



I. GENERAL INFORMATION

| | | | | | |
|--|--|--|-----------------------------------|--|------------------------|
| 1. Name of Library Appleton Public Library | | 2. Public Library System Outagamie Waupaca Library System | | | |
| 3b. Head Librarian First Name Colleen | 3c. Head Librarian Last Name Rortvedt | 4a. Certification Grade Grade 1 | 4b. Certification Type Regular | 5. Certification Expiration Date 02/28/2029 | |
| 6a. Street Address 200 N. Appleton St. | 6b. Mailing Address or PO Box 200 N. Appleton St. | 7. City / Village / Town Appleton | 8a. ZIP 54911 | 8b. ZIP4 4704 | 9. County Outagamie |
| 10. Library Phone Number 9208326170 | 11. Fax Number (920)832-6182 | 12. Library E-mail Address of Director crortvedt@apl.org | | | |
| 13. Library Website URL www.apl.org/ | | 14. No. of Branches 0 | 15. No. of Bookmobiles Owned 0 | 16. No. of Other Public Service Outlets 0 | |
| 17. Does your library operate a books-by-mail program? No | 18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No | | | | |
| 20. Square Footage of Public Library 93,900 | 21a. Did your library or a branch move to a new facility during the fiscal year? No | 21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? Yes | | 22. UEI Number | |

HOURS OF OPERATION

| | Standard Service with No Restrictions on Building Access | Limited Service | Staff Only (No interior service for the public) |
|---|--|-----------------|---|
| 19a. Winter hours open per week | 70 | 0 | 0 |
| 19b. Number of winter weeks | 32 | 0 | 6 |
| 19c. Summer hours open per week | 57 | 0 | 0 |
| 19d. Number of summer weeks | 14 | 0 | 0 |
| 19e. Total weeks per year | 46 | 0 | 6 |
| 19f. Total hours per year for this location | 3,038 | 0 | 0 |

| II. LIBRARY COLLECTIONS | | | | | | | |
|---|--|-------------------------|---|---|-----------------------|-------------------|-----------------|
| | | | a. Number Owned / Leased | b. Number Added | | | |
| 1. Books in Print | | | 150,569 | 14,875 | | | |
| 2. Physical Subscriptions | | | 269 | | | | |
| 3. Physical Audio Materials | | | 13,956 | 219 | | | |
| 4. Physical Video Materials | | | 30,605 | 912 | | | |
| 5. Other Physical Materials | | | 2,679 | | | | |
| 6. Total Physical Items in Collection | | | 197,809 | | | | |
| | | | Purchased solely by the Library | Purchased via a System, Consortium or Cooperative Agreement | Provided by the State | | |
| 7. E-books | | | Yes | Yes | No | | |
| 8. E-serials | | | No | Yes | No | | |
| 9. E-audio | | | Yes | Yes | No | | |
| 10. E-video | | | Yes | No | No | | |
| 11. Research Databases | | | Yes | Yes | Yes | | |
| 12. Online Learning Platforms | | | Yes | No | Yes | | |
| III. LIBRARY SERVICES | | | | | | | |
| 1. Physical Circulation Transactions | | | 2. Interlibrary Loans | | | | |
| a. Total Circulation | b. Children's Materials | c. Other Physical Items | a. Items Loaned <i>Provided to</i> | b. Items Received <i>Received from</i> | | | |
| 512,615 | 220,019 | 8,296 | 97,670 | 111,413 | | | |
| | | | Method for Counting ILL Transactions Categorized ILL Transactions | | | | |
| (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions) | | | Items Loaned to Other Libraries <i>Provided to</i> | Items Borrowed from Other Libraries <i>Received from</i> | | | |
| Integrated Library Systems (ILS) | | | 95,660 | 110,784 | | | |
| WISCAT | | | 1,958 | 626 | | | |
| Other (includes OCLC, manual tracking or other methods) | | | 52 | 3 | | | |
| 3. Electronic Content Circulation Transactions | | | | | | | |
| a. E-books | b. E-serials | c. E-audio | d. E-video | e. Children's E-materials | f. Total E-materials | | |
| 94,819 | 27,625 | 116,920 | 16,163 | 19,727 | 255,527 | | |
| 4. Number of Registered Users | | | 5. Overdue Fines | 6. Reference Transactions | | 7. Library Visits | |
| a. Resident | b. Nonresident | c. TOTAL | | a. Method | b. Annual Count | a. Method | b. Annual Count |
| 34,445 | 17,948 | 52,393 | No | Actual Count | 28,601 | Actual Count | 171,218 |
| 8. Uses of Public Internet Computers | | | | 9. Uses of Public Wireless Internet | | | |
| a. Number of Public Use Computers | b. Number of Public Use Computers with internet access | c. Method | d. Annual Count | a. Method | b. Annual Count | | |
| 17 | 14 | Actual Count | 9,240 | Actual Count | 12,542 | | |

| | | |
|--|--|--|
| | LIBRARY PROGRAMS AND ATTENDANCE | |
|--|--|--|

Total In-Person and Live, Virtual Statistics by Age

| | Young Child (0-5) | Child (6-11) | Young Adult (12-18) | Adult (19+) | General Interest (all ages) |
|--------------------|-------------------|--------------|---------------------|-------------|-----------------------------|
| Number of Programs | 241 | 159 | 30 | 101 | 3 |
| Total Attendance | 8,884 | 7,133 | 542 | 5,253 | 394 |

Total Program Statistics by Program Category

| | In-Person On-Site | In-Person Off-Site | Live, Virtual | Pre-recorded | |
|---------------------|-------------------|--------------------|---------------|--------------|--|
| Number of Programs | 277 | 238 | 19 | 0 | |
| Total Attendance | 11,267 | 7,892 | 3,047 | | |
| Total Program Views | | | | 0 | |

Describe the library's in-person programs:

Wide range of adult, teen and children's programs, including story time, STEM, Anji Play, presenters, book clubs, artists, musicians, etc.

Which platforms does the library use to host the library's live, virtual programs:

Zoom

Describe the library's live, virtual programs:

Genealogy, Master Gardeners, college and career programs for teens.

Which platforms does the library use to host the library's pre-recorded programs:

None.

Describe the library's pre-recorded programs:

None.

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

| First Name | Last Name | Street Address | City | ZIP+4 | Email Address |
|------------------|-------------|--------------------------------|----------|-------|-----------------------------------|
| PRESIDENT | | | | | |
| 1. Margret | Mann | 17 Arbor Lane | Appleton | 54915 | mmann@apl.org |
| 2. Nanette | Bunnow | 131 E. Washington St, Suite 14 | Appleton | 54911 | bunnownanette@asd.k12.wi.gov |
| 3. John | Keller | 1146 E. Pacific St. | Appleton | 54911 | jkeller@johnsonfinancialgroup.com |
| 4. Mary | Lokensgard | 1053 E. Nawada St. | Appleton | 54911 | mlokensgard@apl.org |
| 5. Jason | Brozek | 1402 N. Division St | Appleton | 54911 | Jason.d.brozek@gmail.com |
| 6. Lisa | Nett | 1335 W. Rogers Ave | Appleton | 54914 | lnett@apl.org |
| 7. Katie | Van Zeeland | 2301 S. Matthias St | Appleton | 54915 | district5@appleton.org |
| 8. Bastia | Looker | 208 E. Circle St | Appleton | 54911 | blooker@apl.org |
| 9. Nancy | Scheuerman | 631 E Woodcrest Dr | Appleton | 54915 | nscheuerman@apl.org |
| 10. Peter | Lee | 2406 W. Hiawatha Dr. | Appleton | 54914 | plee@apl.org |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |
| 16. | | | | | |
| 17. | | | | | |

No. of Library Board Members
Include vacancies in this count

10

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

| Municipality Type | Name | Amount |
|-------------------|----------|-------------|
| City | Appleton | \$3,656,952 |
| | | |
| | | |
| | | |
| | | |
| | | |
| Subtotal 1 | | \$3,656,952 |

2. County

a. Home County Appropriation for Library Services

| | |
|--------------------|-----------|
| Subtotal 2a | \$994,703 |
|--------------------|-----------|

a. Other County Payments for Library Services

| County Name | Amount | County Name | Amount |
|--------------------|-----------|-------------|-----------|
| Brown | \$14,181 | | |
| Calumet | \$157,144 | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Subtotal 2b | | | \$171,325 |

3. State Funds

a. Public Library System State Funds

| Description | Amount | Description | Amount |
|---|----------|-------------------------------|----------|
| OWLS Resource Library Popular Materials | \$21,000 | OWLS Programming Grants | \$700 |
| OWLS Resource Library CE Scholarship | \$3,500 | | |
| b. Funds Carried Forward from Previous Year | \$0 | c. Other State Funded Program | 0 |
| Subtotal 3 | | | \$25,200 |

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

| Program or Project | Amount | |
|--------------------|--------|-----|
| | \$0 | |
| | | |
| | | |
| | | |
| Subtotal 4 | | \$0 |

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

| Name | Amount | Name | Amount |
|-------------------|--------|------|--------|
| | \$0 | | |
| | | | |
| Subtotal 5 | | | \$0 |

6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.

\$104,669

7. All Other Operating Income

\$148,124

8. Total Operating Income Add 1 through 7

\$5,100,973

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$3,853,058

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

VI. LIBRARY OPERATING EXPENDITURES
Report operating expenditures from all sources. Do not report capital expenditures here.

| | |
|--|---|
| 1. Salaries and Wages Include maintenance, security, plant operations \$2,641,126 | 2. Employee Benefits Include maintenance, security, plant operations \$870,274 |
|--|---|

| | | | | |
|------------------------------------|--------------------------------------|--------------------------------------|---|-------------------------|
| 3. Library Collection Expenditures | | | | |
| a. Print Materials \$242,331 | b. Electronic Materials \$221,635 | c. Audiovisual Materials \$33,630 | d. All Other Library Materials \$7,934 | Subtotal 3 \$505,530 |

| 4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider. | | | |
|---|------------------------|------|----------|
| Provider | Description | Type | Amount |
| OWLS | OWLSNet Automation Fee | Fee | \$60,540 |
| WPLC | WPLC Buying Pool | Fee | \$30,375 |
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Subtotal 4 \$90,915

5. Other Operating Expenditures \$993,128

6. Total Operating Expenditures Add 1 through 5 \$5,100,973

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources? \$0

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income
Do not report any expenditures reported above. Provide a brief description of any expenditures.

| Source | Brief Description of Expenditure | Revenue | Expenditure |
|--------------|---|-------------|--------------|
| a. Federal | | \$0 | \$0 |
| b. State | | \$0 | \$0 |
| c. Municipal | Library Building Project | \$0 | \$27,510,569 |
| d. County | | \$0 | \$0 |
| e. Other | Friends of the Appleton Public Library Capital Campaign for the library | \$5,343,180 | \$5,343,180 |

| | | | |
|---------------------------|--|------------------------------|-----------------------------------|
| 2. Debt Retirement \$0 | 3. Rent Paid to Municipality/County \$0 | Total Revenue \$5,343,180 | Total Expenditure \$32,853,749 |
|---------------------------|--|------------------------------|-----------------------------------|

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

1. Total Amount of Other Funds at the End of Year \$0

IX. FUNDS PAID OR TRANSFERRED TO THE LIBRARY BOARD FINANCIAL SECRETARY

1. Total Amount of Section IX Funds at End of Year \$0

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

| Position (Local Title) | Job Title (AppendixA) | Type of Staff | Total Annual Wages Paid | Hours Worked per Week |
|---|---|---------------|----------------------------|--------------------------|
| Director / Head Librarian | Library Director / Chief Officer | MLS (ALA) | \$126,000 | 40.00 |
| Assistant Director | Deputy / Associate / Assistant Library Director | MLS (ALA) | \$109,414 | 40.00 |
| Community Partnerships Supervisor | Department Head / Coordinator / Senior Manager | MLS (ALA) | \$81,523 | 40.00 |
| Children's Supervisor | Department Head / Coordinator / Senior Manager | MLS (ALA) | \$75,895 | 40.00 |
| Materials Management Supervisor | Department Head / Coordinator / Senior Manager | MLS (ALA) | \$76,112 | 40.00 |
| Public Services Supervisor | Department Head / Coordinator / Senior Manager | MLS (ALA) | \$73,913 | 40.00 |
| Librarian | Librarian (MLS) | MLS (ALA) | \$419,575 | 280.00 |
| Building Supervisor | Facility Engineering Manager (Maintenance) | Other | \$63,922 | 40.00 |
| Communication Coordinator | Marketing Specialist | Other | \$61,843 | 40.00 |
| Network Services Supervisor | Information Technology Manager | Other | \$65,146 | 40.00 |
| Materials Management Assistant Supervisor | Manager/Supervisor of Support Staff | MLS (ALA) | \$55,120 | 40.00 |
| Public Services Assistant Supervisor | Manager/Supervisor of Support Staff | Other | \$56,805 | 40.00 |
| Teen Services Librarian | Associate Librarian (non-MLS) | Librn. no-MLS | \$57,658 | 40.00 |
| Network Services Assistant | Technical Support/Computer Technician | Other | \$55,338 | 40.00 |
| Administrative Assistant - Financial | Bookkeeper | Other | \$56,784 | 40.00 |
| Administrative Assistant | Executive Assistant | Other | \$57,941 | 40.00 |
| | | | | |
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| | | | | |

X. STAFF (cont'd.)

b. Other Paid Staff See Instructions

| Position (Local Title) | Job Title (AppendixA) | Type of Staff | Total Annual Wages Paid | Hours Worked per Week |
|---------------------------|--|---------------|----------------------------|--------------------------|
| Library Assistants | Library Assistant - Public Services | Other | \$561,849 | 444.00 |
| Library Assistants | Library Assistant - Technical Services | Other | \$145,995 | 120.00 |
| Pages | Page/Shelver | Other | \$49,148 | 85.00 |
| Clerks | Clerk - Technical Services | Other | \$17,424 | 20.00 |
| Clerks | Clerk - Public Services | Other | \$237,366 | 267.00 |
| Operation Clerks | Janitorial Cleaner | Other | \$94,120 | 105.00 |
| Page Clerks | Clerk - Technical Services | Other | \$186,188 | 217.00 |
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2. Library Staff Full-Time Equivalent (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

| a. Persons Holding the Title of Librarian | | | b. All Other Paid Staff (FTE) | |
|--|--|-------------|---|------------------------------|
| Master's Degree from an ALA Accredited Program (FTE) | Other Persons Holding the Title of Librarian (FTE) | Subtotal 2a | Include maintenance, plant operations, and security | c. Total Library Staff (FTE) |
| 14.00 | 1.00 | 15.00 | 38.35 | 53.35 |

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

| | | | |
|--|--|---|-------------|
| 1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i> | | | 178,873 |
| Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above. | a. Those with a Library | b. Those without a Library | c. Subtotal |
| 2. Circulation to Nonresidents Living in the Library's County | 17,561 | 92,474 | 110,035 |
| 3. Circulation to Nonresidents Living in Another County in the Library System | 929 | 1,238 | 2,167 |
| 4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System | 18,389 | 45,133 | 63,522 |
| 5. Circulation to All Other Wisconsin Residents | 3,142 | 6. Circulation to Persons from Out of the State | 7 |
| 7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual | 8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No | 8b. If yes, does the library allow residents in adjacent systems to purchase library cards? | |

| | | | |
|--|-------------|----------------|-------------|
| 9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library | | | |
| Name of County | Circulation | Name of County | Circulation |
| a. Calumet | 30,342 | f. | |
| b. Waupaca | 1,238 | g. | |
| c. Winnebago | 14,791 | h. | |
| d. | | i. | |
| e. | | j. | |

XII. TECHNOLOGY (Not included in 2024 Report)

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

| | | | |
|--|-------------------|--------------------------------|------------------------|
| 1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i> | | | |
| | a. Children (0-5) | b. Children (6-11) | c. Young Adult (12-18) |
| Number of Self-Directed Activities | 51 | 48 | 9 |
| Total Self-Directed Activity Participation | 14,888 | 8,896 | 487 |
| | d. Adult (19+) | e. General Interest (all ages) | f. Total |
| Number of Self-Directed Activities | 9 | 3 | 120 |
| Total Self-Directed Activity Participation | 1,197 | 1,360 | 26,828 |
| 2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here. | | | |
| a. First Name | b. Last Name | c. Email Address | |
| Ann | Cooksey | acooksey!@apl.org | |
| 3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here. | | | |
| a. First Name | b. Last Name | c. Email Address | |
| Adriana | McCleer | amccleer@apl.org | |

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

| | | |
|--|---|-------------|
| President, Library Board of Trustees Signature or designee | Name of President or Designee Print or type | Date Signed |
|  | Margret Mann | |
| Library Director / Head Librarian Signature | Library Director / Head Librarian Print or type | Date Signed |
|  | Colleen Rortvedt | |

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Outagamie

The Appleton Public Library Board of Trustees hereby states that in 2024 the Outagamie Waupaca Library System
Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
 - did not provide effective leadership and did not adequately meet the needs of the library.
- Indicate with an X one of the above statements*


Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

| President, Library Board of Trustees Signature or designee | Name of President or Designee Print or type | Date Signed |
|--|---|-------------|
|  | Margret Mann | |

COMMENTS

SECTION_I

6a. Street Address (edit only if moved)

The library has moved back to our downtown renovated location with an updated street address.--2025-02-01

Standard number of winter weeks

The library was closed a week in January to move to a temporary location. We then closed in November to move to our renovated downtown location.--2025-02-01

Standard total weeks per year

The library was closed a week in January to move to a temporary location. We then closed in November to move to our renovated downtown location.--2025-02-16

20. Square Footage of Public Library (this location only)

The library has moved to a renovated downtown location from a smaller temporary location.--2025-02-01