



City of Appleton

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

Meeting Agenda - Final Library Board

Tuesday, March 14, 2023

4:30 PM

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

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[23-0243](#) February 28, 2023 Meeting Minutes

Attachments: [2-28-2023 Library Board Meeting Minutes.pdf](#)

4. Public Participation and Communications

Establish Order of the day

5. Action Items

- [23-0244](#) Bill Register - February 2023

Attachments: [February 2023 Bill Register.pdf](#)
[APL Financial Cash Flow YTD-February-2023.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](#)

[23-0245](#) APL 2022 Annual Report

Attachments: [AnnualReport.pdf](#)

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](#)

[23-0246](#) Trustee Development: Part 2 of Inclusive, Enriched Experiences

Attachments: [March ARTR Board Presentation 2023.pdf](#)

[AppletonReadyToRead_Update.pdf](#)

C. Staff Updates

[23-0193](#) Children's Program Updates

[23-0194](#) Community Partnerships Updates

[23-0248](#) Fox Cities Reads

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.

We are currently experiencing intermittent issues/outages with our audio/video equipment. Meeting live streams and recordings are operational but unreliable at times. This is due to delays in receiving necessary system hardware components. We continue to look for solutions in the interim and we hope to have these issues resolved soon.



City of Appleton

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

Meeting Minutes Library Board

Tuesday, February 28, 2023

4:30 PM

City Hall Council Chambers 6 A/B

1. Call meeting to order

Vice President Margret Mann called the meeting to order at 4:41pm

Vice President Margret Mann called for a motion for the meeting to go into recess until 7:00pm due to location posting issues.

Exarhos moved, seconded by Kellner that the meeting be recessed until 7:00pm. Voice Vote. Motion Carried. (10-0)

Roll Call was taken.

The meeting went into recess at 4:42pm

2. Roll call of membership

Brozek and Nett left the meeting at 4:42pm

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

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

Excused: 1 - Sivasamy

2. Roll call of membership

Meeting Reconvened at 7:00pm

Present: 8 - Looker, Kellner, Exarhos, Scheuerman, Mann, Van Zeeland, Keller and Bunnow

Excused: 3 - Nett, Sivasamy and Brozek

3. Approval of minutes from previous meeting

[23-0178](#)

January 17, 2023 Meeting Minutes

Attachments: [1-17-2023 Library Board Meeting Minutes.pdf](#)

Keller moved, seconded by Looker, that the January 17, 2023 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

4. Public Participation and Communications

Establish Order of the Day

5. Action Items

Vice President Mann called for a motion to place Action Items 23-0179, 23-0180, 23-0181, 23-0182, 23-0195, 23-0183, 232-0184, 23-0185, 23-0186 and 23-0187 on a Consent Agenda.

Looker moved, seconded by Keller that Action Items 23-0179, 23-0180, 23-0181, 23-0182, 23-0195, 23-0183, 232-0184, 23-0185, 23-0186 and 23-0187 be placed on a Consent Agenda. Voice Vote. Motion Carried. (8-0)

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

[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](#)

This Report Action Item was approved

[23-0180](#)

February 2023 Budget Amendment

- Attachments:** [Feb 23 Budget Amendment Requests.pdf](#)

This Report Action Item was approved

[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](#)

This Report Action Item was approved

[23-0182](#)

Report of the Personnel & Policy Committee

Attachments: [2-15-2023 Personnel & Policy Committee Meeting Minutes.pdf](#)
[Bylaws.pdf](#)
[Roles Responsibilities.pdf](#)

This Report Action Item was approved

[23-0195](#)

Establish Library Director's 2023 Performance Goals

This Report Action Item was approved

[23-0183](#)

2023 Library Materials Budget

Attachments: [BudgetAllocationsProposal_2023_BoardView.pdf](#)

This Report Action Item was approved

[23-0184](#)

Annual Report 2022

Attachments: [2022 Annual Report Unsigned.pdf](#)

This Report Action Item was approved

[23-0185](#)

APL Statement on OWLS System Effectiveness for 2022

This Report Action Item was approved

[23-0186](#)

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

Attachments: [Updated Proposed Closures 2023.pdf](#)

This Report Action Item was approved

[23-0187](#)

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

Attachments: [APL Board Meeting Schedule 2023 Revised.pdf](#)

This Report Action Item was approved

6. Information Items

The Board did not review or discuss any Information items on the balance of the Agenda.

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

7. Adjournment

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

The meeting was adjourned at 7:06pm

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/2 TO 2023/2		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16010									Library Administration
16010	630100								Office Supplies
	001583	UNITED STATES	POSTAL 95862	0	2023	2 INV P	6.00	pcard	Postage P&P Committ
	002034	OFFICE DEPOT	96087	0	2023	2 INV P	36.69	pcard	6 Cases of Copy Pap
							ACCOUNT TOTAL	42.69	
16010	630300								Memberships & Licenses
	999990	AMERLIBASSOC	ECOMMER 96010	0	2023	2 INV P	155.00	pcard	ALA annual membersh
							ACCOUNT TOTAL	155.00	
16010	630700								Food & Provisions
	999990	SQ *LAWLSS	COFFEE AP 96028	0	2023	2 INV P	20.70	pcard	Books and Brews - c
							ACCOUNT TOTAL	20.70	
16010	641200								Advertising
	002857	CREATIVE SIGN	COMPAN 95924	0	2023	2 INV P	1,800.00	022223	557741 Kensington Signage
	999990	AMZN MKTP	US*BC0212H 95847	0	2023	2 INV P	67.38	pcard	Sign Holders
							ACCOUNT TOTAL	1,867.38	
16010	659900								Other Contracts/Obligation
	002229	STAR PROTECTION	AND 95494	0	2023	2 INV P	5,768.91	021523	557695 Security Guard - AP
							ACCOUNT TOTAL	5,768.91	
							ORG 16010 TOTAL	7,854.68	
16021									Library Children's Services
16021	630100								Office Supplies
	001983	AMAZON	96027	0	2023	2 INV P	14.50	pcard	March Book Madness
	001983	AMAZON	96079	0	2023	2 INV P	9.99	pcard	March Book Madness
	001983	AMAZON	96080	0	2023	2 INV P	14.06	pcard	STREAM Team Program
	001983	AMAZON	96081	0	2023	2 INV P	23.98	pcard	STREAM Team Program
	001983	AMAZON	96082	0	2023	2 INV P	13.29	pcard	STREAM Team Program
	001983	AMAZON	96083	0	2023	2 INV P	5.57	pcard	STREAM Team Program
	001983	AMAZON	96090	0	2023	2 INV P	107.01	pcard	School Age STEAM
	001983	AMAZON	96091	0	2023	2 INV P	16.50	pcard	School Age STEAM
							204.90		
	002034	OFFICE DEPOT	96087	0	2023	2 INV P	73.38	pcard	6 Cases of Copy Pap
	999990	FUN EXPRESS	96026	0	2023	2 INV P	97.90	pcard	March Book Madness
							ACCOUNT TOTAL	376.18	
16021	659900								Other Contracts/Obligation

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/2 TO 2023/2		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
999990	PAYPAL	*KIWANISINTE	95836	0	2023	2	INV P	150.00	pcard	Kids Expo	
ACCOUNT TOTAL								150.00			
ORG 16021				TOTAL				526.18			
16023	Library Public Services										
16023	630100	Office Supplies									
001034	OUTAGAMIE	WAUPACA	LI	95971	0	2023	2	INV P	455.50	030123 557900	Envelopes, Bar Code
002034	OFFICE DEPOT			96087	0	2023	2	INV P	73.38	pcard	6 Cases of Copy Pap
ACCOUNT TOTAL								528.88			
16023	659900	Other Contracts/Obligation									
999990	OCLC, INC			96073	0	2023	2	INV P	7,624.00	pcard	Capira
ACCOUNT TOTAL								7,624.00			
ORG 16023				TOTAL				8,152.88			
16024	Library Community Partnerships										
16024	630100	Office Supplies									
001983	AMAZON			96114	0	2023	2	INV P	9.99	pcard	Teen Tuesday March
001983	AMAZON			96115	0	2023	2	INV P	45.12	pcard	Teen Tuesday March
								55.11			
002034	OFFICE DEPOT			96087	0	2023	2	INV P	73.38	pcard	6 Cases of Copy Pap
ACCOUNT TOTAL								128.49			
16024	659900	Other Contracts/Obligation									
002599	JUDY RUSSELL			95538	0	2023	2	INV P	275.00	022223	557759 Find Your Ancestor
003071	GGOOLLDD	LLC		96140	0	2023	2	INV P	200.00	030123	557866 FlipSide Artist Hon
ACCOUNT TOTAL								475.00			
ORG 16024				TOTAL				603.49			
16031	Library Building Operations										
16031	630600	Building Maint./Janitorial									
001333	TARTAN	SUPPLY CO., I		95750	0	2023	2	INV P	438.83	pcard	Toilet Tissue, Towe
001333	TARTAN	SUPPLY CO., I		96074	0	2023	2	INV P	257.14	pcard	Toilet Tissue, Tras
								695.97			
002818	ARAMARK			95751	0	2023	2	INV P	18.54	pcard	Mats, Mop
002818	ARAMARK			95853	0	2023	2	INV P	21.41	pcard	Mats, Mops
002818	ARAMARK			96075	0	2023	2	INV P	21.41	pcard	Mats, Mops

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/2 TO 2023/2											
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION			
								61.36			
								ACCOUNT TOTAL	757.33		
16031 640700											
001593 PFEFFERLE COMPANIES	95582	0	2023 2	INV	P			112.00	021523	557690	February 2023 - Tra
								ACCOUNT TOTAL	112.00		
16031 641301											
001575 WE ENERGIES	553	0	2023 2	INV	P			4,484.79	020123	557541	00262
001593 PFEFFERLE COMPANIES	95890	0	2023 2	INV	P			3,262.19	022223	557780	Jan/Feb - Gas & Ele
								ACCOUNT TOTAL	7,746.98		
16031 641302											
001575 WE ENERGIES	553	0	2023 2	INV	P			4,550.29	020123	557541	00162
001593 PFEFFERLE COMPANIES	95890	0	2023 2	INV	P			2,718.23	022223	557780	Jan/Feb - Gas & Ele
								ACCOUNT TOTAL	7,268.52		
16031 650200											
001593 PFEFFERLE COMPANIES	94714	0	2023 2	INV	P			12,500.00	020823	557619	February 2023 Lease
								ACCOUNT TOTAL	12,500.00		
			ORG 16031	TOTAL				28,384.83			
16032											
16032 503500											
000930 MUEHL PUBLIC LIBRARY	95533	0	2023 2	INV	P			6.99	022223	557775	Patron Material Rei
								ACCOUNT TOTAL	6.99		
16032 630100											
001034 OUTAGAMIE WAUPACA LI	94715	0	2023 2	INV	P			150.00	020823	557616	WPLC Buying Share,
001034 OUTAGAMIE WAUPACA LI	95971	0	2023 2	INV	P			641.99	030123	557900	Envelopes, Bar Code
								791.99			
002034 OFFICE DEPOT	96087	0	2023 2	INV	P			36.69	pcard		6 Cases of Copy Pap
								ACCOUNT TOTAL	828.68		
16032 631500											
000550 GALE / CENGAGE LEARN	96099	0	2023 2	INV	P			15,117.27	pcard		80555970
000870 MERGENT, INC.	95786	0	2023 2	INV	P			227.00	pcard		1673022379

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/2 TO 2023/2		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
000889	MIDWEST TAPE	95775	0	2023	2	INV	P	631.58	pcard	503288131
000889	MIDWEST TAPE	96094	0	2023	2	INV	P	1,244.25	pcard	503320296, 50335182
								1,875.83		
001034	OUTAGAMIE WAUPACA LI	94715	0	2023	2	INV	P	27,023.99	020823	557616 WPLC Buying Share,
001624	WISCONSIN INTERSCHOL	95674	0	2023	2	INV	P	18.00	022223	557823 20230217WIAA
001983	AMAZON	95787	0	2023	2	INV	P	15.95	pcard	113-2334770-2974627
001983	AMAZON	95788	0	2023	2	INV	P	12.95	pcard	113-0260417-9247459
001983	AMAZON	95789	0	2023	2	INV	P	69.88	pcard	113-2368065-3264220
001983	AMAZON	95790	0	2023	2	INV	P	23.11	pcard	113-1104690-4509819
001983	AMAZON	95791	0	2023	2	INV	P	19.99	pcard	112-9159421-8373839
001983	AMAZON	95792	0	2023	2	INV	P	107.62	pcard	113-2507371-8546630
001983	AMAZON	95793	0	2023	2	INV	P	18.95	pcard	113-6617194-8117016
001983	AMAZON	96043	0	2023	2	INV	P	13.70	pcard	113-6053934-4002669
001983	AMAZON	96095	0	2023	2	INV	P	40.97	pcard	114-5761209-8051451
001983	AMAZON	96096	0	2023	2	INV	P	17.99	pcard	113-7405708-7121818
001983	AMAZON	96097	0	2023	2	INV	P	44.95	pcard	113-2819420-6714636
001983	AMAZON	96098	0	2023	2	INV	P	19.99	pcard	113-1888296-6269853
								406.05		
002396	INGRAM LIBRARY SERV	95776	0	2023	2	INV	P	311.73	pcard	74150501
002396	INGRAM LIBRARY SERV	95777	0	2023	2	INV	P	558.52	pcard	74215251
002396	INGRAM LIBRARY SERV	95778	0	2023	2	INV	P	343.65	pcard	74201632
002396	INGRAM LIBRARY SERV	95779	0	2023	2	INV	P	877.86	pcard	74192831
002396	INGRAM LIBRARY SERV	95780	0	2023	2	INV	P	464.19	pcard	74173317
002396	INGRAM LIBRARY SERV	95781	0	2023	2	INV	P	461.42	pcard	74105242
002396	INGRAM LIBRARY SERV	95782	0	2023	2	INV	P	107.20	pcard	74097049
002396	INGRAM LIBRARY SERV	95783	0	2023	2	INV	P	350.00	pcard	74098040
002396	INGRAM LIBRARY SERV	95784	0	2023	2	INV	P	1,427.10	pcard	74120978
002396	INGRAM LIBRARY SERV	96045	0	2023	2	INV	P	303.97	pcard	74333333
002396	INGRAM LIBRARY SERV	96046	0	2023	2	INV	P	77.78	pcard	74308786
002396	INGRAM LIBRARY SERV	96047	0	2023	2	INV	P	259.11	pcard	74284039
002396	INGRAM LIBRARY SERV	96048	0	2023	2	INV	P	1,614.93	pcard	74249239
002396	INGRAM LIBRARY SERV	96049	0	2023	2	INV	P	178.31	pcard	74225074
002396	INGRAM LIBRARY SERV	96050	0	2023	2	INV	P	155.95	pcard	74249238
002396	INGRAM LIBRARY SERV	96051	0	2023	2	INV	P	312.54	pcard	74261796
002396	INGRAM LIBRARY SERV	96100	0	2023	2	INV	P	201.01	pcard	74424403
002396	INGRAM LIBRARY SERV	96101	0	2023	2	INV	P	499.54	pcard	74457137
002396	INGRAM LIBRARY SERV	96102	0	2023	2	INV	P	193.45	pcard	74441124
002396	INGRAM LIBRARY SERV	96103	0	2023	2	INV	P	225.87	pcard	74457138
002396	INGRAM LIBRARY SERV	96104	0	2023	2	INV	P	227.98	pcard	74441123
002396	INGRAM LIBRARY SERV	96105	0	2023	2	INV	P	218.87	pcard	74363142
002396	INGRAM LIBRARY SERV	96106	0	2023	2	INV	P	1,169.46	pcard	74378272
002396	INGRAM LIBRARY SERV	96107	0	2023	2	INV	P	95.40	pcard	74389294
002396	INGRAM LIBRARY SERV	96108	0	2023	2	INV	P	1,567.07	pcard	74389295
002396	INGRAM LIBRARY SERV	96109	0	2023	2	INV	P	417.88	pcard	74417805
002396	INGRAM LIBRARY SERV	96110	0	2023	2	INV	P	152.52	pcard	74469207

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/2 TO 2023/2									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
									12,773.31
003011 LIBRARY IDEAS, LLC	95673	0	2023 2	INV	P			Inv. 96499	182.16 022223 557766
999990 DATA AXLE - LMS	95785	0	2023 2	INV	P			10004063109	670.00 pcard
999990 PAYPAL *MILK STREET	95794	0	2023 2	INV	P			0A6940343E221044E	1.00 pcard
999990 GAMESTOP	96041	0	2023 2	INV	P			1100000056238397	19.99 pcard
999990 CHICAGO TRIB SUBSCRI	96042	0	2023 2	INV	P			2023-02-178174059	140.14 pcard
999990 SIERRA CLUB 41597755	96044	0	2023 2	INV	P			2023-55344082	25.00 pcard
999990 OVERDRIVE DIST	96052	0	2023 2	INV	P			00669C023044934	1,501.57 pcard
999990 OVERDRIVE DIST	96111	0	2023 2	INV	P			00669C023051837	35.54 pcard
									2,393.24
			ACCOUNT TOTAL						60,016.85
16032 659900								Other Contracts/Obligation	
001398 UNIQUE MANAGEMENT SE	94710	0	2023 2	INV	P			557640 Collection Agency -	334.90 020823
001398 UNIQUE MANAGEMENT SE	94712	0	2023 2	INV	P			557640 Collection Agency -	236.40 020823
001398 UNIQUE MANAGEMENT SE	95403	0	2023 2	INV	P			557640 Collection Agency -	334.90 020823
									906.20
			ACCOUNT TOTAL						906.20
			ORG 16032	TOTAL					61,758.72
16033								Library Network Services	
16033 632700								Miscellaneous Equipment	
001983 AMAZON	95799	0	2023 2	INV	P			5' and 7' Ethernet	55.64 pcard
									55.64
			ACCOUNT TOTAL						55.64
16033 641800								Equip Repairs & Maint	
001961 WELLS FARGO FINANCIA	95386	0	2023 2	INV	P			557651 Copier Lease - Febr	399.74 020823
									399.74
			ACCOUNT TOTAL						399.74
16033 681500								Software Acquisition	
001619 CDW GOVERNMENT, INC.	95871	0	2023 2	INV	P			Adobe Acrobat Pro D	30.92 pcard
999990 ZOH0 CORPORATION	95870	0	2023 2	INV	P			Annual Maintenance	103.39 pcard
999990 UNTANGLE INC	95872	0	2023 2	INV	P			Maintenance renewal	3,240.00 pcard
									3,343.39
			ACCOUNT TOTAL						3,374.31
			ORG 16033	TOTAL					3,829.69

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/2 TO 2023/2	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
FUND 100 General Fund			TOTAL:		111,110.47			

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



Appleton Public Library Cash Flow Report FEB-2023 Year to Date				JAN	FEB		
GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	YTD TOTAL	% USED
480100	<i>General Charges for Service</i>	\$0.00	\$0.00	\$12.97	\$23.22	\$36.19	0.0%
502000	<i>Donations & Memorials</i>	\$0.00	\$0.00	\$60.36	\$1.66	\$62.02	0.0%
503500	<i>Other Reimbursements</i>	\$0.00	\$0.00	\$1,546.06	\$1,741.58	\$3,287.64	0.0%
Total Revenue		\$0.00	\$0.00	\$1,619.39	\$1,766.46	\$3,385.85	0.0%
Expense				JAN	FEB	YTD TOTAL	
610100	<i>Regular Salaries</i>	\$0.00	\$0.00	(\$87,823.96)	(\$177,599.45)	(\$265,423.41)	0.0%
610500	<i>Overtime Wages</i>	\$0.00	\$0.00	(\$364.52)	(\$755.09)	(\$1,119.61)	0.0%
610800	<i>Part-Time Wages</i>	\$0.00	\$0.00	(\$9,656.68)	(\$18,014.79)	(\$27,671.47)	0.0%
611500	<i>Vacation Pay</i>	\$0.00	\$0.00	(\$9,176.95)	(\$6,629.58)	(\$15,806.53)	0.0%
615100	<i>FICA</i>	\$0.00	\$0.00	(\$12,752.67)	(\$12,798.98)	(\$25,551.65)	0.0%
615200	<i>Retirement</i>	\$0.00	\$0.00	(\$12,011.77)	(\$11,528.60)	(\$23,540.37)	0.0%
615301	<i>Health Insurance</i>	\$0.00	\$0.00	(\$39,927.89)	(\$39,756.90)	(\$79,684.79)	0.0%
615302	<i>Dental Insurance</i>	\$0.00	\$0.00	(\$2,956.29)	(\$2,934.60)	(\$5,890.89)	0.0%
615400	<i>Life Insurance</i>	\$0.00	\$0.00	(\$74.10)	(\$76.50)	(\$150.60)	0.0%
Personnel Services		\$0.00	\$0.00	(\$174,744.83)	(\$270,094.49)	(\$444,839.32)	0.0%
Expense				JAN	FEB	YTD TOTAL	
620100	<i>Training/Conferences</i>	\$0.00	\$0.00	(\$285.00)	(\$30.00)	(\$315.00)	0.0%
620200	<i>Mileage Reimbursement</i>	\$0.00	\$0.00	(\$387.00)	(\$387.00)	(\$774.00)	0.0%
620600	<i>Parking Permits</i>	\$0.00	\$0.00	\$0.00	(\$383.00)	(\$383.00)	0.0%
630100	<i>Office Supplies</i>	\$0.00	\$0.00	(\$1,134.08)	(\$1,921.91)	(\$3,055.99)	0.0%
630300	<i>Memberships & Licenses</i>	\$0.00	\$0.00	\$0.00	(\$155.00)	(\$155.00)	0.0%
630500	<i>Awards & Recognition</i>	\$0.00	\$0.00	(\$691.16)	(\$10.00)	(\$701.16)	0.0%
630600	<i>Building Maint./Janitor</i>	\$0.00	\$0.00	(\$1,370.84)	(\$757.33)	(\$2,128.17)	0.0%
630700	<i>Food & Provisions</i>	\$0.00	\$0.00	(\$245.51)	(\$20.70)	(\$266.21)	0.0%
631500	<i>Books & Library Materials</i>	\$0.00	\$0.00	(\$44,227.37)	(\$60,016.85)	(\$104,244.22)	0.0%
632300	<i>Safety Supplies</i>	\$0.00	\$0.00	\$0.00	(\$233.76)	(\$233.76)	0.0%
632700	<i>Miscellaneous Equipment</i>	\$0.00	\$0.00	(\$412.56)	(\$55.64)	(\$468.20)	0.0%
640700	<i>Solid Waste/Recycling Pickup</i>	\$0.00	\$0.00	(\$434.00)	(\$112.00)	(\$546.00)	0.0%
641200	<i>Advertising</i>	\$0.00	\$0.00	(\$592.90)	(\$1,867.38)	(\$2,460.28)	0.0%
641301	<i>Electric</i>	\$0.00	\$0.00	(\$3,335.17)	(\$7,746.98)	(\$11,082.15)	0.0%
641302	<i>Gas</i>	\$0.00	\$0.00	(\$3,431.49)	(\$7,268.52)	(\$10,700.01)	0.0%
641303	<i>Water</i>	\$0.00	\$0.00	\$0.00	(\$185.00)	(\$185.00)	0.0%
641304	<i>Sewer</i>	\$0.00	\$0.00	\$0.00	(\$51.00)	(\$51.00)	0.0%
641306	<i>Stormwater</i>	\$0.00	\$0.00	\$0.00	(\$793.97)	(\$793.97)	0.0%
641307	<i>Telephone</i>	\$0.00	\$0.00	\$0.00	(\$905.74)	(\$905.74)	0.0%
641308	<i>Cellular Phones</i>	\$0.00	\$0.00	(\$103.75)	\$0.00	(\$103.75)	0.0%
641800	<i>Equip Repairs & Maint</i>	\$0.00	\$0.00	(\$2,602.74)	(\$399.74)	(\$3,002.48)	0.0%
642000	<i>Facilities Charges</i>	\$0.00	\$0.00	\$0.00	(\$66.84)	(\$66.84)	0.0%
650200	<i>Leases</i>	\$0.00	\$0.00	(\$12,500.00)	(\$12,500.00)	(\$25,000.00)	0.0%
659900	<i>Other Contracts/Obligation</i>	\$0.00	\$0.00	(\$2,100.00)	(\$14,924.11)	(\$17,024.11)	0.0%
681500	<i>Software Acquisition</i>	\$0.00	\$0.00	(\$40.00)	(\$3,374.31)	(\$3,414.31)	0.0%
Operating Expense		\$0.00	\$0.00	(\$73,893.57)	(\$114,166.78)	(\$188,060.35)	0.0%
Personnel Services		\$0.00	\$0.00	(\$174,744.83)	(\$270,094.49)	(\$444,839.32)	
Operating Expense		\$0.00	\$0.00	(\$73,893.57)	(\$114,166.78)	(\$188,060.35)	
Total Expense		\$0.00	\$0.00	(\$248,638.40)	(\$384,261.27)	(\$632,899.67)	
Total Revenue		\$0.00	\$0.00	\$1,619.39	\$1,766.46	\$3,385.85	

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!



APPLETON PUBLIC LIBRARY
2411 S. Kensington Drive
Appleton, WI 54915
920-832-6170 | FAX: 920-832-6182

**TO: Members of the Appleton Public Library Board of Trustees
Members of the City of Appleton Common Council**
**FROM: Dean Gazza, Director of Parks Recreation and Facilities Management
Colleen Rortvedt, Library Director**
DATE: 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 to Date	Month % Change	Year % Change
		Last Year	Year to Date			
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 to Date	Month % Change	Year % Change
		Last Year	Year to Date			
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 to Date	Month % Change	Year % Change
		Last Year	Year to Date			
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	This Month			Last Year to Date	Month % Change	Year % Change
	Current Month	Last Year	Year to Date			
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	This Month			Last Year to Date	Month % Change	Year % Change
	Current Month	Last Year	Year to Date			
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%

Appleton Public Library



OUR MISSION

Learn, know, gather,
grow – your center
of community life.

OUR VISION

Where potential
is transformed
into reality.

Library Trustees

NANCY SCHEUERMAN,
PRESIDENT

MARGRET MANN,
VICE PRESIDENT

PAT EXARHOS,
SECRETARY

JASON BROZEK

NANETTE BUNNOW

JOHN KELLER

REBECCA KELLNER

BRIAN LOOKER

LISA NETT

KATIE VAN ZEELAND,
ALDERPERSON

UMIKA SIVASAMY,
TEEN REPRESENTATIVE

Director's Message

What is a library? The definition varies from person to person.

A library is a community center and neighborhood anchor. A place to search and discover. A book warehouse. A part of the educational ecosystem. A technology center. A refuge for folks who need a safe place. An essential part of social infrastructure and a healthy democracy. A space to gather and build connections. A cornerstone of the principles of intellectual freedom. A place that reflects a community's legacy and aspirations. Where potential is transformed into reality.

Every library is unique because every community is unique. Libraries serve communities who have diverse and evolving needs through all stages of life. Everyone who walks through the library doors has a different need.

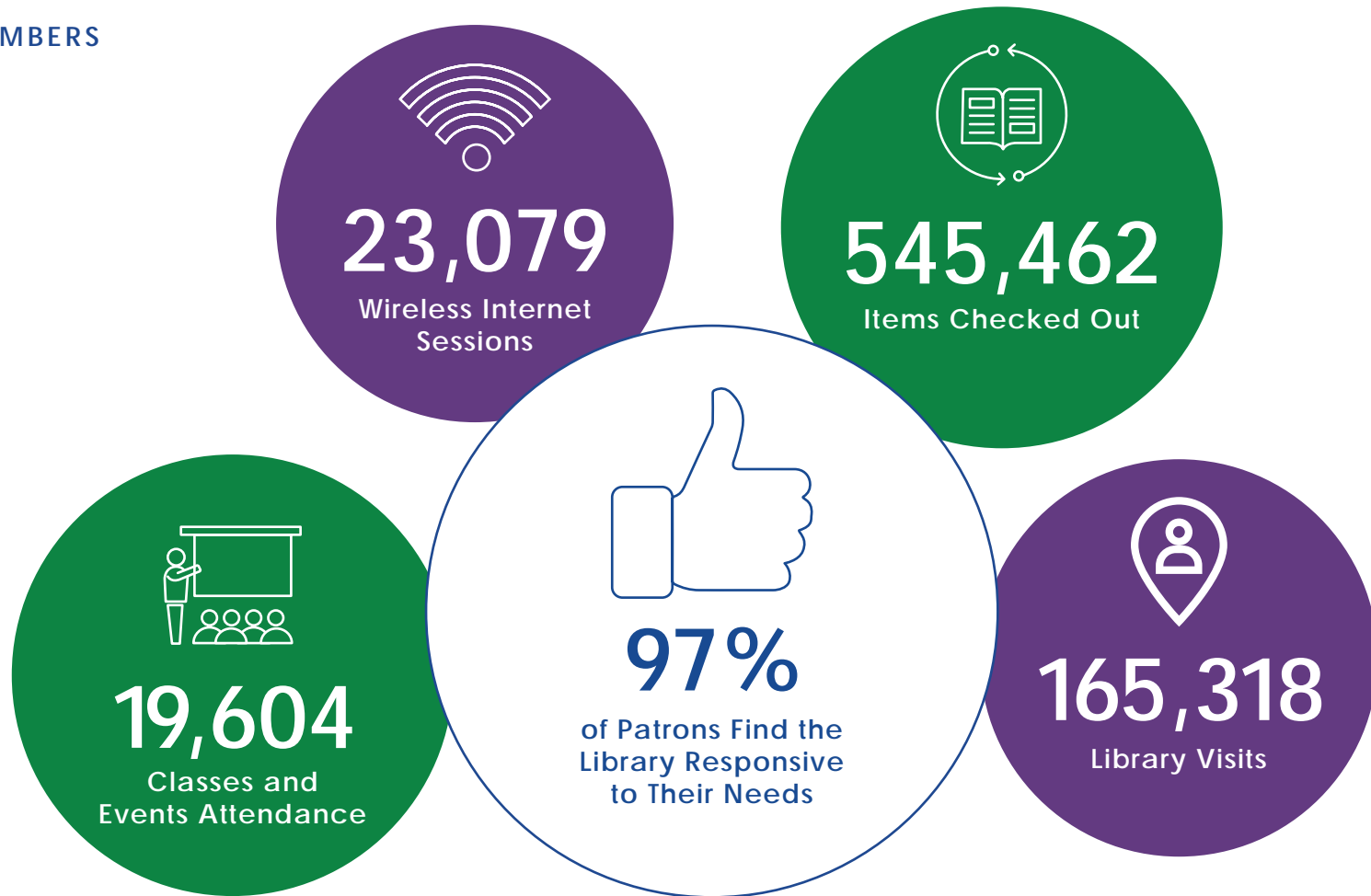
At Appleton Public Library we developed a flexible long-range strategic plan establishing a focal point as a hub of learning and literacy. The plan drives what we do and how we serve our community. It is a part of how we develop our programs, services, budget, facility planning, and even how we communicate about ourselves. As you read through our annual report you will recognize many aspects of a library from the list above and how they're connected to our strategic plan.

A library is a complex organization. That complexity is its strength. Your support and investment in library services allows us to leverage many other benefits alongside our community - making our community a better place for everyone. I hope you will join me in continuing to spread the message of what a library can do within a community.

COLLEEN RORTVEDT,
LIBRARY DIRECTOR



BY THE NUMBERS



EXPENSES AND REVENUES

\$5,027,671.00

Program Expenses

\$1,928,643.00

Capital Expenses

\$1,195,935.87

Program Revenues

\$104,364.00

Grants



A special thank you to Friends of Appleton Public Library - who use donations and grant funds to support the library's mission. Friends' grants are essential in our ability to provide innovative and creative library programs and services. We are grateful to have a strong partnership.

70K
in Grant Funds
received in 2022



1.76M
in Grants Received
Since 2000

117
Programs and Special
Projects Funded
in 2022



We support and sustain education for all ages.

DIGITAL LITERACY

Digital literacy is a broad term which includes knowing how to use information and communication technologies. Some of the common reasons to learn and develop digital literacy skills include completing school projects and applications for college, creating resumes and applying for jobs, participating in onboarding and other work-related training and meetings, and more.

Digital literacy is a critical factor in social and economic participation, removing barriers to education and employment. We support the community's digital literacy efforts through a variety of services and programs.

One of those services is drop-in Computer Help. Community members can visit the library for help with everything from a general internet search to creating and using email. We also provide additional in-depth help with one-on-one sessions which can be scheduled in-person or virtually.

In addition to Computer Help sessions, our Job Connection program offers community members the opportunity to meet one-on-one with a staff member or volunteer to help with job searching, writing cover letters and resumes, and learning new skills with our free digital resources.

SUMMER LIBRARY PROGRAM

Research shows children and teens who do not engage in reading activities throughout the summer are susceptible to losing an average of three months of learning achievement. This loss is cumulative from one year to the next, regardless of the quality of the school.

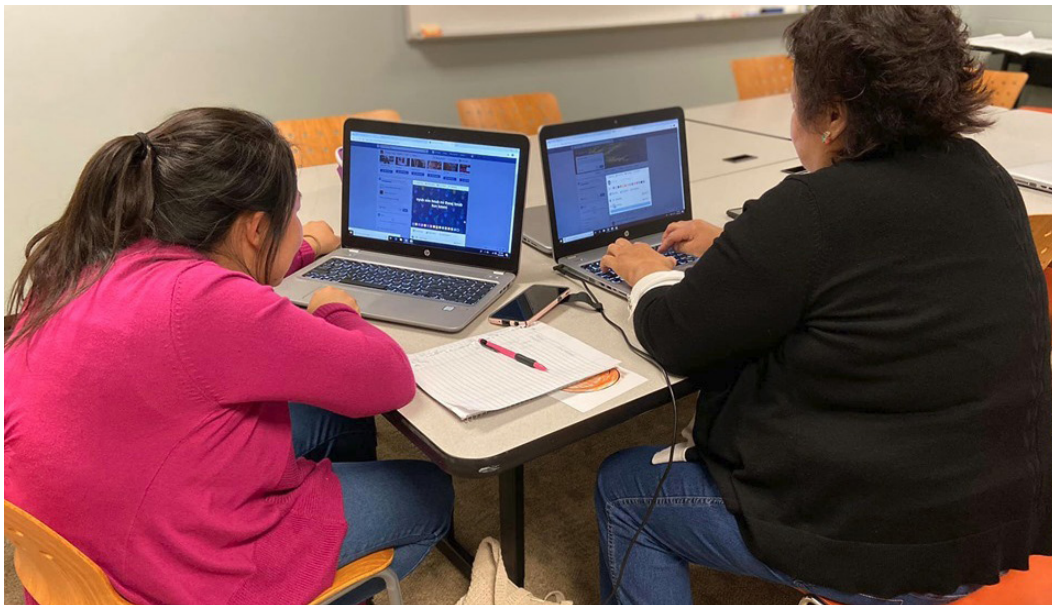
Helping support the educational needs of our community remains a critical library service. Our summer library program helped the youth in our community to fight summer learning loss by providing

easy access to books and a fun and engaging experience.

There are other important benefits to participating in summer library programs, and they're not just for children and teens. Our adult program offered lifelong learning opportunities which helps lead to a more enriching and fulfilling life.

In total, nearly 1,400 adults, teens and kids signed up for the Summer Library Program.





246

Job Connection and Computer Help Sessions

“I’m not good with computers, and I didn’t know where to even begin searching and applying for a job now that everything’s online these days. This was so helpful!”

- Toni, Registered Nurse and Job Connection Patron



86%

of parents surveyed reported their child maintained or increased their reading skills by participating in the Summer Library Program.



COLLABORATIVE ENVIRONMENT

We connect with partners to share knowledge and information.



LIBRARY BUILDING PROJECT

During the renovation of the Oneida Street library we are operating from a temporary location. Finding a facility in the City of Appleton that is affordable, flexible, large enough and easily accessible was not an easy task. In early 2022, the Library Board of Trustees approved a lease for a temporary library location at 2411 S. Kensington Drive.

Staff spent the spring of 2022 preparing to move from an 86,000 square foot facility to a 24,000 square foot facility. Making sure library materials are accessible is a key priority. With the help of our moving company, we were able to disassemble, pack, move, and reassemble the library in a matter of weeks - offering as little disruption in service to the community as possible.

We connected with hundreds of new patrons in the first full month open at our temporary location. In addition, we welcomed back many returning patrons. Our door counter registered just over 15,000 visits and we saw over 41,000 items checked out our first month open.

In addition to offering an accessible collection, continuing programming for all ages remains a key priority. Library programs provide people of all ages with unique opportunities to learn, know, gather, and grow in community with others. They nurture a sense of belonging in the community because they foster connections between participants and facilitators, and all are welcome to join.

The temporary library space doesn't accommodate the volume and range of programming we typically host. With that in mind, we began our 2022 program planning with a focus on other City of Appleton spaces such as Scheig Center, City Center studios, city parks, and Houdini Plaza as venues for programs. We were able to expand by offering programs in places such as Thompson Center on Lourdes, Fox Cities Performing Arts Center, Goodwill, Lawrence University, UW-Oshkosh Fox Valley, AASD buildings, coffee shops, ice cream shops, and restaurants.

We are thankful for the community spaces we have been able to use over the last few months. We are also excited to return to a renovated facility that can support the community's long-term programming and service needs efficiently and effectively.

We are hopeful as we continue to move through the building project. During the last quarter of 2022, city staff, The Boldt Company and architects Skidmore, Owings & Merrill worked to modify the design to reduce the scope of the plan to fit within the constraints of the economic realities. The process was rigorous and required compromises. The result will be a renovation and addition that still provides an excellent facility for the community, living up to the core objectives of the project and providing a point of civic pride for residents.

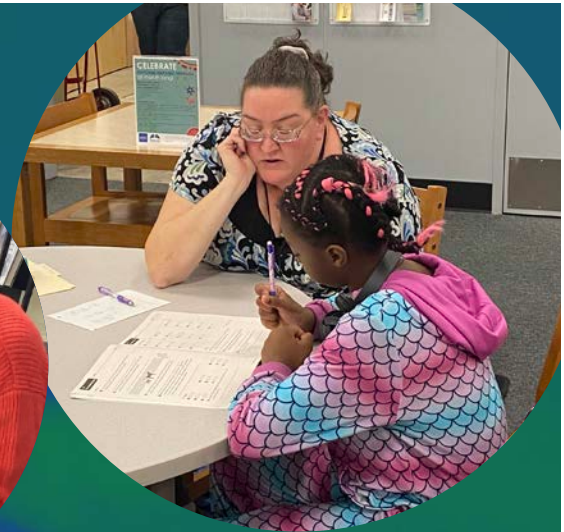
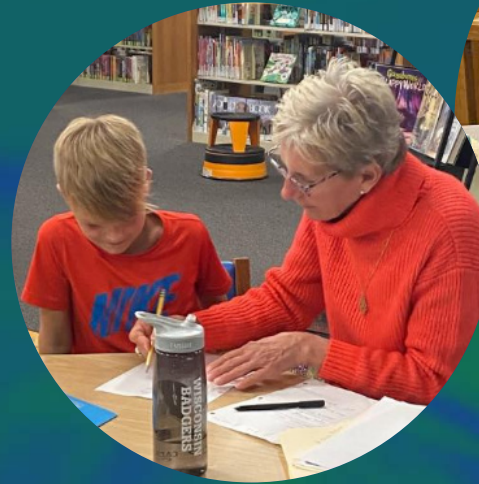


EDUCATE AND INSPIRE YOUTH

We ensure that children and teens find a supportive place for their futures.

“This program [One-on-One Tutoring] enriches what APL provides for our community by offering a vehicle to continue assisted learning beyond the school hours, addressing specific/individualized student needs, and helping build the life-long love of learning.”

- Sonja, School-Age Librarian



ONE-ON-ONE TUTORING

Our School Age Librarian, Sonja, invited our Teen Librarian, Emely, to explore tutoring as a way for the library to support local students and families. Empowered Tutoring reached out and a natural partnership was born. Empowered Tutoring works through grant funding to provide adult tutors with backgrounds in education. The tutors assist students in standard academic areas, offering weekly 30-minute sessions on a semester basis.

Private tutoring can be costly. One-on-One Tutoring helps level the playing field by offering quality tutoring service to students. The program continues to expand - serving 27 students in 2021 and 65 in 2022.

“We’ve all been there, when we needed help in some way,” said Emely. “I believe that more goes into tutoring than a letter grade, it’s also about boosting confidence and hope in students.”

EARLY CHILDHOOD PROGRAMMING

Programming for children and families offers enrichment activities, educational opportunities, community connections, social/emotional skill building and more.

One of our priorities is early childhood programming, where we share important early literacy skills with children and families. Through our preschool and toddler storytimes, trained library programmers teach six early literacy skills (print motivation, print awareness, letter knowledge, vocabulary, narrative skills and phonological awareness) through the five practices of talking, singing, reading, writing and playing.

We also offer specialized early childhood programs that teach music theory and basic concepts of science, technology, engineering, art and math.

When we asked caregivers what they love most about our early childhood programs, one parent responded "watching my child blossom both socially and creatively."



COLLEGE AND CAREER PATHWAYS

Our Teen Services team developed College and Career Pathways with the goal of helping middle and high school students plan for their post-secondary future.

College and Career Pathways enhances and complements our local schools' efforts to prepare students for their futures by offering a variety of workshops and programs. Since the start of the program, offerings have included FAFSA assistance, resume development, building an online presence, job

interview training, college essay support, scholarship advice and career spotlights.

Currently, we offer a unique virtual program called "Day in the Life" where we spotlight professionals throughout the community in unique careers. This is a great way to showcase professions students might otherwise not be aware of and the distinct journey of each person in getting there - and hopefully inspire a student or two in the process.

CREATION AND INNOVATION

We are a platform that sparks discovery, development and originality.



SMALL BUSINESS RESOURCES

One of our focus areas is to serve as a connector for small business resources and information. When we match community members with critical small business information, resources, and programs, they are equipped and empowered to grow our local economy and create new jobs in the area.

Part of our small business resource offerings include database subscriptions small businesses and entrepreneurs typically can't afford, like A to Z Databases and Gale Courses. These resources help small businesses and entrepreneurs get started with important research.

We heard from business owners the need for additional help navigating the research databases. Yee, one of our Adult Services and Engagement Librarians created One-on-One Small Business Help to connect them to the research and information they need to succeed in their business.

In addition, Yee worked with ColorBold Business Association, and UW-Madison Division of Extension (Outagamie County and Winnebago County) to create an Entrepreneurs of Color Spotlight series to support and empower business owners of color in Northeastern Wisconsin.

106

Participants in the
Entrepreneur of Color
Series

COMMUNITY POWERED

In 2022, Appleton was one of four communities selected to host Wisconsin Humanities' Community Powered pilot program. Wisconsin Humanities is an independent nonprofit organization affiliated with the National Endowment for the Humanities. Wisconsin Humanities' mission is to strengthen our democracy through educational and cultural programs that build connections and understanding among people of all backgrounds and beliefs.

The Community Powered initiative's goal is to harness the stories, histories, and strengths of communities to build community resilience. Community Powered hired Rachel, a recent college graduate with roots in our community to work as a project coordinator based at APL for one year. Rachel is employed by Wisconsin Humanities and works closely with our Community Partnerships department, with staff serving as mentors.

Over the last few months, Rachel has had numerous learning conversations and collaborated with local nonprofit organizations, businesses, and citizens to explore stories of the Appleton community. She is using those stories to create a locally meaningful project that meets the community's needs. In addition to talking with community members, conducting interviews, and attending events, she has coordinated a community asset map, a storytelling workshop and an event focusing on belonging.

"Through Community Powered, I want to harness that feeling of warmth and acceptance and use it as a spark," said Rachel. "I want to use that spark to build a burning fire that spreads throughout the people of Appleton, igniting a sense of compassion and understanding that is so hard to find in times of isolation."



Community Powered is possible thanks to a \$150,000 capacity building grant from the Wisconsin Economic Development Corporation (WEDC), Wisconsin Humanities, the National Endowment for the Humanities, the American Rescue Plan Act (ARPA), and a generous private donor. Extra support for Community Powered's library partners comes from a Department of Public Instruction ARPA grant for building libraries as a center for community resilience.

ENGAGED AND CONNECTED

We focus on
how to make
a difference in
people's lives.

77

People Connected
Through
Tales and Travels

"We got to learn about
new cultures and meet and
interact with other people who
are going through what we are."

- Tales and Travels Participant



GENEALOGY AT THOMPSON CENTER

In the fall of 2021, the Thompson Center on Lourdes reached out to us to host an hour long genealogy session at the center. Knowing we couldn't cover the breadth of genealogy in a one-hour session, Katie, our Local History Librarian, worked with Thompson Center staff to create a series of monthly hour-long sessions focusing on a variety of genealogy topics.

Katie develops the programs from scratch each month, using her knowledge of genealogy research, genealogy books in our collection, and our electronic resources.

"Every session I try to not only tell them about how to research these records online using our library tools, but also how to do the research offline because not all are computer savvy," said Katie. "Not all genealogy research can be done online either, since so much is not digitized yet."

The genealogy sessions have created life-long learning opportunities for attendees. Additionally the sessions have helped attendees connect more deeply with themselves, their family and their heritage.

TALES AND TRAVELS WITH FOX VALLEY MEMORY PROJECT

In early 2022 Melanie, one of our Adult Services and Engagement Librarians, created a pilot program called Tales and Travels Memories in partnership with Fox Valley Memory Project. The bi-monthly program utilized a new destination each month to explore a culture through their stories, music, art, and food with the goal of evoking memories and connections to the participants' own life experiences.

The second session of each month was led by local artist and thanatology student, Elyse-Krista Mische. Elyse-Krista worked to draw connections between memories

and discussion points made in earlier sessions, and designed projects that were adaptable to any skill level, ensuring accessibility for those experiencing memory loss and their partners. Working alongside each other allowed for a sense of independence and accomplishment, while still promoting fun and connection.

In conversations, participants noted the sense of belonging they felt. Fox Valley Memory Project found participants gained comfort with other attendees and began to join other events hosted by the organization.



ENRICHED EXPERIENCES

We provide inclusive, timely, and community interest aligned experiences.

GROWING ONLINE RESOURCES

There is something for everyone in our online resources. From small business and entrepreneur help to genealogy research tools to language learning services - we work to connect our community with free online resources and instruction aligned with their interests.

One area we continue to see a rise in popularity is digital material checkouts. OverDrive and Hoopla are two of our popular digital material checkout platforms. They offer access to hundreds of thousands of e-books, e-audiobooks, magazines, movies and more.

In 2022, we expanded our digital material checkout services to include a streaming

208K

Digital
Checkouts



service called Kanopy. Kanopy offers thousands of critically-acclaimed movies and documentaries, award-winning foreign films and content for kids available via computer, mobile device or smart TV. In one year, patrons streamed over 2,500 shows and movies.



ONLINE BOOK LISTS

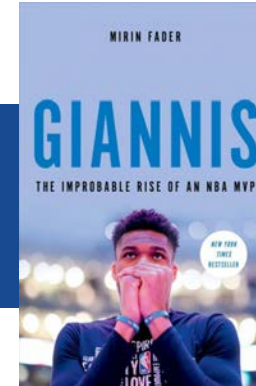
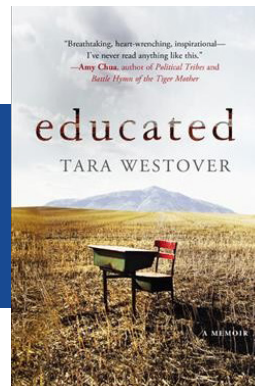
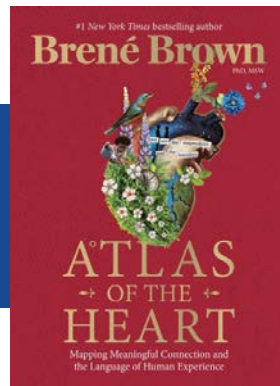
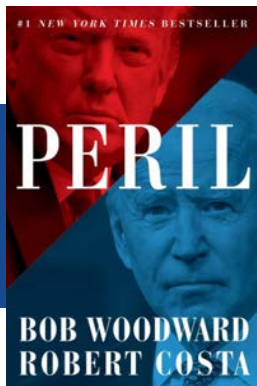
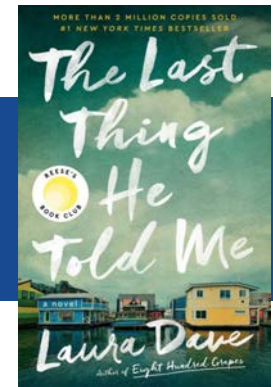
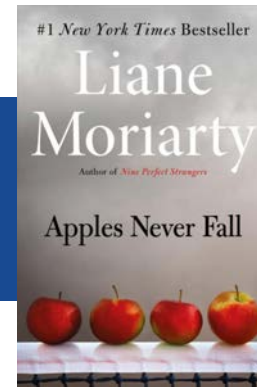
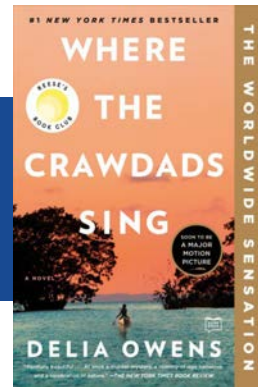
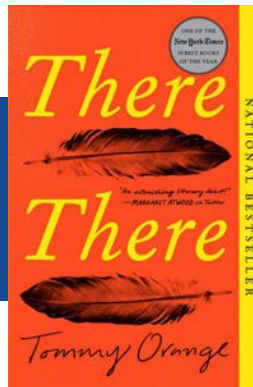
This year we focused on expanding our online book lists for our patrons. Part of our strategic plan includes fostering a love of learning and literature. By curating online booklists, we help to create a virtual gathering space for our patrons, a place where they can feel connected to other community members who share their interest in the pursuit of knowledge. This is especially important during the transition to a new library building as we do not have the same physical space in our temporary facility.

Every month Jenny, Library Assistant and Book List Coordinator, searches for compelling themes that tie in to current events. She works with staff to curate lists that lend

to the themes and topics she's researched. She then publishes and promotes them through our catalog, social media and email outlets.

"I envision our booklists as a gateway for our patrons to see all the library has to offer them as unique individuals. Therefore, my focus is to maintain a sense of variety, inclusivity, and fun when deciding on a particular topic," said Jenny. "I want our patrons to feel the library offers materials that are relevant to them both for informational and entertainment purposes. I want all patrons to feel welcomed and supported by our services."

TOP 5 FICTION CHECK OUTS 2022



TOP 5 NON-FICTION CHECK OUTS 2022

SERVICES AND PROGRAMS FOR ALL

We give our community opportunities for growth, self-instruction and inquiry.



37

Walking Books
Patrons Served



300+

Walking Books
Volunteer Hours

WALKING BOOKS

Our Walking Books program began in the late 1970s by a group of library volunteers. Patrons who are not able to easily access library materials are matched with a volunteer who checks out, delivers and picks up library materials for free. With our move to a temporary location in a different area of the city, making sure library materials remain accessible is a key priority. Walking Books is one program that helps us achieve this goal.

When volunteers bring the materials to homebound patrons, they have an opportunity to talk for a while and become

better acquainted with patrons. Both patrons and volunteers enjoy their time together. It's an opportunity for two people who might be from different generations or backgrounds to get to know each other.

By delivering library materials on a regular basis we're helping our older patrons stay mentally engaged with books and media for as long as possible. Reading helps older adults with memory retention, decision-making skills, stress reduction, better sleep, and can even delay the onset of dementia.



1,300+

**Materials Distributed
through Book Club in a Bag**



115

**Book Club in a Bag
Orders Fulfilled**

BOOK CLUB IN A BAG

We created Book Club in a Bag as a way to make starting a book club accessible for anyone. The program offers community members the opportunity to request a specific title, number of copies needed for their group, and their preferred format. As noted in the title of the program, materials are checked out and gathered in a handy zippered bag for easy pick up. One of our Book Club in a Bag users said she is "a heroine with her neighborhood book club", while another mentioned their "book club continues to grow."

Book Club in a Bag allows our community to gather together with a common purpose. It encourages a deeper understanding of a book, fosters great conversations, and offers a way to make new friends. All of these are important aspects of well-being as we continue to recover from the COVID-19 pandemic.

Appleton
Public Library

Annual Report

2411 S. Kensington Drive
Appleton, WI 54915
920-832-6173
apl.org

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

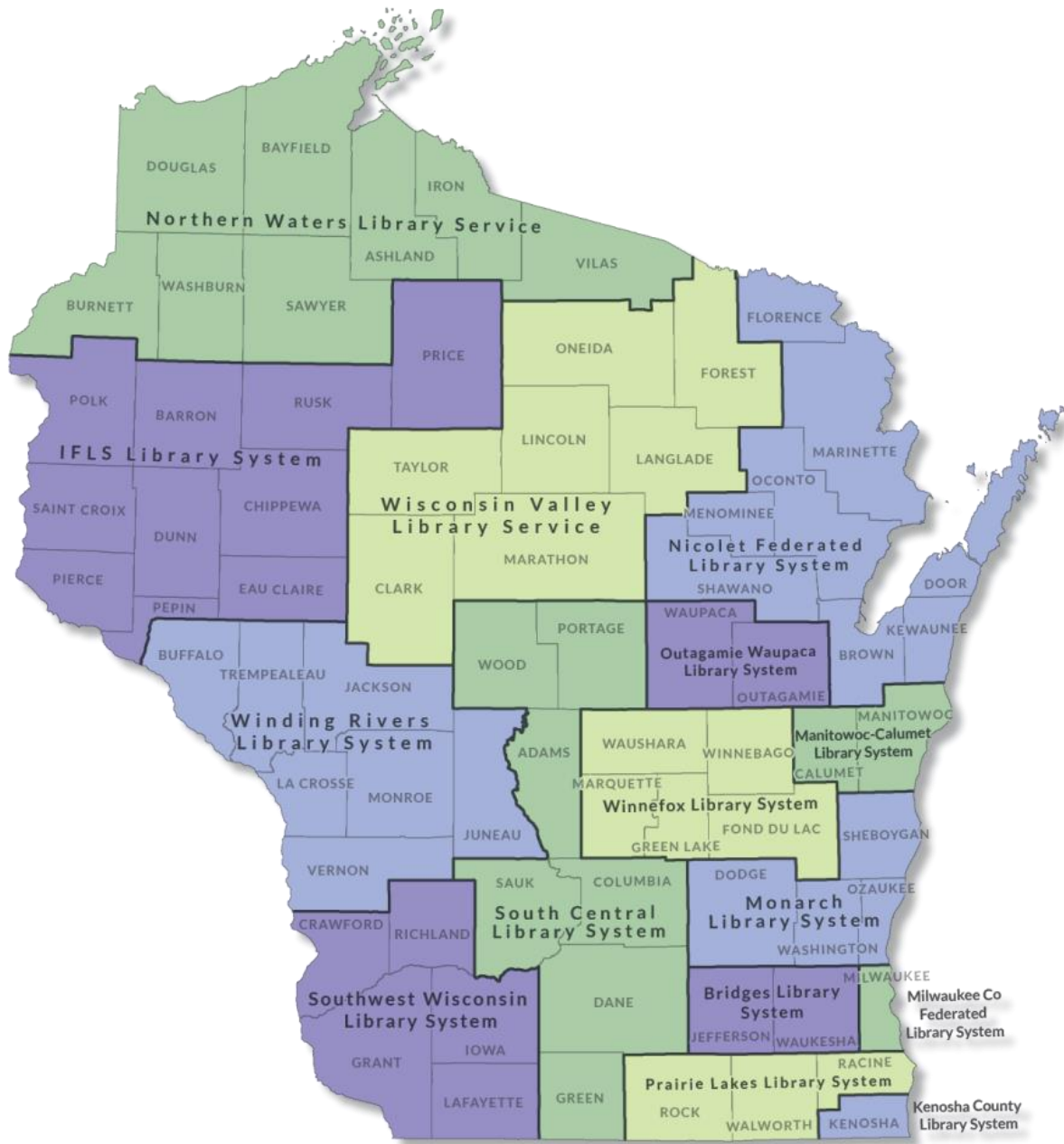
- Serve over 829,000 students
- Support technology instruction and classroom teachers
- Primary funding source is Common School Fund

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



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 Hesel, Director (414) 286-8149 steve.hesel@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

Library Patron

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

Reshelled

Weeded

Deselected or damaged material given to Friends for booksale or recycling

Staff Selects New Books

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.



WISCONSIN
LIBRARY
ASSOCIATION

wisconsinlibraries.org
wla@wisconsinlibraries.org

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**

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.

Appleton Ready to Read (ARTR) was created as a result of the Leading Indicator for Excellence (LIFE) study conducted by United Way Fox Cities. In 2011, the LIFE study found that third grade reading scores had declined every year since 2006. Among those with declining reading scores, 36% were Asian (predominately Hmong) and 38% were Multilingual language learners (MLL) who were predominately Hispanic.

ARTR was originally launched as an outreach program for Hmong and Hispanic Families and has expanded to include any multilingual families with children ages birth to five. The program is based on the American Library Association's Every Child Ready to Read initiative, which provides strategies that caregivers can use to develop children's early literacy skills.

A Hmong Family Outreach Specialist, Sia Chang, and a Hispanic Family Outreach Specialist, Norma Oliveras, were hired to work closely with local families. Originally grant funded, these positions are now an integral part of the Children's Department and the library as a whole. Sia and Norma educate families on the importance of building early literacy skills through five practices: reading, writing, singing, talking, and playing. ARTR's goal is to better prepare Multilingual children for kindergarten and school success.

Norma and Sia reach out to the community through programs, events and local partnerships. Interested families can also visit the library website to request more information about the program and a meeting with Norma or Sia.

Appleton Ready to Read

Developed in response to the 2011 Fox Cities LIFE Study which brought light to declining reading scores of third grade children in the Appleton area, Appleton Ready to Read leverages resources to assist parents of children age birth to five with development of their child's early literacy skills.

Appleton Area School District test score data shows children who speak English as a second language are more likely to score below proficient in reading. Appleton Ready to Read engages in strategic outreach to connect with multilingual families so children enter kindergarten ready to read with an increased chance of educational success.



For more information about Appleton Ready to Read, please call Appleton Public Library Children's Services at **920-832-6187** or stop by the Children's Services Department.

Founding Supporters

Appleton Ready to Read was established through generous grants from our community.

Community Foundation for the Fox Valley Region

Thrivent Financial Foundation

Bemis Company

Bower Family Foundation

Lake Shore Cleaners, Inc.

Pfefferle Management

Friends of Appleton Public Library

Will & Ruth Bloedow

Appleton
Public Library

Appleton Ready to Read



A Community Initiative Supporting Multilingual Families

Appleton Public Library

We strive to show parents and caregivers how to be their child's first teacher and prepare them to enter kindergarten ready to read. Families will receive the following services from our outreach specialists as part of Appleton Ready to Read:

Home Visit

Our outreach specialists make home visits to present current practices for developing early literacy skills. During the visit they focus on the importance of reading and writing with children. Parents receive a toolkit, including a book, crayons and a coloring book to encourage families to engage in pre-literacy activities together.

Library Tour

Parents receive a tour of the Children's Services Department, have the chance to sign up for a library card and learn how to select age-appropriate material for their child.

Early Childhood Programming

Library staff host a variety of programs throughout the year where parents learn how to help their child develop pre-reading skills, social skills and confidence through literacy activities and interactive, play-centered learning.



Sia Chang
Hmong Family Outreach Specialist

Contact:
schang@apl.org
920-422-7143

.....

Miss Sia graduated from UW-Madison with a double major in political science and international studies. She enjoys traveling and spent three years living abroad in Thailand and Indonesia. Her background includes teaching and working with youth from diverse backgrounds.



Norma Oliveras
Hispanic Family Outreach Specialist

Contact:
noliveras@apl.org
920-419-4279

.....

Miss Norma holds a bachelor's degree in biology from the University of Puerto Rico. She has 10 years of experience working for Head Start prior to working at the library.

