



City of Appleton

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

Meeting Agenda - Final Library Board

Tuesday, August 15, 2023

4:30 PM

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

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting
[23-0921](#) July 18, 2023 Meeting Minutes

Attachments: [7-18-2023 Library Board Meeting Minutes.pdf](#)

5. Public Participation & Communications

- [23-0971](#) Governor Evers Commendation

Attachments: [Groundbreaking Commendation.pdf](#)

Establish Order of the Day

6. Action Items

- [23-0972](#) Bill Register - July 2023

Attachments: [July 23 Bill Register.pdf](#)
[APL Financial Cash Flow YTD-July-2023.pdf](#)

- [23-0973](#) August 2023 Budget Amendment

Attachments: [Aug 23 Budget Amendment.pdf](#)

- [23-0975](#) Report of the Nominating Committee

Attachments: [7-19-2023 Nominating Committee Meeting Minutes.pdf](#)

[23-0976](#) Report of the Personnel & Policy Committee

Attachments: [7-27-2023 Personnel & Policy Committee Meeting Minutes.pdf](#)

7. Information Items

A. Administrative Report

[23-0977](#) Building Project Update

[23-0978](#) APL Hiring Process Update

[23-0979](#) Statistics - 2nd Quarter 2023

Attachments: [APRIL 2023.pdf](#)

[MAY 2023.pdf](#)

[JUNE 2023.pdf](#)

[23-0980](#) Friends Grant Funded Program Summaries - 2nd Quarter 2023

Attachments: [2nd Quarter 2023 Friends Grant Funded Program Summaries FINAL.pdf](#)

B. President's Report

[23-0981](#) Trustee Development - Community/Collaborative Environment

Attachments: [Trustee Development - Community Collaborative Environment.pdf](#)

Closed Session

The Library Board may meet in Closed Session pursuant to WI State Statute 1985(1)(c) to discuss personnel matters and then resume meeting in Open Session.

8. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

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

Meeting Minutes Library Board

Tuesday, July 18, 2023

4:30 PM

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

1. Call meeting to order

President Nancy Scheuerman called the meeting to order at 4:30pm

2. Pledge of Allegiance

3. Roll call of membership

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

Present: 9 - Looker, Kellner, Scheuerman, Mann, Nett, Van Zeeland, Keller, Bunnow and Lee

Excused: 2 - Sivasamy and Brozek

4. Approval of minutes from previous meeting

[23-0839](#)

June 20, 2023 Meeting Minutes

Attachments: [6-20-2023 Library Board Meeting Minutes.pdf](#)

Mann moved, seconded by Kellner that the June 20, 2023 Meeting Minutes be approved. Voice Vote. Motion Carried. (10-0)

5. Public Participation & Communication

Establish Order of the Day

President Scheuerman called for a motion to place Action Items 23-0840, 230941, 23-0699, 23-0842, 23-0848, and 23-0843 on a Consent Agenda.

Mann moved, seconded by Kellner that Action Items 23-0840, 230941, 23-0699, 23-0842, 23-0848, and 23-0843 be placed on a Consent Agenda. Voice Vote. Motion Carried. (10-0)

6. Action Items

Kellner moved, seconded by Bunnow that the Consent Agenda be approved. Voice Vote. Motion Carried. (10-0)

[23-0840](#)

Bill Register - June 2023

Attachments: [June 23 Bill Register.pdf](#)
[APL Financial Cash Flow YTD-June-2023.pdf](#)
[Friends Quarter 4 \(Apr-Jun 23\).pdf](#)

This Report Action Item was approved

[23-0841](#)

July 2023 Budget Amendment

Attachments: [Jul23BudgetAmendment \(003\).pdf](#)

This Report Action Item was approved

[23-0699](#)

Closure of Library for Groundbreaking on Tuesday, July 25, 2023
1-5pm

Attachments: [Library Closure for Groundbreaking Memo.pdf](#)

This Report Action Item was approved

[23-0842](#)

Report of the Finance Committee

Attachments: [07-11-2023 Finance Committee Meeting Minutes.pdf](#)

This Report Action Item was approved

[23-0848](#)

Library 2024 Operating Budget

Attachments: [Budget Memo for Board 7-5-2023.pdf](#)
[Budget Process Infographic.pdf](#)
[2024 Budget for Library Board July 12 2023.pdf](#)
[Utilities and Revenue Breakdown 2024.pdf](#)
[2024 Library amended at finance committee 7-12-2023.pdf](#)

This Report Action Item was approved

[23-0843](#)

Recommendation of Federal E-Rate Consultant

Attachments: [E-rate Consultant Memo FINAL.pdf](#)

This Report Action Item was approved

7. Information Items

A. Administrative Report

- [23-0844](#) Building Project Update
- [23-0845](#) Upcoming Staff Visioning Process with WiLS
- [23-0846](#) APL Hiring Process Update
- [23-0847](#) Upcoming Summer Committee Meetings Schedule - Nominating Committee 7/20/2023 9am City Hall Council Chambers, Personnel & Policy Committee 7/27/2023 10am City Hall Council Chambers

B. President's Report

- [23-0863](#) Upcoming Events and Trainings for Trustees

Attachments: [GroundbreakingInvite.pdf](#)
[2023 Schedule _Wisconsin Trustee Training Week.pdf](#)

Upcoming Events and Trainings for Trustees

Upcoming Events and Trainings for Trustees

C. Staff Updates

- [23-0849](#) Community Partnership Updates
- [23-0850](#) Children's Program Updates / Early Childhood

8. Adjournment

**Mann moved, seconded by Keller that the meeting be Adjourned. Voice Vote.
Motion Carried. (10-0)**

The meeting was Adjourned at 5:05pm



OFFICE OF THE GOVERNOR

CERTIFICATE OF COMMENDATION

HONORING

Appleton Public Library

GROUNDBREAKING

WHEREAS; patrons, employees, developers, and community members of the Appleton Public Library are celebrating the groundbreaking of the new library building on July 25, 2023, at 225 North Oneida Street in Appleton; and

WHEREAS; public libraries are the hearts of our cities, towns, villages, and communities and have long served as trusted and treasured institutions that offer opportunities for all people to explore new worlds, learn important skills, access critical resources, and become more engaged citizens of our democracy; and

WHEREAS; protecting and supporting public libraries has never been more important, as libraries, librarians, and library staff play an invaluable role in their communities; and

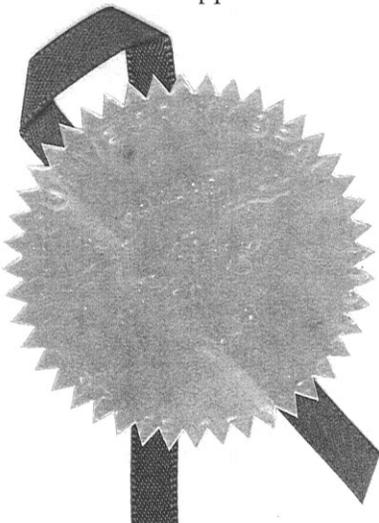
WHEREAS; the Appleton Public Library has provided countless contributions to the greater Appleton community and will continue to serve as a bold example for public libraries in its new location;

NOW, THEREFORE, I, Tony Evers, Governor of the State of Wisconsin, do hereby congratulate the Appleton Public Library on the groundbreaking of their new building and thank everyone involved for their dedicated service to the state.

DONE ON THIS 21ST DAY OF JULY 2023.

Tony Evers

TONY EVERS
GOVERNOR



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/7 TO 2023/7		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16010								Library Administration
16010	620100							Training/Conferences
999990	HILTON HOTELS CHICAG	104856	0	2023	7 INV P	1,013.55	pcard	ALA HILTON HOTELS C
					ACCOUNT TOTAL	1,013.55		
16010	630100							Office Supplies
001583	UNITED STATES POSTAL	104957	0	2023	7 INV P	35.10	pcard	Postage Finance Com
001583	UNITED STATES POSTAL	105626	0	2023	7 INV P	18.72	pcard	Postage Board Meeti
						53.82		
002034	OFFICE DEPOT	105627	0	2023	7 INV P	37.79	pcard	COPY PAPER
					ACCOUNT TOTAL	91.61		
16010	630700							Food & Provisions
000835	MANDERFIELD'S BAKERY	105124	0	2023	7 INV P	80.25	072623	560045 Donuts, Muffins for
					ACCOUNT TOTAL	80.25		
16010	641200							Advertising
000835	MANDERFIELD'S BAKERY	105207	0	2023	7 INV P	598.00	072623	560045 Cookies for Groundb
999990	USPS KIOSK 566280955	104845	0	2023	7 INV P	63.00	pcard	Groundbreaking Invi
999990	USPS KIOSK 566280955	104846	0	2023	7 INV P	63.00	pcard	Groundbreaking Invi
999990	FACEBK HJS6DQTX2	104941	0	2023	7 INV P	4.69	pcard	Facebook Ad
999990	USPS KIOSK 566280955	104942	0	2023	7 INV P	9.45	pcard	Groundbreaking Invi
999990	DRI*SIGNS	104943	0	2023	7 INV P	73.26	pcard	Tech Help Sign
999990	COSTCO WHSE #1222	105603	0	2023	7 INV P	26.97	pcard	Groundbreaking Supp
999990	4IMPRINT, INC	105604	0	2023	7 INV P	252.53	pcard	Branded Tablecloth
999990	4IMPRINT, INC	105605	0	2023	7 INV P	242.37	pcard	Volunteer Lanyards
999990	DRI*SIGNS	105606	0	2023	7 INV P	34.26	pcard	Floor Plan Poster
						769.53		
					ACCOUNT TOTAL	1,367.53		
16010	659900							Other Contracts/Obligation
001957	IMBERSTEG PIANO	105110	0	2023	7 INV P	160.00	072623	560032 QTR - 2 Grand Pian
					ACCOUNT TOTAL	160.00		
					ORG 16010 TOTAL	2,712.94		
16021								Library Children's services
16021	630100							Office Supplies
001983	AMAZON	104930	0	2023	7 INV P	62.29	pcard	crayons
001983	AMAZON	104931	0	2023	7 INV P	19.98	pcard	construction tattoo
001983	AMAZON	105692	0	2023	7 INV P	45.56	pcard	Fire Station Outrea
						127.83		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/7 TO 2023/7										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
002034 OFFICE DEPOT	105627	0	2023 7	INV	P	75.57		pcard	COPY PAPER	
999990 WAL-MART #2958	105620	0	2023 7	INV	P	17.24		pcard	Mario Activity Path	
999990 SP JAKES NOH	105674	0	2023 7	INV	P	34.25		pcard	Jake's Network of H	
						51.49				
				ACCOUNT TOTAL		254.89				
				ORG 16021	TOTAL	254.89				
16023				Library Public Services						
16023	630100			Office Supplies						
001034 OUTAGAMIE WAUPACA LI	104169	0	2023 7	INV	P	585.50	071223	559815	Envelopes & Receipt	
002034 OFFICE DEPOT	105627	0	2023 7	INV	P	75.57		pcard	COPY PAPER	
				ACCOUNT TOTAL		661.07				
				ORG 16023	TOTAL	661.07				
16024				Library Community Partnerships						
16024	630100			Office Supplies						
002034 OFFICE DEPOT	105627	0	2023 7	INV	P	75.57		pcard	COPY PAPER	
				ACCOUNT TOTAL		75.57				
16024	659900			Other Contracts/Obligation						
002486 TIMBER RATTLERS	105081	0	2023 7	INV	P	25.00	072623	560080	Teen Program Stadiu	
003153 CHRISTINE COHEN	104342	0	2023 7	INV	P	100.00	071923	559876	Find Your Ancestors	
003169 ALEXANDRIA WILBER	105258	0	2023 7	INV	A	700.00			Groundbreaking Art	
				ACCOUNT TOTAL		825.00				
				ORG 16024	TOTAL	900.57				
16031				Library Building Operations						
16031	630600			Building Maint./Janitorial						
000176 BELSON COMPANY	104170	0	2023 7	INV	P	208.55	071223	559757	Tissue, Gloves, Tow	
002818 ARAMARK	104853	0	2023 7	INV	P	24.64		pcard	Mats, Mops	
002818 ARAMARK	105612	0	2023 7	INV	P	46.05		pcard	Mats, Mops	
						70.69				
				ACCOUNT TOTAL		279.24				
16031	640700			Solid waste/Recycling Pickup						
001593 PFEFFERLE COMPANIES	105048	0	2023 7	INV	P	112.00	072623	560069	July 2023 - Trash K	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/7 TO 2023/7									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
					ACCOUNT TOTAL				112.00
16031 641301				Electric					
001575 WE ENERGIES	558	0	2023 7	INV	P	6,091.36	071223	559854	00262
001593 PFEFFERLE COMPANIES	105149	0	2023 7	INV	P	4,067.36	072623	560069	July/Aug - Gas & El
					ACCOUNT TOTAL				10,158.72
16031 641302				Gas					
001575 WE ENERGIES	558	0	2023 7	INV	P	856.34	071223	559854	00162
001593 PFEFFERLE COMPANIES	105149	0	2023 7	INV	P	27.10	072623	560069	July/Aug - Gas & El
					ACCOUNT TOTAL				883.44
16031 650200				Leases					
001593 PFEFFERLE COMPANIES	105196	0	2023 7	INV	P	12,500.00	072623	560069	August 2023 Lease -
					ACCOUNT TOTAL				12,500.00
16031 659900				Other Contracts/Obligation					
002229 STAR PROTECTION AND	104166	0	2023 7	INV	P	5,423.75	071223	559833	Security Guard APL
					ACCOUNT TOTAL				5,423.75
					ORG 16031 TOTAL				29,357.15
16032	Library Materials Management								
16032 503500				Other Reimbursements					
000188 BLACK CREEK VILLAGE	105084	0	2023 7	INV	P	17.00	072623	559989	PATRON MATERIAL REI
000743 KEWAUNEE PUBLIC LIBR	105223	0	2023 7	INV	P	7.00	072623	560037	PATRON MATERIAL REI
999998 HEATHER MCDONALD	104003	0	2023 7	INV	P	30.00	071223	559808	PATRON MATERIAL REI
999998 MAUREEN RADTKE	104304	0	2023 7	INV	P	30.00	071923	559914	PATRON MATERIAL REI
999998 RACHAEL COENEN	104306	0	2023 7	INV	P	17.00	071923	559915	PATRON MATERIAL REI
									77.00
					ACCOUNT TOTAL				101.00
16032 620100				Training/Conferences					
999990 MARRIOTT CHICAGO M M	104893	0	2023 7	INV	P	1,030.65	pcard		Hotel and parking f
					ACCOUNT TOTAL				1,030.65
16032 630100				Office Supplies					
001983 AMAZON	104960	0	2023 7	INV	P	23.90	pcard		DVD Cases
002034 OFFICE DEPOT	105627	0	2023 7	INV	P	37.78	pcard		COPY PAPER

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/7 TO 2023/7									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
999990 KAPCO-ONLINE	105628	0	2023	7	INV P	695.42	pcard	Book jacket covers	
ACCOUNT TOTAL						757.10			
16032 631500			Books & Library Materials						
000836 MANGO LANGUAGES of C	105635	0	2023	7	INV P	5,434.71	pcard	INV012509	
000889 MIDWEST TAPE	104882	0	2023	7	INV P	1,527.80	pcard	503972445, 50394454	
000889 MIDWEST TAPE	104969	0	2023	7	INV P	678.42	pcard	504008755, 50402123	
000889 MIDWEST TAPE	104970	0	2023	7	INV P	11,498.10	pcard	504011508	
						13,704.32			
001402 UNITED PARCEL SERVIC	104881	0	2023	7	INV P	18.72	pcard	1ZR449350393019640	
001983 AMAZON	104918	0	2023	7	INV P	24.99	pcard	114-3906383-2825027	
001983 AMAZON	104919	0	2023	7	INV P	14.37	pcard	114-0430562-3741810	
001983 AMAZON	104991	0	2023	7	INV P	23.99	pcard	113-7683857-6457865	
001983 AMAZON	105678	0	2023	7	INV P	54.98	pcard	113-9497050-9327431	
001983 AMAZON	105679	0	2023	7	INV P	29.89	pcard	114-5087130-8817817	
001983 AMAZON	105680	0	2023	7	INV P	24.06	pcard	113-4468216-7697047	
001983 AMAZON	105681	0	2023	7	INV P	11.97	pcard	114-7937579-3090645	
001983 AMAZON	105682	0	2023	7	INV P	10.99	pcard	114-3782068-1040260	
001983 AMAZON	105683	0	2023	7	INV P	21.98	pcard	114-6244968-6510652	
						217.22			
002396 INGRAM LIBRARY SERV	104884	0	2023	7	INV P	283.85	pcard	76526145	
002396 INGRAM LIBRARY SERV	104885	0	2023	7	INV P	291.83	pcard	76535082	
002396 INGRAM LIBRARY SERV	104886	0	2023	7	INV P	76.38	pcard	76546948	
002396 INGRAM LIBRARY SERV	104887	0	2023	7	INV P	131.35	pcard	76556142	
002396 INGRAM LIBRARY SERV	104888	0	2023	7	INV P	910.18	pcard	76573246	
002396 INGRAM LIBRARY SERV	104889	0	2023	7	INV P	531.05	pcard	76587910	
002396 INGRAM LIBRARY SERV	104890	0	2023	7	INV P	561.16	pcard	76587911	
002396 INGRAM LIBRARY SERV	104971	0	2023	7	INV P	183.26	pcard	76634708	
002396 INGRAM LIBRARY SERV	104972	0	2023	7	INV P	263.70	pcard	76628622	
002396 INGRAM LIBRARY SERV	104973	0	2023	7	INV P	524.63	pcard	76656216	
002396 INGRAM LIBRARY SERV	104974	0	2023	7	INV P	1,900.69	pcard	76645463	
002396 INGRAM LIBRARY SERV	104975	0	2023	7	INV P	442.24	pcard	76682727	
002396 INGRAM LIBRARY SERV	105636	0	2023	7	INV P	-153.94	pcard	76697065	
002396 INGRAM LIBRARY SERV	105637	0	2023	7	INV P	194.39	pcard	76704305	
002396 INGRAM LIBRARY SERV	105638	0	2023	7	INV P	178.41	pcard	76723161	
002396 INGRAM LIBRARY SERV	105639	0	2023	7	INV P	1,318.48	pcard	76723162	
002396 INGRAM LIBRARY SERV	105640	0	2023	7	INV P	577.36	pcard	76736291	
002396 INGRAM LIBRARY SERV	105641	0	2023	7	INV P	335.06	pcard	76753133	
002396 INGRAM LIBRARY SERV	105642	0	2023	7	INV P	259.75	pcard	76768394	
002396 INGRAM LIBRARY SERV	105643	0	2023	7	INV P	339.24	pcard	76802774	
002396 INGRAM LIBRARY SERV	105644	0	2023	7	INV P	409.60	pcard	76791612	
						9,558.67			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/7 TO 2023/7	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
	002830 KANOPY, INC	104025	0	2023	7	INV P	512.10	071223	559795 Inv #355763
	999990 PAYPAL *AAS SKY PUB	104883	0	2023	7	INV P	57.75	pcard	442060783G4787706
	999990 OVERDRIVE DIST	104976	0	2023	7	INV P	59.99	pcard	00669C023204778
	999990 OVERDRIVE DIST	104977	0	2023	7	INV P	65.11	pcard	00669C023210985
	999990 PAYPAL *HEARSTMAGAZ	105645	0	2023	7	INV P	40.00	pcard	2319300112403
							222.85		
				ACCOUNT TOTAL			29,668.59		
16032	659900			Other Contracts/Obligation					
	001398 UNIQUE MANAGEMENT SE	104163	0	2023	7	INV P	177.30	071223	559846 Collection Agency -
				ACCOUNT TOTAL			177.30		
				ORG 16032	TOTAL		31,734.64		
16033				Library Network Services					
16033	632700			Miscellaneous Equipment					
	000362 DELL MARKETING L.P.	104982	0	2023	7	INV P	1,793.00	pcard	Tina's new laptop
	003168 TELEVEND SERVICES IN	105123	0	2023	7	INV P	92.85	072623	560079 Fax Machine Part
				ACCOUNT TOTAL			1,885.85		
16033	641800			Equip Repairs & Maint					
	000911 MODERN BUSINESS MACH	104384	0	2023	7	INV P	321.32	071923	559916 Copier Usage - Mete
	000911 MODERN BUSINESS MACH	105085	0	2023	7	INV P	201.00	072623	560059 Copier Contract - B
							522.32		
	001961 WELLS FARGO FINANCIA	104171	0	2023	7	INV P	399.74	071223	559857 Copier Lease - July
	999990 SITEGROUND HOSTING	105669	0	2023	7	INV P	479.88	pcard	SITEGROUND HOSTING
				ACCOUNT TOTAL			1,401.94		
				ORG 16033	TOTAL		3,287.79		
	FUND 100 General Fund			TOTAL:			68,909.05		

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



Appleton Public Library Cash Flow Report July-2023 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	YTD TOTAL	% USED
423200	Library Grants & Aids	\$1,064,805.00	\$1,064,805.00	\$0.00	\$0.00	\$0.00	\$575,066.50	\$0.00	\$0.00	\$0.00	\$575,066.50	54.0%
480100	General Charges for Service	\$0.00	\$0.00	\$12.97	\$23.22	\$192.06	\$7.22	\$112.79	\$95.21	\$11.48	\$454.95	100.0%
500100	Fees & Commissions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
502000	Donations & Memorials	\$0.00	\$0.00	\$60.36	\$1.66	(\$49.41)	(\$2.91)	\$1.50	\$13.42	\$3.17	\$27.79	100.0%
503500	Other Reimbursements	\$45,600.00	\$105,871.00	\$1,546.06	\$1,741.58	\$64,259.13	\$1,203.10	\$1,953.05	\$4,723.61	\$1,252.13	\$76,678.66	72.4%
Total Revenue		\$1,110,405.00	\$1,170,676.00	\$1,619.39	\$1,766.46	\$64,401.78	\$576,273.91	\$2,067.34	\$4,832.24	\$1,266.78	\$652,227.90	55.7%

Expense	JAN	FEB	MAR	APR	MAY	JUNE	JULY	YTD TOTAL	% USED		
610100 Regular Salaries	(\$2,476,082.00)	(\$2,476,082.00)	(\$87,823.96)	(\$177,599.45)	(\$261,333.77)	(\$164,551.34)	(\$170,930.95)	(\$181,142.23)	(\$1,208,585.81)	48.8%	
610400 Call Time Wages	\$0.00	\$0.00	\$0.00	\$0.00	(\$75.00)	\$0.00	(\$150.00)	\$0.00	(\$225.00)	100.0%	
610500 Overtime Wages	\$0.00	\$0.00	(\$364.52)	(\$755.09)	(\$208.30)	(\$208.92)	\$0.00	\$0.00	(\$1,536.83)	100.0%	
610800 Part-Time Wages	(\$212,587.00)	(\$218,587.00)	(\$9,656.68)	(\$18,014.79)	(\$27,301.63)	(\$17,739.82)	(\$18,388.91)	(\$14,359.88)	(\$121,508.52)	55.6%	
611400 Sick Pay	\$0.00	\$0.00	\$0.00	\$0.00	(\$603.28)	(\$938.43)	\$0.00	\$0.00	(\$1,541.71)	100.0%	
611500 Vacation Pay	\$0.00	\$0.00	(\$9,176.95)	(\$6,629.58)	(\$20,481.93)	(\$23,789.05)	(\$14,827.13)	(\$14,493.47)	(\$113,200.27)	100.0%	
615000 Fringes	(\$891,233.00)	(\$891,233.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	
615100 FICA	\$0.00	\$0.00	(\$12,752.67)	(\$12,798.98)	(\$20,113.27)	(\$13,269.05)	(\$13,029.66)	(\$13,550.77)	(\$98,488.10)	100.0%	
615200 Retirement	\$0.00	\$0.00	(\$12,011.77)	(\$11,528.60)	(\$17,866.64)	(\$11,570.26)	(\$11,492.16)	(\$12,292.36)	(\$88,492.68)	100.0%	
615301 Health Insurance	\$0.00	\$0.00	(\$39,927.89)	(\$39,756.90)	(\$20,602.34)	(\$39,315.51)	(\$39,661.89)	(\$42,410.28)	(\$41,491.38)	100.0%	
615302 Dental Insurance	\$0.00	\$0.00	(\$2,956.29)	(\$2,934.60)	(\$1,349.48)	(\$2,851.48)	(\$2,823.46)	(\$2,961.52)	(\$2,814.95)	100.0%	
615400 Life Insurance	\$0.00	\$0.00	(\$74.10)	(\$76.50)	(\$76.50)	(\$84.90)	(\$83.88)	(\$83.40)	(\$91.80)	100.0%	
Personnel Services	(\$3,579,902.00)	(\$3,585,902.00)	(\$174,744.83)	(\$270,094.49)	(\$370,012.14)	(\$274,318.76)	(\$271,388.04)	(\$281,293.91)	(\$274,155.80)	(\$1,916,007.97)	53.4%

Expense	JAN	FEB	MAR	APR	MAY	JUNE	July	YTD TOTAL	% USED		
620100 Training/Conferences	(\$23,234.00)	(\$27,734.00)	(\$285.00)	(\$30.00)	(\$1,753.25)	(\$912.45)	(\$1,803.71)	(\$505.00)	(\$3,413.14)	(\$8,702.55)	31.4%
620200 Mileage Reimbursement	\$0.00	\$0.00	(\$387.00)	(\$387.00)	(\$387.00)	(\$387.00)	(\$455.78)	(\$500.78)	(\$387.00)	(\$2,891.56)	100.0%
620600 Parking Permits	(\$5,000.00)	(\$5,000.00)	\$0.00	(\$383.00)	\$0.00	(\$73.93)	\$0.00	\$0.00	\$0.00	(\$456.93)	9.1%
630100 Office Supplies	(\$35,517.00)	(\$46,155.00)	(\$1,134.08)	(\$1,921.91)	(\$2,266.33)	(\$2,558.93)	(\$3,002.48)	(\$1,776.78)	(\$1,884.14)	(\$14,544.65)	31.5%
630300 Memberships & Licenses	(\$2,200.00)	(\$2,200.00)	\$0.00	(\$155.00)	(\$355.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$510.00)	23.2%
630500 Awards & Recognition	(\$850.00)	(\$1,850.00)	(\$691.16)	\$0.00	(\$1,080.00)	(\$1,136.00)	(\$270.62)	\$0.00	\$0.00	(\$3,177.78)	171.8%
630600 Building Maint./Janitor	(\$7,000.00)	(\$7,000.00)	(\$1,370.84)	(\$757.33)	(\$534.45)	(\$165.54)	(\$1,245.19)	(\$324.65)	(\$279.24)	(\$4,677.24)	66.8%
630700 Food & Provisions	(\$1,135.00)	(\$5,714.00)	(\$245.51)	(\$20.70)	(\$77.32)	(\$1,209.21)	(\$143.29)	(\$306.97)	(\$80.25)	(\$2,083.25)	36.5%
630902 Tools & Instruments	(\$150.00)	(\$150.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
631500 Books & Library Materials	(\$475,000.00)	(\$499,156.00)	(\$44,227.37)	(\$60,016.85)	(\$30,210.90)	(\$33,296.62)	(\$40,975.41)	(\$36,682.25)	(\$29,668.59)	(\$275,077.99)	55.1%
632001 City Copy Charges	(\$100.00)	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
632002 Outside Printing	\$0.00	(\$1,200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
632101 Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	(\$161.25)	\$0.00	\$0.00	\$0.00	\$0.00	(\$161.25)	100.0%
632300 Safety Supplies	(\$550.00)	(\$550.00)	\$0.00	(\$233.76)	\$0.00	\$385.00	\$0.00	\$0.00	\$0.00	\$151.24	-27.5%
632700 Miscellaneous Equipment	(\$28,630.00)	(\$30,630.00)	(\$412.56)	(\$55.64)	(\$4,393.69)	\$0.00	(\$111.56)	(\$1,518.00)	(\$1,885.85)	(\$8,377.30)	27.3%
640700 Solid Waste/Recycling Pickup	(\$1,200.00)	(\$1,200.00)	(\$434.00)	(\$112.00)	(\$434.00)	(\$756.00)	(\$112.00)	(\$434.00)	(\$434.00)	(\$2,716.00)	226.3%
641200 Advertising	(\$1,288.00)	(\$9,288.00)	(\$592.90)	(\$1,867.38)	(\$164.99)	(\$267.83)	(\$926.50)	(\$495.53)	(\$1,367.53)	(\$5,682.66)	61.2%
641301 Electric	(\$30,000.00)	(\$30,000.00)	(\$3,335.17)	(\$7,746.98)	(\$12,214.27)	(\$3,687.03)	(\$14,251.97)	(\$4,158.94)	(\$10,158.72)	(\$55,553.08)	185.2%
641302 Gas	(\$20,000.00)	(\$20,000.00)	(\$3,431.49)	(\$7,268.52)	(\$9,709.01)	(\$1,216.68)	(\$3,287.06)	(\$66.62)	(\$883.44)	(\$25,862.82)	129.3%
641303 Water	\$0.00	\$0.00	\$0.00	(\$185.00)	\$0.00	\$0.00	(\$185.00)	\$0.00	\$0.00	(\$370.00)	100.0%
641304 Sewer	\$0.00	\$0.00	\$0.00	(\$51.00)	\$0.00	\$0.00	(\$54.55)	\$0.00	\$0.00	(\$105.55)	100.0%
641306 Stormwater	\$0.00	\$0.00	\$0.00	(\$793.97)	\$0.00	\$0.00	(\$776.71)	\$0.00	\$0.00	(\$1,570.68)	100.0%
641307 Telephone	(\$5,298.00)	(\$5,298.00)	\$0.00	(\$905.74)	(\$554.89)	(\$194.98)	(\$920.74)	(\$563.13)	(\$561.55)	(\$3,701.03)	69.9%
641308 Cellular Phones	(\$1,300.00)	(\$1,300.00)	(\$103.75)	\$0.00	(\$207.50)	(\$103.75)	(\$103.75)	(\$103.75)	\$0.00	(\$622.50)	47.9%
641600 Build Repairs & Maint	(\$2,000.00)	(\$2,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
641800 Equip Repairs & Maint	(\$49,255.00)	(\$49,255.00)	(\$2,602.74)	(\$399.74)	(\$11,287.11)	(\$1,526.32)	(\$2,668.45)	(\$402.80)	(\$2,001.94)	(\$20,889.10)	42.4%
642000 Facilities Charges	(\$100,565.00)	(\$100,565.00)	\$0.00	(\$66.84)	(\$5,671.50)	(\$66.84)	(\$3,722.80)	(\$2,881.42)	(\$66.84)	(\$12,476.24)	12.4%
644000 Snow Removal Services	(\$50,000.00)	(\$50,000.00)	\$0.00	\$0.00	\$0.00	(\$64,177.00)	\$0.00	\$0.00	\$0.00	(\$64,177.00)	128.4%
650200 Leases	(\$150,000.00)	(\$150,000.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$25,000.00)	(\$12,500.00)	(\$12,500.00)	(\$100,000.00)	66.7%
659900 Other Contracts/Obligation	(\$118,817.00)	(\$134,073.00)	(\$2,100.00)	(\$14,924.11)	(\$64,612.70)	(\$3,334.32)	(\$3,243.75)	(\$7,911.55)	(\$6,586.05)	(\$102,712.48)	76.6%
681500 Software Acquisition	(\$4,498.00)	(\$4,498.00)	(\$40.00)	(\$3,374.31)	(\$1,071.78)	(\$742.50)	(\$6,004.35)	(\$5,335.50)	\$0.00	(\$16,568.44)	368.4%
Operating Expense	(\$1,113,587.00)	(\$1,184,916.00)	(\$73,893.57)	(\$114,156.78)	(\$159,646.94)	(\$127,927.93)	(\$109,265.67)	(\$76,467.67)	(\$72,158.28)	(\$733,516.84)	61.9%
Personnel Services	(\$3,579,902.00)	(\$3,585,902.00)	(\$174,744.83)	(\$270,094.49)	(\$370,012.14)	(\$274,318.76)	(\$271,388.04)	(\$281,293.91)	(\$274,155.80)	(\$1,916,007.97)	
Operating Expense	(\$1,113,587.00)	(\$1,184,916.00)	(\$73,893.57)	(\$114,156.78)	(\$159,646.94)	(\$127,927.93)	(\$109,265.67)	(\$76,467.67)	(\$72,158.28)	(\$733,516.84)	
Total Expense	(\$4,693,489.00)	(\$4,770,818.00)	(\$248,638.40)	(\$384,251.27)	(\$529,659.08)	(\$402,246.69)	(\$380,653.71)	(\$357,761.58)	(\$346,314.08)	(\$2,649,524.81)	
Total Revenue	\$1,110,405.00	\$1,170,676.00	\$1,619.39	\$1,766.46	\$64,401.78	\$576,273.91	\$2,067.34	\$4,832.24	\$1,266.78	\$652,227.90	

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2023

<u>Description</u>	ORG	OBJECT	PROJ (in GL)			<u>Amount</u>
			PROJECT	SEG 1	SEG 2	
Community Partnerships - Other Reim	16024	503500				\$ 5,000
Community Partnerships - Part time Wages	16024	610800				\$ 5,000
Community Partnerships - Other Reim	16024	503500				\$ 10,000
Community Partnerships - Other Contracts	16024	659900				\$ 10,000
Library Admin - Other Reimbursements	16010	503500				\$ 41
Library Admin - Other Reimbursements	16010	603700				\$ 41

For the purpose of:

- \$5000 - Librarys in Bloom
- \$10000 - Entrepreneurs of Color
- \$41 - UW System Reimbursement for Community Project Powered Expense

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

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

Meeting Minutes Library Board

Thursday, July 20, 2023

9:00 AM

Council Chambers, 6th Floor

Library Board Nominating Committee

1. Call meeting to order

Chairperson Rebecca Kellner called the meeting to order at 9:03am

2. Pledge of Allegiance

3. Roll call of membership

Others Present: Colleen Rortvedt

Present: 3 - Kellner, Keller and Bunnow

4. **Action Items**

[23-0851](#)

Selection of Nominees for Library Board President and Library Board Vice President

Bunnow moved, seconded by Keller, that the proposed slate of Officers for 2023-2024 be recommended for approval:

President - Margret Mann

Vice President - Nancy Scheuerman

Voice Vote. Motion Carried. (3-0)

5. Adjournment

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

The meeting was Adjourned at 9:21am



City of Appleton

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

Meeting Minutes Library Board

Thursday, July 27, 2023

10:00 AM

Council Chambers, 6th Floor

Library Board Personnel & Policy Committee

1. Call meeting to order

Chairperson Mann called the meeting to order at 10:02am

2. Pledge of Allegiance

3. Roll call of membership

Kellner arrived at 10:21am

Scheuerman arrived at 10:27am

Others Present: Colleen Rortvedt, Mayor Jacob Woodford

Present: 3 - Kellner, Mann and Brozek

Others : 1 - Scheuerman

4. **Action Items**

Closed Session

Mann moved, seconded by Brozek that the meeting move into Closed Session pursuant to WI State Statute 19.85(1)(c) to discuss personnel matters. Voice Vote. Motion Carried. (3-0)

Roll Call was taken.

The meeting went into Closed Session at 10:04am

Brozek moved, seconded by Mann that the meeting resume Open Session.

Voice Vote. Motion Carried. (3-0)

Roll Call was taken.

The meeting resumed Open Session at 10:39am.

[23-0862](#)

Library Director's 2023 Mid-Year Performance Evaluation

Kellner moved, seconded by Brozek, that the Library Director's 2023 Mid-Year Performance Evaluation be recommended for approval. Voice Vote. Motion Carried. (3-0)

5. Adjournment

**Kellner moved, seconded by Mann the meeting be Adjourned. Voice Vote.
Motion Carried. (3-0)**

The meeting was Adjourned at 10:40am

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 APRIL 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
I. Circulation						
Adult Circulation	29,741	13,204	118,860	103,159	125%	15%
Children's Circulation	25,471	8,738	101,831	76,450	191%	33%
Total Circulation	55,212	21,942	220,691	179,609	152%	23%
Adult AV/nonbook (included in above)	9,430	5,019	37,472	37,117	88%	1%
Children's AV/non-book (included in above)	2,558	1,278	9,241	9,419	100%	-2%
E-Book Circulation	7,886	7,836	31,673	31,538	1%	0%
E-Audiobook Circulation	9,555	7,930	36,815	30,554	20%	20%
E-Video Circulation	416	382	1,698	1,568	9%	8%
E-Comics Circulation	170	189	724	664	-10%	9%
E-Magazine Circulation	1,051	1,113	4,249	4,410	-6%	-4%
E-Music Circulation	122	151	531	512	-19%	4%
Total E-Circulation	19,200	17,601	75,690	69,246	9%	9%
ILL items received (received from)	10,266	1,849	40,798	31,286	455%	30%
ILL items loaned (provided to)	9,171	7,825	38,031	39,578	17%	-4%
Total Registered Patrons (quarterly)	0	70,061	n/a	n/a	-100%	n/a
Door Count	16,739	6,269	67,688	56,417	167%	20%
Percentage of Total Circulation on Self Check Machines	61.2%	72.3%	n/a	n/a	-15%	n/a

II. Customer Assistance						
Reference Transactions - Adult	1,851	1,512	8,059	9,436	22%	-15%
Reference Transactions - Children's	617	309	3,180	2,452	100%	30%
Total Reference	2,468	1,821	11,239	11,888	36%	-5%
Volunteer Hours	238	106	818	908	125%	-10%

III. Collections & Processing						
Volumes Added	2,067	375	7,387	4,663	451%	58%
Volumes Withdrawn	947	8,613	4,337	56,358	-89%	-92%
Total Titles	192,082	196,743	n/a	n/a	-2%	n/a
Total Volumes	215,420	224,891	n/a	n/a	-4%	n/a

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 APRIL 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
IV. Programs						
Children's						
Children's Programs (including group visit)	58	7	229	92	729%	149%
Children's Program Attendance (including group visit)	2,383	173	8,303	1,379	1277%	502%
Children's One-on-One Visits	2	0	4	1	>100%	300%
Children's One-on-One Visits Participants	5	0	7	2	>100%	250%
Children's Self Directed Activities	9	7	40	18	29%	122%
Children's Self Directed Activity Participants	1,040	376	6,476	4,307	177%	50%
Young Adult						
Young Adult Programs	2	2	7	7	0%	0%
Young Adult Program Attendance	3	54	13	102	-94%	-87%
Young Adult Self Directed Activities	1	0	3	2	>100%	50%
Young Adult Self Directed Activity Participants	115	0	205	877	>100%	-77%
Adult						
Adult Programs	17	6	42	36	183%	17%
Adult Program Attendance	425	282	1,652	1,512	51%	9%
Adult One-on-One Instructions	11	14	58	67	-21%	-13%
Adult One-on-One Instruction Attendance	22	16	101	112	38%	-10%
Adult Self Directed Activities	0	0	3	0	0%	>100%
Adult Self Directed Activity Participants	0	0	0	0	0%	0%
Total Programs	77	15	278	135	413%	106%
Total Program Attendance	2,811	509	9,968	2,993	452%	233%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	1	44	1	465	-98%	-100%
Meeting Room Uses - Events (Library Programs)	0	4	0	307	-100%	-100%
Total Meeting Room Uses	1	48	1	772	-98%	-100%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY

APRIL 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
V. Electronic Access Services						
Database Sessions	1,833	1,408	7,534	5,922	30%	27%
Web Page Sessions	14,330	27,397	60,220	104,335	N/A	N/A
APL Created Electronic Content	473	448	2,263	2,345	6%	-3%
Public Computing Sessions	1,049	620	3,835	5,371	69%	-29%
Total Time Used on Public Computers	898:00:00	553:00:00	3238:00:00	4883:00:00	62%	-34%
Data Transferred (GB)	1130	920	7938	11380	23%	-30%
WIFI Distinct Clients	1917	1880	7684	9840	2%	-22%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY

MAY 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
I. Circulation						
Adult Circulation	27,973	11,237	146,833	114,396	149%	28%
Children's Circulation	20,829	8,803	122,660	85,253	137%	44%
Total Circulation	48,802	20,040	269,493	199,649	144%	35%
Adult AV/nonbook (included in above)	8,763	2,523	46,235	39,640	247%	17%
Children's AV/non-book (included in above)	1,980	728	11,221	10,147	172%	11%
E-Book Circulation	8,100	7,967	39,773	39,505	2%	1%
E-Audiobook Circulation	9,658	7,940	46,473	38,494	22%	21%
E-Video Circulation	459	430	2,157	1,998	7%	8%
E-Comics Circulation	212	245	936	909	-13%	3%
E-Magazine Circulation	1,072	984	5,321	5,394	9%	-1%
E-Music Circulation	152	136	683	648	12%	5%
Total E-Circulation	19,653	17,702	95,343	86,948	11%	10%
ILL items received (received from)	9,767	2,156	50,565	33,442	353%	51%
ILL items loaned (provided to)	9,189	4,777	47,220	44,355	92%	6%
Total Registered Patrons (quarterly)	72,901	70,061	n/a	n/a	4%	n/a
Door Count	16,075	3,239	83,763	59,656	396%	40%
Percentage of Total Circulation on Self Check Machines	61.4%	64.7%	n/a	n/a	-5%	n/a

II. Customer Assistance						
Reference Transactions - Adult	1,690	1,242	9,749	10,678	36%	-9%
Reference Transactions - Children's	542	465	3,722	2,917	17%	28%
Total Reference	2,232	1,707	13,471	13,595	31%	-1%
Volunteer Hours	216	125	1,034	1,033	73%	0%

III. Collections & Processing						
Volumes Added	2,316	836	9,703	5,499	177%	76%
Volumes Withdrawn	1,022	1,498	5,359	57,856	-32%	-91%
Total Titles	193,136	196,513	n/a	n/a	-2%	n/a
Total Volumes	216,688	224,314	n/a	n/a	-3%	n/a

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY

MAY 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
IV. Programs						
Children's						
Children's Programs (including group visit)	43	21	272	113	105%	141%
Children's Program Attendance (including group visit)	2,948	1,811	11,251	3,190	63%	253%
Children's One-on-One Visits	0	0	4	1	0%	300%
Children's Home One-on-One Visits Participants	0	0	7	2	0%	250%
Children's Self Directed Activities	11	6	51	24	83%	113%
Children's Self Directed Activity Participants	1,703	312	8,179	4,619	446%	77%
Young Adult						
Young Adult Programs	9	6	16	13	50%	23%
Young Adult Program Attendance	444	284	457	386	56%	18%
Young Adult Self Directed Activities	1	0	4	2	>100%	100%
Young Adult Self Directed Activity Participants	82	0	287	877	>100%	-67%
Adult						
Adult Programs	14	8	56	44	75%	27%
Adult Program Attendance	251	805	1,903	2,317	-69%	-18%
Adult One-on-One Instructions	13	4	71	71	225%	0%
Adult One-on-One Instruction Attendance	22	5	123	117	340%	5%
Adult Self Directed Activities	1	2	4	2	-50%	100%
Adult Self Directed Activity Participants	154	167	257	167	-8%	54%
Total Programs	66	35	344	170	89%	102%
Total Program Attendance	3,643	2,900	13,611	5,893	26%	131%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	1	0	2	465	>100%	-100%
Meeting Room Uses - Events (Library Programs)	0	0	0	307	0%	-100%
Total Meeting Room Uses	1	0	2	772	>100%	-100%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 MAY 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
V. Electronic Access Services						
Database Sessions	1,582	1,302	9,116	7,224	22%	-86%
Web Page Sessions	14,888	25,373	75,108	129,708	N/A	N/A
APL Created Electronic Content	213	556	2,476	2,901	-62%	-78%
Public Computing Sessions	1,033	164	4,868	5,535	530%	-97%
Total Time Used on Public Computers	881:00:00	122:00:00	4119:00:00	5005:00:00	622%	-97%
Data Transferred (GB)	3602	904	11540	12284	298%	-92%
WIFI Distinct Clients	1842	975	9526	10815	89%	-90%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 JUNE 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
I. Circulation						
Adult Circulation	31,105	25,711	177,938	140,107	21%	27%
Children's Circulation	29,006	24,869	151,666	110,122	17%	38%
Total Circulation	60,111	50,580	329,604	250,229	19%	32%
Adult AV/nonbook (included in above)	9,066	7,288	55,301	46,928	24%	18%
Children's AV/non-book (included in above)	2,375	2,300	13,596	12,447	3%	9%
E-Book Circulation	8,263	7,464	48,036	46,969	11%	2%
E-Audiobook Circulation	10,001	7,933	56,474	46,427	26%	22%
E-Video Circulation	345	360	2,502	2,358	-4%	6%
E-Comics Circulation	225	163	1,161	1,072	38%	8%
E-Magazine Circulation	1,016	919	6,337	6,313	11%	0%
E-Music Circulation	149	121	832	769	23%	8%
Total E-Circulation	19,999	16,960	115,342	103,908	18%	11%
ILL items received (received from)	10,497	6,842	61,062	40,284	53%	52%
ILL items loaned (provided to)	9,198	8,400	56,418	52,755	10%	7%
Total Registered Patrons (quarterly)	66,849	70,061	n/a	n/a	-5%	n/a
Door Count	20,283	15,444	104,046	75,100	31%	39%
Percentage of Total Circulation on Self Check Machines	61.0%	60.2%	n/a	n/a	1%	n/a

II. Customer Assistance						
Reference Transactions - Adult	2,072	1,939	11,821	12,617	7%	-6%
Reference Transactions - Children's	1,179	1,488	4,901	4,405	-21%	11%
Total Reference	3,251	3,427	16,722	17,022	-5%	-2%
Volunteer Hours	303	230	1,337	1,263	31%	6%

III. Collections & Processing						
Volumes Added	1,960	1,649	11,663	7,148	19%	63%
Volumes Withdrawn	1,038	4,064	6,397	61,920	-74%	-90%
Total Titles	193,819	194,144	n/a	n/a	0%	n/a
Total Volumes	217,605	221,892	n/a	n/a	-2%	n/a

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 JUNE 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
IV. Programs						
Children's						
Children's Programs (including group visit)	58	58	330	171	0%	93%
Children's Program Attendance (including group visit)	2,507	1,594	13,758	4,784	57%	188%
Children's One-on-One Visits	1	0	5	1	>100%	400%
Children's Home One-on-One Visits Participants	3	0	10	2	>100%	400%
Children's Self Directed Activities	11	6	62	30	83%	107%
Children's Self Directed Activity Participants	2,125	904	10,304	5,523	135%	87%
Young Adult						
Young Adult Programs	3	3	19	16	0%	19%
Young Adult Program Attendance	179	19	636	405	842%	57%
Young Adult Self Directed Activities	2	1	6	3	100%	100%
Young Adult Self Directed Activity Participants	36	12	323	889	200%	-64%
Adult						
Adult Programs	17	9	73	53	89%	38%
Adult Program Attendance	471	210	2,374	2,527	124%	-6%
Adult One-on-One Instructions	15	12	86	83	25%	4%
Adult One-on-One Instruction Attendance	21	16	144	133	31%	8%
Adult Self Directed Activities	2	1	6	3	100%	100%
Adult Self Directed Activity Participants	227	62	484	229	266%	111%
Total Programs	78	70	422	240	11%	76%
Total Program Attendance	3,157	1,823	16,768	7,716	73%	117%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	0	0	2	465	0%	-100%
Meeting Room Uses - Events (Library Programs)	0	0	0	307	0%	-100%
Total Meeting Room Uses	0	0	2	772	0%	-100%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY

JUNE 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
V. Electronic Access Services						
Database Sessions	1,380	1,260	10,496	8,484	10%	24%
Web Page Sessions	15,398	26,652	90,506	156,360	N/A	N/A
APL Created Electronic Content	161	475	2,637	3,376	-66%	-22%
Public Computing Sessions	1,017	892	5,885	6,427	14%	-8%
Total Time Used on Public Computers	779:00:00	708:00:00	4898:00:00	5713:00:00	10%	-14%
Data Transferred (GB)	2008	3003	13548	15287	-33%	-11%
WIFI Distinct Clients	2049	1628	11575	12443	26%	-7%

Adult Classes and Events

Bollywood Dance Workout

In April, we continued the Bollywood Dance Workouts with Mahima Grover. The program attracted people of all ages. Participants had a wonderful experience with the classes. They learned Bollywood dancing and culture that they rarely get to experience. A participant commented that the music was great, and the dancing was fun to learn and perform. The honorarium was made possible by Friends' funds.

Books and Brews

We continued our popular Books and Brews series, meeting at a new venue each month. Alternating between a local brewpub or coffee shop, we get together to discuss our current favorite reads. Readers are excited to connect to other readers and to be inspired about new books and genres. Friends' funds supplied an optional coffee or non-alcoholic beverage as a thank you to the host and to reduce barriers to participation.

Collaborative Fiction Circle

This awesome collaborative writing game, held in April and May, has been a fun way for community members to meet and work creatively to make a story. Each session is new and exciting, and the participants can find their voices, creating and sharing wonderful stories. Friends' funds supplied coffee as a thank you to Lawless for hosting us and to reduce barriers to participation.

Community Powered Story Circle

APL concluded Community Powered, a year-long partnership with Wisconsin Humanities, where a Community Powered project coordinator was mentored by library staff in their community engagement and project development. APL was one of four libraries selected to participate in Community Powered. The Appleton project resulted in relationship building, storytelling programs, and a collaborative "Story Circle" program with APL and Fox Valley Literacy. Participants, Fox Valley Literacy students, practiced English and built community with one another during the Story Circle program. Friends of APL provided fiscal agent support for this initiative, enabling APL staff to participate in this unique collaboration and deepen relationships with community partners.

Entrepreneurs of Color Spotlight Series

The Entrepreneurs of Color (EoC) Spotlight series presented six sessions in its monthly virtual program that highlighted entrepreneurs' business journeys and engaged over 70 viewers to interact and learn. The EoC Spotlight is a collaboration between Appleton Public Library, the ColorBold Business Association, and UW-Madison Division of Extension for Outagamie & Winnebago counties. It is part of the Small Business – Big Impact initiative, an APL initiative that supports business startup, retention, and expansion efforts for and with people of color and immigrants. It is funded by the American Library Association's Libraries Build Business grant, with Friends of APL serving as the fiscal agent for APL.

FRIENDS GRANTS PROGRAM SUMMARIES

2nd QUARTER 2023

Fiber Arts with Pat Bishop

We were excited to welcome celebrated fiber artist Pat Bishop for a workshop. Pat showed attendees how to compose a simple landscape with fabric scraps. This easy and fun technique showcased how accessible it is to create beautiful art from your home with little supplies or experience. Friends' funds were used for an honorarium for the artist.

Find Your Ancestors: Breathing New Life Into Your Boring Ancestors

Although some people might believe they have boring ancestors, our June Find Your Ancestors speaker Melissa Barker showcased all the various interesting facts you might be able to locate for your ancestor to discover they really are not as boring as you think they were! After giving a wonderful overview of the various types of archives and records you might locate within those archives, Melissa walked the 208 attendees through a case study of an ancestor, showcasing record sets she used to expand his "boring" life into an exciting timeline of his life. Specific records she used included school records, court records, manuscript collections, old letters, and more. One attendee said, "This is such a valuable program - many ideas I have never considered until now!" Friends provided financial support for this series and an honorarium for this speaker.

Find Your Ancestors: Preserving Family Photos and Heirlooms

Our April Find Your Ancestors session hosted local genealogist Angie Knutson to discuss preserving family photos and heirlooms. Angie gave the 191 attendees practical advice for photo preservation, materials needed for preserving various heirlooms and where to purchase them. The second half of our program was dedicated to live demonstrations, including how to setup a station to uncurl your photos or documents and how to safely remove photos from sticky albums. One attendee remarked that they, "loved the live demo, very unique in a webinar presentation that made it very interesting and engaging." Friends provided financial support for this series.

Find Your Ancestors: Tracing Your Jewish Family History

For May, the Find Your Ancestors series hosted Debbie Trotsky Soren from the Jewish Genealogical Society of Illinois to discuss tracing your Jewish family history. Debbie gave an overview of the research process and record sets available to start the search, both internationally and in US based resources. She also explained some more Jewish specific resources, such as databases available on the JewishGen website and Yizkor books, which document the history of the communities destroyed in the Holocaust. Attendees appreciated her explanation of some Jewish cultural traditions that are beneficial to know when researching and an overview of several symbols and phrases that could be located on your ancestor's tombstone. Friends provided financial support for this series and an honorarium for this speaker.

FRIENDS GRANTS PROGRAM SUMMARIES

2nd QUARTER 2023

Musician-led Ukulele Jams

To kick off the 2023 Summer Library Program and showcase the circulating ukulele collection, we invited musician Ashley Klatkiewicz to join us again for a group ukulele jam. Ashley does an incredible job welcoming new players and engaging experienced ukulelists. Friends' funds provided the honoraria for two instructor-led events and supported the purchase of music stands to hold sheet music for program participants.

Teen Classes and Events

Teen Ambassador Program (TAP)

Teen Ambassador Program (TAP) Ambassadors gather once a month to discuss library news, program ideas and more. The May meeting celebrated the accomplishments of our TAP members during the spring session. The ambassadors enjoyed board games, pizza, and soda at Derks Park. Friends' funds were used to purchase refreshments for the meetings. TAP will resume once again in the Fall.

Teen Movie Night at Houdini Plaza

On June 9, APL partnered with Fox City Flix, People of Progression (POP) and the Boys & Girls Club of the Fox Valley S.T.A.R. program to bring a special outdoor viewing of the blockbuster hit "Black Panther Wakanda Forever" to Houdini Plaza. This was a special way to end the school year and kickoff summer. Over 115 participants were in attendance--popcorn, water bottles, the attendees enjoyed cotton candy and free swag. APL Teen Services was present to share the Summer Library Program and recruit applicants to the teen summer internship position. Thank you to the Friends for providing funding, for the film screening services, to make this event possible.

Teen Tuesday

During the summer, Teen Services hosts a monthly event called Teen Tuesday. Teens register and attend programming in different destinations throughout the city to enjoy activities that appeal to a variety of interests including crafting, gaming, visiting the planetarium and more. Friends' funds provide crafting materials and entrance fees to the various locations to help make these programs accessible to teens and families.

Children's Classes and Events

Family Classes and Events

April – June Memorial Park StoryWalk

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

FRIENDS GRANTS PROGRAM SUMMARIES

2nd QUARTER 2023

Spring is Here by Will Hillenbrand
Bird Watch by Christie Matheson
Let's Go on a Hike! By Katrina Liu

These books were unassembled and then reassembled as StoryWalk pages for the months of– April - June. 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.

Kidz Expo

April 14 & 15

The Fox Valley Kidz Expo was held at the Fox Cities Exhibition Center. APL shared a table with other Fox Cities Libraries where we offered information about library programming as well as a Tumble Bunny craft activity. Each child was given a bunny to decorate. The bunny was then taped together with two marbles inside. Once their tumble bunny was ready, kiddos were able to use three ramps covered in felt to experiment with physics, force & motion. Many parents and children made rabbits so they could race against one another. Friends' Funds paid for the exhibitor fee.

Hmong American Day Celebration

In celebration of Hmong-American Day, Miss Sia collected story cloths (inspired by traditional Hmong story cloths) artwork submitted by children in the community. All participants were entered into a raffle to win books written by Hmong authors. Eight winners were chosen. All artwork submitted was on display in the Children's department throughout the month of May. Friends' funds were used to purchase prize books for the raffle.

Light the Night

On May 19th, the library had a table at the first downtown Appleton Light the Night Market. In keeping with the theme, staff offered glow in the dark tattoos as well as bookmarks and glow in the dark paint activities. Despite cold and windy weather, almost 500 people stopped by the library table for glow in the dark fun and information about library programs. Friends' Funds were used to purchase glow in the dark paint and tattoos.

Unicorn and Yeti Party

On Sunday, May 21st, the children's department held a *Unicorn and Yeti* Book Club party based on the popular *Unicorn and Yeti* series. Fun activities included a Yei cotton-ball craft and yeti masks. Friend's Funds were used for program craft supplies.

SLP Decorations

Friend's Funds were used to purchase paper supplies which Children's staff turned into Summer Library Program decorations. These are spread throughout the library, but

FRIENDS GRANTS PROGRAM SUMMARIES

2nd QUARTER 2023

primarily in the Children's Department. Highlights include a new pathway into Children's and a giant Fire Flower on the wall. Patrons have been very excited when they enter the area and see the decorations, and this enthusiasm encourages Summer Library Program signups. Friends' Funds were also used to purchase the cardboard Mario cutouts, star stickers and SLP log stampers.

SLP Kick-off

On June 3rd, APL held a library wide Summer Library Program kick-off party. In the Children's Area, we had a variety of activities including Face Painting, Balloon animals provided by Mischief & Magic, STEAM stations, crafts, temporary tattoos and more. Well over 200 people came to the library for the activities and to sign up for SLP. Friends' Funds paid the stipend for Mischief & Magic as well as covering costs for face paint, temporary tattoos, and craft supplies.

Craft Around the World

Friends' funds were used to purchase craft supplies for a new program this summer called, "Craft Around the World." This program met during June & July. Each week staff shared stories and facts from different countries. Following Storytime, patrons made crafts from/inspired by the country of the week. June countries included Mongolia, India, and Japan.

Highlands Summer School Outreach

APL staff visited two groups of students attending Highlands Summer School to share library resources as well as stories and craft activities highlighting the culture of Puerto Rico. Friends' Funds were used to purchase craft supplies for maracas.

Flower Fest

On Thursday, June 8th the Children's Department hosted Flower Fest, a family program all about flowers. 79 children and caregivers attended the program. Attendees planted a flower to take home, decorated a paper flower that bloomed in water, pretended to be bees, and transferred nectar from flowers to a bubble wrap beehive, coded robot bees to knock over towers, created a paper flower crown and got temporary flower tattoos. Activities took place outside the front of the library and in the Children's department. Friends' funds were used to purchase dirt, seeds, peat pots, flower paper punches, construction paper, pipettes, and temporary tattoos.

Takin' It Outside

On June 16th, APL had a booth at the Takin' It Outside event. Organized by B.A.B.E.S. Inc. Child Abuse Prevention Program, this event was held in Memorial Park and featured activity booths from community organizations, balloon artists, face painting, a magic workshop and more. Over 100 people stopped by the library table to create scratch off bookmarks, paint Yoshi eggs and learn about library resources. Friends' Funds were used to purchase the scratch off bookmarks.

FRIENDS GRANTS PROGRAM SUMMARIES

2nd QUARTER 2023

Butterfly Festival

June 17, Children's staff attended the Butterfly Festival. Over 500 people stopped by the library booth where they made clothespin butterflies, wrote their names on scratch off bookmarks and learned about library programs and services. Friends' Funds provided the clothespins for the butterflies and the scratch off bookmarks.

School Age STEAM

Two sessions of School-Age STEAM held in June used Friends' Funds to purchase supplies. In the first session, participants tested out their engineering abilities by experimenting with a variety of different materials to create bridges. They were encouraged to use the scientific method to build an experiment, test it out and then rebuild using what they had learned. In the second session, participants created their own original playground design and then used engineering skills and artistic abilities to create what they designed out of a variety of materials.

April Symphony Storytime

Miss Tori was joined by Jennifer Bryan, a member of the Fox Valley Symphony Orchestra for an all-ages family friendly Storytime at the Appleton Public Library! Miss Tori read *Clarinet and Trumpet* and *Lost and Found: What's That Sound?* Miss Jennifer played many songs on her Oboe and English Horn, led the children in a dance, and answered questions. Friends' Funds were used to pay the Fox Valley Symphony Orchestra and the musician.

June Symphony Storytime

Miss Tori was joined by Corrina Albright, a member of the Fox Valley Symphony Orchestra for an all-ages family friendly Storytime at the Appleton Public Library! Miss Tori read *Never Play Music Right Next to the Zoo* and *Symphony for a Broken Orchestra*. Miss Corrina played many songs on her viola, led the children in a dance, and answered questions. Friends' Funds were used to pay the Fox Valley Symphony Orchestra and the musician.

Programs for All Ages

Ongoing Classes, Events and Services

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 new albums to add to the collection. Friends' funds supported the honoraria for four additional albums added to the collection.

FRIENDS GRANTS PROGRAM SUMMARIES

2nd QUARTER 2023

Fox Cities Reads

We hosted two book discussions in person and virtually for Fox Cities Reads 2023. This year's selected read was *Bird Box* by Josh Malerman. During the book discussion, individuals had the opportunity to share their unique interpretations of the book. The conversation engaged all the readers to participate and be inspired. Participants appreciated the selected book because it encouraged them to read out of their comfort zone and explore new genres. Friends' funds provided support for the Fox Cities Reads initiative.

Hmong American Day Art Contest

In honor of Hmong American Day, APL staff created a Hmong art contest opportunity for Hmong students from the Fox Valley to participate. We asked middle and high school artists of all skill levels to submit Hmong artwork to celebrate Hmong American Day. The artwork was showcased in the library along with materials from the Hmong Resource Collection. Patrons appreciated seeing the artwork from the students and the Hmong display. Friends' funds were used to purchase books for the participating artists.

Tech Help 1:1 Sessions

Tech Help (formerly named 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. The service was renamed Tech Help to communicate the range of support staff and volunteer can offer (e.g., computer, tablet, printing, microfilm use, phone, etc.) Friends' funds the position of the library assistant coordinating this service.

Special Projects

Appleton Pride 2023

Appleton Public Library was invited to participate in the 2023 Appleton Pride event, a family-friendly event highlighting the LGBTQIA2S+ community in Appleton and the surrounding Fox Valley. The event celebrated diversity, equity, and inclusion. Library staff highlighted the library collection and shared library resources and services with participants. Attendees were pleased to be able to create and update their library cards at this community event. Friends' funds supported APL's participation and "Friend" level sponsorship of the event.

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.

FRIENDS GRANTS PROGRAM SUMMARIES

2nd QUARTER 2023

Building Project Communications

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

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.

Jumbo Light Bright

Friends' funds were used to purchase 4 jumbo light bright sets to use on light tables on the preschool STEAM Table and in Children's programs. This has been a well-loved addition with all ages stopping to interact.

Loomly

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

NEW North Ethnic & Diverse Microgrants for Nonprofits

APL is the recipient of a \$5,000 grant to fund its "Small Business – Big Impact Coworking" project. This grant supports staffing and program expenses for a series of mobile pop-up coworking experiences for small business owners and entrepreneurs, with specific focus on engaging Black, Indigenous, and People of Color (BIPOC) to address racial and ethnic disparities in business information access and networks of support. This project supports APL's larger vision and plan for expanded business services that include a free, accessible, inclusive coworking space in our renovated library, by surveying and engaging with BIPOC business owners to understand what they want to see in the forthcoming space. Friends is serving as the fiscal agent for APL to receive this grant and enact this project.

Teen Ambassador Program (TAP) T Shirts

Teen Services designed and ordered official TAP shirts for our Teen Ambassadors. The shirts feature the TAP logo and library initials in white on our brand (blue) color background. Our team of six TAP members were each eligible to receive a free shirt. This will help lend visibility to our TAP group, assist with recruitment and foster team unity. The library was awarded a grant through 4imprint's One by One charitable giving program to cover partial costs and Friends' funds supported the additional expenses.

How Memphis Created the Nation's Most Innovative Public Library

[S smithsonianmag.com/innovation/memphis-created-nations-innovative-public-library-180978844](https://www.smithsonianmag.com/innovation/memphis-created-nations-innovative-public-library-180978844)

Richard Grant

Innovation | November 2021

You can play the ukulele, learn photography or record a song in a top-flight studio. You can also check out a book



Award-winning filmmaker Janay Kelley honed her skills in the video lab in Cloud901. The state-of-the-art teen learning facility is one of the biggest and best of its kind.

Ariel Cobbert

By Richard Grant

Photographs by Ariel Cobbert

The Benjamin L. Hooks Central Library, a building of pale concrete and greenish glass, rises four stories in midtown Memphis. Walking through its automatic doors on a weekday afternoon, I hear unexpected sounds, muffled but unmistakable, almost shocking in a library context: the deep, quaking bass beats of Memphis hip-hop, plus a faint whine of power tools cutting through metal.

It's difficult to summarize the myriad changes taking place in American public libraries, but one thing is certain. Libraries are no longer hushed repositories of books. Here at the Central branch in Memphis, ukulele flash mobs materialize and seniors dance the fox trot in upstairs rooms. The library hosts U.S. naturalization ceremonies, job fairs, financial literacy seminars, jazz concerts, cooking classes, film screenings and many other events—more than 7,000 at last count. You can check out books and movies, to be sure, but also sewing machines, bicycle repair kits and laptop computers. And late fees? A thing of the past.

The hip-hop beats and power tool noise are coming from an 8,300-square-foot teenage learning facility called Cloud901 (the numerals are the Memphis area code). Two stories high, it contains a state-of-the-art recording studio staffed by a professional audio engineer, a robotics lab that fields a highly competitive team in regional and national championships, and a video lab where local teens have made award-winning films. Cloud901 also features a fully equipped maker space (a kind of DIY technology innovation workshop), a performance stage, a hang-out area and an art studio.





Memphis Public Library director Keenon McCloy and Mayor Jim Strickland. He credits McCloy with making the city's branches the talk of Libraryland. Ariel Cobbett



Members of the Cossitt Library staff. Seated, from left: Emily Marks, Toni Braswell, Ashia Hardaway.
Standing: Sha-
michael Hallman, Njeri Robinson. Ariel Cobbert



Cloud901's maker space is equipped with such high-tech tools as laser cutters and 3-D printers. The workshop is open to all ages, not just teens. Ariel Cobbert

Over the last two decades, as digital technology and the internet became dominant, public libraries have been increasingly described as obsolete, and many cities have slashed their library budgets and closed branches. Memphis, Tennessee, one of the poorest cities in the nation, chose instead to invest, recently opening three new branches, for a total of 18, and increasing the library budget from \$15 million in 2007 to almost \$23 million today. Attendance at library programs has quadrupled in the last six years. In 2019, before the pandemic, more than 7,000 people attended the annual Bookstock festival, a celebration of literacy and education. Memphis Public Libraries (MPL) is the only public library system in the country with its own television and radio station, and its branches receive more than two million visits a year.

“How did this happen?” I asked Mayor Jim Strickland, who is serving his second term in office. He was sitting in his seventh-floor office with a view of downtown and the Mississippi River. “I’m a strong believer in libraries as a force for good,” he said. “But none of this would

have happened without our library director Keenon McCloy. She is amazing. We've got library people coming from all over the country to see what she's done here."

McCloy is high-energy, fit from running, always busy, sometimes frenetic. Though passionate about public libraries, she has no training in the highly specialized field of librarianship, not even an undergrad degree in library science, and this provoked dismay and even uproar when she took over the Memphis system in January 2008.

"I was the director of public services and neighborhoods for the city, and the mayor—it was Mayor Herenton at the time—appointed me without doing a search for other candidates," McCloy says over a salad lunch near her office in the Central branch. "It caused quite a stir in Libraryland."

Aggrieved librarians denounced her online and in print as a "crony," "lackey" and "tool of City Hall," complaining she knew nothing about librarianship or its high ethical standards. More than half a dozen library employees resigned, and the Tennessee Library Board issued an open letter condemning Mayor Herenton for placing a political appointee in charge of the department. The mayor responded with notable brevity—"A manager is a manager"—and declined to discuss the matter further.



Ralph Calhoun, Cloud901's audio engineer coordinator, has worked in studios in Memphis and Nashville. He helps aspiring musicians and producers make their own records. Ariel Cobbert



Amanda Willoughby, Cloud901's video lab instructor. Under her mentorship, young people have produced over 100 movies. Ariel Cobbert



Timothy Felix practices at the audio lab, which offers the use of everything from sound isolation booths to professional mixing equipment. Ariel Cobbert

McCloy's first big task was to reorganize the funding and administration of the library system. Then she went looking for advice. She talked with directors from other states and visited acclaimed public libraries. "I wanted to meet the rock stars of Libraryland with the most progressive ideas," McCloy says. "And they all wanted to help me and share what they'd learned, because that's how library people are. No one is proprietary and we're not competitive with each other. We're all about the greater good."

In Chicago, she toured the Harold Washington Library Center, where a 5,500-square-foot facility called YOUmedia opened in 2009. It was the first dedicated teen learning center in an American library, and it had a maker space and an in-house production studio to record

teenage musicians. “That’s where I got the idea for Cloud901,” says McCloy. “People kept saying the biggest problem at the Central library was all the teens hanging around, and I thought, well, they’re in our library, let’s find a way to redirect their energy.”

The next step was to meet with the Memphis Library Foundation, a volunteer fundraising organization with connections in the business community and social elite. “I asked them if they would support a teen center at the Central branch,” says McCloy. “Well, not immediately, but then they started raising money, and we decided to double the expense and really go for it.”

Instead of a basic recording studio, McCloy and her team wanted a professional-quality studio. The legendary Memphis music producer Lawrence “Boo” Mitchell, co-owner of Royal Studios and a longtime supporter of the libraries, agreed to design it. For the maker space, they hired a native Memphian who had been overseeing such facilities in the Bay Area. He stocked the workshop with 3-D printers and other equipment, and brought in FedEx, a Memphis-based corporation, as a supporter. It was the same approach with the video and robotics labs: hire experts, buy the best equipment, recruit sponsors. Cloud901 opened in 2015, at a cost of \$2.175 million.

In 2017 McCloy decided to rebrand the public library system. She met with a local “design thinking” agency, Little Bird Innovation, and a communications and marketing firm, Doug Carpenter and Associates (DCA). The firms embedded researchers in all the library branches and spent six months talking to patrons, former patrons and people who never used the libraries.

“Most people really valued their libraries but viewed them as stable and staid, a repository for the past,” Doug Carpenter says in his office just south of downtown Memphis. A first step to changing that view was to rethink the traditional library card. “The old card was black and white with no design, just information about rules and fines, and it was like getting your parole papers,” he says. “There was no sense of joining something, so we streamlined the application process and designed new cards that look like health-club membership cards.”

Carpenter was highly impressed with the range of services and programs offered by the libraries, but he discovered that most people didn’t know about them. “We didn’t have to amend the product,” he says. “We had to get people to view libraries in a different light, as an activated space for learning in every form, not just for reading and checking out books.”

His team designed neighborhood-specific websites for each of the 18 branches, and came up with “Start Here” as the campaign slogan. It was printed on large signs and placed at the front desk of all the branches. DCA produced a series of “Start Here” television ads with Memphis celebrities, portraying the public libraries as vibrant community centers. In his 30-second spot, the music producer Boo Mitchell described the library as “a one-stop shop to cultivate anything you want to do.”



In the Cloud901 art studio, teens can learn traditional art forms like sketching, painting and sculpting. The studio is staffed with artists who are active in the Memphis community.

In 2018, at Carpenter's suggestion, MPL launched a pop-up guerrilla marketing campaign. DCA had a copy built of a Redbox self-service movie rental kiosk—nationwide, there are 42,000 of these signature-red kiosks outside grocery stores, pharmacies and other retailers—with the logo changed to “Readbox.” It was filled with library books and information about library services, and placed in prominent locations around the city. “Readbox was wildly successful,” says Carpenter. “People loved it and we filmed their reactions and posted them. I actually got a call from Redbox, who were amused and intrigued, and gave us their full blessing.”

Keenon McCloy says, “Readbox was a great conversation starter and a way for us to be playful. The real power of libraries is they can transform people's lives. But libraries can also be fun.”

Sitting at a computer in the video lab at Cloud901, wearing a white button-up shirt with her hair pulled back in braids, is an 18-year-old poet, writer, performance artist and filmmaker named Janay Kelley. She has been coming here for several years.

When Kelley first arrived at the video lab, an instructor there, Amanda Willoughby, taught her how to use the equipment—cameras, lights, editing software—and soon became a friend. “Amanda is someone I can trust and confide in,” says Kelley. “One that allows me room to grow, that drives me crazy in an overbearing, supportive aunt kind of way, and pushes me to be vulnerable and open.”

The first film that Kelley made here was titled *The Death of Hip-Hop*. She lit and filmed herself, wearing a white sweater against a black background, as she delivered a spoken-word performance. It begins, “I used to live on this street called Nelly/Make a right on Kanye then head West/If you see a Tribe of ghetto communities Called Quest/You’ve gone too far.” She describes it as “a poem I had written that used multiple hip-hop metaphors as an allegory for the struggles of Black youth. I was going to upload it onto YouTube, but Amanda insisted on entering it into the [Indie Memphis Youth Film Fest](#).”

Kelley went to the awards ceremony to support her friends in the local NuJas production company. By the time the winning films were announced, she was tired after a long day in workshops and screenings, wishing they would hurry up so she could go home and sleep. “I had my head down, just resting my eyes, thinking about all the homework I had neglected,” she says. “Then they called my name. I had won the Grand Jury Prize. I was extremely confused. Then the tears came. I was wobbling onstage to claim my prize, to hear my cheers, and receive my roses.”

Her second film, *Kinfolk*, was a complete departure. In voice-over, we hear the true-life recollections of an elderly Black woman who grew up during Jim Crow—the woman is Bernice Lott, Kelley’s grandmother. At the same time we see a succession of contemporary black-and-white images and portraits, and then title cards with written quotes about the Memphis Massacre of 1866. In May of that year, angered by Reconstruction, mobs of white residents and police officers rampaged through Black neighborhoods for three days, committing robbery, rape and arson. Forty-six African Americans were killed, 75 were injured, and every Black church and school in the city was burned, along with 91 homes.

Asked about her motivations for making *Kinfolk*, Kelley replied, “Black people are not monoliths, or pawns, or archetypes in white history. We are people, made of flesh and bone, filled with emotions, packed with hubris, controlled by thoughts and desires. Our history, which is still present, is not being told. Our stories are being lost.”

As a child, Kelley was an avid reader and valued libraries as a place where books were free. Cloud901 only increased her appreciation. “The library has given me confidence and access to the resources I needed to make films,” she says. “In a place where you are traditionally supposed to be as quiet as possible, I have found my voice.”



Students reflect on being part of “Speak Your Truth,” a program led by Cossitt Library staff that encourages teens to discover the power of their own voice. Ariel Cobbert

Like *The Death of Hip-Hop*, *Kinfolk* was entirely shot and edited using equipment from Cloud901. And it too won the Grand Jury Prize at the Indie Memphis Youth Film Fest, in 2019, with a \$600 cash prize and \$5,000 film production budget. “At the announcement I was still surprised, but this time I didn’t cry,” says Kelley. “I screamed, ‘What?!’ all the way to the stage and back to my seat.”

Ramiro Salazar of San Antonio, Texas, is the former president of the [Public Library Association](#), which has 10,000 members in the United States and Canada. What’s happening in Memphis, he says, epitomizes how libraries are becoming community centers. “They’re a third place after job and home, where a child can do homework and people come together to attend programs, where literacy also means digital literacy and financial literacy,” he says. “Some libraries are doing a lot now with health and fitness, and culinary lessons and kitchens. Others give people access to expensive technologies, like 3-D printers, or seeds and gardens.”

The core mission of public libraries, he stresses, remains the same as ever: “We exist for the betterment of communities. We support literacy and learning. We want all our resources to be free and everyone to feel welcome.”

Salazar visited the Memphis libraries recently. “I was impressed by the attendance at their programs, the impact they’re having on communities, the sophisticated ways they raise revenue, the creative innovative thinking, and the visionary leadership,” he says. “Memphis has really raised the bar and I take my hat off to Keenon McCloy, who is not even a librarian.”

Shamichael Hallman, senior manager of the downtown Cossitt branch, the oldest library in Memphis, is not a librarian either. Tall, bearded, fashionable and dynamic, he was a youth minister at a local church when McCloy invited him to a job interview in 2016. They talked for hours about the new “civic commons”—a 21st-century town square—planned for the downtown riverfront.

With partial funding from a national nonprofit initiative, Reimagining the Civic Commons, the city was linking the Mississippi River promenade with a garden, park and relocated museum to form a new public space, with the Cossitt Library as its cornerstone. The goal was to bring together Memphians from different backgrounds. Hallman was hired to lead a \$6 million renovation of the Cossitt branch, which will partially open this month.



The historic Cossitt Library is undergoing a major renovation and is expected to reopen this winter. Ariel Cobbert



An area of the Cossitt slated for renovation. Plans include a café, community art installations and meeting spaces. Ariel Cobbert

Standing outside the steel-and-glass facade of the Cossitt—almost nothing remains of the original 1893 building—Hallman explains the challenge he faces. “We have a large, affluent community downtown, so we’re fighting for relevance,” he says. “We’ll have an outdoor yoga space with trees, and a café with artisanal food and drinks inside the library. We’ll have work stations, meeting rooms, sewing and knitting and embroidery equipment. We also have a lot of homeless people downtown, and we’ll be inviting them to dinners and other events with the more affluent folks.”

In recent years, there has been a migration of creative talent into the revitalizing downtown. “Filmmakers, artists, musicians, textile designers, podcasters,” says Hallman. “So we have an audio-video studio with \$30,000 of equipment and laptops loaded with e-commerce software. We want to be an incubator for entrepreneurs, so we’ve got a workshop and co-working spaces with printers and whiteboards. Upstairs there’s a 2,500-square-foot performance space, which can be used for acting classes, conferences, dance classes and performances.” The Cossitt branch will function as a place to eat, learn, exercise, run a business, make art and meet people, driven entirely by altruism.

A full list of the programs and initiatives underway in the Memphis Public Libraries system would fill this magazine. Most significant, perhaps, MPL is building teen centers modeled on Cloud901 at other branches, and there's a major push for libraries to go mobile. Vans emblazoned with the "Start Here" logo, and loaded with books and technology, are showing up at festivals, food truck sites, rodeos and other gathering places.

Sue Schnitzer, assistant director of community outreach and special projects (and chief instigator of the ukulele flash mobs), is leading this effort. "We have to get outside our buildings and bring our programming into the community," she says. "There are a lot of people in Memphis who can't afford cars, and public transportation is limited. So we're going to senior centers, schools, block parties. We bring robots [from our robot-building workshops] to keep the kids occupied, while we talk to the parents." Schnitzer has introduced pop-up story times, including bilingual ones, at laundromats and health clinics, to entertain children while their parents or guardians attend to business.

"If librarians can't save the world, no one can," says Christine Weinreich, executive director of the Memphis Library Foundation, which helps fund many of these initiatives. "They have no ego, they're not looking for glory, they just want to change lives and transform communities, and we have an army of them working in Memphis every day."

Once the Covid-19 pandemic hit, in spring 2020, the Memphis libraries closed their doors for six weeks—and moved most of the programming online. The MPL radio and television stations and website supplied the most accurate information available about the pandemic, and more than 60 librarians started delivering for Meals on Wheels. When the vaccines became available, Memphians could get their shots at the library.

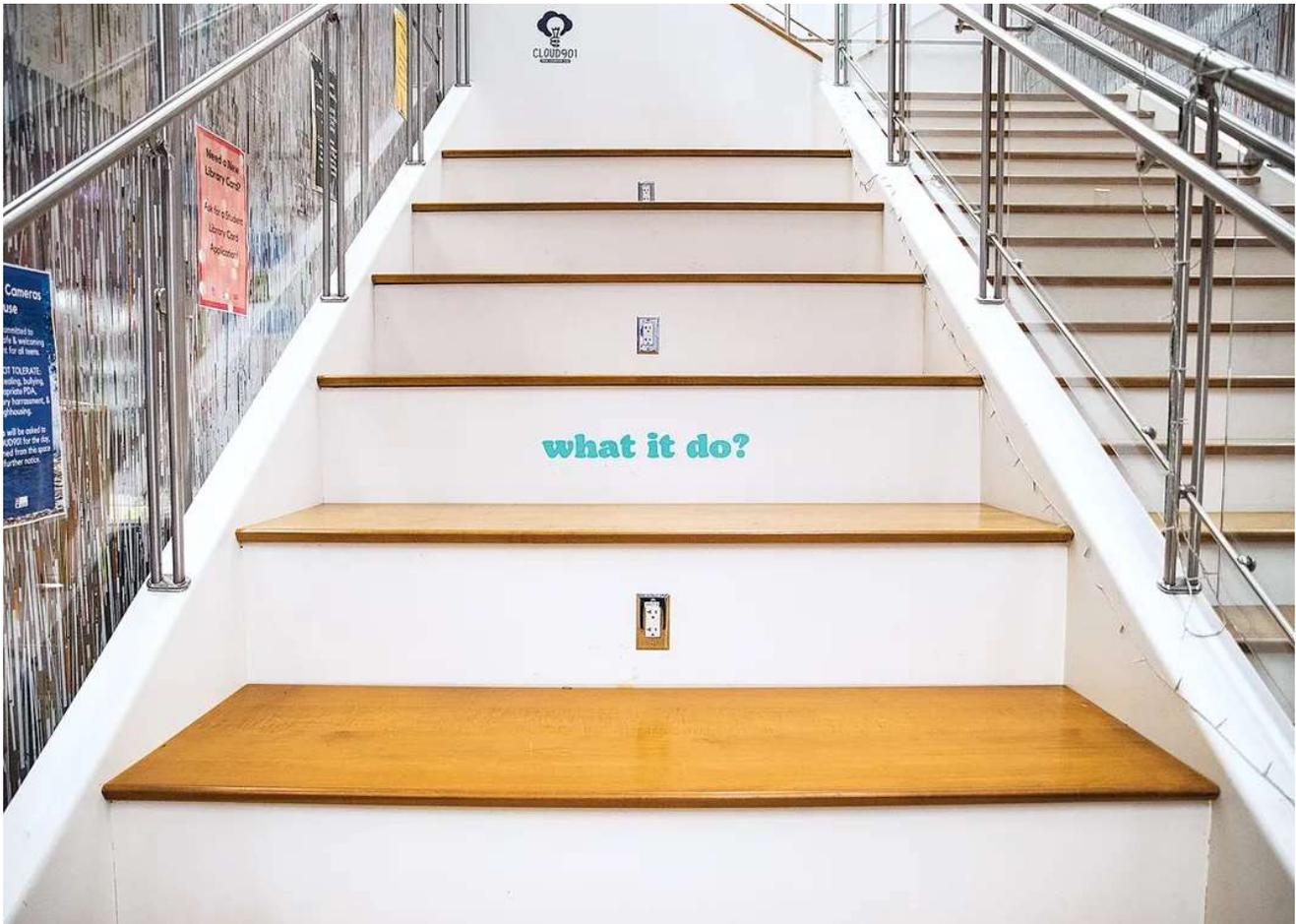
In early May of this year, McCloy's phone identified an incoming call as possible spam, but it was a Washington, D.C. area code, so she decided to answer it. A male voice asked to speak to her. "This is Crosby Kemper," said the voice, and her heart started racing.

Kemper is director of the Institute of Museum and Library Services, which gives out the National Medal—the highest honor that a library system can win. Kemper said that Memphis was one of three winners this year and it had been an easy decision for the judges.

Before McCloy announced the award, she had "National Medal Winner" T-shirts made for all the library staff. Then, with her deputy director Chris Marszalek, she toured all the branches with the medal itself and told the librarians they had earned it.

I called Crosby Kemper and asked him why Memphis had won the medal. "They have shown a lot of imagination in reaching the public, their entrepreneurial instincts are consistent and unusual, and they have a tremendous volunteer effort," he said. "In a city with a very high poverty rate, their libraries are oases of care, civility, activity and opportunity. And this year, in addition to keeping their normal services going, Memphis Public Libraries provided an extraordinary frontline response to the pandemic."

Ralph Calhoun is the audio engineer coordinator at Cloud901's recording studio. A muscular man in his 40s with dreadlocks and a big smile, he's also a singer-songwriter and guitar player who specializes in soulful love songs. He sits behind the mixing desk, working on a track called "Distorted Love Feeling" with up-and-coming rapper and singer Timothy Felix, or Telix. They experiment with synthesizer sounds and percussive fill-ins.



Called the “stairs to nowhere” by staff, these steps are a popular place to hang out and do homework—and serve as additional seating for Cloud901 programs. Ariel Cobbert

Calhoun and Felix grew up a generation apart in high-crime, low-opportunity neighborhoods in South Memphis. They both felt the same conflicting desires: to be loyal, supportive members of their communities, and to get out and live somewhere easier with better prospects.

Calhoun's musical talent won him a scholarship to the SAE (formerly known as the School of Audio Engineering) Institute in Nashville, and then a job at Blackbird Studio, also in Nashville. Founded by John McBride, husband of country music star Martina McBride, Blackbird is one of the world's premier recording studios—Bruce Springsteen is a client. Calhoun enjoyed working there as an engineer, but he was pining for Memphis when McCloy offered him a job at Cloud901. “I was ready to come home and make a difference,” he says.

Tim Felix lost his mother to breast cancer when he was 9. His father was “not in a position to do anything beneficial,” he says, so he moved in with his grandmother, a strict, church-going woman. She had a piano in her house, which he learned to play. “Then I branched out into singing,” he says. “My first audiences were at middle school and my grandmother’s church.”

She died in his senior year of high school. He moved in with a godmother in South Memphis, who was less strict. “It could have been my downfall,” Felix says. “There was a lot of crime in the neighborhood and it put a hustle in me, even though I knew I was a musician and that’s what I needed to do.” At age 16, while visiting a relative in Houston, he made a home studio recording of three rap tracks. Back in Memphis he continued writing, wishing he could record his new material and release it on the internet.

“I was doing research, looking for studios, and I found this thing called Cloud901, where supposedly it was all free,” he says. “It sounded way too good to be true, but I came in here one day, and then I met Ralph, and he really wanted to hear what I could do, and that’s how this whole journey began.” Now Felix had an expert producer and engineer for the first time—and a mentor, Calhoun.

Felix “can move the crowd,” says Calhoun. “He has that gift. My role is to record his music and teach him the business—the moves he needs to make, and all the ways he can get screwed over.”

Felix says, “It’s changed everything for me. Sometimes I have to stop myself and say, ‘Wait a minute, this is all happening at the *library*? And it’s all free?’”

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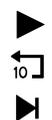
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