City of Appleton

Meeting Agenda - Final

Library Board

Tuesday, February 28, 2023	**4:30 PM**	**2411 S. Kensington Drive** **Appleton, WI 54915**

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

    23-0178   January 17, 2023 Meeting Minutes

    Attachments: 1-17-2023 Library Board Meeting Minutes.pdf

4. **Public Participation and Communications**

Establish Order of the Day

5. **Action Items**

    23-0179   Bill Registers - December 2022 FINAL, January 2023

    Attachments: Dec 2022 Bill Register FINAL.pdf

    Dec 2022 YTD FINAL.pdf

    January 2023 Bill Register.pdf

    Jan 2023 YTD.pdf

    January 2023 MTD.pdf

    23-0180   February 2023 Budget Amendment

    Attachments: Feb 23 Budget Amendment Requests.pdf

23-0181   Report of the Planning Committee

Attachments: 1-20-2023 Planning Committee Meeting Minutes.pdf

COA Health In All Policies Ordinance.pdf

COA Racism as a Public Health Crisis Ordinance.pdf

Inclusive_Services_Statement_-_August_1_2019.pdf

StrategicPlan_OnePage (3).pdf

Copy of APL Trustee Training Plan DRAFT rev Jan 2023.pdf

23-0182   Report of the Personnel & Policy Committee

Attachments: 2-15-2023 Personnel & Policy Committee Meeting Minutes.pdf

Bylaws.pdf

Roles_Responsibilities.pdf

23-0195   Establish Library Director's 2023 Performance Goals

23-0183   2023 Library Materials Budget

Attachments: BudgetAllocationsProposal_2023_BoardView.pdf

23-0184   Annual Report 2022

Attachments: 2022 Annual Report Unsigned.pdf

23-0185   APL Statement on OWLS System Effectiveness for 2022

23-0186   Closed Date for APL Staff Training - Friday, April 14, 2023

Attachments: Updated Proposed Closures 2023.pdf

23-0187   Tuesday, April 18, 2023 Library Board Meeting Time Change - 3pm

Attachments: APL Board Meeting Schedule 2023 Revised.pdf

6.   Information Items

A.   Administrative Report

23-0188   Building Project Update

Attachments: Building Project Update February 2023.pdf

23-0189   APL Hiring Processes

23-0190   Statistics - 2022 4th Quarter / Year End

                        Attachments: DEC 2022.pdf

23-0191   2022 4th Quarter / EOY Friends Grant Funded Program Summaries

                        Attachments: FINAL 4th Quarter Friends Grant Funded Program Summaries.pdf

23-0196   Meeting and Scheduling Updates

B.   President's Report

23-0192   Trustee Development - WLA Library Legislative Day Agenda and Report

        Attachments: Library Legislative Day Agenda 2-7-2023.pdf

                             LLD The-Benefits-of-Wisconsin-Public-Libraries.pdf

                             LLD Wisconsin-Libraries-by-the-Numbers.pdf

                             WI-Library-System-Map_Contacts LLD.pdf

                             WLA Book Lifecycle LLD.pdf

                             OWLS LLD Handout for Trustee Development.pdf

C.   Staff Updates

23-0193   Children's Program Updates

23-0194   Community Partnerships Updates

Closed Session

        The Board may meet in Closed Session Pursuant to WI State Statute 19.85(1)(c) to discuss personnel matters and then resume meeting in Open Session.

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, January 17, 2023	**4:30 PM**	**City Hall Council Chambers 6 A/B** **100 N. Appleton Street**

2. Roll call of membership

Others Present: Owen Anderson, Nicole Casner. Ann Cooksey, Tina Krueger, Adriana McCleer, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Missy Sawicki, Maureen Ward

Present: 10 - Looker, Kellner, Exarhos, Scheuerman, Mann, Nett, Van Zeeland, Keller, Brozek and Bunnow

Excused: 1 - Sivasamy

3. Approval of minutes from previous meeting

23-0035   December 20, 2022 Meeting Minutes

Attachments: December 20, 2022 Library Board Meeting Minutes.pdf

Van Zeeland moved, seconded by Keller, that December 20, 2022 Meeting Minutes be approved. Voice Vote. Motion Carried. (10-0)

4. Public Participation and Communications

Establish Order of the Day

Van Zeeland moved, seconded by Exharos that the meeting take a recess to resolve technical issues. Voice Vote. Motion Carried. (10-0)
The meeting went into recess at 4:38pm
The meeting resumed at 4:41pm

5. Action Items

23-0036   Bill Register - December 2022

Attachments: Dec 2022 Bill Register.pdf

APL Financial Cash Flow YTD-Dec-2022.pdf

Friends Quarterly Report 12-2022.pdf

Exarhos moved, seconded by Van Zeeland, that the December 2022 Bill Register be approved. Voice Vote. Motion Carried. (10-0)

23-0037   January 2023 Budget Amendment

Attachments: Jan23BudgetAmendment.pdf

Van Zeeland moved, seconded by Kellner, that the January 2022 Budget Amendment be approved. Voice Vote. Motion Carried. (10-0)

6.   Information Items

A.   President's Report

23-0039   Trustee Development: Inclusive, Enriched Experiences

Attachments: neh.gov-The Complicated Role of the Modern Public Library (1).pdf

7.   Adjournment

Kellner moved, seconded by Keller, that the Meeting be adjourned. Voice Vote. Motion Carried. (10-0)

The meeting was Adjourned at 5:01pm

City of Appleton

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16010			Library Administration				
16010 620100			Training/Conferences				
000260 CHARLES LATORRE CONS	91952	0	2022 12 INV P	3,000.00	122122	556880	Consulting
999990 DELTA AIR BAGGAGE	91392	0	2022 12 INV P	30.00	pcard		DELTA AIR BAGGAGE
999990 PAYPAL *CHARMPASS	91394	0	2022 12 INV P	2.00	pcard		Light Rail from BWI
999990 WISCONSIN LIBRARY AS	92281	0	2022 12 INV P	28.00	pcard		WISCONSIN LIBRARY A
999990 LYFT RIDE SAT 2AM	92283	0	2022 12 INV P	52.49	pcard		LYFT RIDE TO AIRPOR
999990 DELTA AIR BAGGAGE	92284	0	2022 12 INV P	30.00	pcard		DELTA AIR BAGGAGE
				142.49			
			ACCOUNT TOTAL	3,142.49			
16010 630100			Office Supplies				
001583 UNITED STATES POSTAL	92135	0	2022 12 INV P	13.44	pcard		Postage - Board Pac
002034 OFFICE DEPOT	92136	0	2022 12 INV P	22.63	pcard		Black Fine Point Sh
002034 OFFICE DEPOT	92137	0	2022 12 INV P	14.98	pcard		Gold Foil Seals
				37.61			
999990 SHUTTERFLY, INC.	91749	0	2022 12 INV P	16.24	pcard		Retirement Gift
			ACCOUNT TOTAL	67.29			
16010 630300			Memberships & Licenses				
999990 WISCONSIN LIBRARY AS	92282	0	2022 12 INV P	250.00	pcard		WISCONSIN LIBRARY A
			ACCOUNT TOTAL	250.00			
16010 630500			Awards & Recognition				
000084 ADI	93126	0	2022 12 INV P	185.00	pcard		Holiday Brunch 2022
000621 HEID MUSIC COMPANY,	92875	0	2022 12 INV P	10.00	pcard		Holiday Bruch Prize
000835 MANDERFIELD'S BAKERY	92873	0	2022 12 INV P	10.00	pcard		Holiday Brunch Priz
000835 MANDERFIELD'S BAKERY	93505	0	2022 12 INV P	48.00	pcard		Paul's Retirement C
				58.00			
001983 AMAZON	92897	0	2022 12 INV P	14.99	pcard		Picture Frame P. Ma
999990 DUNKIN #351103 Q35	92872	0	2022 12 INV P	10.00	pcard		Holiday Brunch 2022
999990 MARCUS VALLEY GRAND	92874	0	2022 12 INV P	10.00	pcard		Holiday Brunch Priz
999990 BIG APPLE BAGELS	92876	0	2022 12 INV P	10.37	pcard		Holiday Brunch Priz
999990 SQ *LAWLSS COFFEE AP	92877	0	2022 12 INV P	10.00	pcard		Holiday Brunch Priz
999990 SQ *VOYAGEURS BAKEHO	92878	0	2022 12 INV P	10.00	pcard		Holiday Brunch Priz
999990 J DS DRIVE IN RESTAU	92879	0	2022 12 INV P	10.00	pcard		Holiday Brunch Priz
999990 BOARD AND BRUSH APPL	92880	0	2022 12 INV P	10.00	pcard		Holiday Brunch priz
999990 SQ *SETH'S COFFEE	92881	0	2022 12 INV P	10.00	pcard		Holiday Brunch Priz
999990 SQ *AUTHOR'S KITCHEN	92882	0	2022 12 INV P	10.00	pcard		Holiday Brunch Priz

City of Appleton

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
999990 SQ *WHISK & ARROW SU	92883	0	2022 12	INV	P	17.95 pcard		Holiday Brunch Priz
999990 SQ *ECO CANDLE CO.	92884	0	2022 12	INV	P	10.00 pcard		Holiday Brunch Priz
999990 SP THE VINTAGE GARDE	92885	0	2022 12	INV	P	10.00 pcard		Holiday Brunch 2022
999990 TST* STONE ARCH BREW	92886	0	2022 12	INV	P	10.00 pcard		Holiday Brunch 2022
999990 SCOOTER'S COFFEE #84	92906	0	2022 12	INV	P	10.00 pcard		Holiday Brunch 2022
999990 MEIJER # 300	92907	0	2022 12	INV	P	10.00 pcard		Holiday Brunch 2022
999990 ALDI 64086	92908	0	2022 12	INV	P	10.00 pcard		Holiday Brunch 2022
999990 TST* FOX CITIES PERF	92909	0	2022 12	INV	P	10.00 pcard		Holiday Brunch 2022
999990 WALGREENS #7323	93506	0	2022 12	INV	P	10.12 pcard		Paul's Retirement C
999990 WALGREENS #7323	93507	0	2022 12	INV	P	9.59 pcard		Paul's Retirement C
999990 WALGREENS #7323	93508	0	2022 12	INV	P	-10.12 pcard		Paul's Retirement C
						187.91		
			ACCOUNT TOTAL			455.90		
16010 630700			Food & Provisions					
001775 MICHIELS CATERING	91870	0	2022 12	INV	P	1,257.00 122122	556917	Staff Breakfast
999990 ALEGRIA MEXICANA	92046	0	2022 12	INV	P	125.00 pcard		ALEGRIA MEXICANA
999990 TST* ACOCA COFFEE	92127	0	2022 12	INV	P	21.63 pcard		Books and Brews cof
999990 SQ *COPPER ROCK COFF	92887	0	2022 12	INV	P	20.93 pcard		TAP December 2022 R
						167.56		
			ACCOUNT TOTAL			1,424.56		
16010 641200			Advertising					
999990 CUSTOMINK LLC	91748	0	2022 12	INV	P	207.18 pcard		APL Shirts
999990 SURVEYMONK* T 436077	92861	0	2022 12	INV	P	99.00 pcard		Survey
999990 FREEPIK & FLATICON	92889	0	2022 12	INV	P	99.00 pcard		Icon Subscription
						405.18		
			ACCOUNT TOTAL			405.18		
16010 641307			Telephone					
999990 SPECTRUM	92937	0	2022 12	INV	P	194.98 pcard		SPECTRUM
			ACCOUNT TOTAL			194.98		
16010 641308			Cellular Phones					
000250 CELLCOM APPLETON PCS	91763	0	2022 12	INV	P	103.75 pcard		Monthly Cell Phones
000250 CELLCOM APPLETON PCS	92890	0	2022 12	INV	P	103.75 pcard		Monthly Cell Phones
						207.50		
			ACCOUNT TOTAL			207.50		
16010 659900			Other Contracts/Obligation					
002229 STAR PROTECTION AND	91064	0	2022 12	INV	P	6,781.15 121422	556822	Security Guard - AP
002229 STAR PROTECTION AND	92748	0	2022 12	INV	P	5,708.63 011823	557324	Security Guard - AP

City of Appleton

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ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
002229 STAR PROTECTION AND	93296	0	2022 12	CRM	P	-277.59	011823	557324 Credit for overchar
						12,212.19		
999990 PAYPAL *IVY.LICHEN	91393	0	2022 12	INV	P	1,725.00	pcard	PAYPAL *IVY.LICHEN
			ACCOUNT TOTAL			13,937.19		
			ORG 16010 TOTAL			20,085.09		
16021			Library Children's Services					
16021 630100			Office Supplies					
001983 AMAZON	91398	0	2022 12	INV	P	14.98	pcard	Children's program
001983 AMAZON	91418	0	2022 12	INV	P	13.98	pcard	Supplies for Tween
001983 AMAZON	91773	0	2022 12	INV	P	119.00	pcard	Bluetooth Speaker f
001983 AMAZON	91774	0	2022 12	INV	P	169.95	pcard	Early Childhood Toy
001983 AMAZON	91775	0	2022 12	INV	P	147.81	pcard	Early Childhood Toy
001983 AMAZON	92032	0	2022 12	INV	P	14.99	pcard	Amazon Storage Bins
001983 AMAZON	92058	0	2022 12	INV	P	9.93	pcard	Supplies for Tween
001983 AMAZON	92059	0	2022 12	INV	P	409.54	pcard	Supplies for Tween
001983 AMAZON	92091	0	2022 12	INV	P	44.79	pcard	Amazon plastic stor
001983 AMAZON	92126	0	2022 12	INV	P	274.85	pcard	Children's Activity
001983 AMAZON	92141	0	2022 12	INV	P	10.00	pcard	Supplies for Tween
001983 AMAZON	92345	0	2022 12	INV	P	91.99	pcard	1 Chime Bar Set for
						1,321.81		
999990 WAL-MART #2958	91397	0	2022 12	INV	P	3.47	pcard	Children's program
999990 TERRAPIN	92057	0	2022 12	INV	P	71.90	pcard	Supplies for Tween
						75.37		
			ACCOUNT TOTAL			1,397.18		
			ORG 16021 TOTAL			1,397.18		
16023			Library Public Services					
16023 630100			Office Supplies					
001983 AMAZON	91784	0	2022 12	INV	P	12.98	pcard	Multi Pocket Folder
			ACCOUNT TOTAL			12.98		
			ORG 16023 TOTAL			12.98		
16024			Library Community Partnerships					
16024 630100			Office Supplies					
000084 ADI	93125	0	2022 12	INV	P	150.00	pcard	FlipSide Curator Ho
999990 VISTAPRINT	91750	0	2022 12	INV	P	34.99	pcard	Hanke Business Card
999990 CULVERS OF GRAND CHU	91830	0	2022 12	INV	P	20.00	pcard	TAP Holiday Giftcar
999990 TOMS DRIVE IN N RICH	91831	0	2022 12	INV	P	18.00	pcard	TAP Holiday Giftcar
999990 HOBBY-LOBBY #0193	92047	0	2022 12	INV	P	9.98	pcard	December teen craft

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/12 TO 2022/12										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S		CHECK RUN	CHECK	DESCRIPTION		
999990 TARGET 000023 92048		0	2022 12 INV P		17.50 pcard			Supplies for game f		
					100.47					
			ACCOUNT TOTAL		250.47					
16024 659900			Other Contracts/Obligation							
002991 HEATHER BRUEGL 90930		0	2022 12 INV P		500.00 120722		556673	Native American Her		
003006 DIAHAN SOUTHARD 91471		0	2022 12 INV P		500.00 121422		556757	FYA Presenter		
			ACCOUNT TOTAL		1,000.00					
			ORG 16024 TOTAL		1,250.47					
16031			Library Building Operations							
16031 630100			Office Supplies							
999990 SQ *JOSEF'S GYROS AN 93230		0	2022 12 INV P		36.40 pcard			Josef's Personal Lu		
			ACCOUNT TOTAL		36.40					
16031 630600			Building Maint./Janitorial							
001333 TARTAN SUPPLY CO., I 91758		0	2022 12 INV P		186.20 pcard			Toilet Tissue		
002818 ARAMARK 91389		0	2022 12 INV P		74.16 pcard			Floor Mats, Towels		
002818 ARAMARK 91764		0	2022 12 INV P		18.54 pcard			Mats, Towels		
002818 ARAMARK 92121		0	2022 12 INV P		18.54 pcard			ARAMARK UNIFORM		
					111.24					
999990 THE HOME DEPOT #4928 91835		0	2022 12 INV P		144.27 pcard			Ice Melt Spreader		
999990 THE HOME DEPOT 4928 92150		0	2022 12 INV P		598.00 pcard			Shelving		
999990 THE HOME DEPOT #4928 92151		0	2022 12 INV P		27.26 pcard			Silcone & Caulk		
999990 THE HOME DEPOT 4928 92152		0	2022 12 INV P		769.00 pcard			Snowblower		
999990 ARAMARK UNIFORM 92891		0	2022 12 INV P		18.54 pcard			Floor Mats, Towels		
					1,557.07					
			ACCOUNT TOTAL		1,854.51					
16031 632300			Safety Supplies							
001983 AMAZON 92153		0	2022 12 INV P		120.09 pcard			First Aid Supplies		
			ACCOUNT TOTAL		120.09					
16031 640700			Solid Waste/Recycling Pickup							
001593 PFEFFERLE COMPANIES 91035		0	2022 12 INV P		112.00 121422		556810	Dec 2022 - Trash Ke		
999990 GFL ENVIRONMENTAL IN 91375		0	2022 12 INV P		322.00 pcard			Recycling Nov 2022		
999990 GFL ENVIRONMENTAL IN 91376		0	2022 12 INV P		96.10 pcard			Trash Service Nov.		
999990 GFL ENVIRONMENTAL IN 92494		0	2022 12 INV P		-73.68 pcard			Trash Dec 2022		
999990 GFL ENVIRONMENTAL IN 92495		0	2022 12 INV P		322.00 pcard			Recycling Dec 2022		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/12 TO 2022/12							
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S		CHECK RUN CHECK	DESCRIPTION
					666.42		
				ACCOUNT TOTAL	778.42		
16031 641301			Electric				
001575 WE ENERGIES	551	0	2022 12 INV P		6,029.29	120722	556719 00262
001575 WE ENERGIES	552	0	2022 12 INV P		4,263.17	010423	557098 00262
					10,292.46		
001593 PFEFFERLE COMPANIES	92200	0	2022 12 INV P		3,140.53	122122	556933 Nov/Dec - Gas & Ele
				ACCOUNT TOTAL	13,432.99		
16031 641302			Gas				
001575 WE ENERGIES	551	0	2022 12 INV P		3,064.34	120722	556719 00162
001575 WE ENERGIES	552	0	2022 12 INV P		4,262.80	010423	557098 00162
					7,327.14		
001593 PFEFFERLE COMPANIES	92200	0	2022 12 INV P		2,229.36	122122	556933 Nov/Dec - Gas & Ele
				ACCOUNT TOTAL	9,556.50		
16031 650200			Leases				
001593 PFEFFERLE COMPANIES	91023	0	2022 12 INV P		12,500.00	121422	556810 DEC 2022 Lease - Ke
				ACCOUNT TOTAL	12,500.00		
			ORG 16031 TOTAL		38,278.91		
16032			Library Materials Management				
16032 503500			Other Reimbursements				
001446 VILLAGE OF KIMBERLY	92222	0	2022 12 INV P		27.00	122922	556999 PATRON MATERIAL REI
001598 CITY OF NEW LONDON	90926	0	2022 12 INV P		4.99	120722	556657 Patron Material Rei
001615 DOOR COUNTY LIBRARY	90928	0	2022 12 INV P		9.99	120722	556663 Patron Material Rei
999998 MICHAEL BLISE	92221	0	2022 12 INV P		12.00	122922	556984 PATRON MATERIAL REI
999998 Richard Zaborowske	92413	0	2022 12 INV P		15.00	010423	557076 Patron Material Rei
999998 KAILA VANDERWEILEN	92414	0	2022 12 INV P		18.00	010423	557075 PATRON MATERIAL REI
					45.00		
				ACCOUNT TOTAL	86.98		
16032 630100			Office Supplies				
001034 OUTAGAMIE WAUPACA LI	91951	0	2022 12 INV P		457.21	122122	556929 Item Barcodes
001393 ULINE	91786	0	2022 12 INV P		90.18	pcard	CD Jewel Boxes

City of Appleton

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S		CHECK RUN	CHECK	DESCRIPTION
001983 AMAZON	91788	0	2022 12	INV P	80.19	pcard		Batteries, Ear Buds
001983 AMAZON	92584	0	2022 12	INV P	41.56	pcard		DVD Cases
001983 AMAZON	92612	0	2022 12	INV P	77.95	pcard		Rubber mats for boo
					199.70			
002259 DEMCO SOFTWARE	92583	0	2022 12	INV P	2,507.67	pcard		Booktrucks, Acrylic
002259 DEMCO SOFTWARE	92611	0	2022 12	INV P	7,291.53	pcard		Booktrucks
					9,799.20			
002937 KINGSLEY COMPANIES	91787	0	2022 12	INV P	295.00	pcard		PAYPAL KINGSLEY boo
999990 KAPCO-ONLINE	91415	0	2022 12	INV P	786.79	pcard		Book jacket covers
			ACCOUNT TOTAL		11,628.08			
16032 631500			Books & Library Materials					
000468 FINDAWAY WORLD, LLC	91759	0	2022 12	INV P	686.89	pcard		21469
000468 FINDAWAY WORLD, LLC	91760	0	2022 12	INV P	71.99	pcard		21478
000468 FINDAWAY WORLD, LLC	91761	0	2022 12	INV P	4,603.87	pcard		21479
000468 FINDAWAY WORLD, LLC	91762	0	2022 12	INV P	620.90	pcard		21480
000468 FINDAWAY WORLD, LLC	92325	0	2022 12	INV P	62.99	pcard		21508
					6,046.64			
000550 GALE / CENGAGE LEARN	91797	0	2022 12	INV P	600.00	pcard		79721377
000550 GALE / CENGAGE LEARN	92326	0	2022 12	INV P	2,199.49	pcard		79751888
					2,799.49			
000889 MIDWEST TAPE	90931	0	2022 12	INV P	8,262.63	120722	556684	Inv. 503038973 / Cu
000889 MIDWEST TAPE	91420	0	2022 12	INV P	3,195.48	pcard		502978841, 50301948
000889 MIDWEST TAPE	91794	0	2022 12	INV P	899.61	pcard		503053709
000889 MIDWEST TAPE	92323	0	2022 12	INV P	1,210.23	pcard		503079951
000889 MIDWEST TAPE	92622	0	2022 12	INV P	35,000.00	pcard		503106952
000889 MIDWEST TAPE	93213	0	2022 12	INV P	2,152.15	pcard		503155195, 50313796
					50,720.10			
001983 AMAZON	91429	0	2022 12	INV P	103.99	pcard		113-1017594-2850609
001983 AMAZON	91430	0	2022 12	INV P	12.99	pcard		112-6688901-5346629
001983 AMAZON	91432	0	2022 12	INV P	49.49	pcard		113-7113845-2822628
001983 AMAZON	91433	0	2022 12	INV P	103.76	pcard		113-4912328-3788268
001983 AMAZON	91434	0	2022 12	INV P	17.99	pcard		112-9800236-4977030
001983 AMAZON	91435	0	2022 12	INV P	36.99	pcard		113-7087913-9073063
001983 AMAZON	91436	0	2022 12	INV P	57.60	pcard		113-9145228-9125830
001983 AMAZON	91437	0	2022 12	INV P	242.97	pcard		113-0157083-6893858
001983 AMAZON	91438	0	2022 12	INV P	-18.85	pcard		114-8918384-6252222
001983 AMAZON	91439	0	2022 12	INV P	52.89	pcard		113-3090632-8896243
001983 AMAZON	91440	0	2022 12	INV P	159.97	pcard		113-9223380-2234652

City of Appleton

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN CHECK	DESCRIPTION
001983 AMAZON	91807	0	2022 12	INV	P	15.00 pcard	112-2738516-7377839
001983 AMAZON	91808	0	2022 12	INV	P	17.64 pcard	112-8014915-9686609
001983 AMAZON	91809	0	2022 12	INV	P	39.99 pcard	113-5404779-8242620
001983 AMAZON	91810	0	2022 12	INV	P	15.82 pcard	113-4454731-4461011
001983 AMAZON	91811	0	2022 12	INV	P	12.95 pcard	113-2267488-3675444
001983 AMAZON	91812	0	2022 12	INV	P	-18.85 pcard	113-3141524-4877841
001983 AMAZON	91813	0	2022 12	INV	P	29.00 pcard	113-6578558-8261056
001983 AMAZON	91814	0	2022 12	INV	P	49.94 pcard	113-4175772-4629060
001983 AMAZON	91815	0	2022 12	INV	P	55.98 pcard	112-2551092-3249824
001983 AMAZON	91816	0	2022 12	INV	P	49.00 pcard	113-5693257-6853862
001983 AMAZON	91817	0	2022 12	INV	P	56.36 pcard	113-7438554-2472220
001983 AMAZON	91818	0	2022 12	INV	P	116.94 pcard	113-6578558-8261056
001983 AMAZON	91819	0	2022 12	INV	P	58.23 pcard	113-9691340-5125041
001983 AMAZON	91820	0	2022 12	INV	P	36.99 pcard	113-2872537-6431424
001983 AMAZON	91821	0	2022 12	INV	P	68.33 pcard	113-4916083-7389012
001983 AMAZON	91822	0	2022 12	INV	P	59.00 pcard	113-8349819-2674606
001983 AMAZON	91823	0	2022 12	INV	P	69.95 pcard	113-2372607-2300246
001983 AMAZON	91824	0	2022 12	INV	P	58.50 pcard	113-0743864-4749800
001983 AMAZON	91825	0	2022 12	INV	P	39.99 pcard	113-0743864-4749800
001983 AMAZON	92333	0	2022 12	INV	P	14.99 pcard	113-0829231-3939427
001983 AMAZON	92334	0	2022 12	INV	P	109.87 pcard	113-5404779-8242620
001983 AMAZON	92338	0	2022 12	INV	P	25.59 pcard	113-1658968-6389854
001983 AMAZON	92339	0	2022 12	INV	P	59.48 pcard	113-5462221-9538604
001983 AMAZON	92340	0	2022 12	INV	P	39.99 pcard	113-6578558-8261056
001983 AMAZON	92341	0	2022 12	INV	P	22.99 pcard	113-9740684-9530638
001983 AMAZON	92342	0	2022 12	INV	P	73.89 pcard	113-0605370-8226666
001983 AMAZON	92620	0	2022 12	INV	P	69.99 pcard	113-5404779-8242620
001983 AMAZON	92621	0	2022 12	INV	P	18.61 pcard	113-6242737-4774624
001983 AMAZON	93209	0	2022 12	INV	P	16.99 pcard	113-3229203-1810652
001983 AMAZON	93210	0	2022 12	INV	P	8.93 pcard	113-4208672-4949828
001983 AMAZON	93211	0	2022 12	INV	P	39.99 pcard	113-6578558-8261056
001983 AMAZON	93212	0	2022 12	INV	P	69.99 pcard	113-5462221-9538604
001983 AMAZON	93215	0	2022 12	INV	P	13.25 pcard	112-7451884-7306645
						2,235.10	
002396 INGRAM LIBRARY SERV	91423	0	2022 12	INV	P	-94.91 pcard	72832795
002396 INGRAM LIBRARY SERV	91424	0	2022 12	INV	P	201.84 pcard	72840282
002396 INGRAM LIBRARY SERV	91425	0	2022 12	INV	P	2,092.90 pcard	72880019
002396 INGRAM LIBRARY SERV	91426	0	2022 12	INV	P	323.46 pcard	72896370
002396 INGRAM LIBRARY SERV	91427	0	2022 12	INV	P	509.51 pcard	72940699
002396 INGRAM LIBRARY SERV	91428	0	2022 12	INV	P	493.98 pcard	72957468
002396 INGRAM LIBRARY SERV	91799	0	2022 12	INV	P	267.18 pcard	72981149
002396 INGRAM LIBRARY SERV	91800	0	2022 12	INV	P	2,100.00 pcard	72978903
002396 INGRAM LIBRARY SERV	91801	0	2022 12	INV	P	2,227.16 pcard	73026123
002396 INGRAM LIBRARY SERV	91802	0	2022 12	INV	P	56.47 pcard	73012449
002396 INGRAM LIBRARY SERV	91803	0	2022 12	INV	P	1,464.00 pcard	73049797
002396 INGRAM LIBRARY SERV	91804	0	2022 12	INV	P	56.21 pcard	73089231
002396 INGRAM LIBRARY SERV	91805	0	2022 12	INV	P	414.61 pcard	73104428
002396 INGRAM LIBRARY SERV	91806	0	2022 12	INV	P	207.18 pcard	73116985
002396 INGRAM LIBRARY SERV	92327	0	2022 12	INV	P	-18.90 pcard	73075919
002396 INGRAM LIBRARY SERV	92328	0	2022 12	INV	P	388.00 pcard	73145905

City of Appleton

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S		CHECK RUN	CHECK	DESCRIPTION
002396 INGRAM LIBRARY SERV	92329	0	2022 12	INV P	616.00	pcard		73160119
002396 INGRAM LIBRARY SERV	92330	0	2022 12	INV P	652.87	pcard		73213371
002396 INGRAM LIBRARY SERV	92331	0	2022 12	INV P	619.04	pcard		73234660
002396 INGRAM LIBRARY SERV	92332	0	2022 12	INV P	170.11	pcard		73247785
002396 INGRAM LIBRARY SERV	92613	0	2022 12	INV P	173.97	pcard		73297688
002396 INGRAM LIBRARY SERV	92614	0	2022 12	INV P	302.06	pcard		73312017
002396 INGRAM LIBRARY SERV	92615	0	2022 12	INV P	4,200.00	pcard		73295908
002396 INGRAM LIBRARY SERV	92616	0	2022 12	INV P	913.06	pcard		73324983
002396 INGRAM LIBRARY SERV	92617	0	2022 12	INV P	348.27	pcard		73383989
002396 INGRAM LIBRARY SERV	92618	0	2022 12	INV P	1,200.40	pcard		73416158
002396 INGRAM LIBRARY SERV	92619	0	2022 12	INV P	291.21	pcard		73427589
002396 INGRAM LIBRARY SERV	93204	0	2022 12	INV P	1,523.29	pcard		73477183
002396 INGRAM LIBRARY SERV	93205	0	2022 12	INV P	218.21	pcard		73489151
002396 INGRAM LIBRARY SERV	93206	0	2022 12	INV P	756.90	pcard		73489150
002396 INGRAM LIBRARY SERV	93207	0	2022 12	INV P	317.76	pcard		73477182
002396 INGRAM LIBRARY SERV	93214	0	2022 12	INV P	420.06	pcard		73545699
002396 INGRAM LIBRARY SERV	94036	0	2022 12	INV P	-32.39	pcard		73514945, 73514946
002396 INGRAM LIBRARY SERV	94038	0	2022 12	INV P	281.72	pcard		73557193
					23,661.23			
002583 BLACKSTONE PUBLISHIN	90933	0	2022 12	INV P	56.85	120722	556653	Inv. 2074013 / CusI
002583 BLACKSTONE PUBLISHIN	90934	0	2022 12	INV P	75.45	120722	556653	Inv. 2075665 / CusI
					132.30			
002830 KANOPY, INC	90932	0	2022 12	INV P	333.45	120722	556676	Inv. 325929
003011 LIBRARY IDEAS, LLC	91599	0	2022 12	INV P	5,092.91	122122	556908	Inv. 95346
999990 LJL*THE HORN BOOK	91419	0	2022 12	INV P	72.00	pcard		202236533
999990 RDA*COUNTRY BOOKS	91421	0	2022 12	INV P	35.98	pcard		01071
999990 BICYCLING	91422	0	2022 12	INV P	19.99	pcard		2022BIKE
999990 OVERDRIVE DIST	91431	0	2022 12	INV P	12,116.81	pcard		00669CO22434631
999990 VALUE LINE PUBLISHIN	91795	0	2022 12	INV P	3,245.00	pcard		22SM-6979
999990 THOMSON WEST*TCD	91796	0	2022 12	INV P	1,076.05	pcard		847432505
999990 GAN*WINEWSPAPERCIRC	91798	0	2022 12	INV P	287.02	pcard		20221208PC
999990 CFRA	92324	0	2022 12	INV P	445.00	pcard		INV132691
999990 RISKMANAGEM	92335	0	2022 12	INV P	-26.93	pcard		9000666334-22
999990 RISKMANAGEM	92336	0	2022 12	INV P	516.53	pcard		9000666334-22
999990 HEARST MEMBERSHIP	92337	0	2022 12	INV P	40.00	pcard		1853913
999990 OVERDRIVE DIST	93208	0	2022 12	INV P	7,046.69	pcard		00669CO22459204
					24,874.14			

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                              ACCOUNT TOTAL        115,895.36

                              ORG 16032    TOTAL   127,610.42
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16033                                   Library Network Services
16033     632700                        Miscellaneous Equipment
   001619 CDW GOVERNMENT, INC. 92931     0      2022 12  INV P       191.82 pcard            Headsets
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City of Appleton

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
001983 AMAZON	91845	0	2022 12	INV P	31.74 pcard		Network Cable
001983 AMAZON	91846	0	2022 12	INV P	34.83 pcard		Network Cables
001983 AMAZON	92159	0	2022 12	INV P	79.75 pcard		Laptop Bags
001983 AMAZON	92939	0	2022 12	INV P	87.99 pcard		Headphones
					234.31		
999990 DMI* DELL K-12/GOVT	92161	0	2022 12	INV P	2,555.00 pcard		Monitors
999990 DMI* DELL K-12/GOVT	92162	0	2022 12	INV P	7,040.00 pcard		Laptops
999990 DMI* DELL K-12/GOVT	92163	0	2022 12	INV P	3,192.00 pcard		Monitors
					12,787.00		
			ACCOUNT TOTAL		13,213.13		
16033 641800			Equip Repairs & Maint				
000185 BIBLIOTHECA, LLC	91453	0	2022 12	INV P	13,035.00 pcard		Bibliotheca
000911 MODERN BUSINESS MACH	90471	0	2022 12	INV P	201.00 120722	556690	Equipment Contract
000911 MODERN BUSINESS MACH	90473	0	2022 12	INV P	355.60 120722	556690	Copier Contract - M
					556.60		
001961 WELLS FARGO FINANCIA	91021	0	2022 12	INV P	399.74 121422	556847	Copier Lease - Dece
003038 ASSET PANDA, LLC	93233	0	2022 12	INV P	2,295.00 pcard		Inventory Managemen
999990 PDQ.COM	91452	0	2022 12	INV P	2,256.00 pcard		Smart Deploy Renewa
999990 PDQ.COM	92160	0	2022 12	INV P	2,100.00 pcard		PDQ Deploy & Invent
999990 DMI* DELL K-12/GOVT	92932	0	2022 12	INV P	161.10 pcard		Technical Support &
999990 DMI* DELL K-12/GOVT	92933	0	2022 12	INV P	828.53 pcard		Technical Support &
999990 DMI* DELL K-12/GOVT	92934	0	2022 12	INV P	161.10 pcard		Technical Support &
999990 PADDLE.NET* HR365	93232	0	2022 12	INV P	1,439.90 pcard		Help Desk Software
					6,946.63		
			ACCOUNT TOTAL		23,232.97		
16033 681500			Software Acquisition				
999990 ZOOM.US 888-799-9666	92930	0	2022 12	INV P	40.00 pcard		Zoom Cloud Recordin
			ACCOUNT TOTAL		40.00		
			ORG 16033 TOTAL		36,486.10		
FUND 100 General Fund			**TOTAL:**		**225,121.15**		

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

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

GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	JAN ACTUAL	FEB ACTUAL	MAR ACTUAL	APR ACTUAL	MAY ACTUAL	JUNE ACTUAL	JULY ACTUAL	AUG ACTUAL	SEPT ACTUAL	OCT ACTUAL	NOV ACTUAL	DEC ACTUAL	YTD TOTAL	% USED
423200	Library Grants & Aids	$1,063,001.00	$1,063,001.00	$0.00	$0.00	$0.00	$0.00	$576,312.50	$0.00	$0.00	$0.00	$486,688.50	$0.00	$0.00	$0.00	$1,063,001.00	100.0%
480100	General Charges for Service	$0.00	$0.00	$52.85	$48.03	$97.63	$83.29	$31.80	$56.00	$131.07	$33.82	$108.86	$37.41	$0.49	$60.83	$742.08	100.0%
500100	Fees & Commissions	$600.00	$600.00	$121.97	($4.10)	$112.78	$27.87	$34.36	($3.82)	$69.23	$0.00	$0.00	$0.00	$0.00	$0.00	$358.29	59.7%
501500	Rental of City Property	$0.00	$0.00	$0.00	$0.00	$0.00	$6,440.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27.69	$0.00	$6,467.69	100.0%
502000	Donations & Memorials	$0.00	$0.00	$0.32	$80.35	$0.70	$1.50	$0.00	$0.01	$1.83	$4.16	$1.19	$50.95	$0.00	$14.90	$155.91	100.0%
503500	Other Reimbursements	$43,900.00	$132,042.00	$1,766.70	$2,710.20	$41,914.37	$28,956.61	$1,221.96	$1,327.81	$12,452.39	$8,909.58	$3,290.75	$10,148.46	$1,946.54	$10,565.53	$125,210.90	94.8%
	Total Revenue	$1,107,501.00	$1,195,643.00	$1,941.84	$2,834.48	$42,125.48	$35,509.27	$577,600.62	$1,380.00	$12,654.52	$8,947.56	$490,089.30	$10,236.82	$1,974.72	$10,641.26	$1,195,935.87	100.0%

GL Account	Expense	ORIGINAL APPROP	REVISED BUDGET	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD TOTAL	% USED
610100	Regular Salaries	($2,322,874.00)	($2,322,874.00)	($83,283.51)	($168,976.32)	($247,492.05)	($172,831.61)	($174,205.93)	($166,871.46)	($156,518.64)	($151,359.53)	($234,829.66)	($156,533.84)	($160,351.51)	($230,966.75)	($2,104,220.81)	90.6%
610400	Call Time Wages	$0.00	$0.00	($200.00)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($200.00)	100.0%
610500	Overtime Wages	$0.00	$0.00	$0.00	$0.00	($258.30)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($10.93)	$0.00	($0.01)	($269.24)	100.0%
610800	Part-Time Wages	($191,499.00)	($198,149.00)	($9,318.19)	($18,939.47)	($29,964.89)	($14,003.18)	($2,463.35)	($15,617.47)	($17,379.07)	($18,345.67)	($25,076.56)	($17,184.31)	($16,475.48)	($24,640.36)	($209,408.00)	105.7%
611400	Sick Pay	$0.00	$0.00	($3,180.97)	($1,264.44)	($529.66)	($455.46)	($1,018.40)	($173.08)	$0.00	($510.71)	$0.00	$0.00	($255.36)	$7,905.21	$517.13	100.0%
611500	Vacation Pay	$0.00	$0.00	($4,628.74)	($8,623.93)	($19,860.61)	($8,296.14)	($6,696.20)	($13,849.64)	($22,814.78)	($26,117.68)	($29,232.01)	($18,716.76)	($13,289.21)	($42,586.85)	($214,712.55)	100.0%
615000	Fringes	($819,743.00)	($819,743.00)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($83,156.43)	($83,156.43)	10.1%
615100	FICA	$0.00	$0.00	($12,389.47)	($12,453.44)	($19,172.76)	($12,624.16)	($12,431.94)	($12,514.65)	($12,459.06)	($12,538.42)	($18,825.93)	($12,223.03)	($12,119.72)	($11,669.26)	($161,421.84)	100.0%
615200	Retirement	$0.00	$0.00	($10,921.04)	($10,941.80)	($16,470.58)	($11,139.63)	($11,105.51)	($11,040.61)	($10,987.56)	($10,925.94)	($16,156.07)	($10,754.17)	($10,666.13)	($10,255.28)	($141,364.32)	100.0%
615301	Health Insurance	$0.00	$0.00	($19,454.35)	($37,785.21)	($37,807.23)	($38,092.93)	($38,933.16)	($38,648.48)	($38,832.77)	($38,870.46)	($37,528.10)	($37,716.07)	($37,327.73)	($57,143.59)	($458,140.08)	100.0%
615302	Dental Insurance	$0.00	$0.00	($1,535.97)	($2,965.05)	($2,965.04)	($2,984.68)	($3,005.02)	($2,984.58)	($2,998.51)	($3,002.76)	($2,911.23)	($2,925.07)	($2,895.83)	($4,363.33)	($35,537.07)	100.0%
615400	Life Insurance	$0.00	$0.00	($72.70)	($74.30)	($74.30)	($74.30)	($79.00)	($81.40)	($79.80)	($78.53)	($72.40)	($74.10)	($74.10)	($74.10)	($909.03)	100.0%
	Personnel Services	($3,334,116.00)	($3,340,766.00)	($144,984.94)	($262,023.96)	($374,595.42)	($260,502.09)	($249,938.51)	($261,781.37)	($262,070.19)	($261,749.70)	($364,631.96)	($256,138.28)	($253,455.07)	($456,950.75)	($3,408,822.24)	102.0%

GL Account	Expense	ORIGINAL APPROP	REVISED BUDGET	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD TOTAL	% USED
620100	Training/Conferences	($23,234.00)	($28,405.00)	($628.76)	($152.59)	($92.59)	($3,399.21)	($1,273.54)	($874.00)	($2,110.00)	($2,343.99)	($2,321.07)	($1,160.68)	($5,576.50)	($3,869.63)	($23,802.56)	83.8%
620200	Mileage Reimbursement	$0.00	$0.00	($180.00)	($180.00)	($180.00)	($192.00)	($282.00)	($282.00)	($222.00)	($1,257.00)	($387.00)	($387.00)	($387.00)	($387.00)	($4,323.00)	100.0%
620600	Parking Permits	($12,000.00)	($12,000.00)	($1,820.00)	$0.00	($1,820.00)	($1,855.00)	($1,260.00)	($1,540.00)	$0.00	($543.01)	($48.34)	$0.00	$0.00	$0.00	($8,886.35)	74.1%
630100	Office Supplies	($39,676.00)	($65,464.00)	($785.39)	($1,665.33)	($1,673.91)	$332.59	($2,014.28)	($6,840.12)	($1,434.39)	($2,341.87)	($8,153.08)	($11,317.82)	($4,422.42)	($13,513.92)	($54,495.12)	83.2%
630300	Memberships & Licenses	($2,200.00)	($2,200.00)	($475.00)	($300.00)	($400.00)	$0.00	$0.00	$0.00	$0.00	($1,000.00)	($164.00)	($47.25)	($26.12)	($805.00)	($3,217.37)	146.2%
630500	Awards & Recognition	($850.00)	($1,850.00)	($87.53)	($60.95)	$0.00	($100.00)	($71.98)	$0.00	$0.00	$0.00	$0.00	$0.00	($42.71)	($455.90)	($819.07)	44.3%
630600	Building Maint./Janitorial	($7,000.00)	($7,000.00)	$0.00	($78.68)	($184.41)	($881.86)	($928.06)	$0.00	$0.00	($1,749.74)	($1,166.07)	($110.77)	($2,822.13)	($2,009.31)	($9,931.03)	141.9%
630700	Food & Provisions	($1,135.00)	($5,750.00)	($12.00)	($84.39)	($230.20)	($803.95)	($578.21)	($35.81)	($137.12)	($155.44)	($157.10)	($186.15)	($136.69)	($1,450.92)	($3,883.59)	67.5%
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	$0.00	$0.00	$0.00	$0.00	0.0%
631500	Books & Library Materials	($475,000.00)	($513,429.00)	($42,557.13)	($48,877.14)	($16,513.05)	($25,294.50)	($12,828.34)	($27,900.09)	($19,208.85)	($22,730.79)	($65,296.81)	($52,310.51)	($47,889.56)	($117,010.85)	($498,417.62)	97.1%
632001	City Copy Charges	($100.00)	($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	0.0%
632002	Outside Printing	$0.00	($1,200.00)	$0.00	$0.00	($479.63)	($194.32)	($39.22)	($251.58)	($132.64)	($34.62)	$0.00	$0.00	$0.00	$0.00	($1,132.01)	94.3%
632300	Safety Supplies	($550.00)	($550.00)	$0.00	$0.00	$0.00	($110.00)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($120.00)	$0.00	($230.00)	41.8%
632700	Miscellaneous Equipment	($53,630.00)	($94,368.00)	$0.00	($3,250.57)	($4,300.23)	$0.00	($403.50)	$0.00	$0.00	($6,307.52)	($3,100.60)	($7,821.94)	($3,562.82)	($13,213.13)	($41,960.31)	44.5%
640700	Solid Waste/Recycling Pickup	($4,125.00)	($4,125.00)	$0.00	($665.76)	$0.00	($732.88)	($1,140.76)	($884.91)	$0.00	($404.88)	($404.88)	($404.88)	($516.88)	($1,090.42)	($6,246.25)	151.4%
641200	Advertising	($1,288.00)	($19,288.00)	($350.84)	$0.00	($130.00)	($1,360.22)	($1,449.63)	($294.29)	($177.61)	($285.19)	$0.00	($2,273.14)	($313.48)	($405.18)	($7,039.58)	36.5%
641301	Electric	($24,778.00)	($24,778.00)	($6,742.00)	$0.00	($13,625.90)	$0.00	($6,742.43)	($12,895.11)	($23,146.31)	$0.00	($6,945.72)	($8,307.89)	($5,644.02)	($29,746.69)	($113,796.07)	459.3%
641302	Gas	($4,283.00)	($4,283.00)	($4,462.50)	$0.00	($8,208.31)	$0.00	($2,956.09)	($8,691.92)	($4,280.48)	($1,141.36)	($207.47)	$0.00	($360.00)	($10,580.48)	($40,888.61)	954.7%
641303	Water	($5,125.00)	($5,125.00)	$0.00	($703.62)	$0.00	$0.00	($812.46)	$0.00	$0.00	($697.54)	$0.00	$0.00	($185.00)	$0.00	($2,398.62)	46.8%
641304	Sewer	($2,114.00)	($2,114.00)	$0.00	($356.93)	$0.00	$0.00	($438.00)	$0.00	$0.00	($367.13)	$0.00	$0.00	($51.00)	$0.00	($1,213.06)	57.4%
641306	Stormwater	($3,700.00)	($3,700.00)	$0.00	($793.97)	$0.00	$0.00	($776.71)	$0.00	$0.00	($785.34)	$0.00	$0.00	($793.97)	$0.00	($3,149.99)	85.1%
641307	Telephone	($2,948.00)	($2,948.00)	($295.55)	($288.12)	($285.80)	($286.84)	($284.92)	($286.79)	($290.87)	($289.09)	($293.18)	($285.95)	($289.02)	($1,453.59)	($4,629.72)	157.0%
641308	Cellular Phones	($1,600.00)	($1,600.00)	($206.72)	$0.00	($83.75)	$0.00	($166.00)	$0.00	$0.00	($411.91)	($103.75)	($103.75)	($103.75)	($207.50)	($1,387.13)	86.7%
641600	Build Repairs & Maint	($2,000.00)	($2,000.00)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($465.15)	$0.00	($47.34)	$0.00	$0.00	($512.49)	25.6%
641800	Equip Repairs & Maint	($79,953.00)	($79,953.00)	($18,518.84)	($261.44)	($2,010.16)	($1,253.96)	($9,254.44)	($421.73)	($605.25)	($1,922.76)	($509.52)	($1,328.52)	$0.00	($50,312.92)	($86,399.54)	108.1%
642000	Facilities Charges	($100,000.00)	($160,825.00)	($12,912.06)	($12,862.62)	($34,819.15)	($15,419.51)	($44,129.05)	($5,283.38)	$0.00	($61.23)	($9,598.53)	($5,901.63)	($4,762.98)	($11,448.96)	($157,199.10)	97.7%
650200	Leases	($258,663.00)	($492,910.00)	$0.00	$0.00	$0.00	$0.00	$0.00	($12,998.90)	$0.00	($41,697.95)	($17,468.29)	($4,408.53)	($50,194.98)	($183,231.35)	($310,000.00)	62.9%
659900	Other Contracts/Obligation	($87,605.00)	($149,555.00)	($6,933.85)	($27,133.27)	($72,204.52)	($900.00)	($12,214.78)	($2,397.90)	($4,037.31)	($34,921.23)	($15,166.51)	($14,878.96)	($21,776.52)	($13,638.23)	($226,203.08)	151.3%
681500	Software Acquisition	($4,498.00)	($4,498.00)	($2,039.50)	($5,780.31)	($40.00)	($782.50)	$0.00	$0.00	$0.00	($13,352.33)	($1,456.50)	($6,096.98)	($2,580.00)	$25,440.99	($6,687.13)	148.7%
	Operating Expense	($1,198,205.00)	($1,690,168.00)	($99,007.67)	($103,411.30)	($157,281.61)	($53,899.34)	($100,044.40)	($81,878.53)	($55,782.83)	($134,724.06)	($133,443.09)	($117,428.03)	($152,437.55)	($429,510.08)	($1,618,848.49)	95.8%

	Personnel Services	($3,334,116.00)	($3,340,766.00)	($144,984.94)	($262,023.96)	($374,595.42)	($260,502.09)	($249,938.51)	($261,781.37)	($262,070.19)	($261,749.70)	($364,631.96)	($256,138.28)	($253,455.07)	($456,950.75)	($3,408,822.24)	
	Operating Expense	($1,198,205.00)	($1,690,168.00)	($99,007.67)	($103,411.30)	($157,281.61)	($53,899.34)	($100,044.40)	($81,878.53)	($55,782.83)	($134,724.06)	($133,443.09)	($117,428.03)	($152,437.55)	($429,510.08)	($1,618,848.49)	
	Total Expense	($4,532,321.00)	($5,030,934.00)	($243,992.61)	($365,435.26)	($531,877.03)	($314,401.43)	($349,982.91)	($343,659.90)	($317,853.02)	($396,473.76)	($498,075.05)	($373,566.31)	($405,892.62)	($886,460.83)	($5,027,670.73)	

	Total Revenue	$1,107,501.00	$1,195,643.00	$1,941.84	$2,834.48	$42,125.48	$35,509.27	$577,600.62	$1,380.00	$12,654.52	$8,947.56	$490,089.30	$10,236.82	$1,974.72	$10,641.26	$1,195,935.87	

City of Appleton

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16010			Library Administration			
16010 620100			Training/Conferences			
999990 WISCONSIN LIBRARY AS 93356		0	2023 1	INV P	28.00 pcard	2023 LLD Registrati
999990 WISCONSIN LIBRARY AS 93357		0	2023 1	INV P	28.00 pcard	2023 LLD Registrati
					56.00	
			ACCOUNT TOTAL		56.00	
16010 630100			Office Supplies			
001583 UNITED STATES POSTAL 94248		0	2023 1	INV P	11.76 pcard	Postage for Board P
001983 AMAZON	94610	0	2023 1	INV P	16.99 pcard	Stacking Shlef for
002034 OFFICE DEPOT	93358	0	2023 1	INV P	84.40 pcard	C Batteries
002034 OFFICE DEPOT	94853	0	2023 1	INV P	97.10 pcard	HP Ink Cartridges -
					181.50	
			ACCOUNT TOTAL		210.25	
16010 630500			Awards & Recognition			
000763 KWIK TRIP, INC	93367	0	2023 1	INV P	75.00 pcard	Paul's Retirement G
999990 TARGET 000124 94234		0	2023 1	INV P	50.00 pcard	Employee Recognitio
999990 SQ *AUTHOR'S KITCHEN 94954		0	2023 1	INV P	270.61 pcard	ANNUAL LEADERSHIP B
999990 POSITIVE PROMOTIONS 94956		0	2023 1	INV P	295.55 pcard	Water bottles for M
					616.16	
			ACCOUNT TOTAL		691.16	
16010 630700			Food & Provisions			
000835 MANDERFIELD'S BAKERY 94852		0	2023 1	INV P	82.75 pcard	Feb 2023 All Staff
001983 AMAZON	94269	0	2023 1	INV P	23.29 pcard	TAP January 2023 Sn
001983 AMAZON	94270	0	2023 1	INV P	37.95 pcard	TAP January snacks
					61.24	
002482 MCFLESHMAN'S COMMONS 94599		0	2023 1	INV P	-.88 pcard	Refund for Books an
002482 MCFLESHMAN'S COMMONS 94777		0	2023 1	INV P	16.88 pcard	Books and Brews pro
					16.00	
999990 WAL-MART #2958	94862	0	2023 1	INV P	13.78 pcard	Supplies for Homesc
999990 SQ *MAI'S DELI	94949	0	2023 1	INV P	71.74 pcard	Library Presentatio
					85.52	
			ACCOUNT TOTAL		245.51	

City of Appleton

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16010 641200				Advertising			
000531 FOX VALLEY COMMUNICA 92968		0	2023 1	INV P	360.00 011123	557144	Brochures Translati
001983 AMAZON	93345	0	2023 1	INV P	11.17 pcard		Building Project Di
001983 AMAZON	94496	0	2023 1	INV P	14.90 pcard		Fox Cities Reads St
					26.07		
999990 DRI*SIGNS	93346	0	2023 1	INV P	51.06 pcard		Building Project Di
999990 LINK IN PROFILE	94833	0	2023 1	INV P	99.00 pcard		Instagram Advertisi
999990 DRI*SIGNS	94834	0	2023 1	INV P	56.77 pcard		Building Rendering
					206.83		
				ACCOUNT TOTAL	592.90		
16010 641308				Cellular Phones			
000250 CELLCOM APPLETON PCS 94585		0	2023 1	INV P	103.75 pcard		Monthly Cell Phone
				ACCOUNT TOTAL	103.75		
				ORG 16010 TOTAL	1,899.57		
16021				Library Children's Services			
16021 630100				Office Supplies			
001983 AMAZON	94506	0	2023 1	INV P	34.95 pcard		Ready Buddy Adoptio
001983 AMAZON	94546	0	2023 1	INV P	6.97 pcard		Narwahl and Jelly P
001983 AMAZON	94547	0	2023 1	INV P	41.74 pcard		Narwhal and Jelly P
001983 AMAZON	94548	0	2023 1	INV P	5.79 pcard		Narwhal and Jelly P
001983 AMAZON	94549	0	2023 1	INV P	5.79 pcard		Narwhal and Jelly P
					95.24		
				ACCOUNT TOTAL	95.24		
16021 630100 3955				Office Supplies ELL			
001983 AMAZON	94295	0	2023 1	INV P	36.75 pcard		ELL Club - Books
001983 AMAZON	94640	0	2023 1	INV P	9.98 pcard		ELL Club books
001983 AMAZON	94641	0	2023 1	INV P	14.97 pcard		ELL Club Books
					61.70		
				ACCOUNT TOTAL	61.70		
				ORG 16021 TOTAL	156.94		
16023				Library Public Services			
16023 630100				Office Supplies			
001034 OUTAGAMIE WAUPACA LI 92974		0	2023 1	INV P	152.50 011123	557196	Envelopes with Wind
001583 UNITED STATES POSTAL 94248		0	2023 1	INV P	24.00 pcard		Postage for Board P

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
			ACCOUNT TOTAL		176.50	
			ORG 16023 TOTAL		176.50	
16024			Library Community Partnerships			
16024 630100			Office Supplies			
000621 HEID MUSIC COMPANY,	94776	0	2023 1 INV P		279.90 pcard	Ukuleles
999990 VISTAPRINT	94495	0	2023 1 INV P		34.99 pcard	Kearn Business Card
999990 WAL-MART #2958	94598	0	2023 1 INV P		89.00 pcard	Table for Kensingto
					123.99	
			ACCOUNT TOTAL		403.89	
16024 659900			Other Contracts/Obligation			
000511 FOX CITIES BOOK FEST	94662	0	2023 1 INV P		1,000.00 020123	557484 2023 READS Contribu
003043 PAT WILEY	93612	0	2023 1 INV P		200.00 011823	557308 FlipSide Honorarium
003044 JONATHAN KRESIN	93611	0	2023 1 INV P		200.00 011823	557285 FlipSide Honoraium
003045 HUNTER HILDEBRANDT	93607	0	2023 1 INV P		200.00 011823	557280 FlipSide Honorarium
003046 CHRISTOPHER NOBBE	93604	0	2023 1 INV P		200.00 011823	557268 FlipSide Honorarium
003049 ASHLEY KLATKIEWICZ	94447	0	2023 1 INV P		300.00 020123	557465 Winter Ukulele Jam
			ACCOUNT TOTAL		2,100.00	
			ORG 16024 TOTAL		2,503.89	
16031			Library Building Operations			
16031 630100			Office Supplies			
999990 SQ *JOSEF'S GYROS AN	94275	0	2023 1 INV P		-36.40 pcard	Josef's Personal Lu
			ACCOUNT TOTAL		-36.40	
16031 630600			Building Maint./Janitorial			
001983 AMAZON	94276	0	2023 1 INV P		181.86 pcard	Antibacterial TB Wi
001983 AMAZON	94277	0	2023 1 INV P		699.99 pcard	Battery Operated Ba
001983 AMAZON	94820	0	2023 1 INV P		128.00 pcard	Vacuum Cleaner Bags
001983 AMAZON	94821	0	2023 1 INV P		75.06 pcard	Toilet Bowl Cleaner
					1,084.91	
002818 ARAMARK	93348	0	2023 1 INV P		37.08 pcard	Mats, Mop, Laundry
002818 ARAMARK	94231	0	2023 1 INV P		18.54 pcard	Mats, Mop
002818 ARAMARK	94586	0	2023 1 INV P		18.54 pcard	Mats, Mop
002818 ARAMARK	94839	0	2023 1 INV P		18.54 pcard	Mats, Mop
					92.70	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/1 TO 2023/1								
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S		CHECK RUN CHECK	DESCRIPTION	

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              999990 THE HOME DEPOT #4928 94273      0      2023  1 INV P          177.27 pcard              Ice Melt, Batteries
              999990 THE HOME DEPOT #4928 94274      0      2023  1 INV P           15.96 pcard              Spray Paint
                                                                                   193.23

                                                              ACCOUNT TOTAL      1,370.84

16031    640700                                    Solid Waste/Recycling Pickup
              001593 PFEFFERLE COMPANIES  93392      0      2023  1 INV P          112.00 011823     557311 January 2023 - Tras

              999990 GFL ENVIRONMENTAL IN 94923      0      2023  1 INV P          322.00 pcard              GFL recycling Jan '

                                                              ACCOUNT TOTAL        434.00

16031    641301                                    Electric
              001593 PFEFFERLE COMPANIES  94419      0      2023  1 INV P        3,335.17 020123     557517 Dec/Jan - Gas & Ele

                                                              ACCOUNT TOTAL      3,335.17

16031    641302                                    Gas
              001593 PFEFFERLE COMPANIES  94419      0      2023  1 INV P        3,431.49 020123     557517 Dec/Jan - Gas & Ele

                                                              ACCOUNT TOTAL      3,431.49

16031    650200                                    Leases
              001593 PFEFFERLE COMPANIES  92651      0      2023  1 INV P       12,500.00 010423     557085 January 2023 Lease

                                                              ACCOUNT TOTAL     12,500.00

                                                      ORG 16031    TOTAL        21,035.10

16032                                              Library Materials Management
16032    503500                                             Other Reimbursements
              000964 FREMONT COMMUNITY     94092      0      2023  1 INV P           28.00 012523     557379 PATRON MATERIAL REI

              001446 VILLAGE OF KIMBERLY   93613      0      2023  1 INV P           15.00 011823     557342 Patron Material Rei

              001447 VILLAGE OF LITTLE CH  92967      0      2023  1 INV P           19.01 011123     557231 Patron Material Rei

              001615 DOOR COUNTY LIBRARY   94093      0      2023  1 INV P           24.95 012523     557371 PATRON MATERIAL REI

              001851 MARINETTE COUNTY      92965      0      2023  1 INV P           18.00 011123     557174 Patron Material Rei

              999998 LISA HAAS             93384      0      2023  1 INV P           29.00 011823     557299 PATRON MATERIAL REI
              999998 JENNY LAUX            94659      0      2023  1 INV P           18.00 020123     557507 PATRON MATERIAL REI
                                                                                    47.00

                                                              ACCOUNT TOTAL        151.96

16032    620100                                    Training/Conferences
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INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/1 TO 2023/1									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S		CHECK RUN	CHECK	DESCRIPTION	
999990 AMERLIBASSOC ECOMMER	93368	0	2023 1	INV P	199.00	pcard		ALA Membership Rene	
			ACCOUNT TOTAL		199.00				
16032 630100			Office Supplies						
001393 ULINE	94854	0	2023 1	INV P	134.52	pcard		CD Jewel Cases	
001983 AMAZON	93359	0	2023 1	INV P	34.99	pcard		Replacement bin for	
001983 AMAZON	94250	0	2023 1	INV P	12.95	pcard		Luggage tag holders	
					47.94				
999990 ONLINE LABELS, INC.	94249	0	2023 1	INV P	79.08	pcard		Labels for Current	
			ACCOUNT TOTAL		261.54				
16032 631500			Books & Library Materials						
000400 EBSCO INFORMATION SE	92977	0	2023 1	INV P	23,189.20	011123	557131	Inv. 1683739 / CG-F	
000534 FOX VALLEY LUTHERAN	94429	0	2023 1	INV P	45.00	020123	557486	2023FOXVA / c/o Jul	
000771 LAKELAND BOATING	94869	0	2023 1	INV P	24.95	pcard		2023LAKEL	
000889 MIDWEST TAPE	94035	0	2023 1	INV P	525.57	pcard		503180920	
000889 MIDWEST TAPE	94255	0	2023 1	INV P	993.93	pcard		503224380, 50319845	
000889 MIDWEST TAPE	94864	0	2023 1	INV P	340.82	pcard		503257786	
					1,860.32				
001983 AMAZON	94044	0	2023 1	INV P	10.98	pcard		113-7084179-3670618	
001983 AMAZON	94045	0	2023 1	INV P	39.49	pcard		113-6578558-8261056	
001983 AMAZON	94046	0	2023 1	INV P	-.13	pcard		113-6578558-8261056	
001983 AMAZON	94047	0	2023 1	INV P	16.81	pcard		113-7188674-5984236	
001983 AMAZON	94048	0	2023 1	INV P	23.20	pcard		113-8658782-4819423	
001983 AMAZON	94049	0	2023 1	INV P	15.00	pcard		113-8580648-6288248	
001983 AMAZON	94263	0	2023 1	INV P	11.90	pcard		113-5690740-7152221	
001983 AMAZON	94264	0	2023 1	INV P	21.02	pcard		112-6527711-1126637	
001983 AMAZON	94265	0	2023 1	INV P	186.09	pcard		113-4452213-7301833	
001983 AMAZON	94266	0	2023 1	INV P	98.96	pcard		113-7258110-0533011	
001983 AMAZON	94267	0	2023 1	INV P	70.92	pcard		113-6077458-1458641	
001983 AMAZON	94628	0	2023 1	INV P	22.99	pcard		113-8224755-9646648	
001983 AMAZON	94630	0	2023 1	INV P	39.95	pcard		112-9795421-6458631	
001983 AMAZON	94631	0	2023 1	INV P	44.17	pcard		113-0851907-5043456	
001983 AMAZON	94881	0	2023 1	INV P	45.48	pcard		113-2596992-0881829	
001983 AMAZON	94882	0	2023 1	INV P	12.99	pcard		112-6772730-7069065	
					659.82				
002162 INFORMATION TODAY, I	94087	0	2023 1	INV P	483.53	012523	557388	Order Number: 17543	
002188 GREY HOUSE PUBLISHIN	94865	0	2023 1	INV P	199.00	pcard		366927	

City of Appleton

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S		CHECK RUN	CHECK	DESCRIPTION
002396 INGRAM LIBRARY SERV	94037	0	2023 1	INV P	393.77	pcard		73571946
002396 INGRAM LIBRARY SERV	94039	0	2023 1	INV P	73.76	pcard		73581246
002396 INGRAM LIBRARY SERV	94040	0	2023 1	INV P	338.11	pcard		73619565
002396 INGRAM LIBRARY SERV	94041	0	2023 1	INV P	472.72	pcard		73619566
002396 INGRAM LIBRARY SERV	94042	0	2023 1	INV P	1,369.26	pcard		73639339
002396 INGRAM LIBRARY SERV	94043	0	2023 1	INV P	22.44	pcard		73639338
002396 INGRAM LIBRARY SERV	94256	0	2023 1	INV P	274.04	pcard		73671192
002396 INGRAM LIBRARY SERV	94257	0	2023 1	INV P	495.05	pcard		73713967
002396 INGRAM LIBRARY SERV	94258	0	2023 1	INV P	300.66	pcard		73699682
002396 INGRAM LIBRARY SERV	94259	0	2023 1	INV P	61.32	pcard		73699683
002396 INGRAM LIBRARY SERV	94260	0	2023 1	INV P	1,357.21	pcard		73734342
002396 INGRAM LIBRARY SERV	94261	0	2023 1	INV P	649.47	pcard		73756631
002396 INGRAM LIBRARY SERV	94262	0	2023 1	INV P	359.14	pcard		73791838
002396 INGRAM LIBRARY SERV	94620	0	2023 1	INV P	234.65	pcard		73873527
002396 INGRAM LIBRARY SERV	94621	0	2023 1	INV P	1,295.16	pcard		73843806
002396 INGRAM LIBRARY SERV	94622	0	2023 1	INV P	-9.71	pcard		73836597
002396 INGRAM LIBRARY SERV	94623	0	2023 1	INV P	425.14	pcard		73816678
002396 INGRAM LIBRARY SERV	94624	0	2023 1	INV P	248.34	pcard		73843805
002396 INGRAM LIBRARY SERV	94625	0	2023 1	INV P	595.77	pcard		73884764
002396 INGRAM LIBRARY SERV	94626	0	2023 1	INV P	798.48	pcard		73894697
002396 INGRAM LIBRARY SERV	94627	0	2023 1	INV P	95.45	pcard		73917977
002396 INGRAM LIBRARY SERV	94871	0	2023 1	INV P	1,277.79	pcard		74014704
002396 INGRAM LIBRARY SERV	94872	0	2023 1	INV P	243.44	pcard		74061384
002396 INGRAM LIBRARY SERV	94873	0	2023 1	INV P	932.28	pcard		74041531
002396 INGRAM LIBRARY SERV	94874	0	2023 1	INV P	160.23	pcard		74074401
002396 INGRAM LIBRARY SERV	94875	0	2023 1	INV P	380.62	pcard		74082015
002396 INGRAM LIBRARY SERV	94876	0	2023 1	INV P	197.91	pcard		73943135
002396 INGRAM LIBRARY SERV	94877	0	2023 1	INV P	272.27	pcard		73961825
002396 INGRAM LIBRARY SERV	94878	0	2023 1	INV P	444.81	pcard		74005031
					13,759.58			
002830 KANOPY, INC	94086	0	2023 1	INV P	379.05	012523	557390	Inv. 329688
999990 THOMSON WEST*TCD	94619	0	2023 1	INV P	1,076.05	pcard		847594712
999990 OVERDRIVE DIST	94629	0	2023 1	INV P	338.49	pcard		00669CO23014451
999990 LJL*LIBRARY JOURNALS	94863	0	2023 1	INV P	136.99	pcard		2023-000084318
999990 NATIONAL AUDUBON SOC	94866	0	2023 1	INV P	31.18	pcard		114180319
999990 JOSTENS INC.	94867	0	2023 1	INV P	171.49	pcard		W87695067
999990 JOSTENS INC.	94868	0	2023 1	INV P	52.49	pcard		W87694815
999990 THE BUSINESS JOURNAL	94870	0	2023 1	INV P	170.00	pcard		20230125MILWA
999990 OVERDRIVE DIST	94879	0	2023 1	INV P	150.50	pcard		00669CO23025683
999990 OVERDRIVE DIST	94880	0	2023 1	INV P	1,499.73	pcard		00669CO23021257
					3,626.92			

ACCOUNT TOTAL	44,227.37	
ORG 16032 TOTAL	44,839.87	

City of Appleton

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S		CHECK RUN	CHECK	DESCRIPTION
16033			Library Network Services					
16033 632700			Miscellaneous Equipment					
001619 CDW GOVERNMENT, INC.	93370	0	2023 1	INV P	118.55 pcard			USB-C to HDMI Adapt
001619 CDW GOVERNMENT, INC.	94281	0	2023 1	INV P	90.05 pcard			Replacement Battery
001619 CDW GOVERNMENT, INC.	94282	0	2023 1	INV P	107.47 pcard			Replacement Battery
001619 CDW GOVERNMENT, INC.	94283	0	2023 1	INV P	62.66 pcard			Headset Cable
					378.73			
001983 AMAZON	94284	0	2023 1	INV P	33.83 pcard			Ethernet Cables
			ACCOUNT TOTAL		412.56			
16033 641800			Equip Repairs & Maint					
000229 CAMERA CORNER	93373	0	2023 1	INV P	1,881.00 pcard			Camera System & Sup
001961 WELLS FARGO FINANCIA	93239	0	2023 1	INV P	399.74	011123	557236	Copier Lease - Janu
999990 DMI* DELL K-12/GOVT	94825	0	2023 1	INV P	322.00 pcard			Dell Support
			ACCOUNT TOTAL		2,602.74			
16033 681500			Software Acquisition					
999990 ZOOM.US 888-799-9666	94886	0	2023 1	INV P	40.00 pcard			ZOOM subscription
			ACCOUNT TOTAL		40.00			
			ORG 16033 TOTAL		3,055.30			
FUND 100 General Fund			TOTAL:		73,667.17			

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

GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	JAN ACTUAL	YTD TOTAL	% USED
Appleton Public Library Cash Flow Report JAN-2023 Year to Date				JAN		
480100	*General Charges for Service*	$0.00	$0.00	$12.97	**$12.97**	0.0%
502000	*Donations & Memorials*	$0.00	$0.00	$60.36	**$60.36**	0.0%
503500	*Other Reimbursements*	$0.00	$0.00	$1,546.06	**$1,546.06**	0.0%
	Total Revenue	**$0.00**	**$0.00**	**$1,619.39**	**$1,619.39**	0.0%
	Expense			**JAN**	**YTD TOTAL**	
610100	*Regular Salaries*	$0.00	$0.00	($87,823.96)	**($87,823.96)**	0.0%
610500	*Overtime Wages*	$0.00	$0.00	($364.52)	**($364.52)**	0.0%
610800	*Part-Time Wages*	$0.00	$0.00	($9,656.68)	**($9,656.68)**	0.0%
611500	*Vacation Pay*	$0.00	$0.00	($9,176.95)	**($9,176.95)**	0.0%
615100	*FICA*	$0.00	$0.00	($12,752.67)	**($12,752.67)**	0.0%
615200	*Retirement*	$0.00	$0.00	($12,011.77)	**($12,011.77)**	0.0%
615301	*Health Insurance*	$0.00	$0.00	($39,927.89)	**($39,927.89)**	0.0%
615302	*Dental Insurance*	$0.00	$0.00	($2,956.29)	**($2,956.29)**	0.0%
615400	*Life Insurance*	$0.00	$0.00	($74.10)	**($74.10)**	0.0%
	Personnel Services	**$0.00**	**$0.00**	**($174,744.83)**	**($174,744.83)**	0.0%
	Expense			**JAN**	**YTD TOTAL**	
620100	*Training/Conferences*	$0.00	$0.00	($285.00)	**($285.00)**	0.0%
620200	*Mileage Reimbursement*	$0.00	$0.00	($387.00)	**($387.00)**	0.0%
630100	*Office Supplies*	$0.00	$0.00	($1,134.08)	**($1,134.08)**	0.0%
630500	*Awards & Recognition*	$0.00	$0.00	($691.16)	**($691.16)**	0.0%
630600	*Building Maint./Janitor*	$0.00	$0.00	($1,370.84)	**($1,370.84)**	0.0%
630700	*Food & Provisions*	$0.00	$0.00	($245.51)	**($245.51)**	0.0%
631500	*Books & Library Materials*	$0.00	$0.00	($44,227.37)	**($44,227.37)**	0.0%
632700	*Miscellaneous Equipment*	$0.00	$0.00	($412.56)	**($412.56)**	0.0%
640700	*Solid Waste/Recycling Pickup*	$0.00	$0.00	($434.00)	**($434.00)**	0.0%
641200	*Advertising*	$0.00	$0.00	($592.90)	**($592.90)**	0.0%
641301	*Electric*	$0.00	$0.00	($3,335.17)	**($3,335.17)**	0.0%
641302	*Gas*	$0.00	$0.00	($3,431.49)	**($3,431.49)**	0.0%
641308	*Cellular Phones*	$0.00	$0.00	($103.75)	**($103.75)**	0.0%
641800	*Equip Repairs & Maint*	$0.00	$0.00	($2,602.74)	**($2,602.74)**	0.0%
650200	*Leases*	$0.00	$0.00	($12,500.00)	**($12,500.00)**	0.0%
659900	*Other Contracts/Obligation*	$0.00	$0.00	($2,100.00)	**($2,100.00)**	0.0%
681500	*Software Acquisition*	$0.00	$0.00	($40.00)	**($40.00)**	0.0%
	Operating Expense	**$0.00**	**$0.00**	**($73,893.57)**	**($73,893.57)**	0.0%
	Personnel Services	$0.00	$0.00	($174,744.83)	**($174,744.83)**	
	Operating Expense	$0.00	$0.00	($73,893.57)	**($73,893.57)**	
	Total Expense	**$0.00**	**$0.00**	**($248,638.40)**	**($248,638.40)**	
	Total Revenue	**$0.00**	**$0.00**	**$1,619.39**	**$1,619.39**	

Original Budget Appropriations for 2023 have not been entered into Tyler Munis (financial accounting system) yet. Therefore, the ORIGINAL APPROPRIATION column will have ZERO's until those amounts are entered in!

2021-2023 MTD EXPENDITURES	JAN 2021-2023 comparisons		
	2021	2022	2023
ACCOUNT DESCRIPTION	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL
423200 Library Grants & Aids	$0.00		
480100 General Charges for Service	$0.00	$52.85	$12.97
500100 Fees & Commissions		$121.97	
501500 Rental of City Property	$30,000.00		
502000 Donations & Memorials	$145.69	$0.32	$60.36
503500 Other Reimbursements	$58,500.00	$1,766.70	$1,546.06
MTD-Total Revenue	$88,645.69	$1,941.84	$1,619.39
610100 Regular Salaries	($95,886.13)	($83,283.51)	($87,823.96)
610400 Call Time Wages		($200.00)	
610500 Overtime Wages			($364.52)
610800 Part-Time Wages	($8,444.89)	($9,318.19)	($9,656.68)
611400 Sick Pay	($724.30)	($3,180.97)	
611500 Vacation Pay	($6,285.29)	($4,628.74)	($9,176.95)
615000 Fringes	$0.00		
615100 FICA	($12,538.06)	($12,389.47)	($12,752.67)
615200 Retirement	($11,502.06)	($10,921.04)	($12,011.77)
615301 Health Insurance	($21,209.21)	($19,454.35)	($39,927.89)
615302 Dental Insurance	($1,760.58)	($1,535.97)	($2,956.29)
615400 Life Insurance	($50.30)	($72.70)	($74.10)
620100 Training/Conferences	($1,717.29)	($364.76)	($285.00)
620200 Mileage Reimbursement		($180.00)	($387.00)
620600 Parking Permits	($23,100.00)	($1,820.00)	
630100 Office Supplies	($108.66)	($372.04)	($1,134.08)
630300 Memberships & Licenses	$0.00	($175.00)	
630500 Awards & Recognition	$0.00	($72.53)	($691.16)
630600 Building Maint./Janitor	$0.00		($1,370.84)
630700 Food & Provisions	$0.00	($12.00)	($245.51)
630902 Tools & Instruments	$0.00		
631500 Books & Library Materials	$0.00	($42,557.13)	($44,227.37)
632001 City Copy Charges			
632002 Outside Printing	$0.00		
632300 Safety Supplies	$0.00		
632700 Miscellaneous Equipment	$0.00		($412.56)
640700 Solid Waste/Recycling Pickup	$0.00		($434.00)
641200 Advertising	$0.00	($251.84)	($592.90)
641301 Electric	($6,410.26)	($6,742.00)	($3,335.17)
641302 Gas	($2,886.78)	($4,462.50)	($3,431.49)
641303 Water	$0.00		
641304 Sewer	$0.00		
641306 Stormwater	$0.00		
641307 Telephone	$0.00	($295.55)	
641308 Cellular Phones	$0.00	($97.96)	($103.75)
641600 Build Repairs & Maint	$0.00		
641800 Equip Repairs & Maint	($39,348.73)	($18,518.84)	($2,602.74)
642000 Facilities Charges	$0.00		
650200 Leases			($12,500.00)
659900 Other Contracts/Obligation	($1,250.00)	($6,933.85)	($2,100.00)
681500 Software Acquisition	$0.00	($2,039.50)	($40.00)
MTD Total Expenditures	($233,222.54)	($229,880.44)	($248,638.40)

Original Budget Appropriations for 2023 have not been entered into Tyler Munis (financial accounting system) yet.
Therefore, the ORIGINAL APPROPRIATION column will have ZERO's until those amounts are entered in!

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2023

Description	ORG PROJECT	OBJECT SEG 1	PROJ (in GL) SEG 2	SEG 3	Amount
Materials Management - Other Reim	**16032** .	**503500** .			**$ 51**
Materials Management - Office Supplies	16032	630100			$ 51
ROR - Other Reim	**LIB-ROR** .	**ADMIN** .	**OTHREIMB**		**$ 140**
Admin Expenses	LIB-ROR .	ADMIN .	ADMIN		$ 140
Community Partnerships - Other Reim	**16010** .	**502500**			**$ 280**
Community Partnerships - Office Supplies	16024 .	630100			$ 280
Community Partnerships - Other Reim	**16010** .	**502500**			**$ 300**
Friends - CommPartnerships - Other Contracts	LIB-FRIEND .	COMMPART .	OTHCONTR		$ 300
Friends Grant Distribution	**LIB-FRIEND** .	**LIBADMIN** .	**OTHREIMB**		**$ 35,000**
Admin: Training & Conferences	LIB-FRIEND .	LIBADMIN .	TRAIN/CONF		$ 1,000
Admin: Awards & Recognition	LIB-FRIEND .	LIBADMIN .	AWARDREC		$ 1,000
Admin: Food & Provisions	LIB-FRIEND .	LIBADMIN .	FOOD/PROV		$ 800
Admin: Printing	LIB-FRIEND .	LIBADMIN .	OUTPRINT		$ 1,200
Admin: Marketing	LIB-FRIEND .	LIBADMIN .	ADVERTISING		$ 4,000
Admin: Contracts	LIB-FRIEND .	LIBADMIN .	OTHCONTR		$ 1,000
Childrens: Supplies	LIB-FRIEND .	CHILDSERV .	SUPPLIES		$ 6,000
Childrens: Contracts	LIB-FRIEND .	CHILDSERV .	OTHCONTR		$ 3,000
CP: Supplies	LIB-FRIEND .	COMMPART .	SUPPLIES		$ 3,000
CP: Contracts	LIB-FRIEND .	COMMPART .	OTHCONTR		$ 6,000
CP: PT Wages	LIB-FRIEND .	COMMPART .	PTWAGES		$ 6,000
MM: Books & Library Materials	LIB-FRIEND .	MATERIALS .	BOOKS/MATS		$ 2,000
Materials Management - Other Reim	**16032** .	**503500**			**$ 21,000**
Materials Management - Books & Library Mtls	16032 .	631500			$ 21,000
Library Admin - Other Reim	**16010** .	**503500**			**$ 3,500**
Lib Admin - Training	16010 .	620100			$ 3,500

For the purpose of:

  *MM Vendor Refund
  *Brown County United Way
  *Donation - Ukelele purchase
  *Donation - Ukelele presenter
  *Friends Grant Distribution
  *OWLS Supporting Funds

Requested by:

_____   _____
Department Head   Date

Information: **Action:**

_____   _____
Finance Director   Date

_____   _____
Mayor   Date

Reported to Finance Committee: _____   _____
                                  Date   Date

Finance comments:

_____
_____
_____
_____

Budget Entry (BE) No.:_____

City of Appleton

Meeting Minutes
Library Board

Friday, January 20, 2023	8:00 AM	**City Hall Council Chambers 6 A/B** **100 N. Appleton Street**

Planning Committee Meeting

1. Call meeting to order

   Chairperson Patricia Exarhos called the meeting to order at 8am

2. Roll call of membership

   Others Present: Colleen Rortvedt, Tasha Saecker

   Present: 3 - Exarhos, Brozek and Bunnow

   Others : 1 - Scheuerman

3. Information Items

23-0040   Planning Committee 101: Review of Core Documents

   Attachments: COA Health In All Policies Ordinance.pdf

   COA Racism as a Public Health Crisis Ordinance.pdf

   Inclusive_Services_Statement_-_August_1_2019.pdf

   StrategicPlan_OnePage (3).pdf

23-0041   Establish Trustee Development Topics for 2023

   Attachments: Copy of APL Trustee Training Plan DRAFT rev Jan 2023.pdf

4. Adjournment

   Bunnow moved, seconded by Brozek that the meeting be Adjourned. Voice Vote. Motion Carried. (3-0)

   The meeting was Adjourned at 8:51am

AN ORDINANCE CREATING ARTICLE V OF CHAPTER 7 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO HEALTH IN ALL POLICIES.
(Name of Committee Generated From – XX-XX-XX (Date))

The Common Council of the City of Appleton does ordain as follows:

      Section 1: That Article V of Chapter 7 of the Municipal Code of the City of Appleton,

relating to health in all policies, is hereby created to read as follows:

Art. V. HEALTH IN ALL POLICIES

Sec. 7-200. Findings.

      (a)   Health starts where we live, learn, work and play, and everyday decisions within the City of Appleton can promote greater health and equity.

      (b)   All Appleton residents should have the opportunity to make the choices that allow them to live a long, healthy life, regardless of their job, neighborhood of residence, level of education, immigration status, sexual orientation, ethnic background or religion.

      (c)   Good health enhances quality of life, improves workforce productivity, increases the capacity for learning, strengthens families and communities, supports environmental sustainability and helps reduce overall economic and social insecurity.

      (d)   In the city of Appleton, those at greatest risk for poor health outcomes are low-income residents, who have a shorter life expectancy than other city residents.

      (e)   Appleton residents are primarily affected by heart disease, cancer and stroke.

      (f)   Recognizing the presence of critical health disparities in the community and the opportunity to intervene on health outcomes, the City has developed and defined public health broadly in the City Comprehensive Plan.

      (g)   Health in All Policies is fundamentally about creating systems-level change both within City departments and in the community.

      (h)   In developing strategies to address health disparities, it is important to recognize that at its heart, promoting equity is not just about providing more services.

      (i)   It is also about how services are developed, prioritized and delivered.

      (j)   The Health in All Policies strategy guides the City of Appleton on how to address the social determinants of health, or the root causes of current health disparities in the development, prioritization and delivery of these services and policies.

Sec. 7-201. Definitions.

      The definitions in this section apply throughout this ordinance unless the context

clearly requires otherwise:

    (a)   **Health in All Policies (HiAP)** is both a process and a goal.

        (1)   The goal of HiAP is to address inequities at the systems, policy and structural levels to eliminate the resulting health disparities.

        (2)   At the root of HiAP is an approach to improving health of all people by incorporating health considerations into collaborative decision-making across sectors, agencies, and departments. HiAP brings city departments and community groups together to identify ways in which all policies can take health outcomes into consideration. The HiAP process places health at the center of all work, and through discussion and compromise, gains stakeholder buy-in from all agencies, groups, and departments.

        (3)   Health in All Policies works to create a new policy and organizing framework within city government and beyond in the community. It emphasizes the consequences of public policies, plans, and programs on health determinants, and aims to improve health outcomes at all levels of government within the city and those agencies responsible for serving Appleton residents.

        (4)   Stakeholder engagement is essential for ensuring that Health in All Policies is responsive to community needs. Community-based knowledge provides important information about opportunities and barriers for health and insight into the ways in which policies may impede or promote health.

    (b)   **Health** is not simply the absence of disease, but the state of complete physical, mental, cultural and social well-being. HiAP is based on the premise that good health is fundamental for a strong economy and vibrant society, and that health outcomes are largely dependent on the social determinants of health, which in turn are shaped by decisions made within the health sector and internally and externally outside of the health sector.

    (c)   **Health equity** refers to efforts to ensure that all people have full and equal access to opportunities that enable them to lead healthy lives, while respecting differences that include but are not limited to culture, language, race, gender, sexuality, economic status, citizenship, ability, age and religion.

        (1)   Health equity entails focused societal efforts to address avoidable inequalities by equalizing the conditions for health for all groups, especially for those who have experienced socioeconomic disadvantage or historical injustices.

        (2)   These communities include, but are not limited to women, people of color, low-income individuals and families, individuals who have been incarcerated, individuals with disabilities, individuals with mental health conditions, youth and young adults, seniors, immigrants and refugees, individuals who are limited-English proficient (LEP), and lesbian, gay, bisexual, transgender, questioning, intersex and asexual (LGBTQIA)

communities, or combinations of these populations.

(d)   ***Health disparities*** are differences of presence of disease, health outcomes, or access to care among distinct segments of the populations, including differences that occur by race or ethnicity, gender identity, sexual orientation, education or income, immigration status, age, disability or functional impairment, or geographic location, or the combination of any of these factors.

(e)   ***Health inequities*** are health disparities resulting from factors that are systemic and avoidable and, therefore, considered unjust or unfair.

(f)   ***Determinants of health equity include*** the social, economic, geographic, political, institutional and physical environmental conditions that lead to the creation of a fair and just society.

(g)   ***Social determinants of health*** refer to everything outside of direct health care services, such as the condition in the environment in which people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality of life outcomes and risks. The social determinants of health include, but are not limited to:

> (1)   The availability of resources to meet our daily needs (e.g., safe housing, access to healthy and affordable food).
>
> (2)   Access to educational, economic, and job opportunities that lead to sustainable employment.
>
> (3)   Neighborhood safety and communities free of crime, violence, and social disorder (e.g., presence of trash and other forms of blight); and
>
> (4)   Accessible built environments that promote health and safety, including improved pedestrian, bicycle, and automobile safety, parks and green space, and healthy school siting.
>
> (5)   Social norms and attitudes (e.g., discrimination and racism), socioeconomic conditions (e.g., concentrated poverty and the chronically stressful conditions that accompany it).

(h)   ***Toxic stress*** refers to prolonged and repeated exposure to multiple negative factors, especially in early childhood. Contributing factors include, but are not limited to, racial profiling, poor air quality, residential segregation and economic insecurity. Toxic stress has known physical and mental health impacts and contributes to a host of chronic conditions such as heart disease and diabetes. Toxic stress has also been shown to have negative intergenerational health effects. Toxic stress does not refer to individual stressful events, but rather the unrelieved accumulation of these events over one's life.

Sec. 7-203. Health in All Policies implementation.

To effectively implement and maintain Health in All Policies, the City shall:

(a)   Utilize health equity practices to City actions and endeavor to integrate these practices into the city's strategic, operational and business plans; management and reporting systems for accountability and performance; and budgets in order to eliminate inequities and create opportunities for all people and neighborhoods;

(b)   Use the Health in All Policies Strategy Document as a guide for implementing Health in All Policies in the City. The strategy document will outline the vision, mission and goals, and identify a timeline as well as process to reach these goals. The strategy document will be a living plan that is designed to grow over time as progress is made and the needs of the community and city change;

(c)   Establish the Interdepartmental Health in All Policies Team. The Interdepartmental Team will be comprised of representatives from departments within the City and are responsible for:

    (1)   Selecting health and health equity indicators for each department to track as a way of prioritizing goals and measuring progress aligned with existing City guiding documents including, but not limited to the Comprehensive Plan and Green Tier Charter;

    (2)   Attending regularly scheduled Interdepartmental Team meetings led by the Mayor's Office;

    (3)   Reporting to the Interdepartmental Team on progress and challenges from his or her respective department;

    (4)   Working with his or her respective department to integrate and track health equity indicators for his or her department;

    (5)   Committing to attending ongoing health equity training, such as health equity impact assessments; and

    (6)   Assisting with the writing of the Tri-Annual HiAP Report and provide a report to committees.

(d)   Design and publish a tri-annual report on the status of health and health equity in the city of Appleton and progress of HiAP implementation for the Common Council, City staff, community organizations, residents, businesses, and other governmental agencies within the city.

    (1)   Implementation will be measured based on health and health equity indicators selected by the Interdepartmental HiAP Team.

    (2)   In addition to reporting on indicators, the Tri-Annual Report will include any updates to the HiAP strategy document.

(e)   Develop and implement an ongoing community engagement plan to work directly with stakeholders throughout the process of the HiAP strategy development and implementation to ensure that perspectives are consistently understood, considered, and reflected in decisions.

The goal is to partner with stakeholders in each aspect of decision making in order to develop and implement collaborative solutions.

Section 2: Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such a decision shall not affect the validity of the remaining portions of this ordinance. The Common Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance irrespective of the unconstitutionality or invalidity of any section, subsection, subdivision, paragraph, sentence, clause or phrase.

Section 3: This ordinance becomes effective 30 days after its final passage and publication.

Dated: _____

_____   _____
Timothy M. Hanna, Mayor   Kami Lynch, City Clerk
City Law: A17-0793

#17-R-19
Racism as a Public Health Crisis

Date: December 18, 2019
Submitted By: Alderpersons: Meltzer-District 2, Firkus-District 3, Fenton-District 6, & Thao-District 7
Referred To: Board of Health

Supporting the Wisconsin Public Health Associations Campaign Against Racism and Recognizing Racism as a Public Health Crisis:

WHEREAS, the City of Appleton recognizes that race is a social constraint and long-standing institutional and structural bias have resulted in racial inequities that impact individual and population health, social, economical and educational outcomes; and

WHEREAS, the City of Appleton has, for more than two decades, supported a position, currently titled, Diversity and Inclusion Coordinator, to promote racial equity and social injustice; and

WHEREAS, the City of Appleton, in December 2018, approved a Health in All Policies ordinance which guides the City on how to address the social determinants of health, or the root causes of current health disparities in the development, prioritization and delivery of these services and policies; and

WHEREAS, the City of Appleton, in March 2019, joined the Government Alliance on Race and Equity (GARE) Wisconsin learning community to advance racial equity by addressing institutional and structural racism; and

WHEREAS, in November 2019, the Appleton Health Department signed on to the WPHA dedication that Racism is a Public Health Crisis; and

WHEREAS, the City of Appleton is committed to continuing to: using racial equity and social justice tools to assess new policies, procedures and projects; partnering with racial equity education organizations; review hiring practices with a racial equity lens; and including community voices in City planning process as our commitment to undoing institutional structural racism;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Common Council acknowledge that racism is a public health crisis and, as a commitment to our past and future efforts, agrees to sign on to the WPHA Declaration that Racism is a Public Health Crisis.

ATTACHMENT:

2018 RESOLUTION

Racism is a Public Health Crisis

WHEREAS, race is a social construction with no biologic basis1; and

WHEREAS, racism is a social system with multiple dimensions: individual racism is internalized or interpersonal; and systemic racism is institutional or structural, and is a system of structuring opportunity and assigning value based on the social interpretation of how one looks, that unfairly disadvantages some individuals and communities, unfairly advantages other individuals and communities, and saps the strength of the whole society through the waste of human resources 2,3 ; and

WHEREAS, racism causes persistent racial discrimination in housing, education, employment and criminal justice; and an emerging body of research demonstrates that racism is a social determinant of health1,4; and

WHEREAS, more than 100 studies have linked racism to worse health outcomes5; and

WHEREAS, in Wisconsin, the highest excess death rates exist for African American and Native Americans, at every stage in the life course 6,7, and our infant mortality rate for infants of non-Hispanic black women is the highest in the nation 8; and

WHEREAS, the American Public Health Association (APHA) launched a National Campaign Against Racism 3; and

WHEREAS, Healthiest Wisconsin 2020 states that, "Wisconsin must address persistent disparities in health outcomes, and the social, economic, educational and environmental inequities that contribute to them" 9; and

WHEREAS, the Wisconsin Public Health Association has adopted in 2010 the resolution "Achieving Health Equity" and in 2014 the resolution "Promoting a Health in all Policies (HIAP) Framework to Guide Policymaking" and in 2017 convened a Racial Equity Workgroup; and

WHEREAS, public health's responsibilities to address racism include reshaping our discourse and agenda so that we all actively engage in racial justice work; and

WHEREAS, while there is no epidemiologic definition of "crisis", the health impact of racism clearly rises to the definition proposed by Galea: "The problem must affect large numbers of people, it must threaten health over the long-term, and it must require the adoption of largescale solutions".10

THEREFORE, BE IT RESOLVED that the Wisconsin Public Health Association:
1. Asserts that racism is a public health crisis affecting our entire society

2. Conducts an assessment of internal policy and procedures to ensure racial equity is a core element of WPHA, led by the Board in collaboration with the Racial Equity Workgroup and other relevant parties, communicates results of assessment, and determines appropriate interval for reassessment

3. Works to create an equity and justice oriented organization,11 with the Board and

Committees identifying specific activities to increase diversity and to incorporate antiracism principles across WPHA membership, leadership, staffing and contracting

4. Incorporates into the organizational workplan educational efforts to address and dismantle racism, expand members' understanding racism, and how racism affects individual and population health and provide tools to assist members to engage actively and authentically with communities of color

5. Advocates for relevant policies that improve health in communities of color, and supports local, state, and federal initiatives that advance social justice, while also encouraging individual member advocacy to dismantle systemic racism

6. Works to build alliances and partnerships with other organizations that are confronting racism and encourages other local, state and national entities to recognize racism as a public health crisis

Fiscal impact: The WPHA Board will consider in the organization's budget allocating adequate financial resources to accomplish these activities.

Adopted at the WPHA Business Meeting on May 22, 2018.

References:
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2. Jones CP. *Confronting Institutionalized Racism*. Phylon. 2002;50(1/2):7---22.
3. American Public Health Association. Racism and Health. Available at: https://www.apha.org/topics-and-issues/health-equity/racism-and-health. Accessed February 20, 2018.
4. Flynn, A., Holmberg, S., Warren, D., and Wong, F. *REWRITE the Racial Rules: Building an Inclusive American Economy.* Roosevelt Institute, 2016.
5. Institute of Medicine. *Unequal Treatment.* https://www.nap.edu/read/10260/chapter/2#7. Accessed 3/2/2018.
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7. Healthiest Wisconsin 2020 Baseline and Health Disparities Report. http://www.dhs.wisconsin.gov/hw2020/. Accessed 2/23/2018.
8. Mathews,TJ., Ely,D., and Driscoll, A. *State Variations in Infant Mortality by Race and Hispanic Origin of Mother, 2013–2015.* NCHS Data Brief. No. 295, January 2018
9. Wisconsin Department of Health Services, Division of Public Health, Office of Policy and Practice Alignment. *Healthiest Wisconsin 2020: Everyone Living Better, Longer. A State Health Plan to Improve Health Across the Life Span, and Eliminate Health Disparities and Achieve Health Equity.* P-00187. July 2010.
10. Galea, Sandro. *Crying "Crisis".* Dean's Note. Boston University School of Public Health. https://www.bu.edu.sph/2017/04/23/crying-crisis/. Accessed 4.13.2018.
11. Jackson, B. W (2006). Theory and practice of multicultural organization development. In Jones, B. B. & Brazzel, M. (Eds.), *The NTL Handbook of Organization Development and Change* (pps. 139-154). San Francisco, CA, Pfeiffer.

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

Wisconsin public libraries are places where everyone should be safe, welcomed, and respected in experiences including, but not limited to:

- Arrival at the building (transportation, physical accessibility, signage, hours of service, greetings by library staff)
- Intersections with library policies (getting a library card, using a computer, paying a fine)
- Perusal, use, and request of library materials (Wi-Fi access, collection diversity, individual privacy)
- Participation in library-sponsored or library-located events (marketing of events, time and location, transportation, registration, room set-up, novice-friendly vs. designed for frequent users)
- Interactions with library staff (body language, tone, diversity of library staff, proactive/reactive engagement)
- Passive and virtual interactions through library signage, webpages, displays, and marketing (readability, tone, diversity, accommodations).

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

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

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

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

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

Appleton Public Library Strategic Plan
Vision, Mission, Values and Pillars

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

Welcoming

Community

Services and Programs for All

Collaborative Environment

Enriched Experiences

Hub of Learning and Literacy

Educate and Inspire Youth

Engaged and Connected

Creation and Innovation

Access

Literacy

Vision: Where potential is transformed into reality.
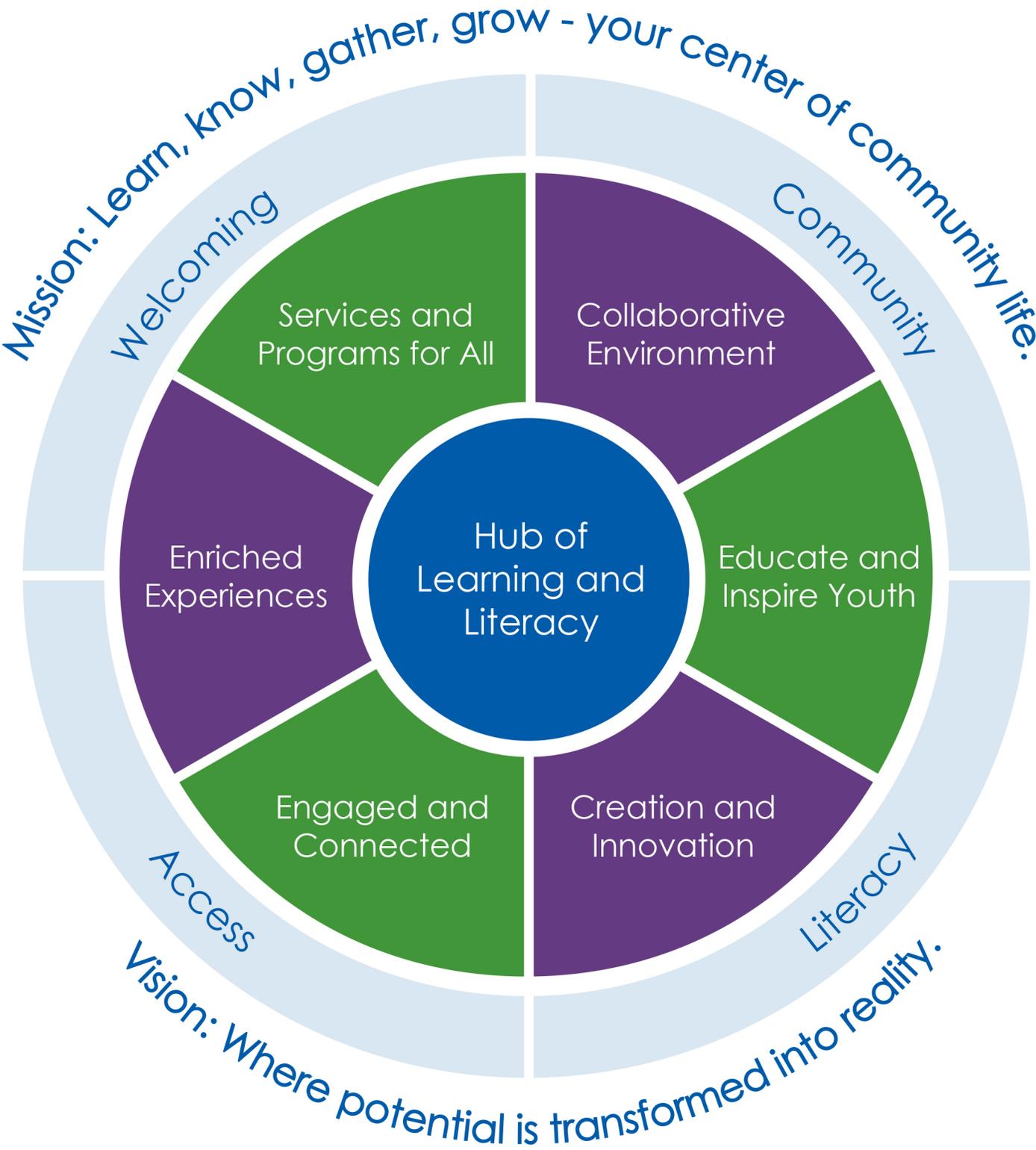
APL TRUSTEE TRAINING PLAN - UPDATED DRAFT (Jan. 2023)

Organization Values		Strategic Pillars		Fundamentals Session Topic Idea(s) Led by Trustees	Follow-up "boots on the ground" Session Led by APL Staff
Welcoming	Everyone belongs here	Hub of Learning and Literacy	We support and sustain education for all ages	Who uses library services (broadly - US, global) - what are the stats?	
		Services and Programs for All	We give our community opportunities for growth, self-instruction and inquiry	What does "for all" mean?	
		Enriched Experiences	We provide experiences that are timely, inclusive and aligned with community interests	Balancing the needs & interests of a community	
Community	The library is essential to every person and organization achieving their goals	Collaborative Environment	We connect with partners to share knowledge and information	Partnerships between community libraries and the rest of the community - best practices	
		Educate and Inspire Youth	We ensure that children and teens find a supportive place for their futures	Gaps that libraries can fill to educate our teens	
Literacy	The City of Appleton is the city of literacy and learning	Educate and Inspire Youth	We ensure that children and teens find a supportive place for their futures	Literacy, children and the role of libraries	
		Creation and Innovation	We are a platform that sparks discovery, development and originality	What is "innovation"?	
Access	The library is accessible physically, culturally, and intellectually	Engaged and Connected	We focus on how to make a difference in people's lives	Review unique programs (from outside of Appleton) that ensure engagement of the community	
		Enriched Experiences	We provide experiences that are timely, inclusive and aligned with community interests	Discuss Inclusivity - what is means, what trustees can do to support, etc…	

City of Appleton

Meeting Minutes
Library Board

Wednesday, February 15, 2023	1:00 PM	City Hall Council Chambers 6 A/B
		100 N. Appleton Street

Library Board Personnel & Policy Committee

1. Call meeting to order

Chairperson Margret Mann called the meeting to order at 1:03pm

2. Roll call of membership

Others Present: Colleen Rortvedt, Nancy Scheuerman, Mayor Jacob Woodford

Present: 2 - Mann and Brozek

Excused: 1 - Kellner

Closed Session

Mann moved, seconded by Brozek that the meeting move into Closed Session pursuant to WI Statute 19.85(1)(c). Voice Vote. Motion Carried. (2-0)
Roll Call was taken.
The meeting went into Closed Session at 1:04pm

Mann moved, seconded by Brokezk that the Committee resume meeting in Open Session. Voice Vote. Motion Carried. (2-0)
Roll Call was taken.
The meeting resumed Open Session at 1:17pm

3. Action Items

[23-0132](#)   Establish Library Director's 2023 Performance Goals

Brozek moved, seconded by Mann, that the Library Director's established 2023 Performance Goals be recommended for approval. Voice Vote. Motion Carried. (2-0)

4. Information Items

23-0133   Personnel & Policy 101

         <u>Attachments:</u>   Bylaws.pdf

                            Roles_Responsibilities.pdf

5.   Adjournment

Brozek moved, seconded by Mann that the meeting be Adjourned. Voice Vote. Motion Carried. (2-0)
The meeting was Adjourned at 1:51pm

ARTICLE I. IDENTIFICATION

This organization is the Board of Trustees ("Library Board") of the Appleton Public Library ("library"), located in Appleton, Wisconsin, as established by the Wisconsin municipality of the City Appleton ("city") according to the provisions of Chapter 43 of the Wisconsin State Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statutes.

ARTICLE II. MISSION

The library's mission is "learn, know, gather, grow – your center of community life" with a vision of "where potential is transformed into reality." The library accomplishes this through a set of strategies identified in the library's strategic plan APL150, as well as those within the City of Appleton's strategic plan with inclusion and equity being foundational to the purpose of the library.

ARTICLE III. MEMBERSHIP

1. Appointments. The library board shall consist of nine (9) members, one (1) of whom must be the Appleton Area School District administrator or the administrator's representative. All members must be appointed by the mayor of Appleton with the approval of the common council. Not more than one (1) member of the Common Council shall at any time be a member of the library board.

    A county chairperson, with the approval of the county board, may also appoint members to the library board pursuant to Wis. Stat. § 43.60.

2. Teen Representative. A teen representative, aged 13-18 may serve as an ad hoc member of the library board for a three (3) year term. The teen representative must be appointed by the mayor of Appleton with the approval of the common council. The teen representative shall not be an official member of the board and shall not have voting rights, but shall serve in an advisory capacity and is encouraged to contribute to the discussion of any matter that comes before the board. The teen representative shall be excluded from any closed sessions. The teen representative may be removed from this advisory position by a majority vote of the library board.

3. Term. The regular term of office for shall be three (3) years.

ARTICLE IV. OFFICERS

1. Officers. The officers of the library board shall be the president, vice president, and secretary, each elected from among the library board members at the organizational meeting described in Article IV, Paragraph 1.

2. Terms of Office. Officers shall take office at the close of the organizational meeting, described below in Article IV, Section 1, at which they are elected and shall serve from the close of that

organizational meeting until the close of the subsequent organizational meeting at which their successors are duly elected. No officer may serve more than two consecutive terms in a given office nor hold more than one (1) office at a time. If a vacancy occurs in any office, a successor shall be elected and remain in office until the next annual election.

3. Nominating Committee. A nominating committee, and a chair thereof, shall be appointed by the president three (3) months prior to the organizational meeting and shall present a slate of officers at the organizational meeting. Additional nominations may be made from the floor during the organizational meeting by any library board member or officer.

4. Duties of the President. The principal duties of the president shall be to preside at all meetings of the library board, authorize calls for special meetings, and execute all documents as authorized by the board. The president appoints library board members to committees and such other special duties as may occur, and may be an ex officio voting member of all committees except the Nominating Committee.

5. Duties of the Vice President. The vice president shall discharge the duties of the president in the event of the absence or disability of the president, or of a vacancy in that office, and, in addition, any other duties as designated by the library board.

6. Duties of the Secretary. The secretary shall sign bill registers when the library board has approved expenditures and execute all documents as authorized. In the absence of the secretary at any meeting, the president may appoint another library board member to act as temporary secretary.

ARTICLE V. MEETINGS

1. Organizational Meeting. The organizational meeting, which shall be for the purpose of electing officers as described above in Article III, Sec. 2, shall be held within 60 calendar days after the date of the beginning of board members' terms, and no later than the regular meeting in August.

2. Regular Meetings. Regular meetings shall be held once each calendar month, the date and hour to be set up to one (1) year in advance by the library board at the first regular meeting following the organizational meeting. Meeting times and dates may be changed as need arises by a majority vote of the board. The president may reschedule a meeting should a regular meeting not achieve a quorum.

3. Agendas and Notices. Library board and committee meeting agendas and notices shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting. The library director or designee shall send written notice and the agenda of each regular board meeting to the library board members at least 48 hours in advance of the meeting. A copy of the previous library board meeting minutes shall be provided to each member prior to the meeting date.

4. Special Meetings. Special meetings may be called by the president at any time deemed warranted by the president, or upon written request to the president by at minimum of three (3) board members, for the transaction of business as stated in the call. Except in cases of emergency, at least 48 hours' notice shall be given to the board members of the special meeting. In no cases shall less than two hours' notice be given. Notice may be by mail, phone or email.

5. Quorum. A quorum for transaction of business at any library board meeting shall consist of a simple majority.

6. Minutes. Minutes of all meetings shall, at a minimum, indicate library board members and officers present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

7. Parliamentary Authority. Robert's Rules of Order, latest edition, shall govern the parliamentary procedure of the library board meetings, including in all cases where there are inconsistencies with these bylaws and/or any applicable statues.

8. Open Meetings Law Compliance. Library board meetings shall be held in compliance with Wisconsin's open meetings laws (Wis. Stats. §§ 19.81 to 19.98).

9. Voting. An affirmative vote of the majority of all members and officers of the library board physically present at any legally constituted meeting shall be necessary to approve any action before the library board.

10. Attendance. Board members and officers shall be expected to attend all library board meetings except as prevented by a valid reason.

ARTICLE VI. COMMITTEES

1. Standing Committees. The following standing committees and chairs of the committees shall be appointed by the president at the first regular meeting following the annual meeting:

   a. Personnel and Policy Committee: Makes recommendations to the library board on personnel matters, proposed revisions in bylaws, policies, rules and regulations; annually reviews any proposed salary adjustments and presents their recommendations to the library board; annually reviews the performance of the library director and works with the president to communicate this review to the director.

   b. Planning Committee: Makes recommendations to the Library Board on library goals and future library development.

   c. Building and Equipment Committee: Makes recommendations to the library board on matters of building and equipment.

   d. Scholarship Committee: Annually recommends to the library board awards for the Friends of Appleton Public Library/Frank P. Young Scholarship per the Library's Scholarship Policy.

   e. Finance Committee: Makes recommendations to the library board on the annual budget and other financial concerns. The common council representative on the library board shall serve on the Finance Committee.

2. Nominating Committee. See Article III, Section 3.

3. Library System Board Appointment. The President shall designate the appointment of one (1) board member to represent the Appleton Public Library on the Outagamie Waupaca Library System Board with formal election by the Outagamie County Board of Supervisors.

4. Friends of the Appleton Public Library Board Appointment. The President shall recommend one (1) board member to serve as a director of the Friends of Appleton Public Library Board, with formal election by the Friends Board.

5. Ad Hoc Committees. The president shall appoint ad hoc committees and a chair of the ad hoc committees for such specific purpose as the business of the library board may require. These committees may include staff, members of the public and/or outside experts. Ad hoc committees shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the library board.

6. Authority. No committee shall have other than advisory powers.

7. Appointment. All library board members and officers shall be appointed to at least one (1) committee.

8. Time, Location and Agenda. The time, date and location of committee meetings shall be determined by the chair of the committee.

9. Quorum. A quorum for transaction of business at any committee meeting shall consist of a simple majority.

10. Minutes. Minutes are not required to be taken at committee meetings.

11. Parliamentary Authority. Robert's Rules of Order, latest edition, shall govern the parliamentary procedure of committee meetings, including in all cases where there are inconsistencies with these bylaws and/or any applicable statues.

12. Open Meetings Law Compliance. Committee meetings shall be held in compliance with Wisconsin's open meetings laws (Wis. Stats. §§ 19.81 to 19.98).

13. Attendance. Board members and officers shall be expected to attend their assigned committee meetings except as they are prevented by a valid reason.

ARTICLE VII. DUTIES OF THE LIBRARY BOARD

1. Responsibility. The library board shall determine the policies, plans and services of the library. This includes bylaws, service policies, mission statement, long range plan, significant changes in levels or types of service, and changes in library hours.

2. Library Director. The library board shall select and appoint a properly certified and competent library director.

3. Duties and Compensation. The library board shall determine the duties and compensation of all library employees.

4. Budget and Audit. The library board shall advise in the preparation of the budget, approve the budget and make sure that adequate funds are provided to finance the approved budget. The board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library and shall approve all bill registers. The library is audited within the

city's annual audit, and it is the responsibility of the library board to ensure the annual audit of the library is clean.

5. <u>Community Relations</u>. The library board shall cooperate with other public officials and boards and maintain vital public relations. The library board represents the library to the community and the community to the library.

6. <u>Legislation</u>. The library board shall study and support legislation that will benefit library patrons. The library board will remain up-to-date on proposed changes and implemented changes to legislation that may affect the library.

7. <u>Annual Report</u>. The library board shall approve and submit the required annual report to the appropriate division within the State of Wisconsin's Department of Public Instruction.

8. <u>Appeals</u>. A person directly affected by and dissatisfied with a decision made by the library director as it relates to the Library's Circulation, Collection Development, Displays, Piano or the Safety and Security Policies may appeal the decision to the library board. Appeal requests must be made in writing whenever possible and must be received by the library board within thirty (30) business days after the date the decision was made by the library director. The library board must hear the appeal within thirty (30) business days of receiving the appeal unless the library board and the person requesting the appeal agree to an alternative date. The person requesting the appeal will be notified in writing by the library director of the date and time the library board will hear the appeal or will be provided with an explanation for why the library board will not hear the appeal (e.g., request filed too late, person requesting appeal has no grounds, etc.). At the appeal, the person requesting the appeal may appear in person to be heard on the issue or he/she may ask the library board to consider the merits of the appeal based on a written statement signed and dated by the person filing the appeal. Third party statements and testimony, as well as unauthenticated evidence, will be allowed at the discretion of the president. The decision of the library board shall be final.

ARTICLE VIII. DUTIES OF THE LIBRARY DIRECTOR

1. <u>Appointment and Term</u>. The library director shall be appointed by the library board for an indefinite term and shall be responsible to the library board.

2. <u>Duties</u>. The library director shall be the executive and administrative officer of the library under review and direction of the library board. The director shall be responsible for operating within policies approved by the library board including, but not limited to:

   a. Appointing and specifying duties and compensation of other library employees,
   b. Providing proper direction, training and supervision of the library staff,
   c. Serving as technical advisor to the library board,
   d. Recommending policies, budget, changes in hours or services,
   e. Recommending changes in the library's mission and long range plan,
   f. Ensuring the care and maintenance of library property,
   g. Ensuring the adequate and proper selection of materials,
   h. Ensuring the efficiency of library service to the public, and
   i. Overseeing financial operations and management of the budgeted appropriation and such other funds as may accrue to the library.

3. <u>Meetings</u>. The library director shall attend all library board meetings as a participant but shall have no vote. The director may be excused from closed sessions at the discretion of the library board. The director may designate another library staff member to attend in the event of the director's absence.

4. <u>Appeals</u>. The library director shall hear all requests for reconsideration made by citizens pertaining to and according with the library's Circulation Policy, Displays Policy, Collection Development Policy and Safety and Security Policy.

ARTICLE IX. CONFLICT OF INTEREST

1. <u>Private Capacity</u>. Library board members and officers shall not in their private capacity negotiate, bid for, or enter into a contract with the library in which they have or may have direct or indirect financial interest.

2. <u>Recusal</u>. Library board members and officers shall withdraw from any and all library board meeting and committee meeting discussions and/or deliberations in which the library board member or officer, or an immediate family member thereof, or an organization with which the library board member or officer is associated with, has or may have a substantial financial interest. Library board members and officers shall not vote on any matter in which he or she has withdrawn. The library board member or officer is not required to disclose the reasons for their withdrawal or the nature of the conflict of interest.

3. <u>Remuneration</u>. Library board members and officers shall not accept anything of value that could reasonably be expected or implied to influence their vote or other official action.

   4. No compensation or expenses shall be paid to the members of the library board.

ARTICLE X. GENERAL

1. <u>Amendments</u>. These bylaws may be amended by the majority vote of all members of the library board provided that the change had been proposed by a library board member or the library director at the preceding regular meeting, and that the proposed amendment is included as a separate attachment to the agenda of the meeting at which it is to be acted upon.

2. <u>Rule Suspension.</u> Any rule or resolution of the library board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two thirds of the members of the library board shall be present and two thirds of those present shall so approve.

Approved: 6/97. Amended: 10/04; 11/15; 2/17; 2/19

Who Runs the Library: Guidelines to Roles Responsibilities in Wisconsin Public Libraries

Responsibilities of:	Library Board	Library Director	Municipality	Friends & Foundations
Administration	Generally oversee the administration of the library and appoint a head librarian (director) who administers the daily operation of the library.	Administer daily operation of the library, including maintenance of library facilities and equipment. Advise the board and provide support to community groups.	Appoint trustees who serve on the library board.	Support quality library service in the community through fundraising, volunteerism, and serving as advocates for the library.
Policy	Adopt written policies to govern the operation and program of the library.	Apprise library board of need for new policies, as well as policy revisions. Implement the policies adopted by the library board.	Support the policies of the library as adopted by the library board.	Support the policies of the library as adopted by the library board.
Personnel	Recruit, hire, and supervise an appropriately certified library director. Help determine and advocate for competitives staff salaries and benefits.	Hire, train, supervise, and schedule all other library personnel. Keep library board informed of important issues and consult with the board before making signigicane personnel decisions.	Offer assistance to the library director and board regarding state and federal employment laws. Maintain payroll. All library staff are municipal employees.	Communicate with library staff through the library director or the director's specified point of contact.
Planning	Assist in the formulation and adoption of a strategic plan that has implementation and evaluation components.	Coordinate and implement a strategic plan with library board, Friends, library foundation, staff and community.	Provide input into the library's strategic plan and support its implementation.	Provide input into the library's strategic plan and support its implementation.
Budgets	Seek adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget.	Oversee the library budget and prepare the annual budget and reports as required by the board.	Appropriate an annual budget with enough funds for the library to successfully carry out operations according to its approved mission and plans.	Conduct fundraising to support the library's mission and plans.
Expenditures	Audit and approve all library expenditures (as well as lands, buildings, money, and property).	Order materials and supplies within the library's approved budget. Submit invoices to the board for monthly audit and approval.	Act as custodian of most library funds and appropriations; pay library board approved library expenditures. Assist with purchasing, facilities, etc.	Support the library by providing financial support for priorities set by the library board and staff that may fall outside the municipal budget.
Meetings	Participate in all board meetings. Appoint a liaison to the Friends Board and become a member of the Friends.	Participate in library board and Friends meetings. Ensure that there is a liaison from the board to the Friends and vice versa.	Maintain no more than one appointment to the library board.	Maintain a liaison to the library board.
Networking	Join the Wisconsin Library Trustees and Friends (WLTF), a division of WLA, to network with others and learn more about policies, operations, and advocacy.	Build relationships with municipal board and staff, Friends; educate these groups about the value of public libraries; encourage membership in professional organizations.	Stay informed of library issues at local, state, and federal levels. Include the library director in department head meetings and community activities.	Join the Wisconsin Library Trustees and Friends (WLTF), a division of WLA, to network with others and learn more about supporting libraries.

	2022 Expenditures	2023 Proposed Allocations
Electronic Resources	$220,834	$207,000
Fiction - Adult	$50,774	$50,000
Fiction - Children	$28,279	$28,000
Fiction - Teen	$6,319	$6,000
Lucky Day	$9,596	$10,000
Media - Adult	$50,017	$50,000
Media - Childrens	$12,199	$10,000
Media - Teen	$207	$500
Non-Fiction - Adult	$54,753	$55,000
Non-Fiction - Children	$13,658	$14,000
Office Collections & Tools	$12,469	$8,370
Serials & Standing Orders	$38,369	$36,130
Wisconsin Collection	$115	$0
Totals	**$497,589**	**$475,000**

Book funding continues to be placed on hold in order to review and revise collection focus.

Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 01-23)

S. 43.05(4) & 43.58(6)
FOR THE YEAR 2022

I. GENERAL INFORMATION

1. Name of Library	2. Public Library System

3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date

6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County

10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director

13. Library Website URL	14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets

17. Does your library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53?

20. Square Footage of Public Library	21a. Did your library or a branch move to a new facility during the fiscal year?	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year?	22. UEI Number

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week			
19b. Number of winter weeks			
19c. Summer hours open per week			
19d. Number of summer weeks			
19e. Total weeks per year			
19f. Total hours per year for this location			

PUBLIC SERVICES COVID-19	
Closed Outlets Due to COVID-19	
Public Services During COVID-19	
Electronic Library Cards issued during COVID-19	
Reference Service During COVID-19	
Outside Service During COVID-19	
External Wi-Fi Access Added During COVID-19	
External Wi-Fi Access Increased During COVID-19	
Staff Re-Assigned During COVID-19	

COVID-19 CLOSURES	
Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure

Additional building closure and reopening dates, please describe

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print *Non-periodical printed publications*		
2. Electronic Books *E-books*		
3. Audio Materials		
4. Electronic Audio Materials *Downloadable*		
5. Video Materials		
6. Electronic Video Materials *Downloadable*		
7. Other Materials Owned *Describe*		
8a. Electronic Collections *Locally Owned or Leased*		
8b. Electronic Collections *Purchased by library system or consortia*		
8c. Electronic Collections *Provided through BadgerLink*		
9. Total Electronic Collections *Local, regional, and state*		
10. Subscriptions *Include periodicals and newspapers, exclude those in electronic format*		

III. LIBRARY SERVICES

1. Circulation Transactions
a. Total Circulation | b. Children's Materials | c. Circulation of Other Physical Items (subset of 1a.)

2. Interlibrary Loans
a. Items Loaned *Provided to* | b. Items Received *Received from*

Method for Counting ILL Transactions

(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)	Items Loaned to Other Libraries *Provided to*	Items Borrowed from Other Libraries *Received from*
Integrated Library Systems (ILS)		
WISCAT		
Other (includes OCLC, manual tracking or other methods)		

3. Number of Registered Users
a. Resident | b. Nonresident | c. TOTAL | d. Overdue Fines

4. Reference Transactions
a. Method | b. Annual Count

5. Library Visits
a. Method | b. Annual Count

6. Uses of Public Internet Computers
a. Number of Public Use Computers | b. Number of Public Use Computers with internet access | c. Method | d. Annual Count

7. Uses of Public Wireless Internet
a. Method | b. Annual Count

8. Website Visits

9. Electronic Collection Retrieval
a. Local | b. Other | c. Statewide | d. Total

10. Uses of Electronic Materials by Users of Your Library
a. E-Books | b. E-Audio | c. E-Video | d. Total Uses of Electronic Materials | e. Uses of Children's Electronic Materials

	In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)	

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs						
Total Attendance						

In-Person Programs and Program Attendance Annual Count

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs					
Total Attendance					

	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total	
Number of Programs				
Total Attendance				

11i. Describe the library's in-person programs:

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs						
Total Live Virtual Attendance						
Total views of live programs that were recorded and posted for asynchronous viewing						

12g. Which platforms does the library use to host the library's live, virtual programs:

12h. Describe the library's live, virtual programs:

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c.Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f.Total
Number of Programs						
Total Pre-Recorded Program Views						

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

	First Name	Last Name	Street Address	City	ZIP+4	Email Address
1.	PRESIDENT					
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						

No. of Library Board Members
Include vacancies in this count

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
	Subtotal 1	

2. County

a. Home County Appropriation for Library Services	Subtotal 2a	

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
		Subtotal 2b	

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
		Subtotal 3	

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
Subtotal 4	

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
		Subtotal 5	

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.	
7. All Other Operating Income	
8. Total Operating Income *Add 1 through 7*	
9. What is the current year annual appropriation provided by governing body(ies) for the public library?	
10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)	

VI. LIBRARY OPERATING EXPENDITURES
Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations	2. Employee Benefits Include maintenance, security, plant operations

3. Library Collection Expenditures

a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	Subtotal 3

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.

Provider	Amount	Provider	Amount
		Subtotal 4	

5. Other Operating Expenditures	
6. Total Operating Expenditures *Add 1 through 5*	

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?	

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income
Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal			
b. State			
c. Municipal			
d. County			
e. Other			

2. Debt Retirement	3. Rent Paid to Municiality/County		Total Revenue	Total Expenditure

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year	

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year	

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian							

b. Other Paid Staff *See Instructions*

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents
   See instructions for definition of nonresident

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County			
3. Circulation to Nonresidents Living in Another County in the Library System			
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System			

5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State	

7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices? 1b. Does your library provide external wireless access on the library grounds or from a mobile unit such a bookmobile?	2. Library type of Internet Connection *Mark all that apply* a. State TEACH line b. Other broadband connection Local, cable, telco, community network, etc.	3. Is the library CIPA compliant?

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats. *A check (X) or a mark in the checkbox indicates compliance with the requirement.*

☐ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].

☐ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].

☐ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].

☐ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].

☐ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]

☐ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].

☐ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].

☐ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].

☐ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].

☐ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].

☐ The library annually spends at least $2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
➢		

Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
➢		

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS	
As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.	County

The _____Board of Trustees hereby states that in 2022 the _____

      Name of Public Library   *Name of Public Library System / Service*

☐   did provide effective leadership and adequately met the needs of the library.

☐   did not provide effective leadership and did not adequately meet the needs of the library.

    Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION		

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by *Wis. Stat. s. 43.05(14)*, conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
➤		

COMMENTS

2023 Proposed Close Dates

January 1, 2023	Closed	New Year's Day (Sunday)
April 14, 2023	Closed	Friday (All Day)
April 9, 2023	Closed	Easter (Sunday)
May 27, 2023	Summer Hours Begin	Open 9-1 (Saturday)
May 28, 2023	Closed	Sunday
May 29, 2023	Closed	Memorial Day (Monday)
June 4, 11, 18, 25	Closed	Sundays
July 4 2023	Closed	Independence Day (Tuesday)
July 2, 9, 16, 23, 30	Closed	Sundays
August 6, 13, 20, 27	Closed	Sundays
September 3, 2023	Closed	Sunday
September 4, 2023	Closed	Labor Day (Monday)
September 5, 2023	School Year hours begin	Tuesday
November 23, 2023	Closed	Thanksgiving Day (Thursday)
December 24, 2023	Closed	Christmas Eve (Sunday)
December 25, 2023	Closed	Christmas Day (Monday)
December 31, 2023	Closed	New Year's Eve (Sunday)
January 1, 2024	Closed	New Year's Day (Monday)

*re: If it is determined that service will be provided to the public, employees shall work those days as part of their normal workweek and will be given a floating holiday off in lieu of the Friday before and/or the Monday after a holiday to be scheduled with supervisory approval. Department Directors will inform employees the November prior to the beginning of the following year of any variations of the following schedules. For those employees who are not required to service the public as noted above, when New Years, Independence Day, or Christmas falls on Saturday they shall be observed on the preceding Friday and when they fall on Sunday it they shall be observed on the following Monday.

Appleton Public Library Board
Meeting Dates 2023

Board Meetings are held the Tuesday before the 3rd Wednesday of each month
Meetings will be held in the City Hall Council Chambers and virtually by request in writing/email to the Board President and Library Director 24 hours in advance of the meeting.
Any updates to the location of the meeting(s) will be provided well in advance

Tuesday, **January 17, 2023**
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday, February 28, 2023
City Hall 6th Floor A/B, Virtual by Request
* note this meeting is normally the last Tuesday in February per compliance with DPI Annual Report submission.

Tuesday, **March 14,** 2023
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday, **April 18,** 2023
3:00 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday, **May 16,** 2023
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday**, June 20,** 2023
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday, **July 18,** 2023
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday**, August 15,** 2023
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday, **September 19,** 2023
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday, **October 17,** 2023
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday, **November 14,** 2023
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday, **December 19,** 2023
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

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: February 28, 2023
RE: **February Library Building Project Update**

City staff continue to work with architects Skidmore, Owings and Merrill (SOM) on the library project.

Project Progress

City staff, The Boldt Company and SOM have modified the design to reduce the scope of the project. They presented their updates to the City of Appleton Common Council at the council's January 18 meeting. A PDF of SOM's presentation is also available for viewing.

Major changes include reducing excavation, combining meeting spaces to serve a dual purpose, and shifting the location of meeting spaces. The new design still meets project objectives for accessibility, safety, sustainability, flexibility and connectivity, including:

- Increase in space for service to children and teens
- Additional spaces for collaboration and creation
- Increase in number of study and meetings rooms, with varying sizes and accommodations
- Lower shelving, two public elevators, and easier to navigate restrooms
- Improved sight lines for safety and a better browsing experience
- Geothermal system for heating and cooling, along with rooftop solar panels
- More natural light and overall improved lighting
- A more flexible floor plan allowing for the building to change with community needs
- Improved efficiency in staff spaces and layout

The revised design provides the library with the space to support current and future needs and is responsive to the feedback we heard from the community. In addition, it provides the flexibility to adapt to new and emerging needs for the future with a design that will serve our community for generations to come.

Timeline

The current timeline is below. Please remember the schedule may be impacted by many factors including lead time for products, supply chain, weather, etc.

• Spring 2023 – Project Goes to Bid
• Construction Starts – Upon Approval of Bids and Completion of Contracts
• Opening Day – TBD

Communication

We continue to promote our building project webpage – apl.org/building - as a place for community members to find information related to the project. The webpage includes monthly updates, project FAQs, project spotlights (such as plans and permits, capital campaign etc.), and an area to provide feedback/questions.

Capital Campaign

Friends of Appleton Public Library continue to work with the Capital Campaign Committee to cultivate private philanthropic support for the library building project and keep potential donors informed of the city's approach to deliver a cost-effective plan. Plans for the public phase of the campaign will shift to align with the city's updated timeline, bid process and groundbreaking.

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

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
DECEMBER 2022

I. Circulation	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	26,439	26,896	306,036	310,153	-2%	-1%
Children's Circulation	18,476	16,711	248,908	235,601	11%	6%
Total Circulation	**44,915**	**43,607**	**554,944**	**545,754**	**3%**	**2%**
Adult AV/nonbook (included in above)	8,340	10,588	97,783	109,437	-21%	-11%
Children's AV/non-book (included in above)	2,099	2,538	26,131	28,866	-17%	-9%
E-Book Circulation	7,134	7,416	90,744	89,568	-4%	1%
E-Audiobook Circulation	7,871	6,996	95,842	82,990	13%	15%
E-Video Circulation	395	390	4,802	5,014	1%	-4%
E-Comics Circulation	153	152	2,127	2,115	1%	1%
E-Magazine Circulation	1,099	906	13,280	8,325	21%	60%
E-Music Circulation	184	136	1,712	1,591	35%	8%
Total E-Circulation	**16,836**	**15,996**	**208,507**	**189,603**	**5%**	**10%**
ILL items received (received from)	8,999	2,009	93,376	111,120	348%	-16%
ILL items loaned (provided to)	8,712	9,507	106,855	115,557	-8%	-8%
Total Registered Patrons (quarterly)	72,008	76,383	n/a	n/a	-6%	n/a
Door Count	13,089	15,372	165,318	135,560	-15%	22%
Percentage of Total Circulation on Self Check Machines	61.1%	68.0%	n/a	n/a	-10%	n/a

II. Customer Assistance	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	1,833	2,009	23,616	25,033	-9%	-6%
Reference Transactions - Children's	536	710	9,410	7,848	-25%	20%
Total Reference	**2,369**	**2,719**	**33,026**	**32,881**	**-13%**	**0%**
Volunteer Hours	181	363	2,730	2,778	-50%	-2%

III. Collections & Processing	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	961	1,293	16,376	26,412	-26%	-38%
Volumes Withdrawn	3,796	9,382	80,939	44,108	-60%	84%
Total Titles	189,783	240,558	n/a	n/a	-21%	n/a
Total Volumes	212,211	276,572	n/a	n/a	-23%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
DECEMBER 2022

IV. Programs	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's						
Children's Programs (including group visit)	21	31	455	452	-32%	1%
Children's Program Attendance (including group visit)	516	1,358	14,104	12,638	-62%	12%
Children's Home Visits	1	1	12	19	0%	-37%
Children's Home Visit Participants	3	1	35	48	200%	-27%
Children's Literacy Offerings	0	0	2	0	0%	>100%
Children's Literacy Offering Participants	0	0	0	0	0%	0%
Children's Self Directed Activities	18	10	66	125	80%	-47%
Children's Self Directed Activity Participants	1,880	1,404	13,470	7,869	34%	71%
Young Adult						
Young Adult Programs	5	1	40	37	400%	8%
Young Adult Program Attendance	47	1	749	341	4600%	120%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Self Directed Activities	0	1	4	15	-100%	-73%
Young Adult Self Directed Activity Participants	0	0	926	548	0%	69%
Adult						
Adult Programs	5	10	120	173	-50%	-31%
Adult Program Attendance	307	264	5,220	4,471	16%	17%
Adult One-on-One Instructions	16	11	186	35	45%	431%
Adult One-on-One Instruction Attendance	21	15	297	39	40%	662%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Self Directed Activities	0	1	11	31	-100%	-65%
Adult Self Directed Activity Participants	0	40	860	527	-100%	63%
Total Programs	**31**	**42**	**615**	**662**	**-26%**	**-7%**
Total Program Attendance	**870**	**1,623**	**20,073**	**17,450**	**-46%**	**15%**
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	0	119	465	759	-100%	-39%
Meeting Room Uses - Events (Library Programs)	0	164	318	619	-100%	-49%
Meeting Room Uses	**0**	**283**	**783**	**1,378**	**-100%**	**-43%**

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
DECEMBER 2022

V. Electronic Access Services	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	1,466	1,425	18,838	15,540	3%	21%
Web Page "Hits"	67,381	42,815	503,233	503,645	57%	0%
APL Created Electronic Content	232	484	5,870	7,337	-52%	-20%
Public Computing Sessions	764	1,465	11,392	13,945	-48%	-18%
Total Time Used on Public Computers	672:00:00	1359:00:00	11061:00:00	11838:00:00	-51%	-7%
Data Transferred (GB)	1190	3490	21047	16202	-66%	30%
WIFI Distinct Clients	1626	2719	23150	26391	-40%	-12%

Adult Classes and Events

Books and Brews

With the purpose of connecting patrons to more books and to each other, we created a casual book club - all the inspiration without the assigned homework. This monthly program that started in December pops up at different local establishments that 'brew' to discuss books we have read or are excited to read. Our sites include ACOCA Coffee, McFleshman's Brewery, Lawlss Coffee, and Stone Arch Brewpub. Business owners have been incredibly welcoming, and attendees have been excited to visit new-to-them spaces, meet new people, and be inspired with a great list of books to add to their TBR (to-be-read) pile! Friends' funds support light refreshments from the small business offering space for the program.

Computer Help 1:1 Sessions

Computer Help is an in-person, one-to-one, drop-in and appointment service for up to two hours with library staff or volunteer to assist patrons with general computer and technology use. The goal is to reduce the digital divide and improve digital literacy for individuals with limited access and information on how to use technology. Friends funds the position of the library assistant coordinating this service.

Find Your Ancestors: DNA Workshop

The Find Your Ancestors series wrapped up a great 2022 season with two back-to-back presentations on DNA from Diahan Southard, Founder of Your DNA Guide. Diahan presented: "Five Tips to Make Sense of Your DNA Testing" and "Find Missing Ancestors Using DNA Testing: An Introduction for Genealogists." During the sessions, she walked attendees through how to get the most out of your autosomal DNA testing, reviewing testing options, tools to understand your DNA results and matches, and how to use your DNA results and genealogy research to locate unknown ancestors. One attendee said this was "The best presentation on this topic I've heard. Lightbulbs finally went off!" Friends provided financial support for this series and an honorarium for this speaker.

Find Your Ancestors: Identifying and Interpreting Historic Photos

In October, the Find Your Ancestors series hosted Tina Beaird, owner of Tamarack Genealogy and Genealogy/Local History Librarian at Plainfield Area Public Library in Plainfield, Illinois, to discuss identifying and interpreting historic photos. Tina talked the nearly 200 attendees through how to spot the details in historic photos and use these details to learn more about the photographs. She also discussed photo themes, trends, props, backgrounds, and eras, and how to use this information to identify and date photos or to learn more about photos that may feature our ancestors. One attendee said the program was, "Very informative. I didn't really think to look at old photographs with such a detective eye." Friends provided financial support for this series and an honorarium for this speaker.

4th QUARTER 2022

Find Your Ancestors: Researching Native American Ancestors
In celebration of Native American Heritage Month, the Find Your Ancestors presentation for November was "Sources and Methods for Researching Native American Ancestors" presented by Paula Stuart-Warren, internationally recognized genealogical educator, researcher and consultant. Paula covered a wide range of resources in her two-hour presentation, ranging from the obvious census records to the hard-to-find private sources and manuscripts that may be in archives or libraries. In addition to sharing the resources, she also shared the historical context around the records, such as Indian school records, so researchers could look at them with an understanding of the time period in which they were created. One attendee said the presentation was "very thorough and filled with excellent sources and research tips." Friends provided financial support for this series and an honorarium for this speaker.

Native American Heritage Month: No More Stolen Children
In recognition of Native American Heritage Month, Heather Bruegl, a decolonial art and education expert, presented "No More Stolen Children: A history of the Indian Child Welfare Act (ICWA) and the fight to save it," an overview of how the ICWA came into existence and the potential impact of the current Supreme Court case on tribal sovereignty. We worked in partnership with the University of Wisconsin Oshkosh (UWO)-Fox Valley Student Center and Diversity Office to host the speaker virtually for an in-person group of attendees at the UWO-Fox Valley campus. We heard from the University staff and students how meaningful the program was and how much they appreciated the partnership and programming. Attendees stated they knew little about this topic and appreciated the information. Friends' funds provided the honorarium for this presenter.

Tales and Travels
Tales and Travels participants "traveled the world" in the bi-weekly series in partnership with Fox Valley Memory Project, wrapping up the 2022 sessions in November. This quarter, we explored history, food, art, and cultures of Italy and Poland, as well as explored stories of "home". The second session of each month is hosted by APL's former Artist-in-Residence, Elyse Krista-Miche, who leads the group in an art project specific to the destination. Fox Valley Memory Project is sponsoring this program in 2023 in response to numerous participant requests. Friends' funds were used for program supplies and the artist honorarium for this program.

Teen Classes and Events

Teen Ambassador Program (TAP)
Teen Services continues the exciting monthly Teen Ambassador Program (TAP) for teens (ages 13-17) interested in making a positive difference at APL and in the community. Meetings included discussions and guest speakers sharing opportunities for teen engagement, volunteerism, and employment, prompting TAP members to speak at a City Council meeting, join a teen-led housing coalition, and secure library employment. TAP members' contributions were recognized in a team building holiday

celebration. Friends' funds supported program supplies, thank you gifts for participants, and refreshments.

Teen Crafting Corner

Teens participated in APL's drop-in craft program series at the Kensington location. In one session they learned the history and art of pointillism art and practiced their skills with acrylic paints, cotton swabs and paper. In other sessions, they created bracelets and festive fairy light jars. Each teen created unique and fun designs and were eager to take their projects home and share with family! Friends' funds supported the program supplies.

Children's Classes and Events

Family Classes and Events

October – December Memorial Park StoryWalk

In partnership with Appleton Parks & Rec, Children's Services utilized Friends' funds to purchase two copies of the following books:

We're Going on a Pumpkin Hunt by Goldie Hawk
Bear Says Thanks by Karma Wilson
Snow Globe Wishes by Erin Dealey

These books were unassembled and then reassembled as StoryWalk pages for the months of October - December. Appleton Parks & Rec built and installed permanent sign holders along a trail at Memorial Park for the StoryWalk pages to be displayed. Families who walk the trail can read the story as they go. These titles are up for one month each. In addition to the story itself, each page has fun activities to engage families as they read and walk. Friends' funds provided the books for the Storywalks.

B.E.A.R. Reading Program

This November we held our annual B.E.A.R. Bingo reading program. 612 children signed up and participated. After completing 5 reading challenges in a row on their bingo sheet, kids were able to spin the wheel for a prize. The Friends of the Appleton Public Library funded the prizes, including pull-back cars, make-a-face stickers, pencils, and other fun prizes. Friends also funded the prize wheel. This wheel has multiple settings so it can and may be used for other programs and outreaches. Upon completion, kids were entered into a grand prize drawing for one of two giant bears. The giant bears were also funded by Friends.

Patron experience: One 9 yr.-old boy told us that he just hasn't been very interested in reading much this year until he signed up for B.E.A.R. Bingo. He loved that the squares gave him ideas of what to read.

4ᵗʰ QUARTER 2022

Programs for All Ages

Ongoing Classes, Events and Services

500 Books Before Middle School
This year-round reading program encourages students from grades K-6ᵗʰ grade to continue the habit of reading. Replacement prizes, funded by Friends, were purchased in October.

Animoto – Video Making Subscription
Children's used Friends' funds to extend APL's annual Animoto subscription until July 2023. Animoto is a video making website. Children's use it for video promotion and programming. All library departments have access to the service and are encouraged to use it as needed.

FlipSide
APL's FlipSide is an online library of local original music which highlights Fox Cities artists to help our community discover & celebrate local music. APL staff worked with its team of community curators to select seven new albums to add to the collection. Friends' funds support the honoraria for artists and thank you gifts for the curators

Fox Cities Book Festival
The Fox Cities Book Festival (FCBF) coordinated a mix of in-person, virtual, and hybrid programs this year. An APL staff member serves on the FCBF Author Committee and supported fifteen author programs that engaged 429 participants in discussion, learning, and engagement centered on books, writing, and storytelling.

Special Projects

Bluetooth Speaker
Friends' funds were used to purchase a Bluetooth speaker for Children's programming at Kensington. It is used multiple times a week in story times and is perfect for this time when we do not have a dedicated program room with audio equipment.

Book Club in a Bag Totes
Friends' funds paid for Book Club in a Bag Totes. Book Club in a Bag offers community members the opportunity to request a specific title and number of copies needed. Staff checkout materials and gather them in a handy tote for patrons to pick up.

Building Project Communications
Friends' funds paid for outside printing of various building project communications.

FRIENDS GRANTS PROGRAM SUMMARIES

Chime Bars
One additional set of chime bars was purchased in December to allow for greater participation in the Bouncing Beats Program. The Chime Bars are also used as part of a rotation in the Monday evening Musical Playground series, and they will continue to be used in upcoming programs. Friends' Funds purchased this set of chime bars.

Community Partnerships – Library Assistant Position:
This Friends funded, part time non-benefitted position has increased capacity for community engagement and outreach related to individual and community well-being. The staff member has increased capacity related to computer help service relationships with volunteers, community partners, community initiatives, agency overview learning sessions for library staff, community partner outreach at the library, library programs, and outreach to promote well-being resources.

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

Preschool STEAM Table and Toys
Due to the popularity of our Tween STEAM table, we decided to purchase a miniature STEAM table geared toward 0–5-year-olds. The table is low enough for little kids to comfortably reach while standing and has a raised edge to prevent manipulatives from rolling off. Along with the table we purchased activities to rotate each month including Tegu magnetic cars/trains, puzzles, rainbow stacking pebbles, and foam cinder blocks (for the main play area). The mini–STEAM table has already become a main attraction of the Children's department in the few weeks since it has been added. The preschool STEAM table and toys were generously purchased using Friends' Funds

Loomly
Friends' funds pay for our social media content scheduler. We use this service to proof and strategically schedule content for all of our social media outlets.

Tween STEAM Table Equipment
In 2019, Friends purchased a STEAM Table and accessories for our Tween area. With projects that change monthly, it has become a well-loved, hangout area that encourages engagement, collaboration, flexibility, and creativity. This year, Friends graciously funded new and updated accessories for our table. The additions included a wooden gameboard, microscopes, Clixo magnetic construction, TOMYOU building balls, jackets for our Bee Bot coding robots, writing tablets, and more. Great tools to keep kids engaged in learning! Thank you so much!

Rugs & Campfire Set
Two new decorative rugs were added to the Children's Department. One rug has a picture of a large pond with lily pads and steppingstones on it and the other rug has a campfire with log benches on it. A fabric campfire set was also added to the Children's Department complete with sticks to roast fabric marshmallows and make s'mores with

fabric graham crackers and chocolate. Less than a minute after the play campfire was put out on the new rug, two little girls ran over to play. Thank you to Friends for providing the funding for the new rugs and campfire set.

LIBRARY LEGISLATIVE DAY 2023

Tuesday, February 7, 2023

Madison Public Library - Central
201 W Mifflin St, Madison, WI 53703

Planning for the 2023 Library Legislative Day is underway. We are thrilled to again return to the State Capitol for this important & energizing event!

The day will start out with a morning session and continental breakfast at the Madison Public Library followed by appointments with state legislators in the State Capitol building.

Library Legislative Day Instructions & Capitol Maps

Agenda

8:00 a.m.	Registration, networking (please be seated by 8:45 a.m.)
9:00 - 10:30 a.m	Briefing program
11:00 a.m. - 3:30 p.m.	Visits with legislators, lunch on your own.

State library aid items in the biennial state budget benefit all Wisconsin libraries. Our collections are interconnected. We share the same communities and constituents with our legislators. 2023 is a budget producing year and we need your help!

Significant funding gains for library services in the current state budget have enabled Wisconsin public librarians to support readers and leaders from toddlers to senior citizens. K-12 and academic librarians have assisted student needs from pre-K to university level, while our colleagues in specialty libraries supplied information to professionals in a wide variety of settings.

What we all have in common are success stories that need to be shared with our legislators! Please gather your stories of how the crucial state investment in library and information services makes a daily difference in the lives of the Wisconsin residents – and bring them to Madison on February 7 for Library Legislative Day!

The Benefits of
Wisconsin Public Libraries

Communities Need

- Reliable, affordable resources ·
- Access to information
- Learning opportunities
- Gathering spaces

Libraries Offer

- Cost-effective sources for books, digital resources, and technology access
- Free and reliable access to the Internet and published materials
- Resources, programs, and expertise to increase individual, business, and community knowledge
- Places for gathering to learn and connect

The Benefit of Wisconsin Public Libraries

Literacy

- Offering early literacy programs such as 1000 Books Before Kindergarten to help ensure children are ready for school
- Participating in partnerships with schools to help improve student literacy through summer reading programs, teaching research skills, and helping develop information and financial literacy
- Providing important resources for homeschool families

Workforce Development

- Partnering with the state's Workforce Development Centers to extend resources and services to job seekers in communities throughout Wisconsin
- Offering online classes and other learning opportunities designed to increase skills of people seeking employment opportunities or other career advancements
- Providing meeting spaces to conduct interviews both in-person and via technology

Information Technology

- Providing technology training to residents who need assistance
- Offering reliable, hi-speed internet access and wi-fi hotspots to ensure residents have reliable broadband access
- Offering spaces for innovation centers and creative learning labs designed to maximize in-person learning opportunities using technology not readily accessible to individual residents
- For most Wisconsin communities, the public library is the primary place for public access to hi-speed Internet.

Wisconsin Libraries
By the Numbers

Wisconsin Residents Use Libraries

- **41 million** — physical items checked out
- **1.2 million** — uses of public internet computers
- **12.3 million** — wireless internet uses
- **7.6 million** — BadgerLink successful search retrievals
- **1 million** — attendees at public library events
- **7.4 million** — eBooks, e-audiobooks, and videos downloaded

2021 Preliminary Data. Source: Wisconsin Department of Public Instruction

Public Library Systems

· Serve 381 libraries
· Offer technology infrastructure and training
· Coordinate delivery of books statewide
· Provide online catalogs and digital resources
· Optimize local library budgets
· Provide continuing education opportunities
· Offer consulting and leadership

Wisconsin College & University Libraries

· Serve nearly 690,000 students and their local communities
· Support traditional, online, and University of Wisconsin Flexible Option
· Provide research support for nearly $1.4 billion in federal grant research

Source: National Student Research Clearinghouse Research Center, University of Wisconsin System, Wisconsin Technical College System 2021-2022 Fact Book Student Data, and the National Center for Science and Engineering Statistics.
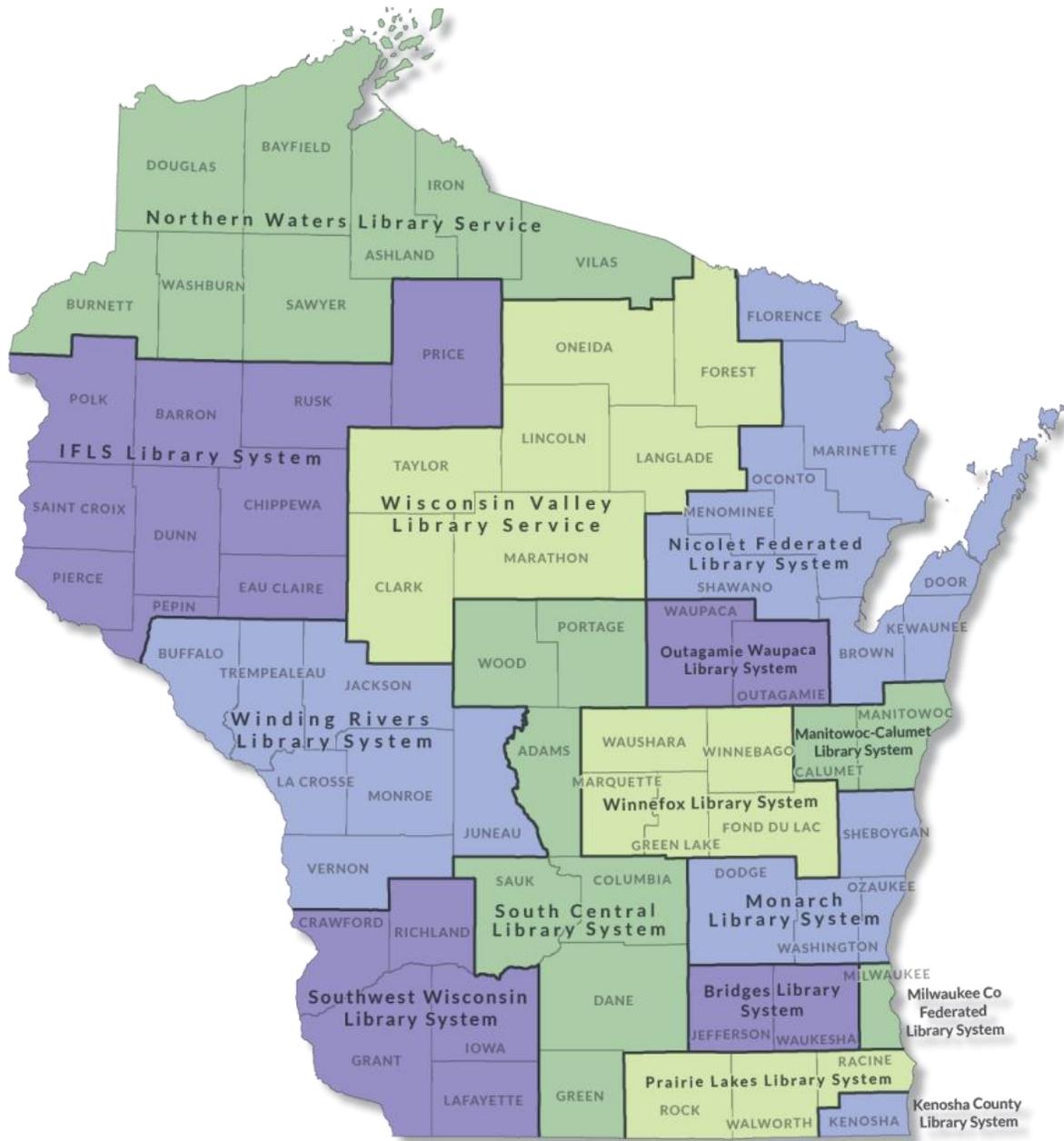
School Media & Technology Centers

· Serve over 829,000 students
· Support technology instruction and classroom teachers
· Primary funding source is Common School Fund

2021-2022 September enrollment. Source: Wisconsin Department of Public Instruction.

Special Libraries

· Serve medical, industry, research and government institutions
· Support business development in biotechnology, engineering, computer science, agriculture, biofuels, and more
· Provide access to cutting-edge research, consulting services, and space to experiment and innovate

Wisconsin Public Library Systems

BAYFIELD

DOUGLAS

IRON

Northern Waters Library Service

ASHLAND

VILAS

WASHBURN

BURNETT

SAWYER

FLORENCE

PRICE

ONEIDA

FOREST

POLK

BARRON

RUSK

MARINETTE

LINCOLN

LANGLADE

IFLS Library System

TAYLOR

OCONTO

SAINT CROIX

CHIPPEWA

Wisconsin Valley
Library Service

MENOMINEE

DUNN

MARATHON

Nicolet Federated
Library System

PIERCE

EAU CLAIRE

CLARK

SHAWANO

DOOR

PEPIN

KEWAUNEE

BUFFALO

PORTAGE

WAUPACA

BROWN

TREMPEALEAU

WOOD

Outagamie Waupaca
Library System

JACKSON

OUTAGAMIE

MANITOWOC

Winding Rivers
Library System

ADAMS

WAUSHARA

WINNEBAGO

Manitowoc-Calumet
Library System

LA CROSSE

MARQUETTE

CALUMET

MONROE

Winnefox Library System

JUNEAU

FOND DU LAC

SHEBOYGAN

GREEN LAKE

VERNON

DODGE

SAUK

COLUMBIA

OZAUKEE

CRAWFORD

RICHLAND

South Central
Library System

Monarch
Library System

WASHINGTON

MILWAUKEE

Southwest Wisconsin
Library System

DANE

Bridges Library
System

Milwaukee Co
Federated
Library System

GRANT

IOWA

JEFFERSON

WAUKESHA

RACINE

LAFAYETTE

GREEN

Prairie Lakes Library System

ROCK

Kenosha County
Library System

WALWORTH

KENOSHA

Contact information for each library system on reverse side

System Name and Address	Director Contact Information
Bridges Library System 741 N. Grand Avenue, Suite 210 Waukesha, WI 53186-4841	Karol Kennedy, Director (262) 896-8081 kkennedy@bridgeslibrarysystem.org
IFLS Library System 1538 Truax Boulevard Eau Claire, WI 54703-1569	John Thompson, Director (715) 839-5082 thompson@ifls.lib.wi.us
Kenosha County Library System 812 56th Street Kenosha, WI 53140-3735	Barbara Brattin, Director (262) 564-6324 bbrattin@mykpl.info
Manitowoc-Calumet Library System 707 Quay Street Manitowoc, WI 54220-4539	Rebecca Scherer, Director (920) 686-3051 rscherer@mcls.lib.wi.us
Milwaukee County Federated Library System 709 N. 8th Street Milwaukee, WI 53233-2414	Steve Heser, Director (414) 286-8149 steve.heser@mcfls.org
Monarch Library System 4632 S. Taylor Drive Sheboygan, WI 53081	Riti Grover, Director (920) 208-4900, ext. 312 rgrover@monarchlibraries.org
Nicolet Federated Library System 1595 Allouez Avenue, Suite 4 Green Bay, WI 54311-6267	Tracy Vreeke, Director (920) 448-4414 tvreeke@nflsoffice.org
Northern Waters Library Service Ashland Industrial Park 3200 Lakeshore Drive East Ashland, WI 54806-2510	Sherry Machones, Director (715)-682-2365 smachones@northernwaters.org
Outagamie Waupaca Library System 3373 West Brewster Street Appleton, WI 54914	Bradley Shipps, Director (920) 832-6190 bshipps@owlsweb.org
Prairie Lakes Library System 29134 Evergreen Drive #600 Waterford, WI 53185	Stephen Ohs, Director (262) 514-4500, ext. 68 sohs@prairielakes.info
South Central Library System 4610 S. Biltmore Lane, Suite 101 Madison, WI 53718-2153	Martha Van Pelt, Director (608) 246-7975 mvanpelt@scls.info
Southwest Wisconsin Library System 1300 Industrial Drive, Suite 2 Fennimore, WI 53809-9579	David Kranz, Director (608) 822-3393 dkranz@swls.org
Winding Rivers Library System 980 W. Highway 16, Suite 1 West Salem, WI 54669	Kristen Anderson, Director (608) 789-7151, ext. 101 kristen@wrlsweb.org
Winnefox Library System 106 Washington Avenue Oshkosh, WI 54901-4985	Jeff Gilderson-Duwe, Director (920) 236-5220 gilderson-duwe@winnefox.org
Wisconsin Valley Library Service 300 N. First Street Wausau, WI 54403-5405	Marla Sepnafski, Director (715) 261-7250 msepnafski@wvls.org

THE LIFE CYCLE
of a Library Book

Library Staff

Board-Approved Collection Development Policy

Staff Selects
Professional Journals (e.g. Publishers Weekly, Library Journal, BookList), Magazines, Newspapers, Staff Expertise

Purchased
Baker & Taylor, Ingram, Local Bookstores, Amazon, Direct from Publisher

Processed
Stamped, Labeled, and Covered

Cataloged
Added to online catalog

Shelved
Children's, Young Adult, or Adult

Copies Added
Community demand triggers the purchase of more copies

Systems' ILS Deliveries

Checked In

Reshelved

Weeded
Deselected or damaged material given to Friends for booksale or recycling

Staff Selects New Books

Library Patron

Community Member/Taxpayer

90% of library budgets come from municipal governments (city, village, town, county, tribal, etc.)

Patron Request
Word of mouth, media mentions, newspapers, magazines, BookTok, etc.

Read in Library

Hold Placed

Interlibrary Loan (ILL) Requested

Checked Out

Returned

Material Challenged
(See other side)

WISCONSIN LIBRARY ASSOCIATION

wisconsinlibraries.org
wla@wisconsinlibraries.org

When there is a
BOOK CHALLENGE

Challenges to Library Materials

Libraries have policies and procedures in place to respectfully address a community member's concerns. It begins long before an item is placed in the collection.

How are MATERIALS ADDED to a library's collection?

- A locally appointed Library Board of Trustees develops a Collection Development Policy to guide its library's selection of materials.

- Local library staff use their training and expertise, professional book reviews, and patron requests to purchase materials that fit the Library Board's Collection Development Policy and reflect the needs and interests of the local community.

- Librarians locate materials in the library based on their professional expertise, knowledge of the community, and the Collection Development Policy.

What process does a library use to deal with a MATERIALS CHALLENGE?

The library's board-approved Collection Development Policy details a process for responding to materials challenges:

- When a patron notifies the library of an item they believe should be removed or relocated, staff provide the patron with a materials-reconsideration form that allows the patron to express their concerns.

- Staff review the submission; read, listen, or watch the item in its entirety; and determine whether the item complies with the Collection Development Policy.

- The Library Director notifies the patron in writing of its decision. The patron has the opportunity to appeal the decision to the Library Board.

- If the patron appeals the decision, the Library Board conducts its own review in relation to the Collection Development Policy. The Library Board notifies the patron of its decision in writing.

Always feel free to talk to your local library director with questions or concerns.

WLA
WISCONSIN LIBRARY ASSOCIATION

wisconsinlibraries.org
wla@wisconsinlibraries.org

O·W·L·S
Local Libraries · Better Together

infosoup

State aid to public library systems like OWLS benefits your constituents in a variety of ways:

Our online catalog provides access to 30 libraries and more than 750,000 titles that patrons can request online and receive within days via our 5-day-a-week delivery service.

Technology infrastructure and support make Internet access, public WiFi and public computers available to patrons.

Shared subscriptions to online resources that patrons love like OverDrive for e-books and e-audiobooks, Ancestry for genealogy research, and TumbleBooks for digital picture books.

"I love my library. I spent a few winters in the south in a town with a population of 10,000. There was no connection with any other libraries. I was always grateful to have my library back when I got here in the spring. Love InfoSoup."
- Alberta, Oconto Falls, August 2022

Did you know? Many patrons rely on the library to print documents using public computers or via our wireless printing service.

"Infosoup is user friendly and very easy to navigate. I'm grateful for the opportunity to look for books, reserve them online and receive notification from the library when they arrive and also when they are due. I'm very thankful for the wide variety of opportunities using this site. Well done!!!"
- Rosemary, Kaukauna Public Library, April 2022

In 2023, we will be launching a Catalog App that each library can customize for their community.

"Love the ability to use this site to renew, can't get to town today. Thank YOU!" **- Jeanene, Waupaca Area Public Library, October 2022**

Outagamie Waupaca Library System | 3373 West Brewster Street | Appleton, WI 54914
920.832.6190 | www.owlsweb.org

Cyber security training for library staff who can share their new expertise with patrons, making everyone safer from scammers and hackers.

A resident of the Veteran's Home in King stopped by the Waupaca Library. He needed to complete an annual filing for benefits available to him through the Menominee tribe, but he had lost his passwords for the login on the Menominee web site and for his email address. Library staff helped him restore his email access, and with some help from Menominee tech support, helped him access and complete the enrollment. Library staff are there to untangle tech challenges for those struggling with the Digital Divide.

Support for inclusive services and youth services, so libraries can meet the needs of more community members.

Programming grants support summer reading events at member libraries.

Marketing, graphic design, and printing services so that more patrons discover library services and programs.

Following our Library Card Sign Up Month sticker campaign, total new patron registrations at OWLS libraries in September 2022 were 47% higher than September 2021.

Training and professional development opportunities so that every community has highly qualified library staff.

In 2022, we awarded 9 continuing education scholarships to staff representing 7 libraries.