



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, April 19, 2022

4:45 PM

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

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[22-0432](#) March 25, 2022 Meeting Minutes

Attachments: [March 25 2022 Library Board Meeting Minutes.pdf](#)

4. **Public Participation & Communications**

[22-0440](#) Outagamie Waupaca Library System (OWLS) Recognition

5. **Action Items**

[22-0433](#) Bill Register - March 2022

Attachments: [Bill Register-032022-Tyler Munis.pdf](#)

[APL Financial Cash Flow Jan-Mar-2022.pdf](#)

[APL MTD Comp Mar-2022.pdf](#)

[22-0434](#) Naming Rights Policy

Attachments: [Naming Rights for library board approval 4-12-2022.pdf](#)

[22-0435](#) 2021-2022 Library Carryover

Attachments: [Library 21-22 Carryover Request - Finalized.pdf](#)

6. **Information Items**

A. **Administrative Report**

[22-0436](#) Library Building Project Update

Attachments: [Building Project Update April 2022.pdf](#)
[2022_04 College North Final Open House Boards FINAL.pdf](#)
[Parking Spotlight Information 4-12-2022 FINAL.pdf](#)

[22-0437](#) Temporary Library Update

Attachments: [APLTemporaryLibraryFurniturePlan.pdf](#)

B. President's Report

[22-0438](#) National Library Week 2022 Mayoral Proclamation

Attachments: [2022LibraryWeekProclamation.pdf](#)

[22-0439](#) Staff Recognition

C. Staff Updates

[22-0442](#) APL 2021 Annual Report

Attachments: [2021AnnualReport.pdf](#)

[22-0443](#) Friends Grant Funded Program Summaries - 1st Quarter 2022 (January - March)

Attachments: [Friends Grant Funded Program Summaries 1st Quarter 2022 FINAL.pdf](#)

7. Adjournment

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

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



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Friday, March 25, 2022

12:00 PM

100 N. Appleton Street
Council Chambers 6 A / B

1. Call meeting to order

President Scheuerman called the meeting to order at 12:04pm

2. Roll call of membership

Others Present: Owen Anderson, Nicole Casner, Ann Cooksey, Robert Edwards, Jason Fisher, Darrin Glad, Tina Krueger, Adriana McCleer, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Kara Sullivan, Maureen Ward, Mayor Woodford

Present: 8 - Hartjes, Looker, Kellner, Scheuerman, Mann, Van Zeeland, Keller and Brozek

Excused: 3 - Exarhos, Nett and Sivasamy

3. Approval of minutes from previous meeting

[22-0352](#)

March 15, 2022 Meeting Minutes

Attachments: [March 15 2022 Library Board Meeting Minutes.pdf](#)

Mann moved, seconded by Brozek, that the Report Action Item be approved. Voice Vote. Motion Carried. (8-0)

4. **Public Participation & Communications**

[22-0340](#)

State of Wisconsin Governor's Certificate of Commendation

Attachments: [State of WI Governor's Certificate of Commendation.pdf](#)

[22-0336](#)

Building Project Design Update Presentation - SOM Architects

5. Action Items

Due to technical issues virtual attendee Looker was unable to vote.

Scheuerman called for a motion to place Action Items 22-0337, 22-0338 and 22-0409 on a Consent Agenda.

Mann moved, seconded by Kellner that Action Items 22-0337, 22-0338 and 22-0409 be placed on a Consent Agenda. Voice Vote. Motion Carried. (7-0)

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

[22-0337](#)

Approve Recommendation to Award Move Contract to Boulevard Relocation Services (BRS)

Attachments: [22-03-21 - APL Moving RFP - Summary and Recommendation.pdf](#)

This Report Action Item was approved

[22-0338](#)

March 2022 Budget Amendment

Attachments: [Budget Amendment Request-3-2022-2.pdf](#)

This Report Action Item was approved

[22-0409](#)

Approve United Way Reach Out and Read Off Year Report

Attachments: [United Way Reach Out and Read 2022 Off Year Reporting.pdf](#)

This Report Action Item was approved

6. Information Items

[22-0339](#)

Discussion of Updated Building Design Presentation

7. Adjournment

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

The meeting Adjourned at 1:13pm

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/3 TO 2022/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
Library Administration									
16010	630100								Office Supplies
	001583	UNITED STATES POSTAL	74568	0	2022	3 INV P		13.72	pcard Mailings - Monthly
	001583	UNITED STATES POSTAL	74631	0	2022	3 INV P		8.12	pcard Library Board Pack
								21.84	
ACCOUNT TOTAL								21.84	
Memberships & Licenses									
16010	630300								
	000512	FOX CITIES CHAMBER O	74689	0	2022	3 INV P	400.00	033022	553077 Connect Level Membe
ACCOUNT TOTAL								400.00	
Food & Provisions									
16010	630700								
	999990	TARGET	000124 74526	0	2022	3 INV P	18.38	pcard	CANDY FOR FUTURE FO
	999990	FESTIVAL FOODS	74527	0	2022	3 INV P	18.95	pcard	CANDY FOR FUTURE FO
	999990	TST* BOWL NINETY-ONE	74569	0	2022	3 INV P	133.48	pcard	Lunch - Meeting w/
	999990	SQ *COPPER ROCK COFF	74644	0	2022	3 INV P	46.89	pcard	Teen Ambassador Pro
								217.70	
ACCOUNT TOTAL								217.70	
Advertising									
16010	641200								
	000084	ADI	74467	0	2022	3 INV P	100.00	pcard	ADI Downtown Guide
	000531	FOX VALLEY COMMUNICA	73624	0	2022	3 INV P	20.00	031622	552871 Sign Translation Te
	999990	FACEBK *MRZL5CXXX2	74468	0	2022	3 INV P	10.00	pcard	Facebook Ad
ACCOUNT TOTAL								130.00	
Other Contracts/Obligation									
16010	659900								
	002229	STAR PROTECTION AND	74121	0	2022	3 INV P	3,759.50	033022	553120 Security Guard
	002229	STAR PROTECTION AND	74122	0	2022	3 INV P	2,956.10	033022	553120 Security Guards
								6,715.60	
ACCOUNT TOTAL								6,715.60	
ORG 16010 TOTAL								7,485.14	
Library Children's Services									
16021	630100								
	999990	DRI*SIGNS	74528	0	2022	3 INV P	180.77	pcard	Appleton Maps
ACCOUNT TOTAL								180.77	
ORG 16021 TOTAL								180.77	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/3 TO 2022/3									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
16024									Library Community Partnerships
16024	620100								Training/Conferences
001533	WISCONSIN STATE GENE 74494	0	2022	3	INV P	55.00		pcard	PAYPAL *WI ST GEN S
999990	CITY OF APPLETON PAR 74582	0	2022	3	INV P	5.00		pcard	Parking for Chamber
						ACCOUNT TOTAL		60.00	
16024	659900								Other Contracts/Obligation
002844	ELEANOR BRINSKO 74199	0	2022	3	INV P	150.00	032322		552986 Virtual Genealogy P
						ACCOUNT TOTAL		150.00	
						ORG 16024 TOTAL		210.00	
16031									Library Building Operations
16031	641301								Electric
001575	WE ENERGIES 542	0	2022	3	INV P	6,728.82	030222		552733 00262
001575	WE ENERGIES 543	0	2022	3	INV P	6,897.08	033022		553139 00262
								13,625.90	
						ACCOUNT TOTAL		13,625.90	
16031	641302								Gas
001575	WE ENERGIES 542	0	2022	3	INV P	4,702.68	030222		552733 00162
001575	WE ENERGIES 543	0	2022	3	INV P	3,505.63	033022		553139 00162
								8,208.31	
						ACCOUNT TOTAL		8,208.31	
						ORG 16031 TOTAL		21,834.21	
16032									Library Materials Management
16032	503500								Other Reimbursements
001447	VILLAGE OF LITTLE CH 73496	0	2022	3	INV P	16.00	030922		552839 Patron Material Rei
001447	VILLAGE OF LITTLE CH 73497	0	2022	3	INV P	24.99	030922		552840 Patron Material Rei
								40.99	
001851	MARINETTE COUNTY 73529	0	2022	3	INV P	17.00	030922		552779 Patron Material Rei
999998	RICHARD MALCHOW 73533	0	2022	3	INV P	13.00	030922		552784 PATRON MATERIAL REI
999998	SHAYE WOOLARD 74236	0	2022	3	INV P	30.00	033022		553103 PATRON MATERIAL REI
								43.00	
						ACCOUNT TOTAL		100.99	
16032	630100								office Supplies

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/3 TO 2022/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
001034	OUTAGAMIE WAUPACA LI	73531		0	2022	3	INV P	237.08	030922	552791 Item Barcodes
001983	AMAZON	74487		0	2022	3	INV P	49.95	pcard	Air Filter for Retu
ACCOUNT TOTAL								287.03		
16032	631500				Books & Library Materials					
000468	FINDAWAY WORLD, LLC	74480		0	2022	3	INV P	104.98	pcard	381249
000889	MIDWEST TAPE	74481		0	2022	3	INV P	666.20	pcard	501755163 501755164
000889	MIDWEST TAPE	74539		0	2022	3	INV P	797.35	pcard	501782136
000889	MIDWEST TAPE	74609		0	2022	3	INV P	735.51	pcard	501824333 50182433
								2,199.06		
001983	AMAZON	74578		0	2022	3	INV P	48.00	pcard	111-1714693-8684248
001983	AMAZON	74637		0	2022	3	INV P	24.99	pcard	111-2644831-8241864
001983	AMAZON	74639		0	2022	3	INV P	54.99	pcard	111-9705273-1881030
								127.98		
002396	INGRAM LIBRARY SERV	74473		0	2022	3	INV P	373.85	pcard	58076464
002396	INGRAM LIBRARY SERV	74474		0	2022	3	INV P	125.00	pcard	58076465
002396	INGRAM LIBRARY SERV	74475		0	2022	3	INV P	258.51	pcard	58147783
002396	INGRAM LIBRARY SERV	74476		0	2022	3	INV P	1,913.82	pcard	58147782
002396	INGRAM LIBRARY SERV	74477		0	2022	3	INV P	485.79	pcard	58032764
002396	INGRAM LIBRARY SERV	74478		0	2022	3	INV P	231.61	pcard	58016715
002396	INGRAM LIBRARY SERV	74479		0	2022	3	INV P	247.11	pcard	58044330
002396	INGRAM LIBRARY SERV	74540		0	2022	3	INV P	1,172.25	pcard	58239464
002396	INGRAM LIBRARY SERV	74541		0	2022	3	INV P	281.64	pcard	58296601
002396	INGRAM LIBRARY SERV	74542		0	2022	3	INV P	437.24	pcard	58296600
002396	INGRAM LIBRARY SERV	74543		0	2022	3	INV P	329.56	pcard	58227814
002396	INGRAM LIBRARY SERV	74544		0	2022	3	INV P	-86.18	pcard	58063686 58190402
002396	INGRAM LIBRARY SERV	74545		0	2022	3	INV P	231.20	pcard	58187747
002396	INGRAM LIBRARY SERV	74546		0	2022	3	INV P	340.24	pcard	58169952
002396	INGRAM LIBRARY SERV	74547		0	2022	3	INV P	327.68	pcard	58284827
002396	INGRAM LIBRARY SERV	74610		0	2022	3	INV P	171.63	pcard	58437722
002396	INGRAM LIBRARY SERV	74611		0	2022	3	INV P	152.68	pcard	58437721
002396	INGRAM LIBRARY SERV	74612		0	2022	3	INV P	952.51	pcard	58386851
002396	INGRAM LIBRARY SERV	74613		0	2022	3	INV P	165.97	pcard	58425513
002396	INGRAM LIBRARY SERV	74614		0	2022	3	INV P	320.54	pcard	58407873
002396	INGRAM LIBRARY SERV	74615		0	2022	3	INV P	246.98	pcard	58425514
002396	INGRAM LIBRARY SERV	74616		0	2022	3	INV P	344.70	pcard	58350400
002396	INGRAM LIBRARY SERV	74617		0	2022	3	INV P	233.45	pcard	58365047
002396	INGRAM LIBRARY SERV	74636		0	2022	3	INV P	141.60	pcard	Fox Cities Reads Bo
								9,399.38		
002830	KANOPY, INC	73526		0	2022	3	INV P	4.00	030922	552774 Inv. 283702
002830	KANOPY, INC	73527		0	2022	3	INV P	78.00	030922	552774 Inv. 287879
								82.00		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/3 TO 2022/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION	
999990	PAYPAL	*BECKETTMEDI	74493	0	2022	3 INV P			216467	
999990	THOMSON	WEST*TCD	74576	0	2022	3 INV P			846031992	
999990	THOMSON	WEST*TCD	74577	0	2022	3 INV P			845941305	
999990	ANC*	NEWSPAPERS.COM	74638	0	2022	3 INV P			6624047	
									1,753.44	
ACCOUNT TOTAL									13,666.84	
16032	659900	Other Contracts/Obligation								
001034	OUTAGAMIE	WAUPACA	LI 73632	0	2022	3 INV P	61,206.00	031622	552900 2022 OWLSnet Member	
001398	UNIQUE	MANAGEMENT	SE 74216	0	2022	3 INV P	170.05	033022	553125 Collection Services	
001398	UNIQUE	MANAGEMENT	SE 74217	0	2022	3 INV P	322.20	033022	553125 Collection Services	
									492.25	
ACCOUNT TOTAL									61,698.25	
ORG 16032 TOTAL									75,753.11	
16033	Library Network Services									
16033	641800	Equip Repairs & Maint								
000911	MODERN	BUSINESS	MACH 74106	0	2022	3 INV P	181.66	032322	553018 Copier Contract - M	
000911	MODERN	BUSINESS	MACH 74107	0	2022	3 INV P	201.00	032322	553018 Copier Contract - M	
000911	MODERN	BUSINESS	MACH 74108	0	2022	3 INV P	42.42	032322	553018 Copier Contract - M	
000911	MODERN	BUSINESS	MACH 74109	0	2022	3 INV P	146.08	032322	553018 Copier Contract - M	
000911	MODERN	BUSINESS	MACH 74110	0	2022	3 INV P	201.00	032322	553018 Copier Contract - M	
000911	MODERN	BUSINESS	MACH 74111	0	2022	3 INV P	14.45	032322	553018 Copier Contract - M	
000911	MODERN	BUSINESS	MACH 74112	0	2022	3 INV P	58.99	032322	553018 Copier Contract - M	
000911	MODERN	BUSINESS	MACH 74113	0	2022	3 INV P	201.00	032322	553018 Copier Contract - M	
000911	MODERN	BUSINESS	MACH 74115	0	2022	3 INV P	44.03	032322	553018 Copier Contract - M	
000911	MODERN	BUSINESS	MACH 74117	0	2022	3 INV P	165.10	032322	553018 Copier Contract - M	
000911	MODERN	BUSINESS	MACH 74118	0	2022	3 INV P	201.00	032322	553018 Copier Contract - M	
000911	MODERN	BUSINESS	MACH 74119	0	2022	3 INV P	42.25	032322	553018 Copier Contract - M	
									1,498.98	
ACCOUNT TOTAL									1,498.98	
ORG 16033 TOTAL									1,498.98	
FUND 100 General Fund									TOTAL: 106,962.21	

** END OF REPORT - Generated by Robert L. Edwards **



Appleton Public Library Cash Flow Report-2022 YTD				JAN	FEB	MAR	% USED
GL Account	DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	ACTUAL	
423200	<i>Library Grants & Aids</i>	\$0.00	\$0.00	\$0.00	\$0.00		
480100	<i>General Charges for Ser</i>	\$0.00	\$0.00	\$52.85	\$100.88	\$198.51	100.00
500100	<i>Fees & Commissions</i>	\$0.00	\$0.00	\$121.97	\$117.87	\$230.65	100.00
501500	<i>Rental of City Property</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
502000	<i>Donations & Memorials</i>	\$0.00	\$0.00	\$0.32	\$80.67	\$81.37	100.00
503500	<i>Other Reimbursements</i>	\$0.00	\$0.00	\$1,766.70	\$4,476.90	\$46,421.27	100.00
Total Revenue		\$0.00	\$0.00	\$1,941.84	\$4,776.32	\$46,931.80	

Expense							
610100	<i>Regular Salaries</i>	\$0.00	\$0.00	(\$83,283.51)	(\$252,259.83)	(\$499,751.88)	100.00
610400	<i>Call Time Wages</i>	\$0.00	\$0.00	(\$200.00)	(\$200.00)	(\$200.00)	100.00
610500	<i>Overtime Wages</i>	\$0.00	\$0.00	\$0.00	\$0.00	(\$258.30)	100.00
610800	<i>Part-Time Wages</i>	\$0.00	\$0.00	(\$9,318.19)	(\$28,257.66)	(\$58,222.55)	100.00
611400	<i>Sick Pay</i>	\$0.00	\$0.00	(\$3,180.97)	(\$4,445.41)	(\$4,975.07)	100.00
611500	<i>Vacation Pay</i>	\$0.00	\$0.00	(\$4,628.74)	(\$13,252.67)	(\$33,113.28)	100.00
615000	<i>Fringes</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
615100	<i>FICA</i>	\$0.00	\$0.00	(\$12,389.47)	(\$24,842.91)	(\$44,015.67)	100.00
615200	<i>Retirement</i>	\$0.00	\$0.00	(\$10,921.04)	(\$21,862.84)	(\$38,333.42)	100.00
615301	<i>Health Insurance</i>	\$0.00	\$0.00	(\$19,454.35)	(\$57,239.56)	(\$95,046.79)	100.00
615302	<i>Dental Insurance</i>	\$0.00	\$0.00	(\$1,535.97)	(\$4,501.02)	(\$7,466.06)	100.00
615400	<i>Life Insurance</i>	\$0.00	\$0.00	(\$72.70)	(\$147.00)	(\$221.30)	100.00
Personnel Services				(\$144,984.94)	(\$407,008.90)	(\$781,604.32)	
Expense							
620100	<i>Training/Conferences</i>	\$0.00	\$0.00	(\$364.76)	(\$397.35)	(\$509.94)	100.00
620200	<i>Mileage Reimbursement</i>	\$0.00	\$0.00	(\$180.00)	(\$360.00)	(\$540.00)	100.00

620600	Parking Permits	\$0.00	\$0.00	(\$1,820.00)	(\$1,820.00)	(\$3,640.00)	100.00
630100	Office Supplies	\$0.00	\$0.00	(\$372.04)	(\$1,273.21)	(\$1,997.13)	100.00
630300	Memberships & Licenses	\$0.00	\$0.00	(\$175.00)	(\$775.00)	(\$1,175.00)	100.00
630500	Awards & Recognition	\$0.00	\$0.00	(\$72.53)	(\$87.53)	(\$148.48)	100.00
630600	Building Maint./Janitor	\$0.00	\$0.00	\$0.00	\$0.00		
630700	Food & Provisions	\$0.00	\$0.00	(\$12.00)	(\$12.00)	(\$229.70)	100.00
630902	Tools & Instruments	\$0.00	\$0.00	\$68.99	\$0.00		
631500	Books & Library Materia	\$0.00	\$0.00	(\$38,459.36)	(\$87,008.61)	(\$105,101.11)	100.00
632002	Outside Printing	\$0.00	\$0.00	\$0.00	\$0.00		
632300	Safety Supplies	\$0.00	\$0.00	\$0.00	\$0.00		
632700	Miscellaneous Equipmen	\$0.00	\$0.00	\$0.00	(\$3,195.04)	(\$3,195.04)	100.00
640700	Solid Waste/Recycling P	\$0.00	\$0.00	\$0.00	\$0.00	(\$665.76)	100.00
641200	Advertising	\$0.00	\$0.00	(\$251.84)	(\$350.84)	(\$480.84)	100.00
641301	Electric	\$0.00	\$0.00	(\$6,742.00)	(\$6,742.00)	(\$20,367.90)	100.00
641302	Gas	\$0.00	\$0.00	(\$4,462.50)	(\$4,462.50)	(\$12,670.81)	100.00
641303	Water	\$0.00	\$0.00	\$0.00	\$0.00	(\$703.62)	100.00
641304	Sewer	\$0.00	\$0.00	\$0.00	\$0.00	(\$356.93)	100.00
641306	Stormwater	\$0.00	\$0.00	\$0.00	\$0.00	(\$793.97)	100.00
641307	Telephone	\$0.00	\$0.00	(\$295.55)	(\$295.55)	(\$869.47)	100.00
641308	Cellular Phones	\$0.00	\$0.00	(\$97.96)	(\$97.96)	(\$97.96)	100.00
641600	Build Repairs & Maint	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
641800	Equip Repairs & Maint	\$0.00	\$0.00	(\$18,518.84)	(\$18,780.28)	(\$20,279.26)	100.00
642000	Facilities Charges	\$0.00	\$0.00		(\$12,912.06)	(\$25,774.68)	100.00
659900	Other Contracts/Obligat	\$0.00	\$0.00	(\$6,933.85)	(\$13,644.50)	(\$82,208.35)	100.00
681500	Software Acquisition	\$0.00	\$0.00	(\$2,039.50)	(\$7,779.81)	(\$7,779.81)	100.00
	Operating Expense	\$0.00	\$0.00	(\$80,728.74)	(\$159,994.24)	(\$289,585.76)	

Personnel Services	\$0.00	\$0.00	(\$144,984.94)	(\$407,008.90)	(\$781,604.32)
Operating Expense	\$0.00	\$0.00	(\$80,728.74)	(\$159,994.24)	(\$289,585.76)
Total Expense	\$0.00	\$0.00	\$225,713.68	(\$567,003.14)	(\$1,071,190.08)
Total Revenue	\$0.00	\$0.00	\$1,941.84	\$4,776.32	\$46,931.80



2020-2022 MTD EXPENDITURES
(March 2020/2021/2022 comparisons)

	2020	2021	2022
ACCOUNT DESCRIPTION	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL
423200 Library Grants & Aids	\$0.00	\$0.00	\$0.00
480100 General Charges for Ser	\$3,844.17	\$360.53	\$97.63
500100 Fees & Commissions	\$97.54	\$0.29	\$112.78
501500 Rental of City Property	\$0.00	(\$30,000.00)	\$0.00
502000 Donations & Memorials	\$497.08	\$0.96	\$0.70
503500 Other Reimbursements	\$4,998.60	(\$21,366.89)	\$41,944.37
MTD Total Revenue	\$9,437.39	(\$51,005.11)	\$42,155.48

610100 Regular Salaries	(\$162,956.28)	(\$165,904.76)	(\$247,492.05)
610400 Call Time Wages	\$0.00		
610500 Overtime Wages	(\$124.26)	\$0.00	(\$258.30)
610800 Part-Time Wages	(\$20,289.79)	(\$12,726.73)	(\$29,964.89)
611000 Other Compensation		\$0.00	\$0.00
611400 Sick Pay	(\$1,107.86)	(\$100.28)	(\$529.66)
611500 Vacation Pay	(\$14,400.25)	(\$4,837.68)	(\$19,860.61)
615000 Fringes	\$0.00	\$0.00	\$0.00
615100 FICA	(\$12,608.63)	(\$11,686.06)	(\$19,172.76)
615200 Retirement	(\$11,439.55)	(\$10,750.99)	(\$16,470.58)
615301 Health Insurance	(\$41,553.80)	(\$36,685.40)	(\$37,807.23)
615302 Dental Insurance		(\$2,850.94)	(\$2,965.04)
615400 Life Insurance		(\$52.00)	(\$74.30)
620100 Training/Conferences	(\$1,252.00)	(\$185.00)	(\$92.59)
620200 Mileage Reimbursement		\$0.00	(\$180.00)
620600 Parking Permits	\$0.00	\$0.00	(\$1,820.00)
630100 Office Supplies	(\$4,016.48)	(\$3,543.46)	(\$489.64)
630300 Memberships & Licenses	(\$151.00)	(\$450.00)	(\$400.00)
630500 Awards & Recognition	(\$64.57)	\$0.00	\$0.00
630600 Building Maint./Janitor	(\$726.74)	(\$1,546.07)	\$0.00
630700 Food & Provisions	(\$123.30)	(\$8.98)	(\$217.70)
630902 Tools & Instruments	\$0.00	(\$12.98)	
631500 Books & Library Materials	(\$65,385.88)	(\$40,848.45)	(\$13,666.84)

632002 Outside Printing	\$0.00	(\$2,058.89)	
632101 Uniforms	\$0.00		
632300 Safety Supplies	\$0.00	\$0.00	\$0.00
632700 Miscellaneous Equipment	(\$2,009.13)	(\$49.99)	\$0.00
640700 Solid Waste/Recycling P	(\$569.13)	(\$648.00)	\$0.00
641200 Advertising	(\$10.12)	(\$76.69)	(\$130.00)
641301 Electric	(\$5,948.52)	(\$11,157.31)	(\$13,625.90)
641302 Gas	(\$1,792.90)	(\$4,753.18)	(\$8,208.31)
641303 Water	\$0.00	\$0.00	\$0.00
641304 Sewer	\$0.00	\$0.00	\$0.00
641306 Stormwater	\$0.00	\$0.00	\$0.00
641307 Telephone	(\$271.53)	(\$280.50)	(\$285.80)
641308 Cellular Phones	(\$98.92)	(\$95.00)	\$0.00
641600 Build Repairs & Maint	\$0.00	\$0.00	\$0.00
641800 Equip Repairs & Maint	(\$7,995.82)	(\$2,169.60)	(\$1,498.98)
642000 Facilities Charges	(\$14,073.83)	(\$13,977.84)	\$0.00
642400 Software Support	\$0.00		
659900 Other Contracts/Obligat	(\$74,362.15)	(\$67,658.00)	(\$68,563.85)
681500 Software Acquisition	(\$900.00)	\$0.00	\$0.00
MTD Total Expenditures	(\$444,232.44)	(\$395,114.78)	(\$483,775.03)

I. Purpose

The Appleton Public Library Board of Trustees (the “Board”) welcomes mission-compatible financial support from the community when it is within the best interests of the library.

The Board considers the granting of Naming Rights the highest distinctions it can bestow.

While all donors to the [insert name of capital campaign] will be recognized via a donor tier structure yet to be determined, this policy applies specifically to naming rights in connection with Appleton Public Library’s [insert the name] Capital Campaign. This policy establishes a procedure in which donors shall be recognized for donations that are eligible for naming rights within the Capital Campaign (see Attachment A: Menu of Naming Rights).

The [insert name of capital campaign] is in collaboration with the Friends of Appleton Public Library, who are carrying out the fundraising, and the City of Appleton, who is overseeing construction of the facility.

Please see the library’s Gifts and Donations Policy, or contact the Friends of Appleton Public Library, for other methods of supporting the library’s ongoing programs and services.

II. Definitions

1. Naming rights – name of room, area, collection, space, equipment, artwork, technology or other interior or exterior space in honor or memory of living or deceased individual, corporation, foundation or organization as grateful recognition of the Donor’s gift.
2. Gift – a voluntary and irrevocable pledge paid to the Friends of Appleton Public Library in the form of a one-time contribution, or in multiple contributions over a period of several years. Stocks can also be provided as a gift. In kind gifts may be accepted should those gifts be convertible to cash or have a value to the campaign.
3. [insert name of capital campaign] – This is a specific campaign to renovate and expand the current library.
4. Friends of Appleton Public Library (“Friends”) -The Friends are a 501(c)(3) organization whose mission is to support the library by advocating and raising funds to provide enhanced programs and services for the community.

III. Policy

- a. The Board has the sole and absolute discretion regarding Naming Rights.
- b. Naming rights will be memorialized in a Naming Rights Donor Agreement which will grant Donor specified Naming Rights to a particular space ("Named Space"), subject to acceptance of the Donor's gift and approval of such naming by the Board and consistent with this Policy.
- c. In no event will the Donor be provided with any decision-making power over the library on operational or capital decisions, or in any other library process or activity. The Board reserves the right to refuse gifts that are not consistent with the Capital Campaign.
- d. Gifts are being made to the Friends with the understanding that it is to be used for the [insert the name] capital campaign. Should the project not proceed, be terminated, or city funds no longer be available, the donor reserves the right to rescind the gift or redirect it towards an endowment that supports library grants.
- e. Gifts will be used to enhance, not replace the City of Appleton's existing project funding or future operational support.
- f. If the entire Gift amount is not received by the Friends as agreed upon, the Board may, in its sole discretion, remove the Donor's recognition of the Named Space and offer the Donor an alternate recognition opportunity appropriate to the total amount of the Donor's Gift.
- g. Holding of funds
 - i. Gifts to the capital campaign will be held by the Friends and will be segregated from other Library or Friends assets.
 - ii. These funds will be overseen by the Friends and distributed in agreement with the City and the Library Board for the purposes agreed upon.
- h. Acknowledgement
 - i. The duration of Naming Rights shall be a maximum of twenty (20) years and specified in the Naming Rights Donor Agreement, but in no event shall extend beyond the useful life of the library or the Named Space as determined by the Library Board.
 - ii. The Board reserves the right to choose the wording, size, location, and style of recognition. Visual recognition of a Named Space will adhere to library brand standards, including exterior and interior signage, logos, letterhead, and all other representations of the library's identity.
- i. Modification
 - i. The library may make changes to signage to maintain and update facilities but will make efforts to ensure that the signage still reflects the appropriate recognition for the donor.
 - ii. If during the useful life of the Named Space, the space is closed, deconstructed, destroyed, severely damaged, significantly renovated, upgraded, modified, or replaced, then the Naming Rights shall cease. The donor, if available, and in consultation with the library, will have the right to have another space named for the duration of the Naming Rights Donor Agreement.

- iii. Donors who request changes to their recognition signage will be considered by the Board. Changes that require additional expense will be done at the donor's expense.
- j. Termination of Naming. The Board reserves the right to alter or terminate a Naming Rights Donor Agreement in the following cases:
 - i. In the event of the default in payment of the gift, or
 - ii. In the unusual circumstance that the Board determines in its reasonable and good faith opinion that circumstances have changed such that accepting the gift, or the Naming chosen by the Donor would adversely affect the reputation, image, mission or integrity of the Library or the City of Appleton should there be continued association with the Donor and the continued Naming.
 - iii. Should the Naming Rights Donor Agreement be terminated, the Board, the library and the City of Appleton shall have no further obligation or liability to the Donor and shall not be required to return any portion of the gift that has already been paid. The Board may choose an alternative recognition for the portion of the gift that has been received in its sole discretion.
- a. Procedure
 - i. All naming rights must be approved by the Board in accordance with the Naming Rights Donor Agreement. The Library Director will provide a written summary of the naming rights that are recommended for approval including:
 - 1. The name of the donor and how they would like to be publicly acknowledged.
 - 2. The amount of the gift. Should the gift be a multi-year pledge, details including the dates and amounts of each gift should be itemized.
 - ii. Upon approval by the Board, a Naming Rights Donor Agreement shall be finalized and signed by the Library Board President and a donor representative.

Draft for approval 4/11/2022

Reviewed by the Friends Steering Committee 4/12/2022

City of Appleton
2021 - 2022 REAPPROPRIATION REQUESTS

<u>2021 Source:</u>				<u>2022 Destination:</u>				PO/	Year						
Fund /	Object	Project		Fund /	Object	Project		Contract	Project	Budgeted	Vendor	Requested	Carryover	JUSTIFICATION	
Org Code	Seg 1	Seg 2	Seg 3	Org Code	Seg 1	Seg 2	Seg 3	#	#						
Project				Project											
Under Contract:															
Total - Under Contract															
Not Under Contract:															
16032	503500			16032	631500					2021		14,150	14,150	Patron funds paid to the library for lost materials the library needs to replace	
16010	502000			16032	631500					2021		1,279	1,279	Donations given to the library for dedicated memorials	
16010	610100			16031	650200					2021		64,277	234,247	Utilizing unexpended funds from 2021 for temporary library lease expenditures	
16021	610100			16031	650200					2021		44,908		Utilizing unexpended funds from 2021 for temporary library lease expenditures	
16023	610100			16031	650200					2021		65,814		Utilizing unexpended funds from 2021 for temporary library lease expenditures	
16024	610100			16031	650200					2021		26,566		Utilizing unexpended funds from 2021 for temporary library lease expenditures	
16032	610100			16031	650200					2021		59,117		Utilizing unexpended funds from 2021 for temporary library lease expenditures	
16033	610100			16031	650200					2021		30,418		Utilizing unexpended funds from 2021 for temporary library lease expenditures	
16010	620100			16031	650200					2021		9,820		Utilizing unexpended funds from 2021 for temporary library lease expenditures	
16021	620100			16031	650200					2021		826		Utilizing unexpended funds from 2021 for temporary library lease expenditures	
16023	620100			16031	650200					2021		2,174		Utilizing unexpended funds from 2021 for temporary library lease expenditures	
16024	620100			16031	650200					2021		1,936		Utilizing unexpended funds from 2021 for temporary library lease expenditures	
16031	620100			16031	650200					2021		830		Utilizing unexpended funds from 2021 for temporary library lease expenditures	
16032	620100			16031	650200					2021		2,321		Utilizing unexpended funds from 2021 for temporary library lease expenditures	
16033	620100			16031	650200					2021		2,704		Utilizing unexpended funds from 2021 for temporary library lease expenditures	
16021	630100			16031	650200					2021		14,298		Utilizing unexpended funds from 2021 for temporary library lease expenditures	
16024	630100			16031	650200					2021		7,686		Utilizing unexpended funds from 2021 for temporary library lease expenditures	
16032	630100			16031	650200					2021		12,365	Utilizing unexpended funds from 2021 for temporary library lease expenditures		
16010	659900			16010	659900					2021		65,154	Utilizing unexpended funds from 2021 for contracted security at temporary library		
16023	659900			16023	659900					2021		23,751	23,751	Granted funds from Friends from 2020-21 carryover for patron support services (\$15,227) and unexpended funds from 2021 (\$8,524)	
16033	632700			16033	632700					2021		38,738	38,738	Utilizing unexpended funds from 2021 due to vacancies in positions that purchase and set up equipment as well as supply chain delays.	
16031	642000			16031	642000					2021		60,825	60,825	Facilities-Utilizing money saved in 2021 allows us to cover internal facilities management charges for assistance during the moves to and from the current library.	
LIB-ROR			OTHREIMB	LIB-ROR	ADMIN					2021		1,131	42,270	Granted funds to support Reach Out and Read for our community	
LIB-ROR	AUR-SEYMOU		OTHREIMB	LIB-ROR	AUR-SEYMOU			BOOKS/MATS		2021		127	71,821	Reach Out and Read Clinics funds held by APL for use of purchasing materials	
LIB-ROR	BEL-SEYMOU		OTHREIMB	LIB-ROR	BEL-SEYMOU			BOOKS/MATS		2021		119		Reach Out and Read Clinics funds held by APL for use of purchasing materials	
LIB-ROR	PREVEA-SEY		OTHREIMB	LIB-ROR	PREVEA-SEY			BOOKS/MATS		2021		91		Reach Out and Read Clinics funds held by APL for use of purchasing materials	
LIB-ROR	ASC-CHILDR		OTHREIMB	LIB-ROR	ASC-CHILDR			BOOKS/MATS		2021		12,376		Reach Out and Read Clinics funds held by APL for use of purchasing materials	
LIB-ROR	ASC-DEERWO		OTHREIMB	LIB-ROR	ASC-DEERWO			BOOKS/MATS		2021		4,705		Reach Out and Read Clinics funds held by APL for use of purchasing materials	
LIB-ROR	ASC-GREENV		OTHREIMB	LIB-ROR	ASC-GREENV			BOOKS/MATS		2021		2,241		Reach Out and Read Clinics funds held by APL for use of purchasing materials	
LIB-ROR	ASC-NEWLON		FAMCARE-FC	LIB-ROR	ASC-NEWLON			BOOKS/MATS		2021		420		Reach Out and Read Clinics funds held by APL for use of purchasing materials	
LIB-ROR	FAMCARE-FC		OTHREIMB	LIB-ROR	FAMCARE-FC			BOOKS/MATS		2021		31		Reach Out and Read Clinics funds held by APL for use of purchasing materials	
LIB-ROR	MOSAICFAM		OTHREIMB	LIB-ROR	MOSAICFAM			BOOKS/MATS		2021		761		Reach Out and Read Clinics funds held by APL for use of purchasing materials	
LIB-ROR	PARTNERCOM		OTHREIMB	LIB-ROR	PARTNERCOM			BOOKS/MATS		2021		453		Reach Out and Read Clinics funds held by APL for use of purchasing materials	
LIB-ROR	AUR-KAUKAU		OTHREIMB	LIB-ROR	AUR-KAUKAU			BOOKS/MATS		2021		137		Reach Out and Read Clinics funds held by APL for use of purchasing materials	
LIB-ROR	PRIMARYCAR		OTHREIMB	LIB-ROR	PRIMARYCAR			BOOKS/MATS		2021		1,239		Reach Out and Read Clinics funds held by APL for use of purchasing materials	
LIB-ROR	TC-PED-APP		OTHREIMB	LIB-ROR	TC-PED-APP			BOOKS/MATS		2021		34,489		Reach Out and Read Clinics funds held by APL for use of purchasing materials	
ALA-LBB	LBB		OTHREIMB	ALA-LBB	LBB			OTHCONTR		2021		13,659		13,659	Granted funds from ALA to support Business programs
16021	503500			16021	630100			3954		2021		981		981	Granted funds from the community for Appleton Ready to Read
16021	503500			16021	630700			3955		2021		1,136	1,136	Granted funds from the community for ELL programming	
16021	503500			16021	630100			3955		2021		3,815	3,815	Granted funds from the community for ELL programming	
LIB-FRIEND				LIB-FRIEND	CHILDSERV			SUPPLIES		2021		18,650	18,650	Granted funds from the Friends of APL to support special program initiatives	
LIB-FRIEND				LIB-FRIEND	MATERIALS			OTHCONTR		2021		12,899	12,899	Granted funds from the Friends of APL to support special program initiatives	
Total - Not Under Contract															
Special Consideration:															
Total - Special Consideration															



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
Members of the City of Appleton Common Council**
**FROM: Dean Gazza, Director of Parks Recreation and Facilities Management
Colleen Rortvedt, Library Director**
DATE: April 13, 2022
RE: April Library Building Project Update

City staff continue to work with architects Skidmore, Owings and Merrill (SOM) on the library project. This is a time of intensive, highly detailed work as we plan both the newly renovated library as well as the temporary library. The following progress has been made in the past month:

Temporary Library

The upgrades to make the Best Buy space usable are in the final stages. Updates included replacement of a portion of carpeting, painting where needed and construction of temporary dividers for staff and operations space. The physical move of furniture and collections will happen April 18-May 6. Staff are working to label items in the current location for the move. We have received the outdoor returns bins for books that will be placed at both the current and temporary locations.

Design Update

The video of SOM's presentation from March's meeting is available on the City and Library's website (apl.org/building).

Timeline

We remain on track with the following schedule:

- April 13 – Current library closes (last day of service April 12)
- May 23 – Open temporary library
- May – Bidding for construction
- June – Bids Due and Issue contract for construction
- July – Construction begins

Communication

Our current external communications strategy focuses on sharing information about our move to the temporary library on our various communication channels. This includes sharing information on closed dates, available services during our closure (online services, phones, programs) and services available at the temporary location.

Signage for the temporary space has been ordered and will be installed before the temporary library opens. We will be creating an easy-to-use floor map to welcome customers to the new space. We are also working on creating a building project display in the temporary library. The display will include information about the project and updated building project renderings. The display is an opportunity to provide the same information we provide via our online channels.

Upcoming communication strategies include looking at opportunities to expand on some of our frequently asked questions – including parking, building façade, construction timeline and more.

Additional Site Assessment Updates

Final structural assessments were completed in the last month. These were completed to understanding existing conditions such as column sizes that varied from the original contract documents. The better understanding of existing conditions during design helps prevent construction issues during construction that can hamper schedule and cost.

Parking

All recommendations from the Walker parking study that can be implemented at this time have been approved. The final change was approved at Council on April 6 that will update the Municipal Code to change the first floor/west bay of the Yellow Ramp 3-hour parking effective January 1, 2023.

Additional changes to support pedestrian improvements between the library and yellow ramp are ongoing and part of the neighborhood planning process.

A summary about parking related to the library is attached to this memo.

College Avenue North Neighborhood Planning

The College North Neighborhood Plan Open House was held Monday, April 11, 2022 in the City Center Board Room, City Center Plaza, 10 E. College Avenue, 1st Floor toward East End. The boards that were displayed showing concepts for site development from the open house are attached to the agenda.

Funding

In preparation for a Capital Campaign led by the Friends of the Appleton Public Library, a Naming Rights Policy has been created and is included on the April agenda. Friends are organizing to begin fundraising and have hired K Rose Fund Development, a fundraising consultant with expertise in public library capital campaigns, as well as A2Z Design to develop fundraising materials.

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



About the Project

The City of Appleton is in the final stretch of preparing a plan for the future of the College North Neighborhood. This plan will provide a guide for improving the area over the next 10 to 20 years, understanding that the area will continue to adapt to market changes. This neighborhood must be healthy for the community and region to remain vital and generate the energy to attract jobs, residents, and new investment.

- Continue to refine the Vision from the Comprehensive Plan for this district.
- Identify the future opportunities and forces affecting the neighborhood.
- Analyze potential redevelopment options for properties.
- Support equitable and inclusive development and design.
- Leverage relationships between stakeholders to create future opportunities.
- Update the Downtown Market Analysis and prepare a housing strategy for the area.

Purpose

Next Steps

- Assemble the plan document based on your comments.
- Complete the library.
- Coordinate active development projects.

Tell us!

WORKING DOCUMENT ONLY

Neighborhood Momentum



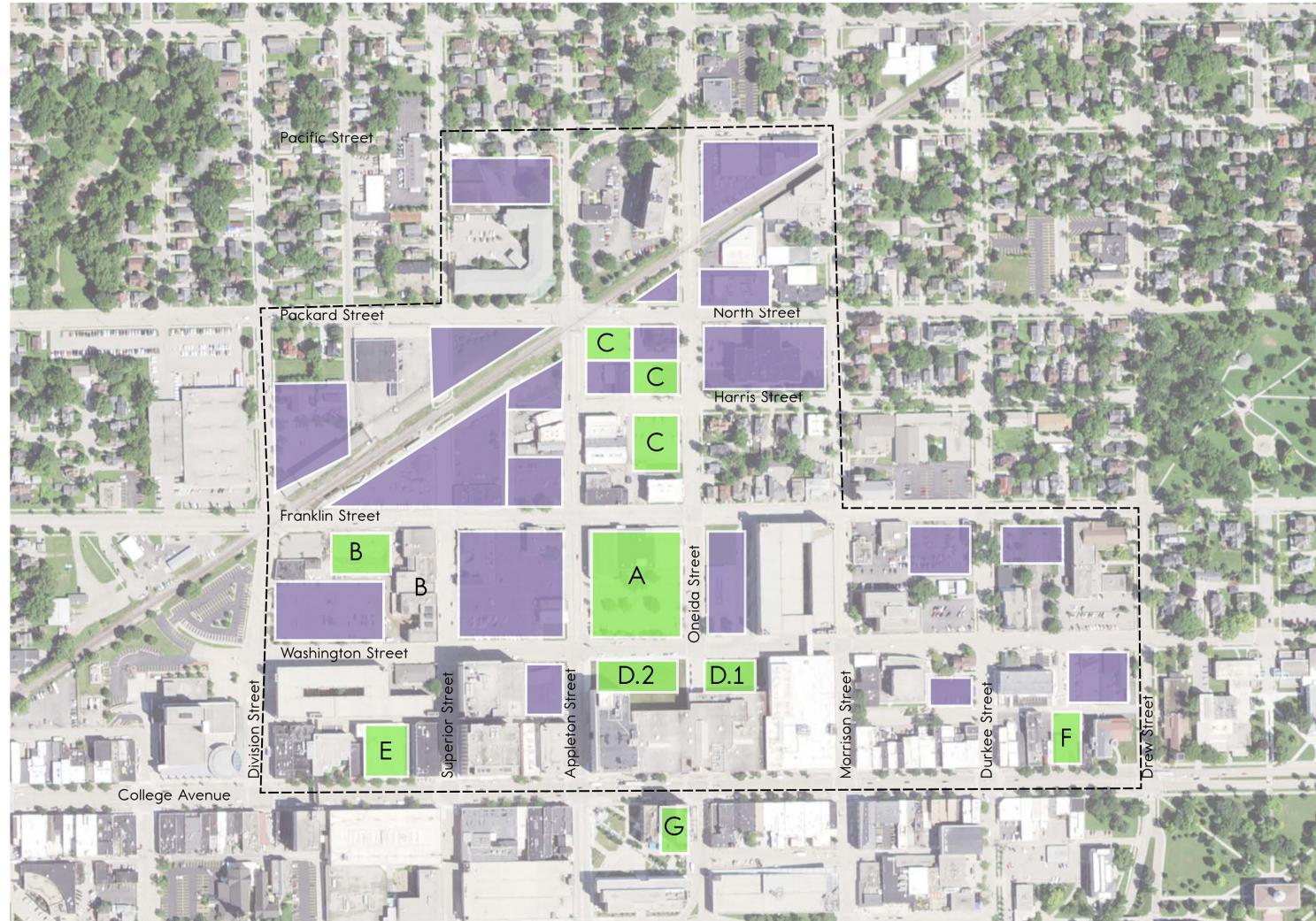
Sites that are subject-to-change.

Buildings where market forces influence possible change in the site's future.

Conditions that lead to becoming a site that is subject-to-change include:

- > Market for higher intensity use
- > Vacant building
- > Open or vacant lots
- > Underused site
- > Obsolete or incompatible uses
- > Surface parking areas

This does not mean these are sites for redevelopment, but areas to explore for scenarios for preservation, reuse, or redevelopment.



Sites with active projects.

Sites with development projects recently completed, under construction, or with an approved development agreement.

- A. Appleton Public Library
- B. Crescent Lofts
- C. Rise Apartments
- D. Merge Development (phases 1+2)
- E. Park Central
- F. 320 E. College Avenue
- G. Zuelke Building

Medium-intensity housing



Superior/Franklin

Mixed Use infill



Appleton/Washington

Multi-family



Division/Washington

Medium-intensity housing



Oneida/Harris

Mixed-use transit center redevelopment



Oneida/Franklin

WORKING DOCUMENT ONLY

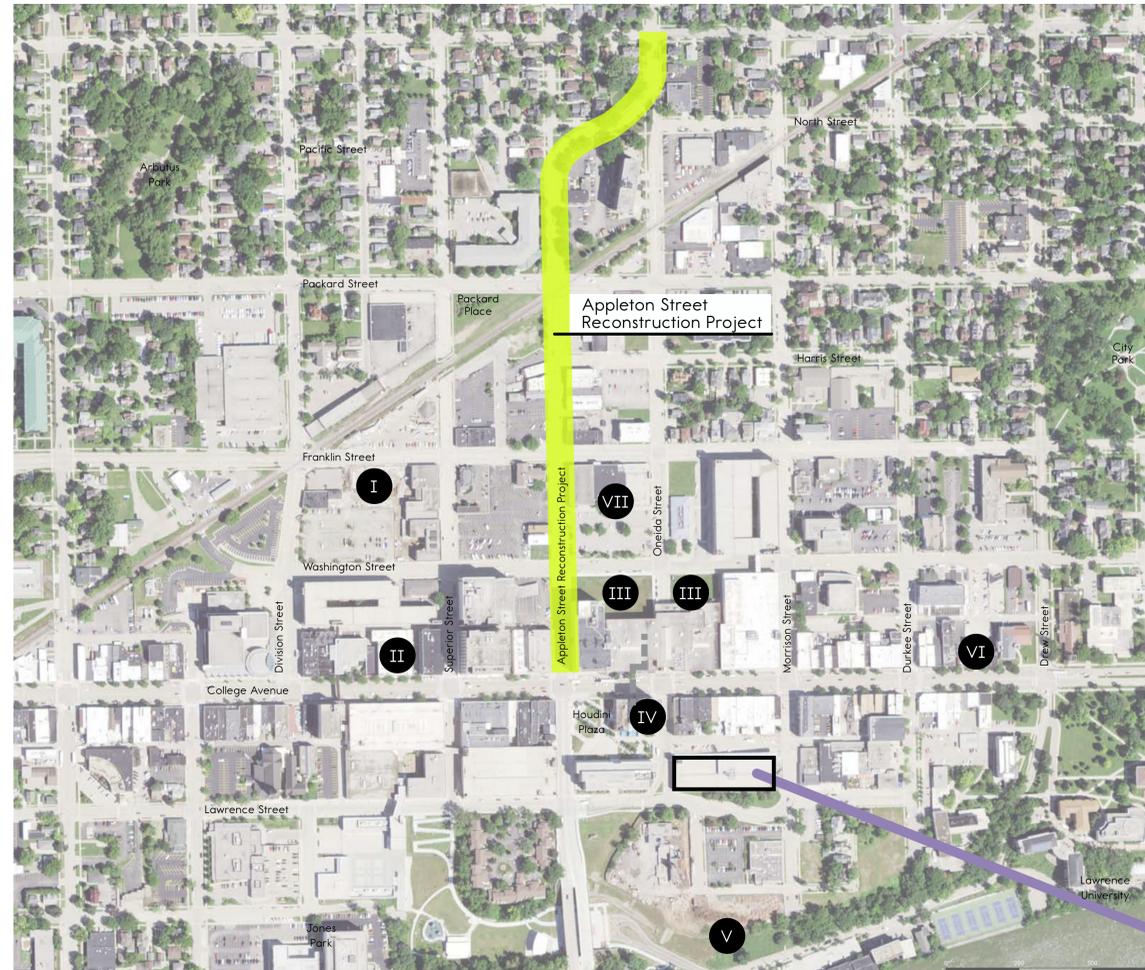
Neighborhood Momentum



I
 Crescent Lofts / 306 W. Washington Avenue and 315 W. Franklin Street
 Over \$5M increment
 69 apartments (58 low-moderate, 11 market-rate)
 Historic tax credit / WHEDA tax credit



II
 Park Central / 318 W. College Ave.
 Adding 3 floors (commercial first floor)
 39 New Residential Units

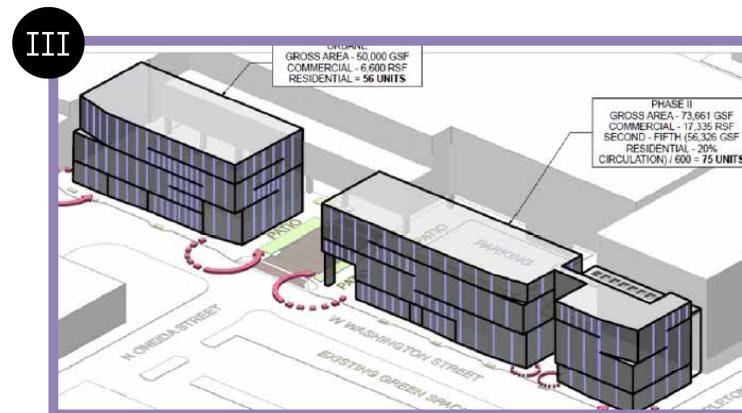


VII
 Library Site
 Construction 2022 / 2023



VI
 320 E. College Avenue
 39 residential units
 44 parking stalls

YMCA Ramp Rebuild - Under Construction



III
 Merge Project / 115 E. Washington Street
 Phase 1 - 56 residential units (commercial first floor)
 Phase 2 - 75 residential units (commercial first floor)



IV
 Zuelke / 103 W. College Ave.
 66 residential units (commercial first floor)



US Venture Bluff Site

800 Block, LLC / 823 W. College Ave.
 20 market rate units (commercial first floor)
 not shown on map

WORKING DOCUMENT ONLY

Development Concept

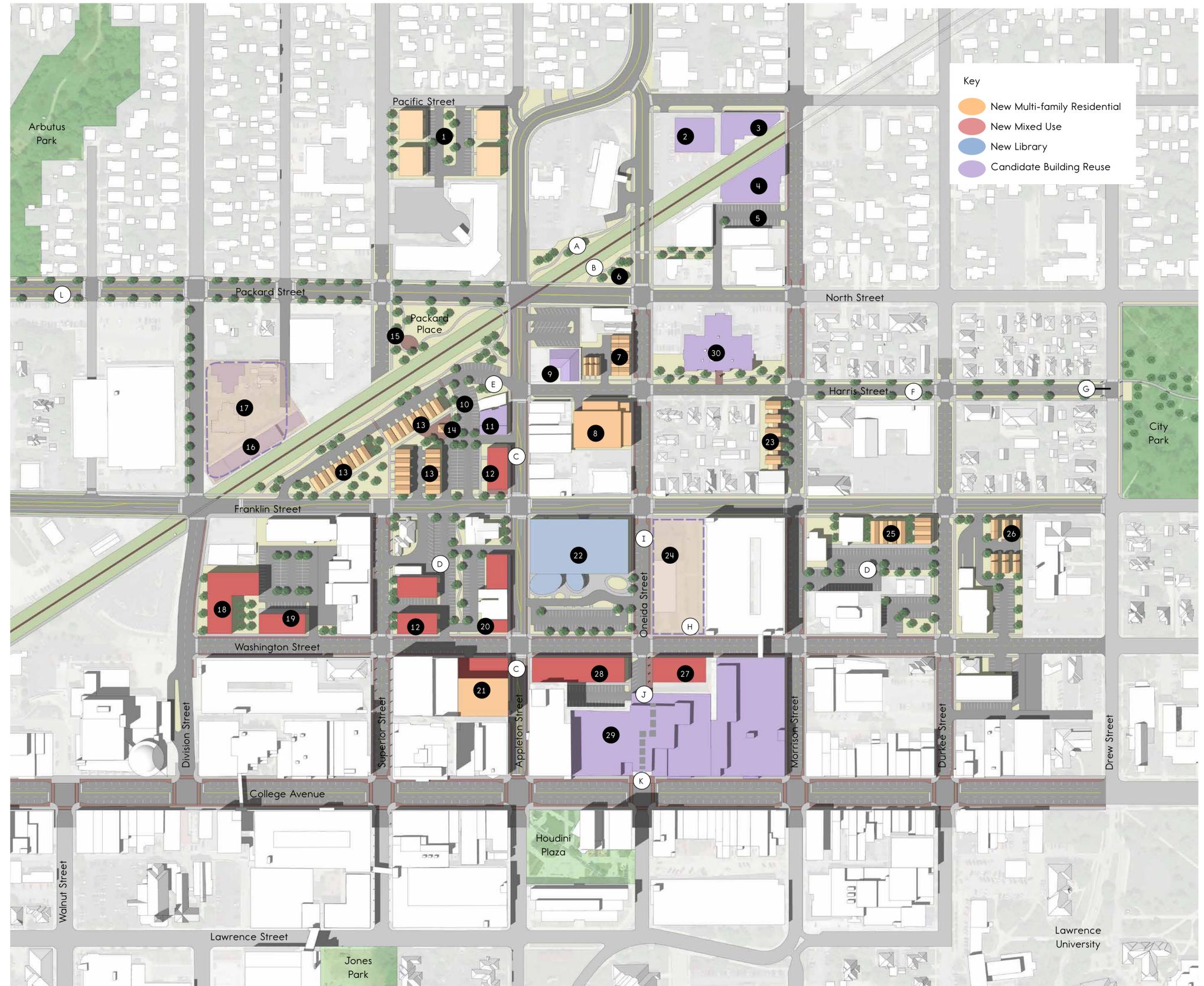


DEVELOPMENT-ORIENTED PROJECTS

Key	Project	Description
1	Senior-oriented Living	Senior-assisted or independent living that could be congregated "small house" setting (8 to 12 units per building) or townhouses.
2	Possible Redevelopment	Continue existing automotive use. If use change, then possible redevelopment for single-level cottage homes for older adults, connected to the rest of the Oneida Heights campus.
3	Community Building	Potential amenity facility for senior housing campus.
4	AASD Maintenance Building	Reuse of existing maintenance center with potential move of school maintenance facility. Potential uses include residential conversion, start-up space for small businesses, crafts industrial uses, artist studios, and a range of similar uses.
5	AASD Parking	Parking for potential redevelopment of school district maintenance building and other potential development on surrounding sites. May include a pedestrian path to Morrison Street, linking to a railyard shared use path connecting to the Performing Arts Center.
6	Triangle Park	Open space buffer and support for new housing development, part of a railyard greenspace. Ornamental fence separation from the adjacent railroad.
7	Potential new residential	Proposed townhome or multifamily development.
8	New residential	Proposed LMI townhome/multifamily development, financed through LIHTC.
9	New development site	New commercial or mixed use development. Site reuse could include restoration of building facade or adaptive reuse of existing building or potential redevelopment.
10	Rookie's Parking Lot	Redesign of parking lot to increase capacity and improve circulation.
11	Building rehabilitation	Retention and rehabilitation of existing two-story commercial building with 2nd level residential.
12	Mixed Use Projects	New commercial storefronts to activate street with possible second floor office or residential use.
13	Townhome neighborhood	New medium-density residential development west of Kalata Place between Franklin Street and railroad. Concept includes common open space, greenways, and about 24 townhome/rowhouse units. Includes vacation of Superior Street and Kalata Place right-of-way.
14	Well Square	Neighborhood open space incorporates historic well into design.
15	Packard Place	Expansion and development of existing neighborhood park, created by adding east half of Superior Street right-of-way. West half may be conveyed to adjacent property to provide access to Packard Street or maintained as public open space. Use to expand park does not necessarily require street vacation.
16	Building reuse	Reuse or demolition of existing industrial building as part of a Human Services Campus development that supports affordable housing.
17	Human Services Campus	Redevelopment of site around the Pillars shelter, providing space for new services and additional accommodations for temporarily unhoused people. May include tiny houses for transitional housing or even a mirroring of the structure that's on the site today (shown).
18	New residential	Possible multi-family development.
19	Washington Street Development	Commercial or mixed use development along Washington Street with interior private parking to support adjacent projects, including residential units.
20	Appleton and Washington commercial	Retain existing commercial buildings with new infill commercial on vacant lot at northwest corner.
21	Chase Drive-thru Redevelopment	Mixed use development to redevelop drive-in bank site, including interior at-grade parking, possible commercial space on southwest corner of Washington, and upper-level residential.
22	Library	Expansion and modernization of Appleton Public Library.
23	Residential block	Rehabilitation of existing residential buildings or affordable residential infill on sites where rehabilitation is not economically feasible. May include single-family attached units along Morrison Street as properties become available for redevelopment.
24	New Transit Center Redevelopment	New mixed use development, incorporating transit center into street level. Multiple potential uses of upper levels include housing, offices, or lodging.
25	Infill	Potential infill development site.
26	Infill	Potential infill development on underused parts of US Bank office building site.
27	Planned Development Merge Phase 1	Mixed use project north of City Center Plaza. Includes redesign of Oneida Street design, using ornamental or specialty paving to create a pedestrian-friendly shared street, while retaining vehicular access to City Hall drive-through and necessary fire emergency access.
28	Planned Development Merge Phase 2	Mixed use project north of City Center Plaza.
29	City Center Plaza	Initiate a reuse study to consider an indoor public market and tenant reprogramming.
30	Building Reuse	AASD building programming to continue. If program changes, then preserve building for reuse.

MOBILITY-ORIENTED PROJECTS

KEY	PROJECT	DESCRIPTION
A	Railside North Path	Shared use path to connect Oneida Heights residents to downtown.
B	Railside South Path	Shared use path between Morrison Street and Performing Arts Center. Key element of Art to Park loop connecting to City Park and the Lawrence campus. Developed south of railroad ROW line with ornamental fence separation from the railroad.
C	Appleton Street Streetscape	Upgrade and streetscape improvements along Appleton Street as the featured north-south corridor through the College North area. Project already approved by Common Council.
D	Common Parking Redesign	Redesigned shared parking for greater efficiency and to support surrounding commercial and office development as needed.
E	Harris Street Extension	Connection of Harris Street west of Appleton Street.
F	Harris Street "Green Street"	Enhancement of Harris Street with lighting, street landscaping, traffic calmers to connect College North to City Park and strengthen residential environment.
G	Harris Gateway	Gateway connection to Harris Street district, linking street to historic City Park.
H	New Transit Center Redevelopment	New mixed use development, incorporating transit center at the street level. Potential uses of upper-levels include housing, offices, or lodging.
I	Oneida Street Upgrade	Improvement of Oneida Street to support adjacent library, transit center redevelopment, and Merge projects. Elements include streetscape, on-street parking, and pedestrian friendly features.
J	City Center Plaza Pedestrian Street	Redesign of central space in City Center Plaza to provide clearer and more attractive pedestrian continuity to College Avenue corridor.
K	City Center Gateway	Improved College Avenue entrance to City Center Plaza, along with enhanced pedestrian crossing at College Avenue.
L	Greenway Link to Arbutus Park	Greenway and sidepath on south side of Packard. May involve change in curbline or modification of Post Office parking. Includes HAWK protected pedestrian crossing to park and improved downhill access to park level from street.



Key

- New Multi-family Residential
- New Mixed Use
- New Library
- Candidate Building Reuse

WORKING DOCUMENT ONLY

Precedent Projects

Townhouse Infill

New infill housing should consider the neighborhood's existing context.



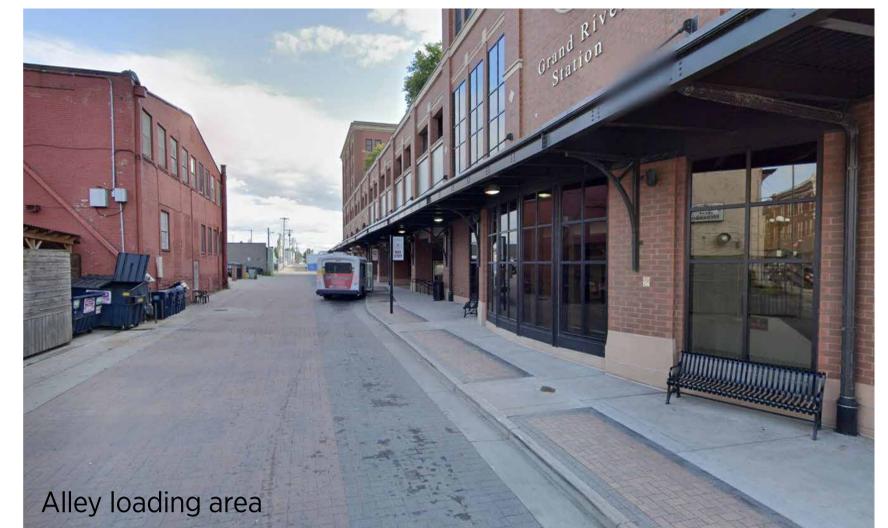
Transit Center Site



Redeveloping the transit center into a mixed use project with the main-level as a transit center and upper-level residential. Example from La Crosse's Grand River Station.

Mixed Use and Multi-family Infill

New mixed use should consider the neighborhood's existing context.



Alley loading area

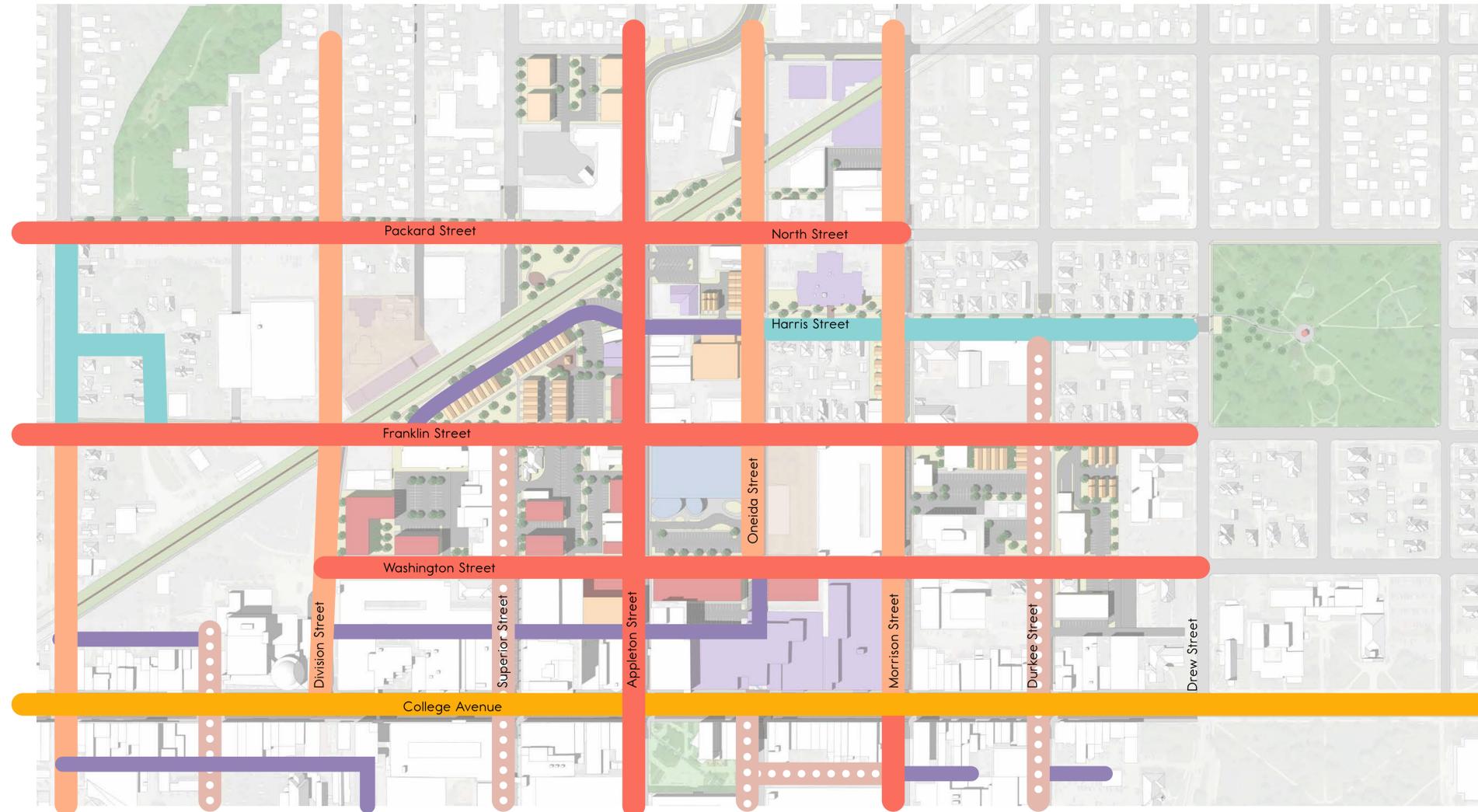
Priorities for the Transit Center:
> Rebuild on current site with a facility that functions better for its users, drivers, and community.

WORKING DOCUMENT ONLY

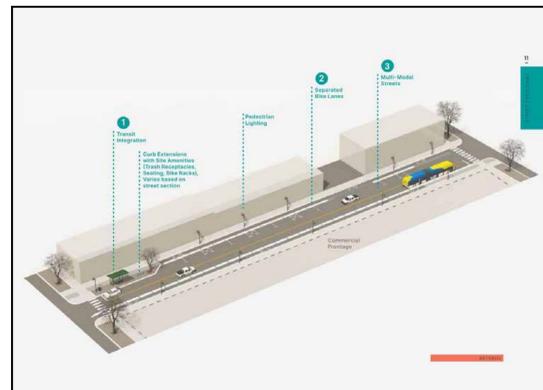
Mobility Concepts

Exhibits from approved Downtown Streetscape Design Guide

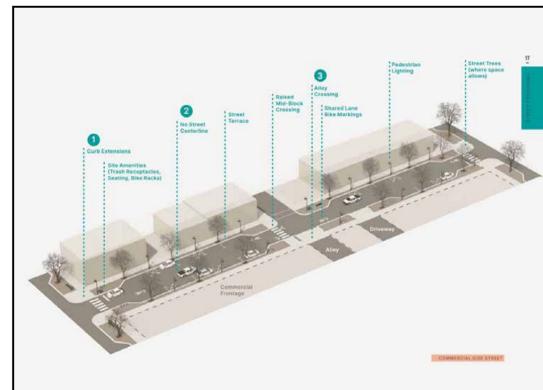
-  Main Street
-  Arterial
-  Commercial Side Street
-  Shared Street
-  Residential
-  Alley



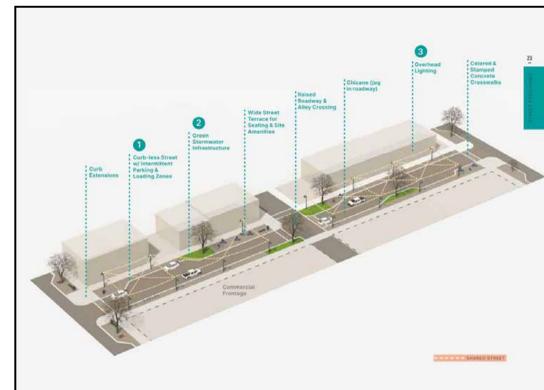
Arterial



Commercial Side Street



Shared Street



Residential



WORKING DOCUMENT ONLY

Mobility Concepts

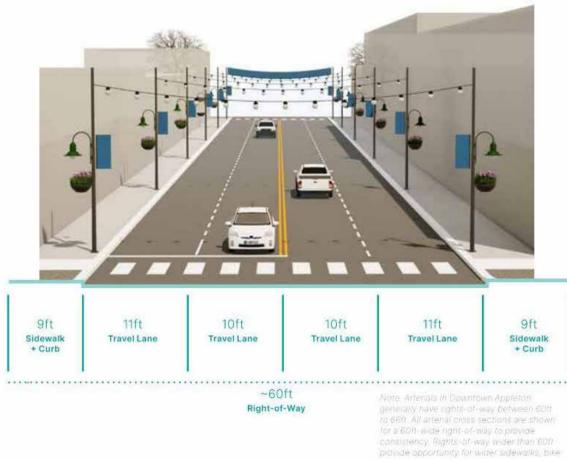
Exhibits from approved Downtown Streetscape Design Guide

Arterial

60FT ROW 4-LANE ARTERIAL

This option may be best suited along high-speed and high-volume roadways such as Richmond St. This option proposes narrowing arterial lanes to maximize sidewalk space. This option includes:

- (2) 10.5ft-wide travel lanes in each direction
- 9ft-wide sidewalks, with a minimum 6.5ft unobstructed clear zone for accessibility
- Given the constrained pedestrian space, consider string lighting, banners, and hanging planters to enhance the character of the roadway and create a sense of arrival to downtown.



60FT ROW BIKE & PEDESTRIAN BOULEVARD

This option provides enhanced bike and pedestrian facilities while creating memorable and dynamic tree canopy. This option includes:

- 10.5ft travel lanes in each direction
- 5.5ft curb-height bike lanes in each direction
- An 8ft-wide sidewalk on both sides
- A 5ft stamped and colored concrete terrace w/ street trees, transit shelters, and site amenities, located between the sidewalk and the bike lane

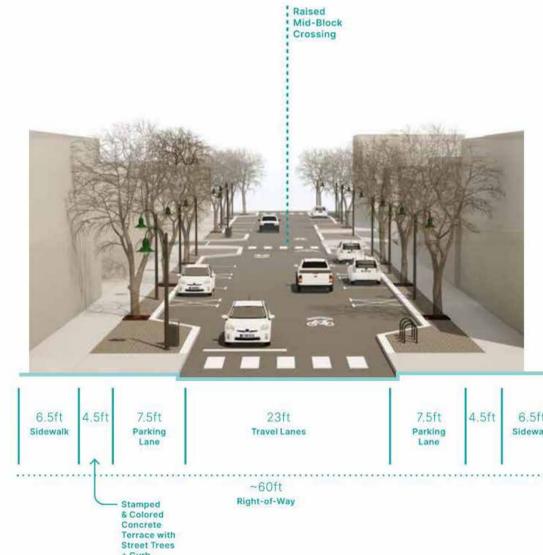


Commercial Side Street

60FT ROW PARALLEL SIDES

This option provides a comfortable sidewalk and the same cross section/experience on both sides of the street for a 60ft-wide ROW. This option includes:

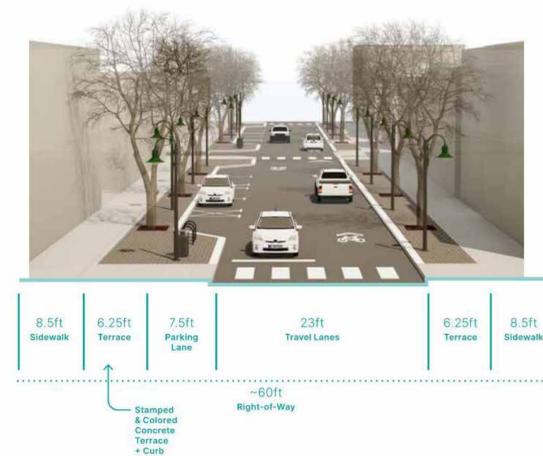
- 7.5ft parallel parking lanes
- 23ft-wide two-way travel lanes with no centerline delineation and shared-lane bike markings
- 6.5ft-wide sidewalks
- 4.5ft-wide stamped & colored concrete terraces w/ pedestrian lighting
- 6.5ft wide curb extensions at intersections and mid-block crossings (reference Curb Extensions in Elements Section for detailed diagram)



60FT ROW ONE-SIDE PARKING

This option provides parallel parking along one side of the street, which allows for wide sidewalks and terraces on both sides of the street. This option may be appropriate for streets with new developments with off-street parking options. This option includes:

- 7.5ft parallel parking lane on one side
- 23ft-wide travel lanes with no centerline delineation
- 8.5ft-wide sidewalks
- 6.25ft-wide stamped & colored concrete terraces w/ pedestrian lighting and street trees
- 6.5ft wide curb extensions at intersections and mid-block crossings along the parking side (reference Curb Extensions in Elements Section for detailed diagram)



Shared Street

60FT ROW SHARED STREET

The section shown to the right illustrates a shared street with wide amenity zones, intermittent parking, and curb extensions. It includes:

- A stamped and colored concrete roadway w/ delineated edge lines but no curbs
- 23ft-wide travel lanes with a chicane and no centerline delineation
- Intermittent 7.5ft parallel parking and loading lanes
- 8ft-wide sidewalks (concrete)
- 6.75ft-wide stamped & colored concrete terraces w/ pedestrian lighting and site amenities
- 6.5ft wide curb extensions at intersections and mid-block crossings, with opportunities for green stormwater infrastructure and public art



WORKING DOCUMENT ONLY

Appleton Library Renovation/Expansion



The renovation and expansion of the public library represents the city's commitment to the neighborhood and becomes a catalyst for building investment in the area and downtown. Construction begins in Spring 2022.

SOM

These illustrations are courtesy of SOM.

WORKING DOCUMENT ONLY

Union Springs Development



Introducing new housing options near downtown by combining surface parking lots and abandoning a spur of Superior Street into a new development site. Celebrate the Union Springs feature as an enhanced amenity.

Looking Northwest

WORKING DOCUMENT ONLY

Infill Possibilities

@ Franklin Street & Durkee Street



Looking Southeast



Underused land could support new housing options that are unavailable in the area, such as townhomes.

@ Pacific Street & Appleton Street



Looking Northeast



The area north of Appleton Retirement Community could support multi-family housing that could be associated with the retirement community and independent from it.

WORKING DOCUMENT ONLY

Washington Street Corridor

@ Division Street



Looking Northeast

@ Superior Street



Looking East



Activating Washington Street with new development that frames the corridor strengthens the urban character of downtown.



Washington Street is imagined as a parallel mixed use corridor to College Avenue, having calmer activity and opportunities for growth in services and living spaces.

WORKING DOCUMENT ONLY

Washington Street Corridor



Looking Southeast
The drive-thru bank could be redeveloped and incorporate a lower level bank with drive, if desired.

LIBRARY BUILDING PROJECT - PARKING AND PEDESTRIAN PATH TO LIBRARY

Access to convenient parking is essential for library patrons. The City of Appleton hired Walker Parking Consultants to help us address parking concerns in the area around the library.

Walker worked with City Staff and had a stakeholder meeting that included SOM architects, library volunteers, library trustees, Library Building Project Advisory Committee and Friends of APL members.

Parking will be addressed through a multifaceted approach involving the existing library lot, the Yellow Ramp and metered street parking as follows:

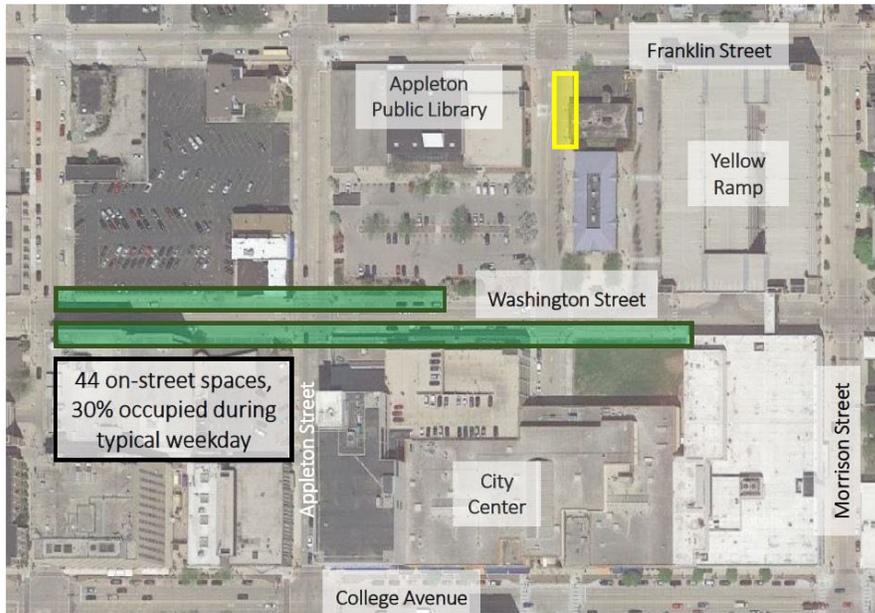
Library Lot

The current library lot has 94 spaces. The south row is often utilized by city vehicles so functionally it has not served library patrons in a significant way.

After the renovation, the library is currently anticipated to have 47 spaces. Accessible parking is a priority in this lot and designs exceed ADA requirements. In addition, the path to the library is barrier free with no curbs to navigate. The drive through area provides a speed table/crosswalk to slow down traffic and improve the arrival experience.

Street Parking

Metered street parking provides 44 additional spaces in immediate blocks to the south. Additional metered street parking also exists to the north.



Yellow Ramp

The Yellow Ramp is 500 feet from the library and has over 1,100 spaces. Maximizing our existing ramp is important. According to Walker, structured parking in Wisconsin for a free-standing above-grade, 300-500 space ramp can range from \$22,000-\$28,000 per space in construction costs.

This structure is well lit and clean with ample parking capacity for future library and neighborhood growth. Analysis from Walker factored in conditions for average weekday conditions as well as for peak special event conditions including the needs for the new Merge development and the library.

The following recommendations were approved by Municipal Services Committee and the City Council to prioritize convenient parking for library patrons in the library lot and the Yellow Ramp.

- Ordinance modification that overnight parking in the Yellow Ramp is permitted only on levels 6 and 7, effective January 1, 2023.
- Policy modification that City employees park in the 12-hour on-street meters or in the Yellow Ramp, not the Library Parking Lot.
- Ordinance change to make 1st Floor West Bay (nearest the library) 3-hour parking

Walker also recommends pedestrian improvements in the library plaza and sidewalks between the library and the Yellow Ramp to lead patrons towards the southwest corner of the ramp through direct and indirect visual cues and wayfinding signage.

They also recommend informational signage within the library interior as well as the Yellow Ramp to direct patrons to and from the library. Finally, they recommend a destination guide sign at the SE corner of the library lot to direct pedestrians to the Yellow Ramp that also indicates the distance remaining. A sample of options provided by Walker is below.

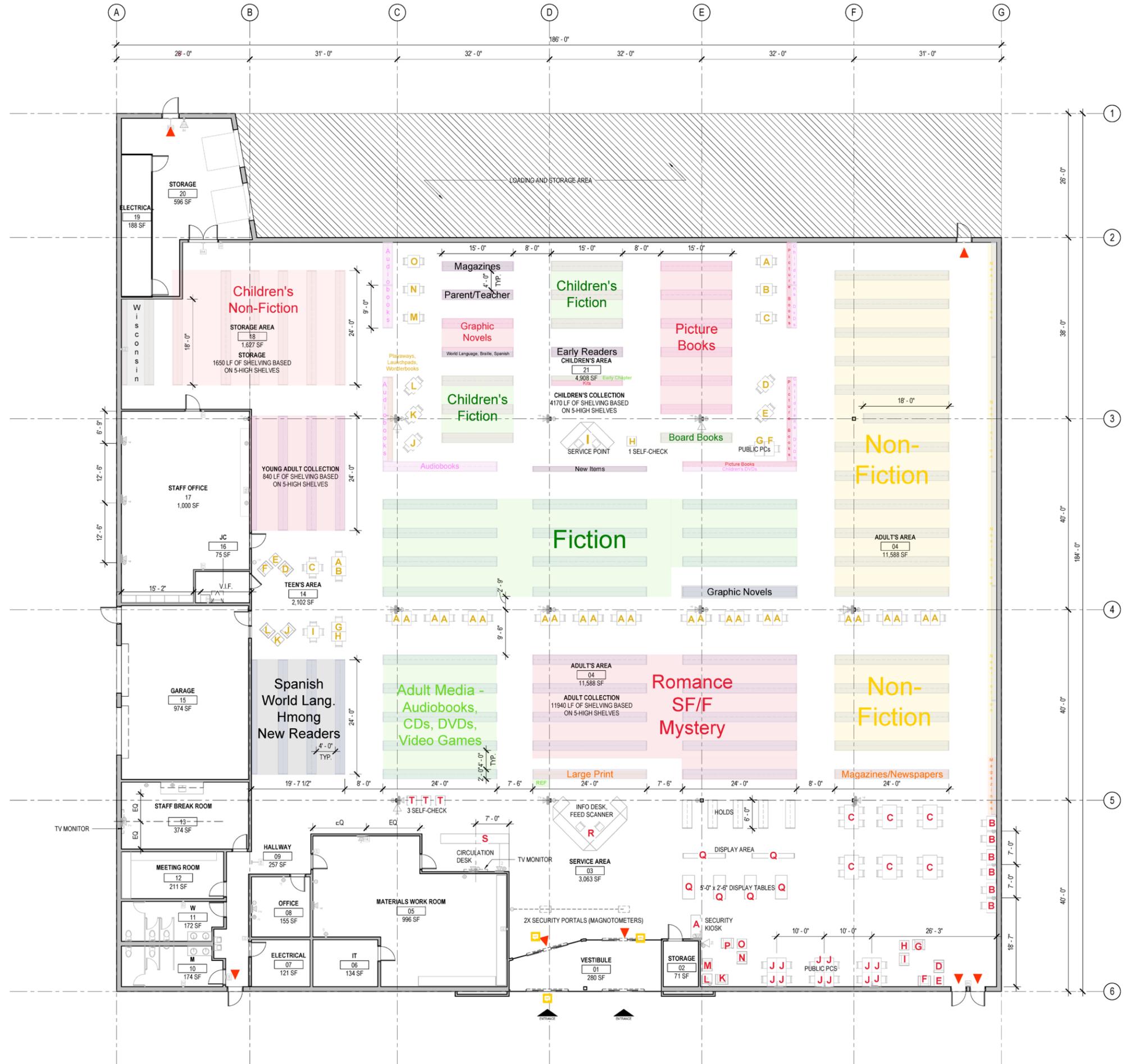
Valley Transit is in the beginning stages of long-term planning for the future of their facility and pedestrian safety and wayfinding will be a priority in their planning.

Direct and Indirect Pedestrian Wayfinding



YOU ARE AT THE Boston Convention & Exhibition Center		
The Lawn On D	↑	6 MIN A
Seaport World Trade Center	↑	8 MIN ↓ 12 MIN A
Fish Pier	↑	8 MIN A
Liberty Wharf	↑	9 MIN A
Concert Pavilion	↑	10 MIN A





PROCLAMATION



Office of the Mayor

WHEREAS, on September 1, 1897 the City of Appleton opened it's first publicly-owned library and reading room using the council quarters above Petersen-Rehbein Meat Market at 106 W. College Avenue and hiring Agnes Dwight as the first professional librarian in the City.

WHEREAS, over the past 125 years the Appleton Public Library has evolved alongside our community, serving as a source of information, innovation, inclusion, and community connectedness.

WHEREAS, the library staff and the community work in partnership to build strong communities and promote civic engagements through transformative partnerships, programs, services and expertise; and

WHEREAS, our library is a symbol of our community's aspirations and a welcoming beacon for all to learn, know, gather, and grow.

NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD, Mayor of the City of Appleton, Wisconsin, do hereby proclaim April 3-9, 2022 as

Library Week

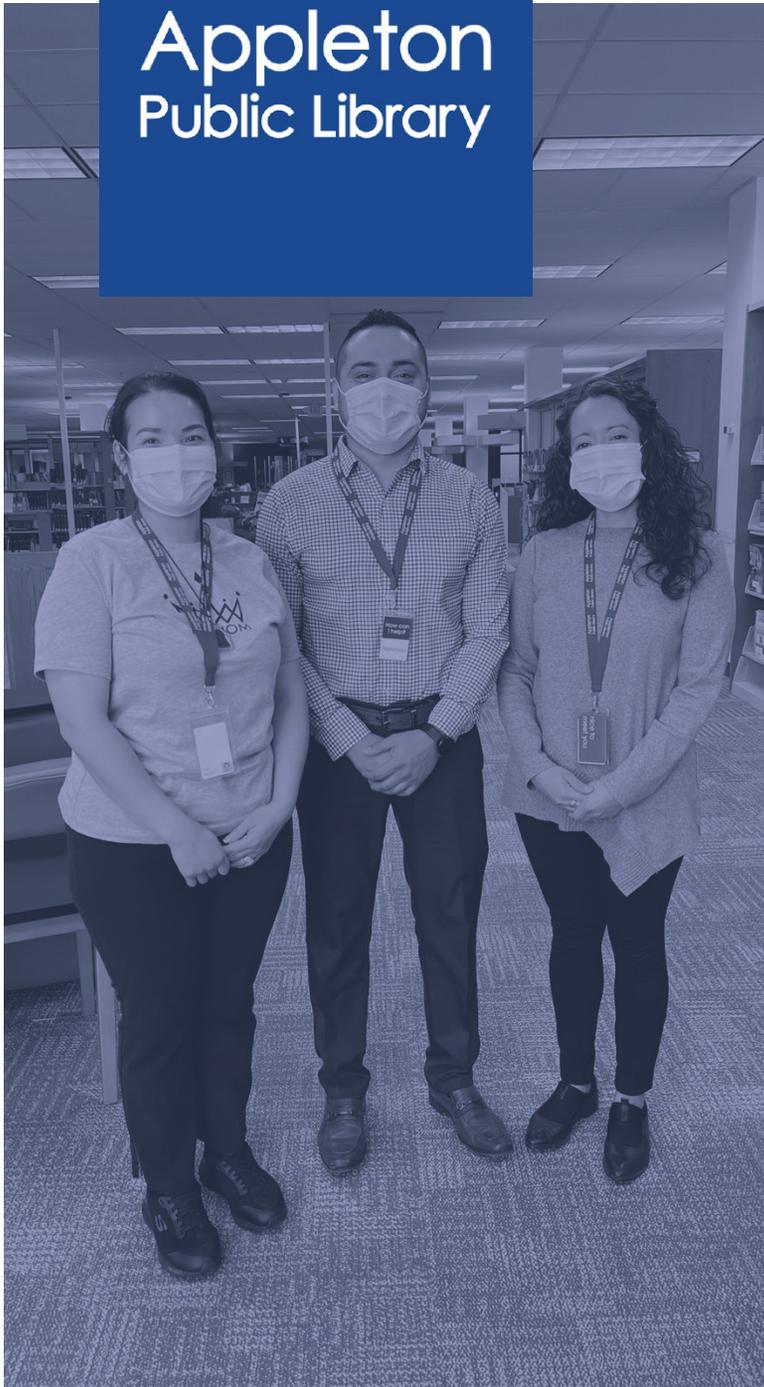
in Appleton and encourage all residents to visit the current library one last time before its last day of service on April 12 and to join us at our temporary site at 2411 S. Kensington Drive starting May 23. In the meantime, I encourage patrons to join in the programming that will occur throughout the community, continue to access the library's website and electronic resources, and look forward to the new library's grand opening in the fall of 2023.

Signed and sealed this 30th day of March 2022.



JACOB A. WOODFORD
MAYOR OF APPLETON

Appleton Public Library



OUR MISSION

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

OUR VISION

**Where potential
is transformed
into reality.**

Library Trustees

NANCY SCHEUERMAN,
PRESIDENT

MARGRET MANN,
VICE PRESIDENT

PAT EXARHOS,
SECRETARY

JASON BROZEK

GREG HARTJES

JOHN KELLER

REBECCA KELLNER

BRIAN LOOKER

LISA NETT

KATIE VAN ZEELAND,
ALDERPERSON

UMIKA SIVASAMY,
TEEN REPRESENTATIVE

Director's Message

A public library does not exist in isolation. What is happening in our community, the country, and around the world impacts what we do. Libraries at their best co-create alongside their communities.

Overall, 2021 was a year of transition and resilience - as we navigated through periods of extraordinary change, unexpected challenges and new opportunities. As the year began, we re-framed our expectations as we continued to work through the fluctuations brought on by the pandemic.

Transitions can be difficult and lead to confusion, frustration, and a sense of loss of control. However, transitions can also lead to periods of growth, excitement, creativity, and accomplishments as we move on to new beginnings. Over the last year we have been grateful to return to face-to-face services, engage with our wonderful community partners and provide new and creative outreach opportunities. There are many milestones from 2021 to be recognized and you will read about some of them in this report.

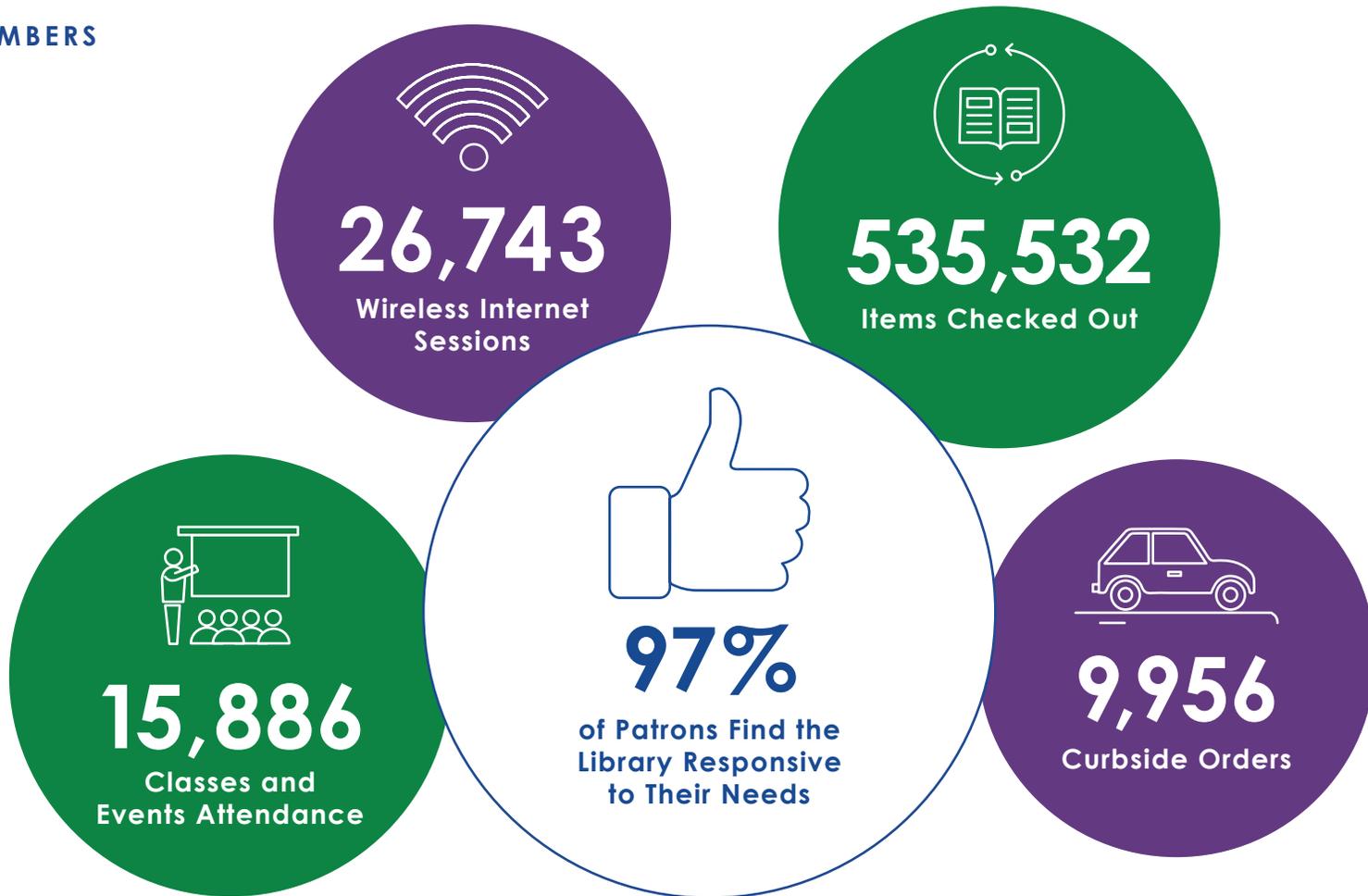
Our staff thrive on helping people. They strive to provide a welcoming library with equitable access to the numerous resources and services we offer. They knew from first-hand experience that the biggest thing we could do to eliminate barriers to library service was to put an end to overdue fines - which were disproportionately impacting children and lower income families, and were not effective at getting materials back in time. At staff's urging, our Library Board of Trustees implemented this change and overdue fines became a thing of the past.

In September 2022, we will celebrate the 125th year since the City of Appleton established a public library. In that time, we have gone through many periods of transition alongside our community. We are always evolving and growing and changing with you. We look forward to the next phase of growth, creativity and excitement.

COLLEEN RORTVEDT,
LIBRARY DIRECTOR



BY THE NUMBERS



EXPENSES AND REVENUES

\$4,548,441

Program Expenses

\$211,881.11

Capital Expenses

\$1,241,650

Program Revenues

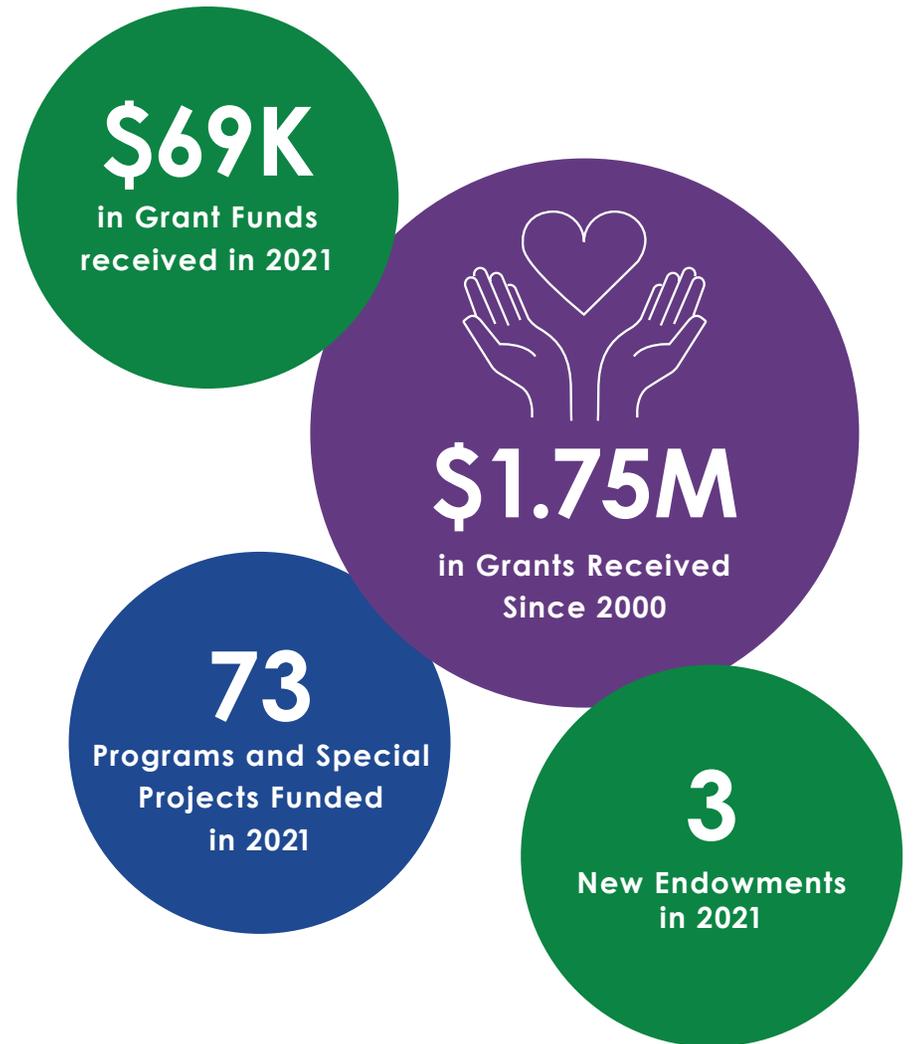
\$181,444.51

Grants



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

Last year, three new endowments were created by couples who exemplify how our community is made stronger when we work together. Sandra and Dr. Monroe Trout, Connie and Peter Roop, and Judy and Austin Boncher have generously donated funds to create agency endowments as a permanent source of funding for Appleton Public Library.



In turn, Friends is partnering with the Community Foundation for the Fox Valley Region to create the endowments. The Community Foundation provides a prudent investment vehicle for these generous gifts, which ensures we will have much needed resources for the future. The principal of each fund is protected in perpetuity with Friends receiving annual distributions from the interest. It is a gift for many generations.

We support and sustain education for all ages.



CONTACT-FREE CURBSIDE PICK-UP

The library maintains a collection of materials that cover the breadth of changing needs, interests and formats, and every year we checkout hundreds of thousands of items. Our materials support education, learning, and literacy needs in our community. In addition, we embrace the important role library materials can provide for leisure and their ability to enhance and enrich our community members' lives.

Early 2021 brought excitement as we

were able to offer in-library services. For those who preferred contact-free service, or an easy and fast way to pick up materials, we continued to provide curbside pick-up.

Our ultimate goal is to make sure our community feels comfortable and welcomed using their library. Curbside gave us one way to achieve that during these uncertain times. We continued to see curbside be a popular option with almost 10,000 orders in 2021.

SUMMER LIBRARY PROGRAM

Helping support the educational needs of our community remains a critical library service. Research shows children and teens who do not engage in reading activities throughout the summer are susceptible to losing an average of three months of learning achievement. This loss is cumulative from one year to the next, regardless of the quality of the school. Our summer library program helped our youth fight summer learning loss by providing easy access to books and a fun and engaging experience.

Realizing 2020 brought parents and caregivers digital fatigue, we added our paper Summer Library Program back

into the mix. This was well-received as nearly half of those registered for the program chose the paper option.

Part of our strategy for engaging our community includes meeting them where they are. In order to do this, we increased our Summer Library Program outreach efforts last year. Visiting places like Mead Pool, Fox Valley Estates Mobile, Long Cheng Marketplace and more.

We strengthened existing relationships within our community and fostered new relationships with those who previously were not library users. In total, nearly 2,000 community members signed up for the Summer Library Program.



1,949

Summer Library Program Participants

“[Through our Summer Library Program outreach] we found pockets of people who didn’t know we belonged to them - we’re their library.”

- Ann, Children’s Services Supervisor



2,224

Library Cards Created



COLLABORATIVE ENVIRONMENT

We connect with partners to share knowledge and information.



LIBRARY BUILDING PROJECT

Our community engagement approach is rooted in 21st century librarianship, which prioritizes community members, community issues, and local knowledge to inform library spaces, programs, services, collections and partnerships. We address community needs and opportunities as they emerge and evolve. We are intentional about engaging our community through direct service, relationship building, and one-on-one learning conversations.

One major area for community engagement is the library building project. In March of 2021, the Appleton Public Library Board of Trustees and City of Appleton Common Council selected Skidmore, Owings & Merrill (SOM) for design and engineering services for the library at our current location.

During the request for proposal interviews, SOM demonstrated an understanding and approach to the

project that illustrated their depth of experience and knowledge in library design, construction and sustainability.

Perhaps most importantly, they understood the critical need to garner meaningful public input. Immediately, SOM jumped into the project with staff interviews and workshops. This helped them understand how the library needs to function in order to provide effective service for our community members.

To help inform the project, a 28 member Library Building Project Advisory Committee was created. The committee consisted of stakeholders with a broad spectrum of insights related to the community. SOM embraced the Library Building Project Advisory Committee and welcomed their input into the goals and design of the library. In addition to the advisory committee, SOM developed additional outlets to gather community input and feedback including:

- A public survey completed by over 700 people
- Virtual Community Meetings
- 11 Community Focus Groups
- In-person and online feedback forms



“What has happened - all of the information [from the community input] - has been embedded into our thinking. We can design great things, but we need your input.”

*- Jason, Library Architect
on the importance of community engagement*

EDUCATE AND INSPIRE YOUTH

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



“Other than in the field of education, there are really few places that focus their efforts on offering positive programming specifically for teens. So many niches are focused primarily on the infant/child and adult populations. The library is truly a unique place!”

- Emely, Teen Librarian

TEEN AMBASSADOR PROGRAM

Our teens are our future. Looking for a way for teens to develop a sense of belonging, a safe place to exchange ideas, have fun and be a teen, we created our Teen Ambassador Program.

We meet monthly to discuss what's happening at the library. Teens offer input to help shape future programming and contribute their talents in ways that feel comfortable for them. That may include writing a teen newsletter article, making a book list of their favorite reads, or creating a short video showcasing a DIY and more.

Last year our teen ambassadors were essential in helping us spread the word to reach other teens during our building project focus groups. The teen focus group was one of the highest attended focus groups and the feedback received during the meeting was pivotal in creating the teen space for the new library.

ANJI PLAY - ROAMING RUCKUS

Understanding children learn through play, our Children's Services staff focused on how they could continue to provide opportunities for play for our youngest community members in a safe environment.

We partnered with staff from the Building For Kids Children's Museum to host 14 outdoor Anji Play sessions.

Anji Play is an educational philosophy and comprehensive curriculum created by Cheng Xueqin in Anji County, China. It strives to teach adults how to create an environment which maximizes the amount of learning, problem solving, and creative development of children.

Staff provide a space and open-ended materials. Then staff and caregivers are encouraged to step back. By stepping back, we allow children to take control of their own play and hands-on learning. From this they gain self-confidence through trial and error. At the end of each session, adults and children are encouraged to reflect on their discoveries, decisions and outcomes.

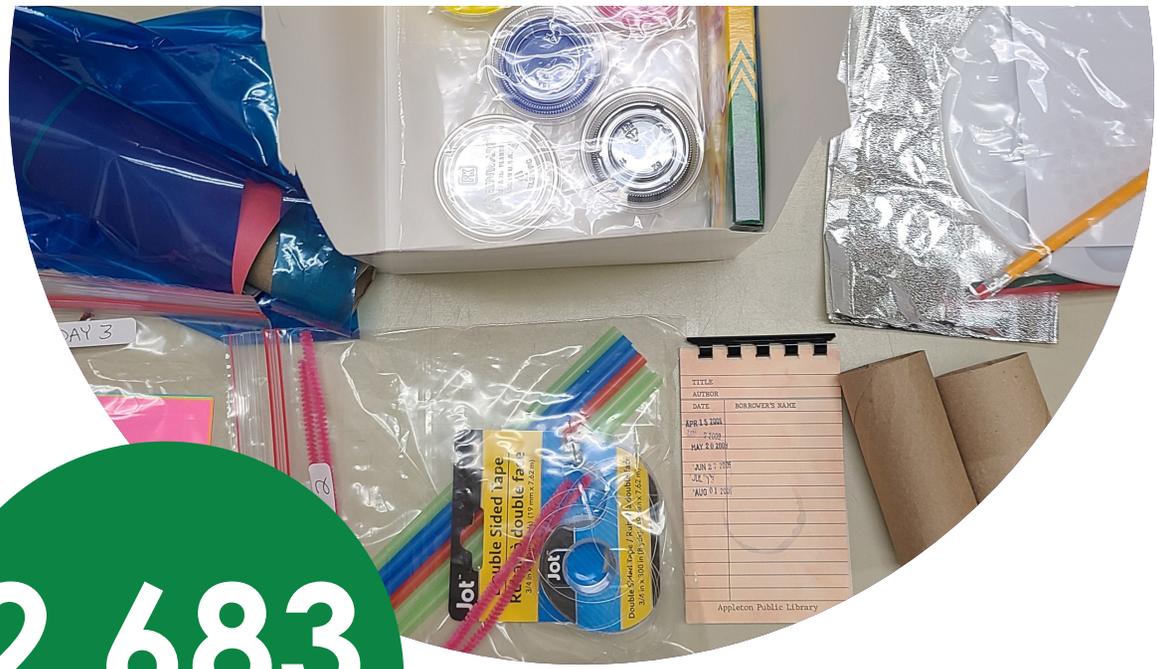


“I believe [my child’s] experiences at Roaming Ruckus have helped him be more flexible in his thinking, and more open to persevering even when things don’t work the first time. Last time we were at one, another kid became very upset when the sculpture they’d been building together toppled over and I heard [him] say, “It’s OK. Let’s take a breath. We can just build it again!”

- Jessi, Parent

CREATION AND INNOVATION

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



2,683

Take 'N' Create
Packs Distributed

TAKE 'N' CREATE PACKS

Hands-on crafts and activities are a popular part of many of our in-person programs. When we needed to shift our programming strategy to focus on virtual offerings during times of peak COVID-19 transmission rates, we looked for ways we could still provide this service.

A hands-on craft experience can't be duplicated on the screen. With that in mind, we created packs of materials families and teens could pick up at the library and take home with them. The packs included various types of crafts and activities.

Our Take 'N' Create Packs for children are both fun and educational. They encourage creativity and build confidence as children learn to explore and manipulate resources to create an artistic expression that is unique to them. They also provide a screen-free activity that can be both social and relaxing.

Our Teen Take 'N' Create Packs gave us a way to stay connected with teens, provide a creative outlet for them, and help them stay grounded during an uncertain time.

“My kiddos
always look
forward
to these!”

- Luann, Parent

JJ'S LAUNDROMAT

Looking for ways to connect with community members outside the four walls of the library, we partnered with JJ's Laundromat to create a read, play and learn space inside their facility on College Avenue.

An independent evaluation from New York University found that placing a read, play and learn space in a laundromat significantly enhances a child's access to books. In addition, it increases time spent on activities that support school readiness such as talking, reading, writing, singing and playing.

Thanks to a generous grant from the Sawyer Family Fund within the Community Foundation for the Fox Valley Region, we were able to purchase LaundryCare Read, Play & Learn Kits and create a special space for families.

The first of its kind in the Fox Valley, the read, learn and play space inside JJ's includes a comfortable seating area, high-quality books families can take home with them, toys and other materials. It is designed to help parents engage in literacy-rich interactions with their children during laundry time.

“It's fun to see the area active with kids doing something positive, and even more enjoyable when parents are active in the area, reading and playing with their children.”

- Lance, Owner of JJ's Laundromat



ENGAGED AND CONNECTED

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

86

Number of Times
Laptops Were
Checked Out

8,687

Number of
Accounts Restored



GOING FINE-FREE

In the summer of 2021, we welcomed patrons back to the library by saying goodbye to assessing late fees and eliminating all fines on accounts.

Our organizational values include ensuring all community members have equitable access to library materials, programs and services. Studies show late fees can be a significant barrier to access and can drive people away from using the library. Late fees often impact those who can least afford them - individuals that are low-income and children.

Before going fine-free, over 11% of our patron database was blocked from checking out materials due to fines. Concernedly, 16% of juvenile patrons were blocked - illustrating the disproportionate impact on children.

Once we eliminated fines, staff reported higher use and an increase in customer satisfaction and positive interactions with library patrons.

LAPTOPS FOR CHECKOUT

Libraries across the country continue to find unique ways to serve their communities. Over the last several years, libraries have looked for new opportunities to lend materials and equipment.

Public computer access continues to be a popular and important service. Thanks to a grant from the Public Service Commission of Wisconsin we were able to purchase laptops for our community to checkout. Providing this important service helped us support the informational, educational, health, and wellness needs of individuals and families in our community,



ENRICHED EXPERIENCES

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

COMMUNITY CHORDS

During the spring of 2021, we developed Community Chords as a way to recognize and remember the Hmong people's stories, history, and contributions in the Vietnam War.

Five artists were selected to create a work of art that celebrated the Hmong culture and experience. Tying to the significance of music in the Hmong culture, the artwork was created on community-donated pianos. The finished pianos were on display across the community, including at the library, the Fox Cities Performing Arts Center, Appleton Downtown Inc., River Thyme Bistro and Long Cheng Marketplace. Community members were encouraged to visit and play the pianos while learning more about the Hmong culture.

100+
Community Members
Engaged in
Community Chords



Funded by a grant received through Wisconsin Library Service Ideas to Action Fund, the initiative successfully highlighted Hmong narratives and skills, and brought people together through a shared love of music, art and literacy - all components that make Appleton a thriving community.

“Basic needs for humans are shelter, food, water and air - but I feel mostly love, empathy and compassion is something that we all need.”

- Marisol, Library Partner speaking on the power of humanity



IMMIGRANT JOURNEYS

During the summer of 2021, we welcomed a new traveling exhibit to the library - Immigrant Journeys from South of the Border. The exhibit, a project of Wisconsin Humanities, produced in partnership with Centro Hispano of Dane County with stories by journalist Bill Berry and photographs by Gary Porter, featured eight Wisconsinites. Their stories, together with their photographic portraits, offered a different entry point into the national conversation about immigration.

After viewing the exhibit, we welcomed community members to take home a 30-day reflection journal. The reflection

journal, created by local artist Marisol Encarnacion (pictured above), provided community members a safe space to share their thoughts and feelings. The journal included prompts and questions such as: we are all worthy; what I know about inclusion; do I have any biases or stereotypes?; why should we all have our basic needs met?

The personal stories presented in the exhibit combined with the reflection journal provided an opportunity for our community to reflect more deeply on the humanity and complexity of our individual life journeys.

SERVICES AND PROGRAMS FOR ALL

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



141

Teen Program Attendance



11,276

Children's Program Attendance

IN-PERSON CLASSES AND EVENTS

Every year we welcome tens of thousands of patrons into the library for a variety of classes and events. While materials are our bread and butter, our programming is where we add an extra layer of engagement with our community.

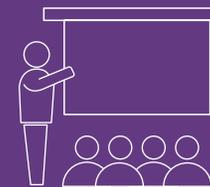
As COVID-19 vaccines became more available and cases in our community dropped over the summer, we began expanding our in-person offerings. Putting people and safety first is our goal - so we focused our efforts on creating outdoor options.

We continued our partnership with Appleton Downtown Inc. and Appleton Parks and Recreation to provide Storywalks. Other community favorites included a nature walk and breathing session for adults.

Partnering with Kiwanis and the Appleton Police Department we introduced a new event this year - Drive Up Storytime. Families drove into our parking lot and listened to an Appleton Police Officer read a book while following along with their free copy.



4,469
Adult Program Attendance



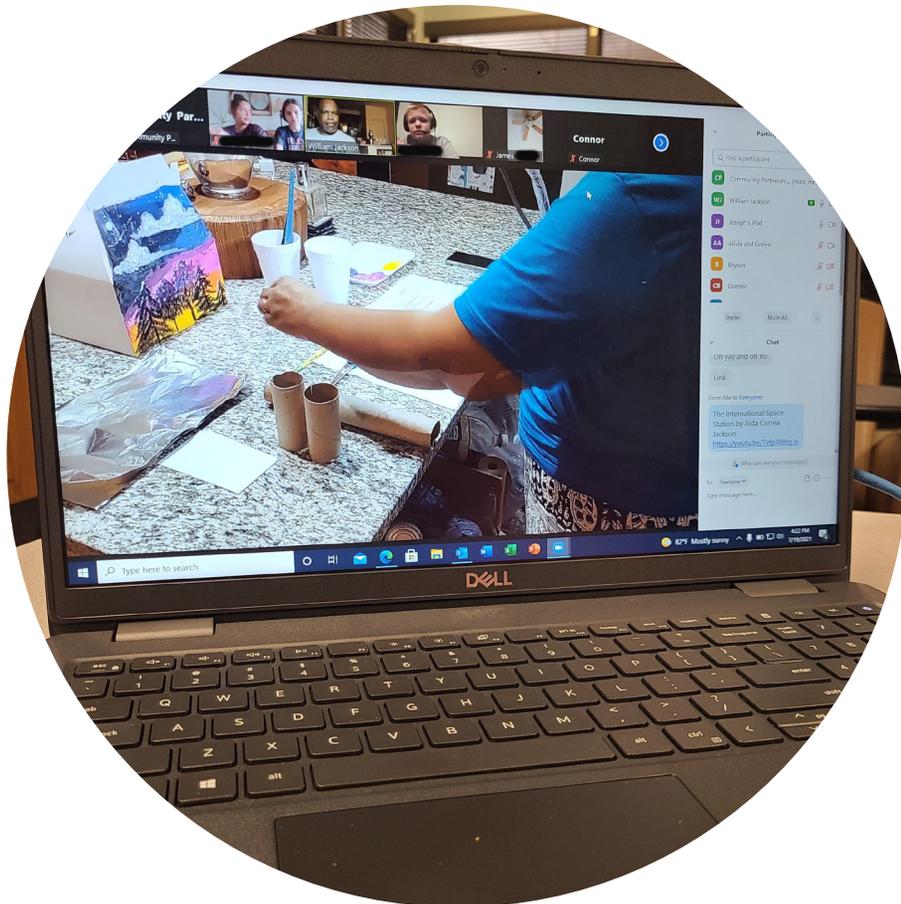
623
Classes and Events

VIRTUAL CLASSES AND EVENTS

With COVID-19 cases rising and falling throughout 2021, there were times we needed to pivot from in-person programming in order to mitigate risk. We took our knowledge and experiences from 2020 and successfully provided a continuity of programming through our various virtual platforms.

Our virtual storytime offered interactive experiences where children and caregivers could talk, play, and sing in a safe environment. Our popular Find Your Ancestors series provided people across the country with genealogy tips and tricks. Our Civic Conversations sparked important dialog among community members with topics ranging from food insecurity to reparations. Our Small Business - Big Impact Storytelling series helped support our local small businesses.

Between virtual and in-person options, we provided our community with over 600 class and event offerings.





ANNUAL REPORT

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Adult Classes and Events

Computer Help 1:1 Sessions

Computer Help is an in-person, one-to-one, drop-in / appointment service for up to 2 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 among communities with limited access and information on how to use technology. A Friends' grant funds the position of the library assistant coordinating this service.

Find Your Ancestors Series: Breaking Down Your Brick Walls in Family Research

In February, the Find Your Ancestors series hosted Lori Bessler, Reference Librarian at Wisconsin Historical Society, to present "Breaking Down Your Brick Walls in Family Research." Genealogists inevitably run into a roadblock in our research where we can't get back any further - often called the dreaded "brick wall." Lori provided lots of helpful tips and tricks, including examining your research and re-evaluating what you have already done before declaring you have a brick wall. This was a record-setting session with 333 live attendees and 500 registrants - our highest to date! Friends provided financial support for this series.

Find Your Ancestors Series: Finding Your Ancestors in Norwegian Documents

Our Find Your Ancestors series marked our 50th presentation milestone by hosting professional genealogist Eleanor Brinsko on March 12th for her "Finding Your Ancestors in Norwegian Documents" presentation. Eleanor walked the 131 live attendees through several types of Norwegian records such as Norwegian farm books, census records, immigration records and religious records. She also shared several website resources, doing several demonstrations of each, attendees thought this was especially helpful. One attendee commented that this was an "excellent presentation with really helpful advice." Friends provided financial support for this series and an honorarium for this speaker.

Find Your Ancestors Series: Genealogy Programs

In January, the Find Your Ancestors series hosted professional genealogist Angie Knutson to discuss genealogy programs. Angie walked the 238 live attendees through the various options of genealogy software and genealogy websites where you can host your family research. One attendee said, "The information and directions provided was helpful to apply to my research tools and the directions I can further investigate. As always, the topic for the program was outstanding." Friends provided financial support for this series.

Teen Classes and Events

John Lewis Teen Art Contest

This year marked the first annual John R. Lewis Teen Art Contest for Teen Services. The purpose of the contest was to honor the life and legacy of Congressman and Civil Rights Activist John Lewis, highlight Black History and inspire creativity in our teens. Our judges consisted of Timber Smith (COA DEI), Laura Jones (African Heritage, Inc.)

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and Lisa Nett (Library Board Member). Two teens submitted sketch and paint art and a short description based on the following themes: bravery, courage, service, and patriotism culminating in a live Zoom program presentation on March 3. Winners won canvas bags with new YA/Teen books and gift cards to local, Black-owned businesses courtesy of Friends funds.

Future Fox Cities Career Expo

Teen Services participated in this year's Future Fox Cities Career Expo on March 8-9. Over 2,600 8th grade and high school students from Northeast Wisconsin attended this robust career expo featuring a variety of employers. We exchanged inspiring conversations with teens, gathered signatures for TAP and volunteer opportunities, handed out a ton of candy and ran a successful contest featuring a summer movie option for an ADI collaboration (receiving 192 votes!) Friends' funds were used to purchase incentives for this event.

Teen Ambassador Program (TAP)

Teen Services continues the exciting monthly Teen Ambassador Program (TAP) for teens (ages 13-17) interested in making a positive difference at APL and in the community. The group held its first *in-person* meeting at the conference room inside Copper Rock Coffee Company on March 15. Six teens had a lively and engaging conversation about the new building, SLP and upcoming projects – the teens were so excited! Program supplies and refreshments are provided by Friends' funds.

Tween Classes and Events

Bookmark Bonanza

To encourage fun in reading, and avoiding dog eared books, we held a Bookmark Bonanza program. It was held via Zoom, and attendees had a wonderful time creating a wide variety of bookmarks. Friends' funds were used to purchase supplies for this program.

Paper Plane Palooza

There is nothing more exciting than paper planes. In this program, we learned how to make some very interesting folds. Children made a total of ten different planes. Each plane had a different style of flying. By far, a favorite was the Roller Blade, which did not fly, but spun its way to the ground.

I was amazed at the complexity of the planes, which the children grasped very quickly. Paper planes are such an exciting way to get children interested in engineering. The excitement could be felt right through the computer screens. There were several amazing and wonderful "ah, ha" moments. The support of Friends makes these programs soar! Friends' funds were used to purchase supplies for this program.

Virtual Author Visit - Cassandra Kohanski

3rd-5th grade students had the opportunity to meet teen author, Cassandra Kohanski. Cassandra is a freshman at Winneconne high school, who is the self-published author of the book, *Marley's Journey*. Through Friends funding, participants

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received a free copy of the book to read prior to the program. Then, via Zoom, they met Cassandra, asked her questions about writing/illustrating/publishing, and got to meet the dog that inspired the story.

Children's Classes and Events

Winter STREAM Team

Winter STREAM Team ran for 6 weeks in February and March. This program was for 3 - 5-year-olds and focused on science, technology, reading, engineering, art and math. Patrons picked up a pack of supplies from the library that included everything they would need for 6 weeks of activities. Twenty-eight preschoolers, divided into three groups, met on Zoom each Thursday for a short storytime and an explanation of the 6 activities for the day. Each week had a theme; Valentine's Day, dental & body health, gardening, opposites, space, and St. Patrick's Day. The kids and parents had a blast and we received lots of positive feedback. Friends' funds provided the supplies for the activities.

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:

January – Mice Skating by Anne Marie Pace
February – A Way with Wild Things by Larissa Theule
March – Hooray for Hoppy by Tim Hopgood

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 1 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.

January – March ADI Downtown Storywalks

Children's is partnering with Appleton Downtown Inc. (ADI) to bring an engaging story walk downtown. It involves partnerships from local downtown businesses as each page of a story is displayed on a business's front window for public engagement. Children's utilized Friends' funds to purchase two copies of the following books:

January 2022 - Groundhug Day by Anne Marie Pace
February 2022 - Superluminous by Ian De Haes
March 2022 - Festival of Colors by Vashti Harrison

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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 2022. Animoto is a video making website. Children's use it for video promotion and programming. All library departments have access to the service and encouraged to use it as needed.

Programming Microphone

Friends' funds were used to purchase a microphone for children's virtual programming. The microphone is used for Preschool Storytime, Bouncing Beats, and to record upcoming staff trainings.

Special Projects

Building Project Communications

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

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.

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, Kairos Alive Dancing Heart programming, relationships with 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.