

Item 25-0685: New Building Update

Item 25-0686: APL Hiring Process Update

Item 25-0687: 2024 Library Annual Report

Item 25-0690: Children's Program Updates

Item 25-0691: Community Partnerships Updates

Library Board

Tue, Jun 17, 2025 5:00PM

Margaret Mann (Library Board Member) 02:34

All right, so that takes us on to our information items, and we'll start with the administration report on the new building update.

Executive Director Colleen Rortvedt (Library) 02:41

Sure. Yeah, a few, a few projects still happening. So, you may have noticed there's additional donor signage hanging. Some of the ones that were a little complex in terms of their install were hung last week. Few little tweaks still to be done, but otherwise, we're almost totally done with the signage.

Executive Director Colleen Rortvedt (Library) 03:05

The hearing loop is going to be commissioned this week in the large meeting room. It is still to be installed in this room as well as at service desks. The Children's Garden Gate and exterior railing is still to be installed. They actually they put the gate on, but it's not got all the functionality to it. And then you may have noticed some additional landscaping happening. So that's been kind of ongoing over the past couple of weeks.

Executive Director Colleen Rortvedt (Library) 03:35

There's a couple other things still to be done. We have the refinishing the learning stairs which will have kind of a rubberized surface on it. It won't just be exposed concrete, but otherwise, we're kind of winding down on all the projects. I think at this point, I'll probably take this off the agenda, unless if anybody wants to hear more, but, like, when, when the loops are installed, maybe I'll do a little like, uh, kind of little more, like a trustee training about the hearing loop and why we have loops, and how they function, and things like that.

Margaret Mann (Library Board Member) 04:12

That'd be great. I'm assuming the numbers are still amazing.

Executive Director Colleen Rortvedt (Library) 04:19

Um, yeah. May was quieter, which is always quieter, but you know, like, last week, first—that first Monday [...]

Margaret Mann (Library Board Member) 04:29

Yeah, it was summer vacation, right? Yeah, yeah. Saw a lot of bikes out there today, so that was nice.

Executive Director Colleen Rortvedt (Library) 04:37

Yeah, tons of bikes.

Margaret Mann (Library Board Member) 04:40

Anyone else have any questions?

Margaret Mann (Library Board Member) 04:43

All right, then that will take us to the APL hiring process update.

Assistant Director Tasha Saecker (Library) 04:48

And can you hear me?

Margaret Mann (Library Board Member) 04:49

Yes.

Assistant Director Tasha Saecker (Library) 04:50

All right, so I don't have a hiring process update, which is a beautiful update all in itself, because we have no hiring processes running right now. We are fully staffed. And I think it's been a very long time since I've said that. So that's very good news for us.

Margaret Mann (Library Board Member) 05:06

Great, good. All right. And then last item, I think, on the consent—or on the administration report is the 2024 library annual report, which I believe you all have a copy on your places.

[Muffled talking]

Unknown Speaker 05:25

You will also have a copy **[unclear]** page through. We always, we kind of keep the same format every year where we pick out different topics to kind of highlight and tie those back to our strategic pillars. And then we always start with Colleen's message. And then this year, we did a little bit something different. We knew by the time we were going to show this report that we were going to be well into the opening for the building. So, we wanted to also highlight kind of that volume of use within the first month of opening. So, I think that's just like a huge story in itself. So, you'll see on the by the numbers page, we kind of compared the **[unclear]** for the first month open of a new building, so February 15 to March 15, just to kind of make sure we're tying in that story, because it's so timely right now.

Unknown Speaker 06:22

And then our special thanks to our Friends group who provide funding to many of our programs and services. And then, yeah, it just goes through all of our strategic pillars, and we tie different initiatives to each pillar, and we try to do a short story, and then also tie some of the stats into those stories because we know there's different people who consume information differently. So, any questions on the report?

Unknown Board Member 06:56

Looks really nice. It's easy to read. It's really nicely put together, I thought.

Margaret Mann (Library Board Member) 07:03

And how will this be published? Obviously, on our website, right?

Assistant Director Tasha Saecker (Library) 07:07

Yeah, website, a lot of digital, and then I believe Colleen and Kara use it a fair amount, a fair amount when they're meeting with different stakeholders. So.

Margaret Mann (Library Board Member) 07:20

Great. Wonderful. Thank you. All right. Any questions? No? All right.

[Trustee Training cut out]

Margaret Mann (Library Board Member) 22:10

All right, so that takes us to the next item we have on Friday, the 20th, personal loan policy committee meeting scheduled at 9:15 in the Thrivent conference room. Again, you're welcome to come if you choose to. It will be, I think some of it will be closed, because we will do mid-year performance review. And then I think there's three policies, maybe four.

Executive Director Colleen Rortvedt (Library) 22:40

Four policies.

Margaret Mann (Library Board Member) 22:41

Four. Okay, and that's what we'll cover Friday.

Margaret Mann (Library Board Member) 22:46

All right. And then that takes us to staff updates.

Unknown Library Staff Member 22:57

So, the summer, summer program sessions kicked off last week. So, I thought I would touch on a couple of things we have our normal weekly adventures. And then we also expanded our play programs. So, we had been offering the Friday morning Play Program for birth to five, and that's been a very well attended program, and it's been getting a little tight in there. And we used to offer a variety of play programs. So, we've expanded that a bit to experiment this summer. So, we're offering a bi-weekly toddler play program. So, we had the first one this past week. We had about 50 people come, and the comments were that they really appreciated having, like, just for that age group. So normally in the birth to five Play program, you kind of have half the room for toddlers and half the room for the older kids. And you know, you're trying to do a lot of things in one space. So, they did say that they really appreciated having that option.

Unknown Library Staff Member 23:43

Then we offered a multilingual Play program, which was also greatly appreciated. And that was one where some of our parents commented that they really appreciated the play programs having that focused time to really spend with their kiddos, and that also some of the play that they were doing was stuff that they hadn't had a chance to experiment with before, so they really appreciated that.

Unknown Library Staff Member 24:02

And then we offered a 3pm just kind of afternoon play program. And afternoon programs for early childhood are always very intentional programs. Because that's a nap time for a lot of folks you really have to like come purposefully. So, they're always a little bit of a smaller group, but they're usually people who are there for a specific reason. So, we had some people who were looking intentionally for opportunities to introduce their kiddos to play in a more social setting but without the big crowd of the larger play groups. We had some families come also where the morning play groups conflict with work, so that's a nice option for them to have. So that was fun, and we'll keep playing around with it during the summer and see where we land.

Unknown Library Staff Member 24:41

And then we do have a big performer this Thursday. Mischief and Magic will be here at 10am and 1:30pm. So, if you or anyone you know needs a little magic in your week, come check it out.

Margaret Mann (Library Board Member) 24:52

Any questions? Awesome. Thank you.

Margaret Mann (Library Board Member) 24:58

Alright, then we'll move to. To community partnerships and updates.

Unknown Library Staff Member 25:03

Well, I'm pleased to introduce you to our summer intern and community partnerships, Maia Lemory. Maya is an Appleton public library staff member who works as a page sub in materials management and has been doing so since 2022. She also participated in teen programs, including the teen ambassador program, so we were excited to engage with her in this capacity. She's involved in a variety of extracurricular activities and is familiar with a variety of teen initiatives that we have going. So, over the summer, she will be assisting in supporting programs and partnerships for teens and adults. So, we're digging into some of those projects to get started and excited to have Maia for the next—for a 12-week full internship.

Unknown Library Staff Member 25:57

One other update about internships is our community partnerships internship. So, we just wrapped that one up. It was focused on bringing in candidates who were pursuing education and library and information science, and the role was to advance library programs and partnerships, also for teens and adults within community partnerships. So, we hired Evelyn Best who was a Lawrence University graduate. She is enrolled in coursework for Masters in Library and Information Science at University of Michigan's Information School, and she's now completed her internship, but I wanted to share some of the impacts from her time here.

Unknown Library Staff Member 26:39

With within the internship, she conducted a literature review related to younger adults, specifically Gen Z use of public libraries and how younger adults are using Appleton Public Library. She did that with independent research, conversations with staff, observations, and implementing a self-directed activity, which was the playing card collage in the commons leader hall and in the Flexbox teen area. They moved a little bit.

Unknown Library Staff Member 27:09

She shared a presentation with our programming staff in community partnerships, and shared some tangible recommendations for how we can consider younger adults, interests, practices and preferences for using libraries. So, a couple of points from that is meeting library users with shared values that libraries are free, they're fun, they're private, value privacy, and green, and focusing on authenticity, realness, and experiences. So, our programming staff working with teens and adults are inspired by that research, the observations that took place during the internship, and are using that inspiration in their planning for the summer and fall. That includes tactile experiences and programs and self-directed activities. So, watch for more of those pop-up self-directed activities and opportunities for community engagement within the library and hands on learning opportunities with teens and adults.

Unknown Library Staff Member 28:13

So, it's been great to bring interns in, learn from them, but also share how APL approaches library work, share what we love about our work and engagement with the community, and to hear their feedback on like what they learned from about—what they learned about the library, even when they had been a patron before or a staff member already. The internship gives them a closer view on what we do.

[Muffled speaking]

Unknown Speaker 28:51

Appleton is a bird city, and you could share what birds you [unclear]. A great example of that.

Unknown Speaker 2 28:57

Got a great bird story for after the meeting.

Margaret Mann (Library Board Member) 28:59

All right, good. All right. Any questions? Otherwise, we have reached the end of our staff update.