



City of Appleton

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

Meeting Agenda - Final Library Board

Tuesday, May 16, 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

[23-0524](#) April 18, 2023 Library Board Meeting Minutes

Attachments: [4-18-2023 Library Board Meeting Minutes.pdf](#)

5. Public Participation & Communication

[23-0525](#) Introduction of Peter Lee - Outagamie County Appointee to Library Board

Attachments: [Outagamie County Appointment Peter Lee 2023 memo.pdf](#)

[23-0526](#) Library Board Re-Appointment - Alderperson Katie Van Zeeland

Establish Order of the Day

6. Action Items

[23-0527](#) Bill Register - April 2023

Attachments: [April 23 Bill Register.pdf](#)

[APL Financial Cash Flow YTD-April-2023.pdf](#)

[23-0528](#) Trustee Bylaws

Attachments: [Bylaws \(Draft 4-12-2023\).pdf](#)

[23-0529](#) Appointment of the Nominating Committee

Attachments: [President Scheuerman Nominating Committee Memo 2023.pdf](#)

7. Information Items**A. Administrative Report**

[23-0530](#) Building Project Update

Attachments: [2023_05_BuildingProjectUpdate.pdf](#)
[Renderings Narrative.pdf](#)

[23-0531](#) APL Hiring Process Update

[23-0532](#) APL Statistics - 1st Quarter 2023, January, February, March

Attachments: [JAN 2023.pdf](#)
[FEB 2023.pdf](#)
[MAR 2023.pdf](#)

[23-0533](#) Future Committee Meetings: Finance Committee, Personnel & Policy Committee

Attachments: [2023 Board Committees 5-2023.pdf](#)

[23-0534](#) Friends Grant Funded Program Summaries - 1st Quarter 2023

Attachments: [1st Quarter 2023 Friends Grant Funded Program Summaries FINAL.pdf](#)

B. President's Report

[23-0535](#) Trustee Development: Intellectual Freedom Part 2

Attachments: [WLA Book Lifecycle LLD.pdf](#)

C. Staff Updates

[23-0536](#) APL Summer Library Program 2023

[23-0537](#) Children's Program Updates

8. Adjournment

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

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

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



City of Appleton

100 North Appleton Street
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Meeting Minutes Library Board

Tuesday, April 18, 2023

3:00 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 3:16pm

2. Roll call of membership

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

Present: 7 - Looker, Kellner, Exarhos, Scheuerman, Mann, Keller and Brozek

Excused: 4 - Nett, Sivasamy, Van Zeeland and Bunnow

3. Approval of minutes from previous meeting

[23-0368](#)

March 14, 2023 Meeting Minutes

Attachments: [3-14-2023 Library Board Meeting Minutes.pdf](#)

Mann moved, seconded by Exarhos, that the March 14, 2023 Meeting Minutes be approved. Voice Vote. Motion Carried. (7-0)

4. Public Participation and Communications

Establish Order of the Day

President Scheuerman called for a motion to place Action Items 23-0369, 23-0379, and 23-0370 on a Consent Agenda.

Kellner moved, seconded by Keller that Action Items 23-0369, 23-0379 and 23-0370 be placed on a Consent Agenda. Voice Vote. Motion Carried. (7-0)

5. Action Items

Exarhos moved, seconded by Mann, that the Consent Agenda be approved. Voice Vote. Motion Carried. (7-0)

[23-0369](#)

Bill Register - March 2023

Attachments: [March 23 Bill Register.pdf](#)
[APL Financial Cash Flow YTD-March-2023.pdf](#)
[Friends Quarter 3 \(Jan-Mar 23\).pdf](#)

This Report Action Item was approved

[23-0379](#)

COA Conditions of Employment Policy

Attachments: [CONDITIONS OF EMPLOYMENT 2023 SB.pdf](#)

This Report Action Item was approved

[23-0370](#)

Report of the Personnel & Policy Committee

Attachments: [4-12-2023 Personnel & Policy Committee Meeting Minutes.pdf](#)
[Collection Development Policy Memo.pdf](#)
[Collection Development Policy AMENDED 4-12-2023.pdf](#)
[Bylaws \(Draft 4-12-2023\).pdf](#)

This Report Action Item was approved

6. Information Items

A. Administrative Report

[23-0371](#)

Building Project Update

Attachments: [2023_04_BuildingProjectUpdate.pdf](#)

[23-0372](#)

APL Hiring Process Update

[23-0373](#)

National Library Week April 23 - April 29, 2023 "There's More to the Story"

Attachments: [Library Week Proclamation.pdf](#)

[23-0374](#)

2022 EOY Collaborative Efforts

Attachments: [2022 Year End Collaborative Cooperative Agreements Library FINAL.pdf](#)

B. President's Report

[23-0375](#) Trustee Development: Intellectual Freedom

C. Staff Updates

[23-0376](#) Children's Programming Updates

[23-0377](#) Community Partnership Updates

D. Other Business

[23-0378](#) Trustee Recognition

7. Adjournment

**Mann moved, seconded by Kellner, that the meeting be adjourned. Voice Vote.
Motion Carried. (7-0)**

The meeting was adjourned at 3:57pm



APPLETON PUBLIC LIBRARY
225 North Oneida Street
Appleton, WI 54911-4780
(920) 832-6170 | FAX: (920) 832-6182

TO: Thomas M. Nelson, Outagamie County Executive

FROM: Colleen Rortvedt, Director – Appleton Public Library

DATE: February 8, 2023

RE: Appleton Public Library Board of Trustees Appointment

In accordance with Wisconsin Statute 43.60, I am requesting the appointment of Peter Lee to serve on the Appleton Public Library Board of Trustees for a term of three years starting on May 1, 2023 through April 30, 2026. The incumbent will step down at the end of her term on April 30, 2023.

Peter Lee is a first-generation Hmong American born and raised in the Fox Cities. He has been a regular user of Appleton Public Library going back to his childhood.

He served as an educator for ten years in various communities in Wisconsin and Chicago and currently serves as a diversity and inclusion consultant with Us2 Behavioral Health Care. Mr. Lee is a resident of Grand Chute. He is passionate about our library and has already expressed his willingness to volunteer and serve as Trustee.

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/4 TO 2023/4		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16010								Library Administration
16010	630100							Office Supplies
	001583	UNITED STATES POSTAL	99350	0	2023	4 INV P	3.96	pcard Postage Board Commi
	001583	UNITED STATES POSTAL	99738	0	2023	4 INV P	13.86	pcard Postage April Board
							17.82	
	002034	OFFICE DEPOT	100335	0	2023	4 INV P	8.29	pcard Glue Sticks
	002034	OFFICE DEPOT	100336	0	2023	4 INV P	37.79	pcard COPY PAPER
	002034	OFFICE DEPOT	99352	0	2023	4 INV P	26.64	pcard Staplers
	002034	OFFICE DEPOT	99353	0	2023	4 INV P	111.48	pcard Removable Tape
	002034	OFFICE DEPOT	99739	0	2023	4 INV P	36.78	pcard Scissors
							220.98	
	003095	TARGET CORPORATION	99740	0	2023	4 INV P	3.79	pcard Plastic Cups
	999990	CHICAGO BOOKS & JOUR	99741	0	2023	4 INV P	24.10	pcard NLW 2023 Poster
							ACCOUNT TOTAL	266.69
16010	630500							Awards & Recognition
	003095	TARGET CORPORATION	99354	0	2023	4 INV P	56.00	pcard Picture Frames
	999990	SQ *MUD AND PRINTS	99351	0	2023	4 INV P	1,080.00	pcard Coffee Mugs
							ACCOUNT TOTAL	1,136.00
16010	630700							Food & Provisions
	000763	KWIK TRIP, INC	100334	0	2023	4 INV P	79.92	pcard Coffee for Staff Tr
	000835	MANDERFIELD'S BAKERY	99431	0	2023	4 INV P	123.75	041923 558559 Donuts, Muffins Sta
	001198	SAM'S CLUB	99744	0	2023	4 INV P	239.36	pcard Food and Beverages
	999990	HONEYBAKED HAM CO.,	100337	0	2023	4 INV P	691.40	pcard Box Lunches All Sta
							ACCOUNT TOTAL	1,134.43
16010	641200							Advertising
	999990	QR-CODE-GENERATOR.CO	100314	0	2023	4 INV P	167.83	pcard QR Code Service
	999990	ADI	99727	0	2023	4 INV P	100.00	pcard Appleton Downtown G
							267.83	
							ACCOUNT TOTAL	267.83
16010	641308							Cellular Phones
	000250	CELLCOM APPLETON PCS	100318	0	2023	4 INV P	103.75	pcard Monthly Cell Phone
							ACCOUNT TOTAL	103.75

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/4 TO 2023/4		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16010	659900				Other Contracts/Obligation			
	001508 WILS	99439	0	2023	4 INV P	1,800.00	041923	558606 Wisconsin City Libr
	001544 WOMEN'S FUND	99564	0	2023	4 INV P	750.00	041923	558611 Women's Fund Lunche
					ACCOUNT TOTAL	2,550.00		
				ORG 16010	TOTAL	5,458.70		
16021					Library Children's Services			
16021	620100				Training/Conferences			
	003101 WINNEFOX LIBRARY SYS	98258	0	2023	4 INV P	75.00	040523	558412 ALA Bus Fee Registr
					ACCOUNT TOTAL	75.00		
16021	630100				Office Supplies			
	000690 INTERSTATE BOOKS4SCH	99731	0	2023	4 INV P	391.42	pcard	SLP Prize books
	001983 AMAZON	100180	0	2023	4 INV P	139.96	pcard	2023 Kids Expo
	001983 AMAZON	100371	0	2023	4 INV P	25.98	pcard	Hmong Book Prizes
	001983 AMAZON	99730	0	2023	4 INV P	24.49	pcard	SLP Halfway prize
	001983 AMAZON	99732	0	2023	4 INV P	273.42	pcard	StoryWalk Books
	001983 AMAZON	99733	0	2023	4 INV P	60.60	pcard	SLP weekly stickers
	001983 AMAZON	99734	0	2023	4 INV P	77.88	pcard	SLP Prize Books
						602.33		
	002034 OFFICE DEPOT	100336	0	2023	4 INV P	75.57	pcard	COPY PAPER
					ACCOUNT TOTAL	1,069.32		
16021	630700 3955				Food & Provisions ELL			
	001983 AMAZON	98760	0	2023	4 INV P	25.72	pcard	ELL Snacks - Gold F
	001983 AMAZON	98761	0	2023	4 INV P	25.44	pcard	ELL Snacks - Capris
	001983 AMAZON	98762	0	2023	4 INV P	23.62	pcard	ELL Snack - Variety
						74.78		
					ACCOUNT TOTAL	74.78		
16021	659900				Other Contracts/Obligation			
	003105 ANJI EDUCATION, INC.	98814	0	2023	4 INV P	360.00	041223	558419 True Play Community
					ACCOUNT TOTAL	360.00		
				ORG 16021	TOTAL	1,579.10		
16023					Library Public Services			
16023	630100				Office Supplies			
	001034 OUTAGAMIE WAUPACA LI	99634	0	2023	4 INV P	225.00	042623	558681 Receipt Paper
	002034 OFFICE DEPOT	100336	0	2023	4 INV P	75.57	pcard	COPY PAPER

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/4 TO 2023/4									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
			ACCOUNT TOTAL			300.57			
			ORG 16023	TOTAL		300.57			
16024			Library Community Partnerships						
16024	620100		Training/Conferences						
003101	WINNEFOX LIBRARY SYS	98801	0	2023 4 INV P		50.00	041923	558607	ALA BUS FEE
999990	THE LISMORE BY DBLTR	99281	0	2023 4 INV P		109.00	pcard		Lodging for one nig
				ACCOUNT TOTAL		159.00			
16024	630100		Office Supplies						
002034	OFFICE DEPOT	100336	0	2023 4 INV P		75.57	pcard		COPY PAPER
999990	SIMPLYSTAMPS.COM	99341	0	2023 4 INV P		61.96	pcard		Summer Library Prog
				ACCOUNT TOTAL		137.53			
16024	659900		Other Contracts/Obligation						
003091	ELIZABETH SCHLABACH	98307	0	2023 4 INV P		100.00	041223	558436	Author Visit and Pr
				ACCOUNT TOTAL		100.00			
			ORG 16024	TOTAL		396.53			
16031			Library Building Operations						
16031	630600		Building Maint./Janitorial						
002818	ARAMARK	100319	0	2023 4 INV P		21.41	pcard		Mats, Mops
002818	ARAMARK	98743	0	2023 4 INV P		1.33	pcard		Mats, Mops
002818	ARAMARK	99343	0	2023 4 INV P		21.41	pcard		Mats, Mops
002818	ARAMARK	99729	0	2023 4 INV P		21.41	pcard		Mats, Mops
						65.56			
999990	THE HOME DEPOT	4928 99769	0	2023 4 INV P		99.98	pcard		Shop Vac
				ACCOUNT TOTAL		165.54			
16031	640700		Solid waste/Recycling Pickup						
001593	PFEFFERLE COMPANIES	98864	0	2023 4 INV P		112.00	041923	558579	April 2023 - Trash
999990	GFL ENVIRONMENTAL IN	100184	0	2023 4 INV P		322.00	pcard		GFL ENVIRONMENTAL R
				ACCOUNT TOTAL		434.00			
16031	641301		Electric						
001593	PFEFFERLE COMPANIES	99635	0	2023 4 INV P		3,687.03	042623	558684	Mar/Apr - Gas & Ele
				ACCOUNT TOTAL		3,687.03			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/4 TO 2023/4									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
16031 641302			Gas						
001593 PFEFFERLE COMPANIES	99635	0	2023 4	INV	P	1,216.68	042623	558684	Mar/Apr - Gas & Ele
			ACCOUNT TOTAL			1,216.68			
16031 644000			Snow Removal Services						
001593 PFEFFERLE COMPANIES	99875	0	2023 4	INV	A	64,177.00			Snowplowing Winter
			ACCOUNT TOTAL			64,177.00			
16031 650200			Leases						
001593 PFEFFERLE COMPANIES	98256	0	2023 4	INV	P	12,500.00	040523	558387	April 2023 Lease -
			ACCOUNT TOTAL			12,500.00			
			ORG 16031 TOTAL			82,180.25			
16032			Library Materials Management						
16032 503500			Other Reimbursements						
000450 FARNSWORTH PUBLIC LI	99456	0	2023 4	INV	P	20.00	041923	558525	Patron Material Rei
000450 FARNSWORTH PUBLIC LI	99609	0	2023 4	INV	P	19.95	042623	558638	Patron Material Rei
						39.95			
001446 VILLAGE OF KIMBERLY	99459	0	2023 4	INV	P	19.00	041923	558602	Patron Material Rei
001615 DOOR COUNTY LIBRARY	98348	0	2023 4	INV	P	30.00	041223	558435	Patron Material Rei
003109 BAYFIELD CARNEGIE	99789	0	2023 4	INV	P	20.00	042623	558620	Patron Material Rei
999998 RYAN SCHULTZ	99606	0	2023 4	INV	P	29.00	042623	558670	Patron Material Rei
			ACCOUNT TOTAL			137.95			
16032 630100			office supplies						
001983 AMAZON	99355	0	2023 4	INV	P	24.95	pcard		Jewel Cases for CDs
001983 AMAZON	99665	0	2023 4	INV	P	32.99	pcard		Media disc cases -
						57.94			
002034 OFFICE DEPOT	100336	0	2023 4	INV	P	37.78	pcard		COPY PAPER
999990 KAPCO-ONLINE	99743	0	2023 4	INV	P	689.10	pcard		Book jacket covers
			ACCOUNT TOTAL			784.82			
16032 631500			Books & Library Materials						
000468 FINDAWAY WORLD, LLC	100375	0	2023 4	INV	P	575.91	pcard		425637
000468 FINDAWAY WORLD, LLC	100376	0	2023 4	INV	P	109.98	pcard		426008
						685.89			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/4 TO 2023/4		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
000889	MIDWEST TAPE		100347	0	2023	4	INV P			503584545
000889	MIDWEST TAPE		100348	0	2023	4	INV P			503643860
000889	MIDWEST TAPE		99278	0	2023	4	INV P			503549873, 50357418
000889	MIDWEST TAPE		99747	0	2023	4	INV P			503621377, 50363192
										7,375.27
001983	AMAZON		100373	0	2023	4	INV P			114-6850247-5482623
001983	AMAZON		100374	0	2023	4	INV P			114-6850247-5482623
001983	AMAZON		100377	0	2023	4	INV P			113-5163905-3758602
001983	AMAZON		100378	0	2023	4	INV P			113-5573083-2013049
001983	AMAZON		100379	0	2023	4	INV P			113-7173735-9860217
001983	AMAZON		99319	0	2023	4	INV P			114-0598986-0168211
001983	AMAZON		99320	0	2023	4	INV P			114-0378910-7062655
001983	AMAZON		99321	0	2023	4	INV P			113-8993632-6120266
001983	AMAZON		99362	0	2023	4	INV P			112-5612393-9807455
001983	AMAZON		99363	0	2023	4	INV P			112-1581448-5793867
001983	AMAZON		99385	0	2023	4	INV P			114-0055160-3252207
001983	AMAZON		99386	0	2023	4	INV P			114-7462713-1581006
001983	AMAZON		99387	0	2023	4	INV P			114-1323513-3581001
001983	AMAZON		99388	0	2023	4	INV P			113-5681598-3198624
001983	AMAZON		99389	0	2023	4	INV P			114-1376497-8317045
001983	AMAZON		99749	0	2023	4	INV P			112-2889138-7505001
001983	AMAZON		99781	0	2023	4	INV P			114-4107295-1228228
										374.80
002396	INGRAM LIBRARY SERV		100350	0	2023	4	INV P			75493420
002396	INGRAM LIBRARY SERV		100351	0	2023	4	INV P			75493419
002396	INGRAM LIBRARY SERV		100352	0	2023	4	INV P			75504804
002396	INGRAM LIBRARY SERV		100353	0	2023	4	INV P			75546784
002396	INGRAM LIBRARY SERV		100354	0	2023	4	INV P			75546783
002396	INGRAM LIBRARY SERV		100355	0	2023	4	INV P			75572560
002396	INGRAM LIBRARY SERV		100356	0	2023	4	INV P			75578344
002396	INGRAM LIBRARY SERV		99269	0	2023	4	INV P			75161208
002396	INGRAM LIBRARY SERV		99270	0	2023	4	INV P			75148216
002396	INGRAM LIBRARY SERV		99271	0	2023	4	INV P			75155970
002396	INGRAM LIBRARY SERV		99272	0	2023	4	INV P			75168287
002396	INGRAM LIBRARY SERV		99273	0	2023	4	INV P			75181962
002396	INGRAM LIBRARY SERV		99274	0	2023	4	INV P			75168288
002396	INGRAM LIBRARY SERV		99275	0	2023	4	INV P			75192197
002396	INGRAM LIBRARY SERV		99276	0	2023	4	INV P			75220531
002396	INGRAM LIBRARY SERV		99277	0	2023	4	INV P			75231293
002396	INGRAM LIBRARY SERV		99279	0	2023	4	INV P			75244355
002396	INGRAM LIBRARY SERV		99280	0	2023	4	INV P			75254936
002396	INGRAM LIBRARY SERV		99364	0	2023	4	INV P			75332924
002396	INGRAM LIBRARY SERV		99365	0	2023	4	INV P			75348203
002396	INGRAM LIBRARY SERV		99366	0	2023	4	INV P			75348202
002396	INGRAM LIBRARY SERV		99367	0	2023	4	INV P			75263068
002396	INGRAM LIBRARY SERV		99368	0	2023	4	INV P			75283579
002396	INGRAM LIBRARY SERV		99369	0	2023	4	INV P			75283580
002396	INGRAM LIBRARY SERV		99370	0	2023	4	INV P			75358606

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/4 TO 2023/4		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
002396	INGRAM LIBRARY SERV	99751	0	2023	4 INV P	774.83	pcard		75466328
002396	INGRAM LIBRARY SERV	99752	0	2023	4 INV P	-27.99	pcard		75392045
002396	INGRAM LIBRARY SERV	99753	0	2023	4 INV P	440.16	pcard		75379682
002396	INGRAM LIBRARY SERV	99754	0	2023	4 INV P	1,971.17	pcard		75397759
002396	INGRAM LIBRARY SERV	99755	0	2023	4 INV P	617.12	pcard		75404179
							19,936.65		
002583	BLACKSTONE PUBLISHIN	98881	0	2023	4 INV P	264.60	041923	558504	Inv. 2095658 / CusI
002583	BLACKSTONE PUBLISHIN	98882	0	2023	4 INV P	75.45	041923	558504	Inv. 2095628 / CusI
							340.05		
002830	KANOPY, INC	98883	0	2023	4 INV P	339.30	041923	558550	Inv. 334841
002830	KANOPY, INC	98884	0	2023	4 INV P	521.10	041923	558550	Inv. 344091
							860.40		
999990	BARChart.COM, INC	100349	0	2023	4 INV P	284.00	pcard		2023BarChart
999990	PAYPAL *BECKETTMEDI	100357	0	2023	4 INV P	44.95	pcard		225605
999990	OVERDRIVE DIST	99371	0	2023	4 INV P	72.07	pcard		00669CO23108370
999990	MILK STREET MAGAZINE	99372	0	2023	4 INV P	34.95	pcard		2023-9084831
999990	THOMSON WEST*TCD	99748	0	2023	4 INV P	1,097.57	pcard		848072327
999990	THE PENWORTHY COMPAN	99750	0	2023	4 INV P	1,359.40	pcard		0589737IN, 0589707I
999990	J D POWER ECOMM	99777	0	2023	4 INV P	255.97	pcard		ORDUS220827
999990	J D POWER ECOMM	99778	0	2023	4 INV P	149.06	pcard		ORDUS220106
999990	J D POWER ECOMM	99779	0	2023	4 INV P	169.62	pcard		ORDUS221977
999990	J D POWER ECOMM	99780	0	2023	4 INV P	255.97	pcard		ORDUS221979
							3,723.56		
ACCOUNT TOTAL						33,296.62			
16032	659900			Other Contracts/Obligation					
001398	UNIQUE MANAGEMENT SE	98366	0	2023	4 INV P	256.10	041223	558480	Collection Agency -
ACCOUNT TOTAL						256.10			
ORG 16032 TOTAL						34,475.49			
16033	641800			Library Network Services					
000911	MODERN BUSINESS MACH	97958	0	2023	4 INV P	91.62	040523	558383	Copier Usage - Mete
000911	MODERN BUSINESS MACH	99491	0	2023	4 INV P	326.47	041923	558566	Copier Usage - Mete
000911	MODERN BUSINESS MACH	99585	0	2023	4 INV P	201.00	042623	558672	Copier Contract - B
							619.09		
001961	WELLS FARGO FINANCIA	98804	0	2023	4 INV P	399.74	041923	558605	Copier Lease - Apri
999990	ADOBE PRODUCTS	98740	0	2023	4 INV P	-19.79	pcard		Adobe Creative Clou
999990	DNH*GODADDY.COM	99716	0	2023	4 INV P	167.40	pcard		Godaddy Friends ema

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/4 TO 2023/4		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
999990	ADOBE	*800-833-6687	99775	0	2023	4 INV P	-19.79 pcard	Adobe Sara K Tax re
							127.82	
						ACCOUNT TOTAL	1,146.65	
16033	681500					Software Acquisition		
999990	SPLASHTOP.COM		99306	0	2023	4 INV P	742.50 pcard	SPLASHTOP remote ac
						ACCOUNT TOTAL	742.50	
					ORG 16033	TOTAL	1,889.15	
FUND 100 General Fund				TOTAL:			126,279.79	

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



Appleton Public Library Cash Flow Report APRIL-2023 Year to Date

GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	JAN ACTUAL	FEB ACTUAL	MAR ACTUAL	APR 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	\$575,066.50	54.0%
480100	General Charges for Service	\$0.00	\$0.00	\$12.97	\$23.22	\$192.06	\$7.22	\$235.47	100.0%
500100	Fees & Commissions	\$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	0.0%
502000	Donations & Memorials	\$0.00	\$0.00	\$60.36	\$1.66	(\$49.41)	(\$2.91)	\$9.70	100.0%
503500	Other Reimbursements	\$45,600.00	\$105,871.00	\$1,546.06	\$1,741.58	\$64,259.13	\$1,203.10	\$68,749.87	64.9%
Total Revenue		\$45,600.00	\$105,871.00	\$1,619.39	\$1,766.46	\$64,401.78	\$576,273.91	\$68,995.04	65.2%

Expense	JAN	FEB	MAR	APR	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)	(\$691,308.52)	27.9%
610400 Call Time Wages	\$0.00	\$0.00	\$0.00	\$0.00	(\$75.00)	\$0.00	(\$75.00)	100.0%
610500 Overtime Wages	\$0.00	\$0.00	(\$364.52)	(\$755.09)	(\$208.30)	(\$208.92)	(\$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)	(\$72,712.92)	33.3%
611400 Sick Pay	\$0.00	\$0.00	\$0.00	\$0.00	(\$603.28)	(\$938.43)	(\$1,541.71)	100.0%
611500 Vacation Pay	\$0.00	\$0.00	(\$9,176.95)	(\$6,629.58)	(\$20,481.93)	(\$23,789.05)	(\$60,077.51)	100.0%
615000 Fringes	(\$891,233.00)	(\$891,233.00)	\$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)	(\$58,933.97)	100.0%
615200 Retirement	\$0.00	\$0.00	(\$12,011.77)	(\$11,528.60)	(\$17,866.64)	(\$11,570.26)	(\$52,977.27)	100.0%
615301 Health Insurance	\$0.00	\$0.00	(\$39,927.89)	(\$39,756.90)	(\$20,602.34)	(\$39,315.51)	(\$139,602.64)	100.0%
615302 Dental Insurance	\$0.00	\$0.00	(\$2,956.29)	(\$2,934.60)	(\$1,349.48)	(\$2,851.48)	(\$10,091.85)	100.0%
615400 Life Insurance	\$0.00	\$0.00	(\$74.10)	(\$76.50)	(\$76.50)	(\$84.90)	(\$312.00)	100.0%
Personnel Services	(\$3,579,902.00)	(\$3,585,902.00)	(\$174,744.83)	(\$270,094.49)	(\$370,012.14)	(\$274,318.76)	(\$1,089,170.22)	30.4%

Expense	JAN	FEB	MAR	APR	YTD TOTAL	% USED		
620100 Training/Conferences	(\$23,234.00)	(\$27,734.00)	(\$285.00)	(\$30.00)	(\$1,753.25)	(\$912.45)	(\$2,980.70)	10.7%
620200 Mileage Reimbursement	\$0.00	\$0.00	(\$387.00)	(\$387.00)	(\$387.00)	(\$387.00)	(\$1,548.00)	100.0%
620600 Parking Permits	(\$5,000.00)	(\$5,000.00)	\$0.00	(\$383.00)	\$0.00	(\$73.93)	(\$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)	(\$7,881.25)	17.1%
630300 Memberships & Licenses	(\$2,200.00)	(\$2,200.00)	\$0.00	(\$155.00)	(\$355.00)	\$0.00	(\$510.00)	23.2%
630500 Awards & Recognition	(\$850.00)	(\$1,850.00)	(\$691.16)	\$0.00	(\$1,080.00)	(\$1,136.00)	(\$2,907.16)	157.1%
630600 Building Maint./Janitor	(\$7,000.00)	(\$7,000.00)	(\$1,370.84)	(\$757.33)	(\$534.45)	(\$165.54)	(\$2,828.16)	40.4%
630700 Food & Provisions	(\$1,135.00)	(\$5,714.00)	(\$245.51)	(\$20.00)	(\$77.32)	(\$1,209.21)	(\$1,552.74)	27.2%
630902 Tools & Instruments	(\$150.00)	(\$150.00)	\$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)	(\$167,751.74)	33.6%
632001 City Copy Charges	(\$100.00)	(\$100.00)	\$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	0.0%
632101 Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	(\$161.25)	\$0.00	(\$161.25)	100.0%
632300 Safety Supplies	(\$550.00)	(\$550.00)	\$0.00	(\$233.76)	\$0.00	\$385.00	\$151.24	-27.5%
632700 Miscellaneous Equipment	(\$28,630.00)	(\$30,630.00)	(\$412.56)	(\$55.64)	(\$4,393.69)	\$0.00	(\$4,861.89)	15.9%
640700 Solid Waste/Recycling Pickup	(\$1,200.00)	(\$1,200.00)	(\$434.00)	(\$112.00)	(\$434.00)	(\$756.00)	(\$1,736.00)	144.7%
641200 Advertising	(\$1,288.00)	(\$9,288.00)	(\$592.90)	(\$1,867.38)	(\$164.99)	(\$267.83)	(\$2,893.10)	31.1%
641301 Electric	(\$30,000.00)	(\$30,000.00)	(\$3,335.17)	(\$7,746.98)	(\$12,214.27)	(\$3,687.03)	(\$26,983.45)	89.9%
641302 Gas	(\$20,000.00)	(\$20,000.00)	(\$3,431.49)	(\$7,268.52)	(\$9,709.01)	(\$1,216.68)	(\$21,625.70)	108.1%
641303 Water	\$0.00	\$0.00	\$0.00	(\$185.00)	\$0.00	\$0.00	(\$185.00)	100.0%
641304 Sewer	\$0.00	\$0.00	\$0.00	(\$51.00)	\$0.00	\$0.00	(\$51.00)	100.0%
641306 Stormwater	\$0.00	\$0.00	\$0.00	(\$793.97)	\$0.00	\$0.00	(\$793.97)	100.0%
641307 Telephone	(\$5,298.00)	(\$5,298.00)	\$0.00	(\$905.74)	(\$554.89)	(\$194.98)	(\$1,655.61)	31.2%
641308 Cellular Phones	(\$1,300.00)	(\$1,300.00)	(\$103.75)	\$0.00	(\$207.50)	(\$103.75)	(\$415.00)	31.9%
641600 Build Repairs & Maint	(\$2,000.00)	(\$2,000.00)	\$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)	(\$15,815.91)	32.1%
642000 Facilities Charges	(\$100,565.00)	(\$100,565.00)	\$0.00	(\$66.84)	(\$5,671.50)	(\$66.84)	(\$5,805.18)	5.8%
644000 Snow Removal Services	(\$50,000.00)	(\$50,000.00)	\$0.00	\$0.00	\$0.00	(\$64,177.00)	(\$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)	(\$50,000.00)	33.3%
659900 Other Contracts/Obligation	(\$118,817.00)	(\$134,073.00)	(\$2,100.00)	(\$14,924.11)	(\$64,612.70)	(\$3,334.32)	(\$84,971.13)	63.4%
681500 Software Acquisition	(\$4,498.00)	(\$4,498.00)	(\$40.00)	(\$3,374.31)	(\$1,071.78)	(\$742.50)	(\$5,228.59)	116.2%
Operating Expense	(\$1,113,587.00)	(\$1,184,916.00)	(\$73,893.57)	(\$114,156.78)	(\$159,646.94)	(\$127,927.93)	(\$475,625.22)	40.1%

Personnel Services	(\$3,579,902.00)	(\$3,585,902.00)	(\$174,744.83)	(\$270,094.49)	(\$370,012.14)	(\$274,318.76)	(\$1,089,170.22)
Operating Expense	(\$1,113,587.00)	(\$1,184,916.00)	(\$73,893.57)	(\$114,156.78)	(\$159,646.94)	(\$127,927.93)	(\$475,625.22)
Total Expense	(\$4,693,489.00)	(\$4,770,818.00)	(\$248,638.40)	(\$384,251.27)	(\$529,659.08)	(\$402,246.69)	(\$1,564,795.44)

Total Revenue	\$45,600.00	\$105,871.00	\$1,619.39	\$1,766.46	\$64,401.78	\$576,273.91	\$68,995.04
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BOARD OF TRUSTEES - BYLAWS

ARTICLE I. IDENTIFICATION

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

ARTICLE II. MISSION

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

ARTICLE III. MEMBERSHIP

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

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

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

ARTICLE IV. OFFICERS

1. Officers. The officers of the library board shall be the ~~president and vice president, and secretary~~, each elected from among the library board members at the organizational meeting described in Article IV, Paragraph 1.
2. Terms of Office. Officers shall take office at the close of the organizational meeting, described below in Article IV, Section 1, at which they are elected and shall serve from the close of that

Commented [CR1]: According to DPI, at a minimum, library board bylaws should spell out:

1. The library board officers to be elected, how they are elected, and the powers and responsibilities of each officer.
2. When meetings are held, and how meetings are conducted.
3. What committees are appointed, how they are appointed, and what they do.
4. How the bylaws are amended.

Commented [CR2]: Note: Statute only requires a President.

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

3. Nominating Committee. A nominating committee, and a chair thereof, shall be appointed by the president three (3) months prior to the organizational meeting and shall present a slate of officers at the organizational meeting. Additional nominations may be made from the floor during the organizational meeting by any library board member or officer.
4. Duties of the President. The principal duties of the president shall be to preside at all meetings of the library board, authorize calls for special meetings, and execute all documents as authorized by the board. The president appoints library board members to committees and such other special duties as may occur, and may be an ex officio voting member of all committees except the Nominating Committee.
5. Duties of the Vice President. The vice president shall discharge the duties of the president in the event of the absence or disability of the president, or of a vacancy in that office, and, in addition, any other duties as designated by the library board. The secretary vice president shall also sign bill registers when the library board has approved expenditures and execute all documents as authorized. In the absence of the secretary at any meeting, the president may appoint another library board member to act as temporary secretary.

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

Commented [CR3]: Note: This is the secretary's only role so recommend shifting it to VP.

Commented [CR4]: Note: This is the secretary's only role so recommend shifting it to VP.

ARTICLE V. MEETINGS

1. Organizational Meeting. The organizational meeting, which shall be for the purpose of electing officers as described above in Article III, Sec. 2, shall be held within 60 calendar days after the date of the beginning of board members' terms, and no later than the regular meeting in August.
2. Regular Meetings. Regular meetings shall be held once each calendar month, the date and hour to be set up to one (1) year in advance by the library board at the first regular meeting following the organizational meeting. Meeting times and dates may be changed as need arises by a majority vote of the board. The president may reschedule a meeting should a regular meeting not achieve a quorum.
3. Agendas and Notices. Library board and committee meeting agendas and notices shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting. The library director or designee shall send written notice and the agenda of each regular board meeting to the library board members at least 48 hours in advance of the meeting. A copy of the previous library board meeting minutes shall be provided to each member prior to the meeting date.
4. Special Meetings. Special meetings may be called by the president at any time deemed warranted by the president, or upon written request to the president by at minimum of three (3) board members, for the transaction of business as stated in the call. Except in cases of emergency, at

least 48 hours' notice shall be given to the board members of the special meeting. In no cases shall less than two hours' notice be given. Notice may be by mail, phone or email.

5. Quorum. A quorum for transaction of business at any library board meeting shall consist of a simple majority.
6. Minutes. Minutes of all meetings shall, at a minimum, indicate library board members and officers present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.
7. Parliamentary Authority. Robert's Rules of Order, latest edition, shall govern the parliamentary procedure of the library board meetings, including in all cases where there are inconsistencies with these bylaws and/or any applicable statutes.
8. Open Meetings Law Compliance. Library board meetings shall be held in compliance with Wisconsin's open meetings laws (Wis. Stats. §§ 19.81 to 19.98).
9. Voting. An affirmative vote of the majority of all members and officers of the library board physically present at any legally constituted meeting shall be necessary to approve any action before the library board.
10. Attendance. Board members and officers shall be expected to attend all library board meetings except as prevented by a valid reason.

ARTICLE VI. COMMITTEES

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

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

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

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

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

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

Commented [CR5]: With a professional Facilities Department, the bulk of this work is less common. We can redirect financial/contract items to Finance Committee and items of future visioning to the Planning Committee.

Commented [CR6]: Recommend redirecting this funding to library's training budget to encourage CE for library staff by redefining this fund to embrace the spirit of the FPY intent as we interpret that to be today. This would render this committee unnecessary. Approving this would allow staff to develop the new focus and process for this funding and work with Friends and Community Foundation to update fund agreement.

2. Nominating Committee. See Article III, Section 3.
- ~~3.~~ Library System Board Appointment. The President shall designate the appointment of one (1) board member to represent the Appleton Public Library on the Outagamie Waupaca Library System Board with formal election by the Outagamie County Board of Supervisors.
- ~~3.~~
4. Friends of the Appleton Public Library Board Appointment. The President shall recommend one (1) board member to serve as a director of the Friends of Appleton Public Library Board, with formal election by the Friends Board.
5. Ad Hoc Committees. The president shall appoint ad hoc committees and a chair of the ad hoc committees for such specific purpose as the business of the library board may require. These committees may include staff, members of the public and/or outside experts. Ad hoc committees shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the library board.
6. Authority. No committee shall have other than advisory powers.
7. Appointment. All library board members and officers shall be appointed to at least one (1) committee.
8. Time, Location and Agenda. The time, date and location of committee meetings shall be determined by the chair of the committee.
9. Quorum. A quorum for transaction of business at any committee meeting shall consist of a simple majority.
10. Minutes. Minutes are not required to be taken at committee meetings.
11. Parliamentary Authority. Robert's Rules of Order, latest edition, shall govern the parliamentary procedure of committee meetings, including in all cases where there are inconsistencies with these bylaws and/or any applicable statutes.
12. Open Meetings Law Compliance. Committee meetings shall be held in compliance with Wisconsin's open meetings laws (Wis. Stats. §§ 19.81 to 19.98).
13. Attendance. Board members and officers shall be expected to attend their assigned committee meetings except as they are prevented by a valid reason.

ARTICLE VII. DUTIES OF THE LIBRARY BOARD

1. Responsibility. The library board shall determine the policies, plans and services of the library. This includes bylaws, service policies, mission statement, long range plan, significant changes in levels or types of service, and changes in library hours.
2. Library Director. The library board shall select and appoint a properly certified and competent library director.

3. Duties and Compensation. The library board shall determine the duties and compensation of all library employees.
4. Budget and Audit. The library board shall advise in the preparation of the budget, approve the budget and make sure that adequate funds are provided to finance the approved budget. The board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library and shall approve all bill registers. The library is audited within the city's annual audit, and it is the responsibility of the library board to ensure the annual audit of the library is clean.
5. Community Relations. The library board shall cooperate with other public officials and boards and maintain vital public relations. The library board represents the library to the community and the community to the library.
6. Legislation. The library board shall study and support legislation that will benefit library patrons. The library board will remain up-to-date on proposed changes and implemented changes to legislation that may affect the library.
7. Annual Report. The library board shall approve and submit the required annual report to the appropriate division within the State of Wisconsin's Department of Public Instruction.
8. Appeals. A person directly affected by and dissatisfied with a decision made by the library director as it relates to the Library's Art, Circulation, Collection Development, Displays, Piano, Program or the Safety and Security Policies may appeal the decision to the library board. Appeal requests must be made in writing whenever possible and must be received by the library board within thirty (30) business days after the date the decision was made by the library director. The library board must hear the appeal within thirty (30) business days of receiving the appeal unless the library board and the person requesting the appeal agree to an alternative date. The person requesting the appeal will be notified in writing by the library director of the date and time the library board will hear the appeal or will be provided with an explanation for why the library board will not hear the appeal (e.g., request filed too late, person requesting appeal has no grounds, etc.). At the appeal, the person requesting the appeal may appear in person to be heard on the issue or he/she may ask the library board to consider the merits of the appeal based on a written statement signed and dated by the person filing the appeal. Third party statements and testimony, as well as unauthenticated evidence, will be allowed at the discretion of the president. The decision of the library board shall be final.

ARTICLE VIII. DUTIES OF THE LIBRARY DIRECTOR

1. Appointment and Term. The library director shall be appointed by the library board for an indefinite term and shall be responsible to the library board.
2. Duties. The library director shall be the executive and administrative officer of the library under review and direction of the library board. The director shall be responsible for operating within policies approved by the library board including, but not limited to:
 - a. Appointing and specifying duties and compensation of other library employees,
 - b. Providing proper direction, training and supervision of the library staff,
 - c. Serving as technical advisor to the library board,
 - d. Recommending policies, budget, changes in hours or services,
 - e. Recommending changes in the library's mission and long range plan,

- f. Ensuring the care and maintenance of library property,
- g. Ensuring the adequate and proper selection of materials,
- h. Ensuring the efficiency of library service to the public, ~~and~~
- i. Overseeing financial operations and management of the budgeted appropriation and such other funds as may accrue to the library, ~~and~~
- i. Advocate on behalf of the library and represent the library at the local, state, and national level.

Commented [CR7]: Aligns with updated library director job description.

- 3. Meetings. The library director shall attend all library board meetings as a participant but shall have no vote. The director may be excused from closed sessions at the discretion of the library board. The director may designate another library staff member to attend in the event of the director's absence.
- 4. Appeals. The library director shall hear all requests for reconsideration made by citizens pertaining to and according with the library's Art, Circulation Policy, Displays Policy, Piano, Program, Collection Development Policy and Safety and Security Policy and Article VII, #8.

ARTICLE IX. CONFLICT OF INTEREST

- 1. Private Capacity. Library board members and officers shall not in their private capacity negotiate, bid for, or enter into a contract with the library in which they have or may have direct or indirect financial interest.
- 2. Recusal. Library board members and officers shall withdraw from any and all library board meeting and committee meeting discussions and/or deliberations in which the library board member or officer, or an immediate family member thereof, or an organization with which the library board member or officer is associated with, has or may have a substantial financial interest. Library board members and officers shall not vote on any matter in which he or she has withdrawn. The library board member or officer is not required to disclose the reasons for their withdrawal or the nature of the conflict of interest.
- 3. Remuneration. Library board members and officers shall not accept anything of value that could reasonably be expected or implied to influence their vote or other official action.
- ~~3.4.~~ Compensation. No compensation or expenses shall be paid to the members of the library board.

ARTICLE X. GENERAL

- 1. Amendments. These bylaws may be amended by the majority vote of all members of the library board provided that the change had been proposed by a library board member or the library director at the preceding regular meeting, and that the proposed amendment is included as a separate attachment to the agenda of the meeting at which it is to be acted upon.
- 2. Rule Suspension. Any rule or resolution of the library board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two thirds of the members of the library board shall be present and two thirds of those present shall so approve.

Approved: 6/97. Amended: 10/04; 11/15; 2/17; 2/19; 5/2023



APPLETON PUBLIC LIBRARY
225 North Oneida Street
Appleton, WI 54911-4780
(920) 832-6170 | FAX: (920) 832-6182

TO: Members of the Appleton Public Library Board of Trustees

FROM: Nancy Scheuerman, Library Board President

DATE: May 19, 2023

RE: 2023 Nominating Committee Appointments

The Appleton Public Library Board of Trustees Bylaws (Article III.3) states:

“A nominating committee, and a chair thereof, shall be appointed by the President three months prior to the organizational meeting”

Wis. Statute 42.54(2) requires that within 60 days after the beginning of terms, the members of the Library Board shall organize by the election, from among their number, of a President and such other officers as they deem necessary.

I hereby appoint the following Trustees to serve as the Nominating Committee:

Rebecca Kellner, Chair
John Keller
Nan Bunnow

This committee shall present a slate of officers (President, Vice President, and Secretary) at the organizational meeting which will occur in August. No officer may serve more than two consecutive terms in a given office nor hold more than one office at a time. Additional nominations may be made from the floor during the organizational meeting by any Library Board member or officer.

Library staff will work with this committee to schedule this meeting prior to the August Board of Trustees meeting.



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

**TO: Members of the Appleton Public Library Board of Trustees
Members of the City of Appleton Common Council**
**FROM: Dean Gazza, Director of Parks Recreation and Facilities Management
Colleen Rortvedt, Library Director**
DATE: May 10, 2023
RE: May Library Building Project Update

Project Progress

City staff, The Boldt Company and SOM have modified the design to reduce the scope of the project.

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

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

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

Renderings

SOM has provided updated renderings. The full set of renderings will be available on the building project webpage: apl.org/building. Renderings will also be available for viewing at the temporary library in the coming weeks. Note: furnishing colors in the renderings are subject to change.



The Commons – Photo Courtesy of Skidmore, Owings & Merrill

Timeline

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

Bidding Process – May - June

Council Approval – June – July in consultation with Council leadership

Construction Start – Upon approval of bids and completion of contracts

Opening Day - TBD

Capital Campaign

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

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

Appleton Public Library Renderings



Exterior - Day



Exterior - Evening



Community Meeting Room – As the largest gathering space in the library, this large multi-purpose room will accommodate a variety of community and library activities with a total capacity of over 300 people. Two operable walls are incorporated into the design, allowing the room to be separated into three smaller rooms.



Learning Stairs – Designed to function as an event, hangout and learning space, the learning stairs also serve as an inspirational transition to the Children’s Services Department fostering wonder and curiosity.



The Flexbox – The Flexbox will invite participation and inspire community members of all ages to explore new ideas, approaches, and opportunities to learn together. A mix of traditional demonstration space combines with technology to become a space that can be shared in-person and online.



The Commons - The Commons is the central connector and community gathering space designed to facilitate interaction and discovery. This space features views of every level of the library and a flexible layout that can be transformed into a reception area.



First Floor Gathering Space – Located directly beneath a skylight, this featured seating area is surrounded by popular fiction genre collections and the information desk - providing an inviting place to sit, reflect, study or meet up with friends.



Children's Area/Collection - The Children's Services area invites exploration and play for children of all ages. Placed strategically under the main skylight, the soft play climbing hill will draw families deep into the space and allow them to spend extended time at the library.



Children's Early Childhood Area - This cozy area will feature a mix of collection and interactive activities that highlight early literacy skills and practices. Young children and their caregivers will find opportunities to connect with each other and those around them as they read and play together.



Teen Area – The teen area fosters a sense of belonging, inclusiveness and synergy, while offering teens the necessary space for schoolwork, reflection, or to simply read and relax. It features a mixed seating concept and adaptive technology, enhanced by its adjacency to the flexbox and creation studios.



Upper Commons – As the gathering space at the top of the main staircase, the upper commons functions as a place to hold impromptu meetings and conversations, and an area to nurture spontaneous learning opportunities. It features natural light and views of all levels with sightlines of the second floor. There is space for feature collections inviting community members to stop, browse and discover.



Coworking Space - The coworking space offers technology and resources for virtual or in-person interviews, meetings or presentations, and independent and collaborative work. The space serves as a destination for information and opportunities around employment, job skill development, entrepreneurship and small business.

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 JANUARY 2023

	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
I. Circulation						
Adult Circulation	29,345	28,737	29,345	28,737	2%	2%
Children's Circulation	24,191	20,461	24,191	20,461	18%	18%
Total Circulation	53,536	49,198	53,536	49,198	9%	9%
Adult AV/nonbook (included in above)	8,955	10,295	8,955	10,295	-13%	-13%
Children's AV/non-book (included in above)	2,141	2,532	2,141	2,532	-15%	-15%
E-Book Circulation	8,122	8,500	8,122	8,500	-4%	-4%
E-Audiobook Circulation	9,303	7,559	9,303	7,559	23%	23%
E-Video Circulation	422	429	422	429	-2%	-2%
E-Comics Circulation	169	145	169	145	17%	17%
E-Magazine Circulation	1,254	975	1,254	975	29%	29%
E-Music Circulation	145	115	145	115	26%	26%
Total E-Circulation	19,415	17,723	19,415	17,723	10%	10%
ILL items received (received from)	9,654	9,375	9,654	9,375	3%	3%
ILL items loaned (provided to)	9,713	10,769	9,713	10,769	-10%	-10%
Total Registered Patrons (quarterly)	72,008	76,383	n/a	n/a	-6%	n/a
Door Count	17,121	16,693	17,121	16,693	3%	3%
Percentage of Total Circulation on Self Check Machines	61.5%	66.8%	n/a	n/a	-8%	n/a

II. Customer Assistance						
Reference Transactions - Adult	2,159	2,663	2,159	2,663	-19%	-19%
Reference Transactions - Children's	811	612	811	612	33%	33%
Total Reference	2,970	3,275	2,970	3,275	-9%	-9%
Volunteer Hours	242	233	242	233	4%	4%

III. Collections & Processing						
Volumes Added	1,512	1,586	1,512	1,586	-5%	-5%
Volumes Withdrawn	1,559	15,911	1,559	15,911	-90%	-90%
Total Titles	189,500	227,317	n/a	n/a	-17%	n/a
Total Volumes	212,091	262,232	n/a	n/a	-19%	n/a

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
JANUARY 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)	55	13	55	13	323%	323%
Children's Program Attendance (including group visit)	1,900	153	1,900	153	1142%	1142%
Children's One-on-One Visits	0	0	0	0	0%	0%
Children's One-on-One Visits Participants	0	0	0	0	0%	0%
Children's Self Directed Activities	9	4	9	4	125%	125%
Children's Self Directed Activity Participants	1,754	1,381	1,754	1,381	27%	27%
Young Adult						
Young Adult Programs	1	0	1	0	>100%	>100%
Young Adult Program Attendance	1	0	1	0	>100%	>100%
Young Adult Self Directed Activities	0	0	0	0	0%	0%
Young Adult Self Directed Activity Participants	0	0	0	0	0%	0%
Adult						
Adult Programs	6	10	6	10	-40%	-40%
Adult Program Attendance	372	325	372	325	14%	14%
Adult One-on-One Instructions	17	14	17	14	21%	21%
Adult One-on-One Instruction Attendance	29	25	29	25	16%	16%
Adult Self Directed Activities	0	0	0	0	0%	0%
Adult Self Directed Activity Participants	0	0	0	0	0%	0%
Total Programs	62	23	62	23	170%	170%
Total Program Attendance	2,273	478	2,273	478	376%	376%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	0	148	0	148	-100%	-100%
Meeting Room Uses - Events (Library Programs)	0	73	0	73	-100%	-100%
Total Meeting Room Uses	0	221	0	221	-100%	-100%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 JANUARY 2023

	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
V. Electronic Access Services						
Database Sessions	1,630	1,391	1,630	1,391	17%	17%
Web Page "Hits"	92,307	27,508	92,307	27,508	236%	236%
APL Created Electronic Content	619	546	619	546	13%	13%
Public Computing Sessions	909	1,512	909	1,512	-40%	-40%
Total Time Used on Public Computers	753:00:00	1433:00:00	753:00:00	1433:00:00	-47%	-47%
Data Transferred (GB)	3290	3800	3290	3800	-13%	-13%
WIFI Distinct Clients	1885	2491	1885	2491	-24%	-24%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 FEBRUARY 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
I. Circulation						
Adult Circulation	27,151	27,813	56,496	56,550	-2%	0%
Children's Circulation	23,317	21,894	47,508	42,355	6%	12%
Total Circulation	50,468	49,707	104,004	98,905	2%	5%
Adult AV/nonbook (included in above)	8,464	10,239	17,419	20,534	-17%	-15%
Children's AV/non-book (included in above)	2,018	2,361	4,159	4,893	-15%	-15%
E-Book Circulation	7,535	7,219	15,657	15,719	4%	0%
E-Audiobook Circulation	8,328	7,127	17,631	14,686	17%	20%
E-Video Circulation	421	371	843	800	13%	5%
E-Comics Circulation	179	183	348	328	-2%	6%
E-Magazine Circulation	924	1,079	2,178	2,054	-14%	6%
E-Music Circulation	144	117	289	232	23%	25%
Total E-Circulation	17,531	16,096	36,946	33,819	9%	9%
ILL items received (received from)	9,118	9,092	18,772	18,467	0%	2%
ILL items loaned (provided to)	8,804	9,810	18,517	20,579	-10%	-10%
Total Registered Patrons (quarterly)	72,008	76,383	n/a	n/a	-6%	n/a
Door Count	15,239	16,739	32,360	33,432	-9%	-3%
Percentage of Total Circulation on Self Check Machines	60.8%	67.9%	n/a	n/a	-10%	n/a

II. Customer Assistance						
Reference Transactions - Adult	1,929	2,392	4,088	5,055	-19%	-19%
Reference Transactions - Children's	758	630	1,569	1,242	20%	26%
Total Reference	2,687	3,022	5,657	6,297	-11%	-10%
Volunteer Hours	199	267	441	499	-25%	-12%

III. Collections & Processing						
Volumes Added	1,625	1,212	3,137	2,798	34%	12%
Volumes Withdrawn	896	12,758	2,455	28,669	-93%	-91%
Total Titles	190,023	216,553	n/a	n/a	-12%	n/a
Total Volumes	212,913	250,552	n/a	n/a	-15%	n/a

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 FEBRUARY 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)	49	33	104	46	48%	126%
Children's Program Attendance (including group visit)	1,287	475	3,187	628	171%	407%
Children's One-on-One Visits	1	0	1	0	>100%	>100%
Children's One-on-One Visits Participants	1	0	1	0	>100%	>100%
Children's Self Directed Activities	9	4	18	8	125%	125%
Children's Self Directed Activity Participants	1,486	1,131	3,240	2,512	31%	29%
Young Adult						
Young Adult Programs	2	3	3	3	-33%	0%
Young Adult Program Attendance	5	35	6	35	-86%	-83%
Young Adult Self Directed Activities	1	1	1	1	0%	0%
Young Adult Self Directed Activity Participants	59	2	59	2	2850%	2850%
Adult						
Adult Programs	5	13	11	23	-62%	-52%
Adult Program Attendance	420	496	792	821	-15%	-4%
Adult One-on-One Instructions	14	18	31	32	-22%	-3%
Adult One-on-One Instruction Attendance	24	34	53	59	-29%	-10%
Adult Self Directed Activities	3	0	3	0	>100%	>100%
Adult Self Directed Activity Participants	103	0	103	0	>100%	>100%
Total Programs	56	49	118	72	14%	64%
Total Program Attendance	1,712	1,006	3,985	1,484	70%	169%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	0	149	0	297	-100%	-100%
Meeting Room Uses - Events (Library Programs)	0	108	0	181	-100%	-100%
Total Meeting Room Uses	0	257	0	478	-100%	-100%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 FEBRUARY 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
V. Electronic Access Services						
Database Sessions	1,767	1,552	3,397	2,943	14%	15%
Web Page "Hits"	81,688	9,299	173,995	36,807	778%	373%
APL Created Electronic Content	557	470	1,176	1,016	19%	16%
Public Computing Sessions	898	1,479	1,807	2,991	-39%	-40%
Total Time Used on Public Computers	714:00:00	1373:00:00	1467:00:00	2806:00:00	-48%	-48%
Data Transferred (GB)	2,009	3,600	5,299	7,400	-44%	-28%
WIFI Distinct Clients	1775	2598	3660	5089	-32%	-28%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY

MARCH 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
I. Circulation						
Adult Circulation	32,623	33,405	89,119	89,955	-2%	-1%
Children's Circulation	28,852	25,357	76,360	67,712	14%	13%
Total Circulation	61,475	58,762	165,479	157,667	5%	5%
Adult AV/nonbook (included in above)	10,623	11,564	28,042	32,098	-8%	-13%
Children's AV/non-book (included in above)	2,524	3,248	6,683	8,141	-22%	-18%
E-Book Circulation	8,130	7,983	23,787	23,702	2%	0%
E-Audiobook Circulation	9,629	7,938	27,260	22,624	21%	20%
E-Video Circulation	439	386	1,282	1,186	14%	8%
E-Comics Circulation	206	147	554	475	40%	17%
E-Magazine Circulation	1,020	1,243	3,198	3,297	-18%	-3%
E-Music Circulation	120	129	409	361	-7%	13%
Total E-Circulation	19,544	17,826	56,490	51,645	10%	9%
ILL items received (received from)	11,760	10,970	30,532	29,437	7%	4%
ILL items loaned (provided to)	10,343	11,174	28,860	31,753	-7%	-9%
Total Registered Patrons (quarterly)	72,901	76,383	n/a	n/a	-5%	n/a
Door Count	18,589	16,716	50,949	50,148	11%	2%
Percentage of Total Circulation on Self Check Machines	60.9%	71.8%	n/a	n/a	-15%	n/a

II. Customer Assistance						
Reference Transactions - Adult	2,120	2,869	6,208	7,924	-26%	-22%
Reference Transactions - Children's	994	901	2,563	2,143	10%	20%
Total Reference	3,114	3,770	8,771	10,067	-17%	-13%
Volunteer Hours	139	303	580	802	-54%	-28%

III. Collections & Processing						
Volumes Added	2,183	1,490	5,320	4,288	47%	24%
Volumes Withdrawn	935	19,076	3,390	47,745	-95%	-93%
Total Titles	191,092	202,212	n/a	n/a	-5%	n/a
Total Volumes	214,221	233,183	n/a	n/a	-8%	n/a

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY

MARCH 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)	67	39	171	85	72%	101%
Children's Program Attendance (including group visit)	2,733	578	5,920	1,206	373%	391%
Children's One-on-One Visits	1	1	2	1	0%	100%
Children's One-on-One Visits Participants	1	2	2	2	-50%	0%
Children's Self Directed Activities	13	3	31	11	333%	182%
Children's Self Directed Activity Participants	2,196	1,419	5,436	3,931	55%	38%
Young Adult						
Young Adult Programs	2	2	5	5	0%	0%
Young Adult Program Attendance	4	13	10	48	-69%	-79%
Young Adult Self Directed Activities	1	1	2	2	0%	0%
Young Adult Self Directed Activity Participants	31	875	90	877	-96%	-90%
Adult						
Adult Programs	14	7	25	30	100%	-17%
Adult Program Attendance	435	409	1,227	1,230	6%	0%
Adult One-on-One Instructions	16	21	47	53	-24%	-11%
Adult One-on-One Instruction Attendance	26	37	79	96	-30%	-18%
Adult Self Directed Activities	0	0	3	0	0%	>100%
Adult Self Directed Activity Participants	0	0	103	0	0%	>100%
Total Programs	83	48	201	120	73%	68%
Total Program Attendance	3,172	1,000	7,157	2,484	217%	188%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	0	124	0	421	-100%	-100%
Meeting Room Uses - Events (Library Programs)	0	122	0	303	-100%	-100%
Total Meeting Room Uses	0	246	0	724	-100%	-100%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 MARCH 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
V. Electronic Access Services						
Database Sessions	2,304	1,571	5,701	4,514	47%	26%
Web Page "Hits"	101,322	40,131	275,317	76,938	152%	258%
APL Created Electronic Content	614	881	1,790	1,897	-30%	-6%
Public Computing Sessions	979	1,760	2,786	4,751	-44%	-41%
Total Time Used on Public Computers	873:00:00	1524:00:00	2340:00:00	4330:00:00	-43%	-46%
Data Transferred (GB)	1509	3060	6808	10460	-51%	-35%
WIFI Distinct Clients	2107	2871	5767	7960	-27%	-28%

**APPLETON PUBLIC LIBRARY
BOARD OF TRUSTEES
May 2023**

COMMITTEE APPOINTMENTS 2023

Offices

President	Scheuerman
Vice President	Mann
Secretary	Vacant

Committee Appointments

Building & Equipment	Nett (chair), Kellner, Looker Van Zeeland
Finance	Keller (chair), Lee , Nett, Van Zeeland
Personnel & Policy	Mann (chair), Brozek, Kellner
Planning	Lee (chair), Brozek, Bunnow, Looker
Scholarship	Bunnow(chair), Keller, Sivasamy (Teen Rep), Chuck Erickson (Friends Rep)

Statutory Appointments

Common Council Appointment	Van Zeeland
AASD Appointment	Bunnow
OWLS Board	Looker
Outagamie County Appointment	Lee

Additional Roles

Friends of the Appleton Public Library	Mann
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Adult Classes and Events

Bollywood Dance Workout

We hosted two in-person Bollywood Dance Workouts at City Center Studio, where Mahima Grover led participants through a simple dance movement routine for all ages and skill levels. Participants from the first classes responded with an overwhelming interest. They learned about the history and culture of Bollywood dance and built greater self-confidence with new dance moves. Because of the enthusiastic response, we will bring this program back in the summer. The honorarium was made possible by Friends' funds.

Books and Brews

Books and Brews is an exciting opportunity to connect over books without a prescribed read. Each month, we meet at a local brewpub or coffee shop and discuss our favorite reads. Readers are excited to connect to other readers and be inspired about new books and genres. Friends' funds support light refreshments from the small business offering space for the program, as a thank you to the host and to reduce barriers to participation.

Collaborative Fiction Circle

This unique collaborative writing game was dreamed up by a volunteer and has been a fun way for community members to meet and work creatively to make a story. We meet monthly at Lawless Coffee. Each session is new and exciting, and the participants are able to find their voices, creating and sharing wonderful stories. Friends' funds support light refreshments from the small business offering space for the program, as a thank you to the host and to reduce barriers to participation.

Find Your Ancestors - More Than Money and Land: The Evolution of Bounty Land, Military Pensions and Alternative Records

The March Find Your Ancestors session featured librarian and genealogist Debra Dudek, who shared an overview of the various military conflicts in the U.S., bounty and pension law, and several record collections that were produced from the various wars. An overview of how to locate these records, which included online resources as well as the wealth of information available in off-line repositories like the National Archives, was also shared. One attendee said, "This was one of the most informative classes that we've had." Another shared, "What a fantastic, comprehensive presentation, chock-full of useful information. Thank you, Appleton Public Library, for putting this together." Friends provided financial support for this series and an honorarium for this speaker.

Find Your Ancestors - Using Maps for Genealogy and Local History

The Find Your Ancestors series kicked off the 2023 season hosting Lee Grady, Senior Reference Archivist at Wisconsin Historical Society. Lee walked the 296 attendees through different resources, ranging from the more well-known plat maps, Sanborn Insurance Maps and city directories to the more obscure Land Economic Inventory, Surveyor's Field Notes, and Wisconsin Historical Aerial Image Finder. One attendee

FRIENDS GRANTS PROGRAM SUMMARIES

1st QUARTER 2023

said, "The whole program was just great! Information was presented in an easy-to-follow format. Lee and Katie are very knowledgeable and direct you to great resources." Friends provided financial support for this series.

Find Your Ancestors - Where There Is – or Isn't – A Will

Our February Find Your Ancestors session featured The Legal Genealogist, Judy Russell, who is an internationally known lecturer and award-winning writer. Judy's talk focused on understanding the legal intricacies of settling our ancestors' estates, which sometimes involved them creating wills and the probate process (which happened even in cases when our ancestors did not leave a will!) One attendee said Judy was an "Excellent speaker who is also a great storyteller engaging her audience and keeping them interested and learning for the entire program." This was our highest attended Find Your Ancestors program to date with 389 attendees. Friends provided financial support for this series and an honorarium for this speaker.

Ukulele Jams

APL added additional ukuleles to our circulating collection. To highlight the new ukuleles, we worked with Appleton Rock School to connect with a professional musician to lead two ukulele jams. Each session allowed new and seasoned ukulele players to enjoy a group playing session, learning new songs, and sharing joy as they learned together. Program attendees loved the events and expressed their excitement by requesting continued weekly programs, which are now being led by volunteers every Monday night through May. Friends' funds provided the honorarium for these two instructor-led events.

Wisconsin Author program

We were honored to host local author Betsy Schlabach at The Appleton Bookstore as she shared material from her recent book, "Dream Books and Gamblers: Black Women's work in Chicago's Policy Game". Betsy shared the incredible story of Harriet Jones, Chicago's most famous policy queen that pulled her into this subject and eventually to writing this book. Jones was the leader of a multimillion-dollar gambling operation that helped feed the hungry, build the South Side of Chicago's first African American owned department store, and support Provident Hospital, Chicago's only Black owned and operated Hospital. With this intimate setting, the audience had front row seats to engage with the topic and have a thoughtful discussion with Betsy.

Teen Classes and Events

Teen Ambassador Program (TAP)

Teen Ambassador Program (TAP) ambassadors gather at the temporary library for their monthly meeting. Every month, library staff share library updates, propose new program ideas, create engaging opportunities for TAP. As of March 2023, three of our TAP members have been hired at APL as library pages. Our teen ambassadors helped coordinate the new Teen Summer Library Program model for 2023 in addition to a

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Toiletry Drive Initiative to benefit teens at Appleton West High School. Friends' funds were used to purchase refreshments for the TAP meetings.

Teen Tuesday

Every month APL hosts a special evening event called Teen Tuesday dedicated to teens, creative expression and team building. Topics and activities vary from playing a game, kindness rock painting and vision boards. In March, teens were encouraged to bring favorite quotes and photos for their vision boards. Friends' funds were used to purchase supplies for the activities.

Children's Classes and Events

Family Classes and Events

January – March Memorial Park StoryWalk

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

No Two Alike by Keith Baker

Over and Under the Snow by Kate Messner

Old Rock (is Not Boring) by Deb Pilutti

These books were unassembled and then reassembled as StoryWalk pages for the months of January - March. 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.

March Book Madness

March was our annual March Book Madness reading program for children 0-12 years old. Each child filled out their reading bracket with eight fiction and eight nonfiction books. For each pair of books, they got to decide which book was their favorite and move it on to the next round until they were left with one favorite book of the month. After completing their bracket, each child got to pick out a prize from a variety of different balls or a Wisconsin Herd keychain and enter one of the grand prize drawings for a hopper ball, Wisconsin Herd tickets or Mickey and Minnie Mouse bathtub basketball sets. The Friends of the Library generously provided the sensory and hopper ball prizes for this program and 718 children registered during the month of March.

Adopt a Reading Buddy

On January 21st we had 655 people attend our Adopt a Reading Buddy event for kids 0-12 years old. Each child got to choose a stuffed animal to adopt (dog, cat, bird, hedgehog, fish or lizard). They filled out an adoption certificate and promised to read to their buddy every day. Kids got to make a collar for their new pet, give them a vet

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check-up and grooming. The stuffed animals were donated by PetSmart and the collar making supplies were generously provided by the Friends of the Library. This event was a huge success with patrons lining up outside the library before it opened. Comments from patrons included:

- “My daughter didn't want to go to school on Friday, she just wanted it to be Saturday to go to the library.”
- “We’ve had a big week this week and this event is definitely our highlight.”
- “My kids woke up SUPER early, excited to come here today.”
- Child to parent, “Can we pick out a book to read to my buddy right now?”
- “My daughter is having surgery on Monday and will be off her feet for quite some time. What perfect timing for her to come and pick out a snuggle buddy that she can read to as she heals.” (Daughter came in on crutches just so she could pick out which pet she wanted.)

Homeschool Conversation

This was a program designed to start discussions with homeschooling families about programming opportunities for their elementary-aged students. To give the conversation a more relaxing feel, we provided a table of tea and snacks for the adults/parents. There were also board games (previously purchased by Friends) for the kids to play while the adults talked.

Narwhal and Jelly Program

On Sunday, January 15th, the children's department held a Narwhal and Jelly Book Club party. Narwhal and Jelly are popular characters from the Children's Graphic Novel series by Ben Clanton. Participants discussed the books and made really fun "Jelly" and Narwhal" paper plate crafts. As all lovers of the series know, eating waffles is their favorite thing, and therefore waffles were made and eaten by program attendees. From wearable Narwhal horns to crafts and activities, much fun was had by the children. The craft supplies and waffle mix were funded by Friends.

School-Age STEAM – February & March

School-age STEAM runs for two hours and is a drop-in program. Staff create simple instructions for children and parents to follow and are available for any questions or troubleshooting. Each week two activities are offered. One activity is tech based and uses an assortment of tech items including: 3D pens, Osmo Masterpiece, Osobots, Keva planks, and more. The second activities vary widely depending on the theme. During February & March, activities included:

- Building Sail Cars and blowing them across the floors.
- Creating sculptures in the style of glass artist, Chihuly, using air dry clay and twisty straws.
- Using red and blue markers to create 3D art, then making 3D glasses with red and blue cellophane so the art is visible in 3D.

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- Making flapping butterflies from clothespins, painting with magnets, and using magnets to make tissue paper leaves float. Friends Funded the special materials for these activities.

Spring STREAM Team

Spring STREAM Team ran for 8 weeks in March and April. This program is for 3 – 5 year-olds and focuses on science, technology, reading, engineering, art and math. Three groups of preschoolers meet every Monday for a storytime and hands on activities. The themes for this semester included transportation, outer space, texture, food, dinosaurs, frogs, St. Patrick's Day, and weather. The Friends of the Library generously funded the supplies for this program.

Symphony Storytime

Miss Tori was joined by Lori Murphy, a member of the Fox Valley Symphony Orchestra for an all-ages family friendly Storytime at the Appleton Public Library on February 25. Miss Tori read *Mole Music* and *Because*. Miss Lori played many songs on her violin, 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

Animoto – Video Making Subscription

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

Computer Help 1:1 Sessions

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

FlipSide

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

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Sidewalk Poetry

This was the first year that APL has hosted the City of Appleton's Sidewalk Poetry program in partnership with the Department of Public Works. We gathered a group of seven amazing community members to act as curators and they provided us with their knowledge of and passion for poetry. We were able to provide light refreshments for an after-work, in-person meeting as a thank you for their efforts. This in-person session provided multiple valuable connections and a sense of welcoming for the curators. Friends' funds provided the refreshments for this session.

Special Projects

Book Club in a Bag Totes

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

Building Project Communications

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

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.

Loomly

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



THE LIFE CYCLE

of a Library Book

Library Staff

Library Patron

Board-Approved Collection Development Policy

Staff Selects

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

Purchased

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

Processed

Stamped, Labeled, and Covered

Cataloged

Added to online catalog

Shelved

Children's, Young Adult, or Adult

Copies Added

Community demand triggers the purchase of more copies

Systems' ILS Deliveries

Checked In

Reshelved

Weeded

Deselected or damaged material given to Friends for booksale or recycling

Staff Selects New Books

Community Member/Taxpayer

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

Patron Request

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

Read in Library

Hold Placed

Interlibrary Loan (ILL) Requested

Checked Out

Returned

Material Challenged
(See other side)



WISCONSIN LIBRARY ASSOCIATION

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When there is a **BOOK CHALLENGE**

Challenges to Library Materials

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

How are **MATERIALS ADDED** to a library's collection?

- A locally appointed Library Board of Trustees develops a Collection Development Policy to guide its library's selection of materials.
- Local library staff use their training and expertise, professional book reviews, and patron requests to purchase materials that fit the Library Board's Collection Development Policy and reflect the needs and interests of the local community.
- Librarians locate materials in the library based on their professional expertise, knowledge of the community, and the Collection Development Policy.

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

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

- When a patron notifies the library of an item they believe should be removed or relocated, staff provide the patron with a materials-reconsideration form that allows the patron to express their concerns.
- Staff review the submission; read, listen, or watch the item in its entirety; and determine whether the item complies with the Collection Development Policy.
- The Library Director notifies the patron in writing of its decision. The patron has the opportunity to appeal the decision to the Library Board.
- If the patron appeals the decision, the Library Board conducts its own review in relation to the Collection Development Policy. The Library Board notifies the patron of its decision in writing.



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



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