~~
 - ii. The Board reserves the right to choose the wording, size, location, and style of recognition. Visual recognition of a Named Space will adhere to library brand standards, including exterior and interior signage, logos, letterhead, and all other representations of the library’s identity.
- i. Modification
 - i. The library may make changes to signage to maintain and update facilities but will make efforts to ensure that the signage still reflects the appropriate recognition for the donor.

- ii. If during the useful life of the Named Space, the space is closed, deconstructed, destroyed, severely damaged, significantly renovated, upgraded, modified, or replaced, then the Naming Opportunities shall cease. The donor, if available, and in consultation with the library, will have the right to have another space named for the duration of the Naming Recognition Agreement.
 - iii. Donors who request changes to their recognition signage will be considered by the Board. Changes that require additional expense will be done at the donor's expense.
 - j. Termination of Naming. The Board reserves the right to alter or terminate a Naming Recognition Agreement in the following cases:
 - i. In the event of the default in payment of the gift, or
 - ii. In the unusual circumstance that the Board determines in its reasonable and good faith opinion that circumstances have changed such that accepting the gift, or the Naming chosen by the Donor would adversely affect the reputation, image, mission or integrity of the Library or the City of Appleton should there be continued association with the Donor and the continued Naming.
 - iii. Should the Naming Recognition Agreement be terminated, the Board, the library and the City of Appleton shall have no further obligation or liability to the Donor and shall not be required to return any portion of the gift that has already been paid. The Board may choose an alternative recognition for the portion of the gift that has been received in its sole discretion.
 - k. Procedure
 - i. Naming Opportunities must be approved by the Board in accordance with the Naming Recognition Agreement.
 1. The Friends will verify that all donors are in good standing in accordance with this policy.
 2. Upon verification, the Library Director will provide a written summary of the Naming Opportunities that are recommended for approval including the name of the donor, their donor tier, and how they would like to be publicly acknowledged.
 3. Upon approval by the Board, a Naming Recognition Agreement shall be finalized and signed by the Library Director and a donor representative.
 - ii. The "Stacks of Support" naming initiative enables donors who have contributed \$5,000 or more to the Building Beyond Words Capital Campaign to name a book stack within the library. The initiative provided donors the opportunity to select from designated areas of the collection.
 1. The Friends will verify that these donors are in good standing in accordance with this policy.
 2. Upon verification, the Library Director is authorized to execute and finalize the Stacks of Support Naming Recognition Agreement with the donor representative.

Reviewed by the Friends Steering Committee 4/12/2022

Approved by APL Board of Trustees 4/2022; 11/2022; 11/2024; 1/2025 (Pending Approval)



CITY OF APPLETON

Appleton Public Library
3000 E. College Ave., Suite B
Appleton, WI 54915
p: 920.832.6173
www.apl.org

Memo

To: Appleton Public Library Board of Trustees; City of Appleton Finance Committee

From: Colleen Rortvedt, Library Director

Date: January 8, 2025

Subject: Approval to accept Non-State Grant Award of \$274,000

The Wisconsin Department of Administration (State), through the State Building Commission and the Non-State Grant Award, has awarded a \$274,000 grant to the Appleton Public Library (Library) project to support the transformative renovation of the library building and enhance its role as a community and cultural hub, providing modernized facilities to meet the evolving needs of the Appleton community (Project). Trustee approval is required to accept this grant.

Key Terms of the Agreement:

- The State will reimburse construction expenses up to \$274,000.
- The Library has secured non-state revenue sources covering at least half of the \$40,400,000 total project cost.
- Beyond the grant payment, the State assumes no responsibility for the facility.
- The Library indemnifies the State against liabilities related to the Project.
- The Library accepts a 20-year land use restriction ensuring the property serves the purposes of the Project. If the library building ceases to serve a public purpose, the State retains an ownership interest proportional to the grant amount.
- The Library must adhere to non-discrimination and equal employment opportunities.
- Payments are contingent upon the submission of requisition forms and proof of incurred expenses.

Upon approval, the agreement will be signed, staff will complete the requirements of the grant, and request reimbursement of funds.

EVENT RENTAL FEE SCHEDULE:

[insert donor name] Community Meeting Room and [insert donor name] Welcome Hall

Rental	Hourly Rate Minimum 4 hours	Hourly Rate Outside of Operating Hours	Capacity*
Full Room	\$100	\$200	Max Capacity 300 (current estimate)
Divided Room (1 of 3) with partial area of Welcome Hall	\$50	\$150	Max Capacity 100 (current estimate)

- Event rentals must comply with the Appleton Public Library Space Use Policy.
- Nonprofit/Government Rate is a 25% discount during library hours. Full rate for access outside of operating hours.
- Minimum length of rental – 4 hours.
- Booking length must include meeting set up, prep and cleanup.
- Library provides basic set up.
- Group is responsible for scheduling AV training in advance.
- Deposit – 50% of cost at time of booking; remaining 50% prior to start of event

*Capacity determined in consultation with Fire Inspector.

1/2025 **Pending Approval**



December 2024 Construction Update



Tina Krueger
Communication Coordinator

Construction Updates

The last month's key building project progress points from Boldt include:

- Installing furniture and shelving.
- Installing passenger elevator.
- Installing front entrance and canopy.
- Polishing floor and sealing concrete.
- Painting in the community meeting room, commons and pre-function area.
- Continuing mechanical, electrical, plumbing and fire protection work.
- Continuing exterior glazing and caulking install.
- Fire and smoke damper testing took place and passed inspection.
- Installed acoustical tectum panels and wall panels in study and

creation rooms.

- Installed acoustical ceiling in commons area.
- Installed lower-level service desk solid surface top.
- Installed carpet, resilient, and ceramic tile on ground and upper levels.
- Installed doors and hardware on ground and upper levels.
- Installed light fixtures on ground and upper levels.
- Installed exterior site lighting.
- Installed steel handrails and fascia at commons area, west skylight, railing at connecting stairs, and exterior handrails.
- Installed graphics on walls and glass.
- Installed metal panel on west side of commons roof.
- Installed coping at the parapet.
- Installed flagpole.
- Poured parking meter pads in parking lot.

Opening day for the new library is on track for early 2025.

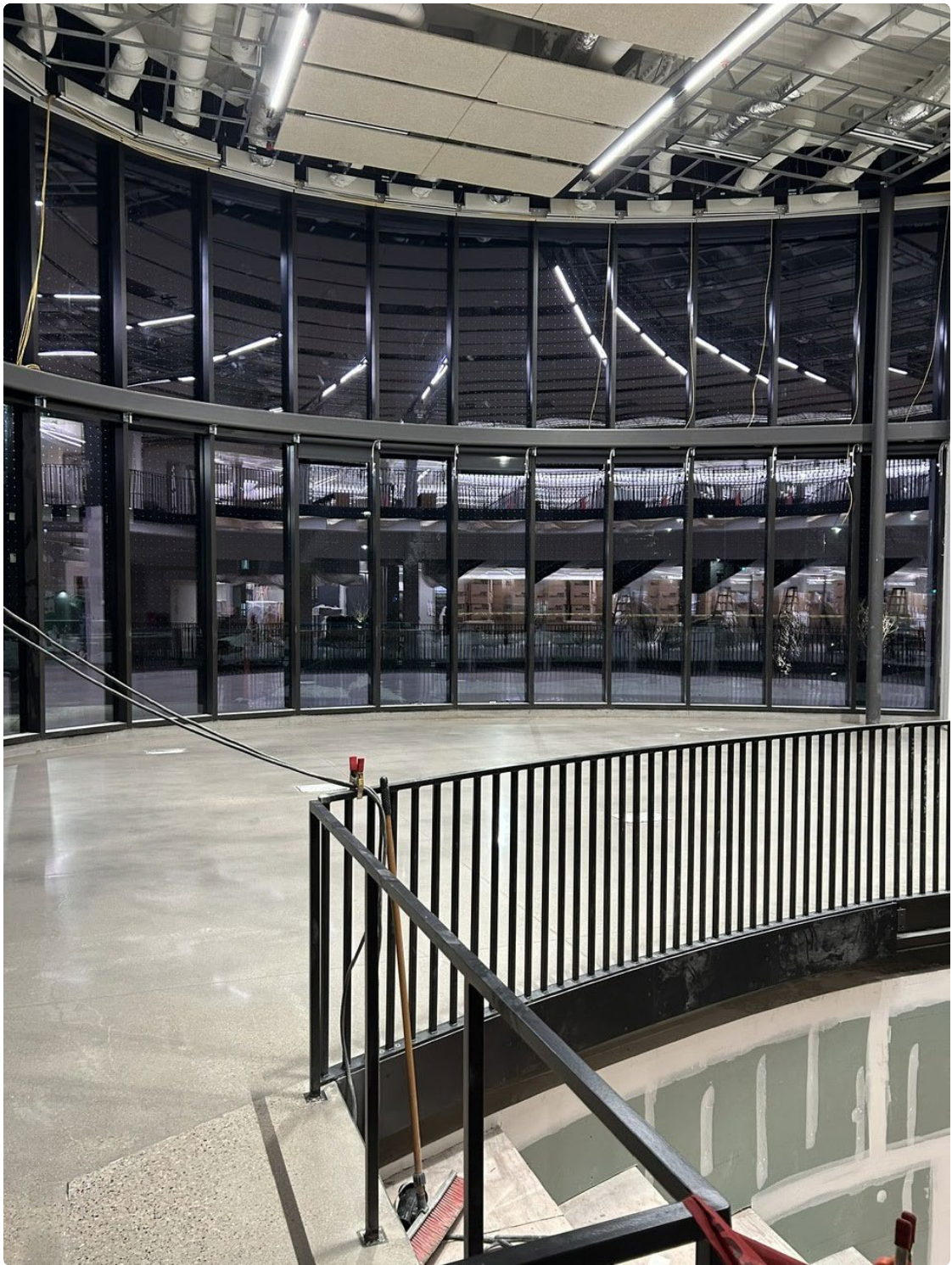
Additional Updates

- Skidmore, Owings & Merrill has shared [architectural fly through animations](#). [Floor plans](#) and [renderings are available for viewing online](#). Please note furnishing colors in the animations and renderings are subject to change.
- [Friends of Appleton Public Library](#) and the Capital Campaign Committee continue to make strong fundraising progress. To date they have raised \$11.8 M of their \$12 M goal.

To learn more about the campaign and how you can participate, visit the [Friends website](#).



Commons Ceiling



Commons Area



Lower-Level Wall Graphics



Lower-Level Wall Graphics



Lower-Level Shelving



Upper-Level Shelving



Flagpole and Front of Building



Parking Lot



WISCONSIN
LIBRARY
ASSOCIATION

Library Legislative Day 2025

Tuesday, February 11, 2025

Morning briefing at the Best Western Premier Park Hotel followed by legislator visits

WLA Library Legislative Day is our most important advocacy event each year. This year, we'll be introducing ourselves again to a legislature that includes 40 new faces. This is a tremendous (and fun!) opportunity for you to build relationships with your elected officials and share stories of how your library impacts their constituents.

This year's event will kick off with a briefing and breakfast at the Best Western Premier Park Hotel (22 S Carroll St, Madison, WI 53703), followed by visits with legislators at the Wisconsin State Capitol.

Once you register, Library Legislative Day committee members will make appointments with legislators and develop the day's schedule for you. The schedule will be shared with attendees a few days in advance of the event.

Watch the [WLA Library Legislative Day webpage](#) for additional information and resources.

Need hotel accommodations? A courtesy block of rooms has been reserved at the Best Western Premier Park Hotel in downtown Madison through January 20, 2025. See below for more information.

Start gathering your photos & preparing your library stories to share with your legislators - and register today! **Online registration will close this Friday, January 10, 2025.**