



City of Appleton

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

Meeting Agenda - Final-revised Library Board

Tuesday, April 16, 2024

3:00 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting
[24-0396](#) March 19, 2024 Meeting Minutes

Attachments: [3-19-2024 Library Board Meeting Minutes.pdf](#)

5. Public Participations and Communications

Establish Order of the Day

6. Action Items

[24-0397](#) Bill Register - March 2023

Attachments: [March 24 Bill Register.pdf](#)
[APL Financial Cash Flow-March 2024.pdf](#)
[Q3 Friends Project Summary Report.pdf](#)

[24-0402](#) April 2024 Budget Amendment

Attachments: [Apr24 Budget Amendment.pdf](#)

[24-0433](#) Request for Approval of Summer Teen Internship Position

Attachments: [Memo_TeenInternship.pdf](#)

7. Information Items

A. Administrative Report

[24-0404](#) Building Project Update

Attachments: [March 2024 Building Project Update.pdf](#)

[24-0410](#) APL Annual Report

Attachments: [2023 Annual Report.pdf](#)

[24-0405](#) APL Hiring Process Update

[24-0406](#) May meeting time change - Tuesday, May 14 @ 1:00pm

[24-0411](#) National Library Week - April 7-13

Attachments: [Library Week 2024.pdf](#)

B. President's Report

[24-0407](#) Public Library Association Conference Report

[24-0408](#) Trustee Fundraising Breakfast Thursday, April 18 8:00-9:30am

Attachments: [April18Event.pdf](#)

[04-18-2024 Notice of Quorum Library Trustee Breakfast.pdf](#)

C. Staff Updates

[24-0409](#) Children's Program Updates

Attachments: [Eclipse Programming Report.pdf](#)

8. Adjournment

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

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



City of Appleton

100 North Appleton Street
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Meeting Minutes Library Board

Tuesday, March 19, 2024

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

President Margret Mann called the meeting to order at 4:30pm

2. Pledge of Allegiance

3. Roll call of membership

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

Present: 6 - Kellner, Scheuerman, Mann, Nett, Van Zeeland and Lee

Excused: 5 - Looker, Sivasamy, Keller, Brozek and Bunnow

4. Approval of minutes from previous meeting

[24-0289](#)

February 27, 2024 Meeting Minutes

Attachments: [2-27-2024 Library Board Meeting Minutes.pdf](#)

Van Zeeland moved, seconded by Scheuerman, that the February 27, 2024 Meeting Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 6 - Kellner, Scheuerman, Mann, Nett, Van Zeeland and Lee

Absent: 5 - Looker, Sivasamy, Keller, Brozek and Bunnow

5. **Public Participation and Communications**

Establish Order of the Day

President Mann called for a motion to place Action Items 24-0290 and 24-0291 on a Consent Agenda.

Scheuerman moved, seconded by Van Zeeland that Action Items 24-0290 and 24-0291 be placed on a Consent Agenda. Voice Vote. Motion Carried (6-0)

6. **Action Items**

Kellner moved, seconded by Scheuerman that the Consent Agenda be approved. Voice Vote. Motion Carried. (6-0)

[24-0290](#)

Bill Register - February 2024

Attachments: [February 2024 Bill Register.pdf](#)
[APL Financial Cash Flow-February 2024.pdf](#)

This Report Action Item was approved

[24-0291](#)

March 2024 Budget Amendment

Attachments: [March24 Budget Amendment.pdf](#)

This Report Action Item was approved

7. Information Items

A. Administrative Report

[24-0292](#)

Building Project Update

Attachments: [02_2024_BuildingUpdate.pdf](#)
[02.2024 - Appleton Public Library Month-End Report.pdf](#)

[24-0293](#)

APL Hiring Process Update

[24-0294](#)

April Meeting Time Change - Tuesday, April 16th @ 3pm

[24-0295](#)

Friends Event - Speed Puzzling Tournament - Saturday, April 13, 2024 2:30-4:00pm at Wilson Middle School

Attachments: [Speed Puzzling Tournament \(3\).pdf](#)

B. President's Report

[24-0298](#)

Trustee Development: Aligning Advocacy: Crafting Library Messages that Resonate with Stakeholder Values

Attachments: [Trustee Development Aligning Advocacy March 2024.pdf](#)

C. Staff Updates

[24-0296](#)

Children's Program Updates

Attachments: [Reading Buddies 2024 paw hug.pdf](#)

[24-0297](#)

Community Partnerships Updates

8. Adjournment

The meeting was Adjourned at 5:07pm

**Kellner moved, seconded by Scheuerman, that the be adjourned. Roll Call.
Motion carried by the following vote:**

Aye: 6 - Kellner, Scheuerman, Mann, Nett, Van Zeeland and Lee

Absent: 5 - Looker, Sivasamy, Keller, Brozek and Bunnow

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/3 TO 2024/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16010								Library Administration
16010	620100							Training/Conferences
999990	LINKEDIN PRE	9313797	120189	0	2024	3 INV P	21.10 pcard	LINKEDIN Monthly Su
							ACCOUNT TOTAL	21.10
16010	630100							Office Supplies
001583	UNITED STATES POSTAL		120538	0	2024	3 INV P	82.96 pcard	Postage - Board Pac
001983	AMAZON		120200	0	2024	3 INV P	18.57 pcard	Pen Refills
001983	AMAZON		120201	0	2024	3 INV P	61.74 pcard	Laptop Bag
001983	AMAZON		120535	0	2024	3 INV P	8.04 pcard	Document Covers Blu
001983	AMAZON		120536	0	2024	3 INV P	20.19 pcard	Stapler
001983	AMAZON		120537	0	2024	3 INV P	14.06 pcard	Docoument Covers Bl
							122.60	
002034	ODP BUSINESS SOLUTIO		120203	0	2024	3 INV P	60.46 pcard	Copy Paper
002034	ODP BUSINESS SOLUTIO		120967	0	2024	3 INV P	55.86 pcard	AA Batteries, Stapl
							116.32	
999990	WALGREENS #5102		120199	0	2024	3 INV P	11.22 pcard	EK Poem Prints
999990	WALGREENS #5102		120534	0	2024	3 INV P	11.22 pcard	Photo Prints E. Kor
							22.44	
							ACCOUNT TOTAL	344.32
16010	630300							Memberships & Licenses
999990	WISCONSIN LIBRARY AS		120913	0	2024	3 INV P	159.00 pcard	WLA Membership Dues
							ACCOUNT TOTAL	159.00
16010	630700							Food & Provisions
000835	MANDERFIELD'S BAKERY		119462	0	2024	3 INV P	84.25 031324	563419 Donuts, Muffins for
000835	MANDERFIELD'S BAKERY		120695	0	2024	3 INV A	91.00	Dougnuts, Muffins S
							175.25	
999990	FESTIVAL FOODS		120159	0	2024	3 INV P	23.66 pcard	Reach Counseling Te
							ACCOUNT TOTAL	198.91
16010	641200							Advertising
002158	CAREERBUILDER		119884	0	2024	3 INV P	79.89 032024	563497 January 2024 Job Po
							ACCOUNT TOTAL	79.89
16010	641308							Cellular Phones
000250	CELLCOM APPLETON PCS		120955	0	2024	3 INV P	1.00 pcard	Staff Cell phones -

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/3 TO 2024/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
ACCOUNT TOTAL							1.00	
16010	659900				Other Contracts/Obligation			
003316	AMANO PRINTS	120636	0	2024	3 INV P	1,617.00	032724	563598 T-Shirts NLW 2024
999990	SQ *AMANO PRINT HOUS	119745	0	2024	3 INV P	51.74	pcard	T-Shirt Design
999990	TWIGS AND VINES FLOR	120202	0	2024	3 INV P	97.85	pcard	Floral / Plant Fune
							149.59	
ACCOUNT TOTAL							1,766.59	
ORG 16010 TOTAL							2,570.81	
16021			Library Children's Services					
16021	620100					Training/Conferences		
999990	EB 2024 MENTAL HEALT	120243	0	2024	3 INV P	110.40	pcard	2024 MENTAL HEALTH
999990	FOX CITIES CHAMBER	120928	0	2024	3 INV P	20.00	pcard	FOX CITIES CHAMBER
999990	FOX CITIES CHAMBER	120929	0	2024	3 INV P	20.00	pcard	FOX CITIES CHAMBER
							150.40	
ACCOUNT TOTAL							150.40	
16021	630100			Office Supplies				
001983	AMAZON	120191	0	2024	3 INV P	14.84	pcard	Dot Stickers for Vo
001983	AMAZON	120242	0	2024	3 INV P	28.90	pcard	animal stuffings
							43.74	
002034	ODP BUSINESS SOLUTIO	120203	0	2024	3 INV P	60.45	pcard	Copy Paper
ACCOUNT TOTAL							104.19	
16021	630100 3955			Office Supplies ELL				
999990	SP JAKES NOH	120244	0	2024	3 INV P	24.25	pcard	ELL Club prizes
ACCOUNT TOTAL							24.25	
16021	659900			Other Contracts/Obligation				
003175	ASL PARTNERS LLC	119425	0	2024	3 INV P	145.70	031324	563365 March Storytime
ACCOUNT TOTAL							145.70	
ORG 16021 TOTAL							424.54	
16023			Library Public Services					
16023	620100			Training/Conferences				
999990	MARITZ AT&L* ALA	120231	0	2024	3 INV P	683.00	pcard	MARITZ AT&L* ALA -
ACCOUNT TOTAL							683.00	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/3 TO 2024/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16023	630100					Office Supplies		
002034	ODP BUSINESS SOLUTIO	120203	0	2024	3 INV P		60.45 pcard	Copy Paper
						ACCOUNT TOTAL	60.45	
				ORG 16023	TOTAL		743.45	
16024	630100					Library Community Partnerships Office Supplies		
001983	AMAZON	121008	0	2024	3 INV P		73.24 pcard	Teen Eclipse Event
002034	ODP BUSINESS SOLUTIO	120203	0	2024	3 INV P		60.45 pcard	Copy Paper
						ACCOUNT TOTAL	133.69	
16024	659900					Other Contracts/Obligation		
003278	PAM VESTAL	119838	0	2024	3 INV P		175.00 031324	563437 Find Your Ancestors
						ACCOUNT TOTAL	175.00	
				ORG 16024	TOTAL		308.69	
16031	630600					Library Building Operations Building Maint./Janitorial		
001333	TARTAN SUPPLY CO., I	120523	0	2024	3 INV P		350.04 pcard	Hand Soap
002818	ARAMARK	119728	0	2024	3 INV P		42.83 pcard	Mats, Mops
002818	ARAMARK	120185	0	2024	3 INV P		42.83 pcard	Mats, Mops
002818	ARAMARK	120524	0	2024	3 INV P		42.83 pcard	Mats, Mops
002818	ARAMARK	120956	0	2024	3 INV P		27.66 pcard	Mats, Mops
							156.15	
						ACCOUNT TOTAL	506.19	
16031	640700					Solid waste/Recycling Pickup		
001880	WASTE MANAGEMENT OF	120186	0	2024	3 INV P		221.08 pcard	College Trash & Rec
						ACCOUNT TOTAL	221.08	
16031	650200					Leases		
003245	AMERICAN MANAGEMENT	120621	0	2024	3 INV P		10,532.56 032724	563599 April 2024 Lease -
						ACCOUNT TOTAL	10,532.56	
16031	659900					Other Contracts/Obligation		
002229	STAR PROTECTION AND	119426	0	2024	3 INV P		6,269.50 031324	563451 Security Guard - AP
						ACCOUNT TOTAL	6,269.50	
				ORG 16031	TOTAL		17,529.33	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/3 TO 2024/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16032									Library Materials Management
16032	503500								Other Reimbursements
	000278	CITY OF KAUKAUNA	120670	0	2024	3 INV P	12.00	032724	563612 Patron Material Rei
	000287	CLINTONVILLE PUBLIC	120299	0	2024	3 INV P	9.99	032024	563501 Patron Material Rei
	001446	VILLAGE OF KIMBERLY	119334	0	2024	3 INV P	10.00	030624	563345 Patron Material Rei
	001447	VILLAGE OF LITTLE CH	119335	0	2024	3 INV P	35.00	030624	563346 Patron Material Rei
	001851	MARINETTE COUNTY	119839	0	2024	3 INV P	32.00	031324	563420 Patron Material Rei
	999998	DANA MATTINGLY	120645	0	2024	3 INV P	18.00	032724	563643 Patron Material Rei
	999998	Dana Mattingly	120648	0	2024	3 INV P	17.00	032724	563644 Patron Material Rei
	999998	AMY ZAFARANI	120671	0	2024	3 INV P	104.00	032724	563642 Patron Material Rei
							139.00		
							ACCOUNT TOTAL		237.99
16032	620100								Training/Conferences
	999990	AMERICAN LIBRARY ASS	120239	0	2024	3 INV P	116.10	pcard	ALA RDA Video Cours
							ACCOUNT TOTAL		116.10
16032	630100								Office Supplies
	001983	AMAZON	119750	0	2024	3 INV P	8.99	pcard	ipad charging cable
	002034	ODP BUSINESS SOLUTIO	120203	0	2024	3 INV P	60.47	pcard	Copy Paper
	999990	ONLINE LABELS, INC.	119751	0	2024	3 INV P	239.64	pcard	spine labels
							ACCOUNT TOTAL		309.10
16032	631500								Books & Library Materials
	000889	MIDWEST TAPE	119788	0	2024	3 INV P	616.89	pcard	505110888
	000889	MIDWEST TAPE	120245	0	2024	3 INV P	14,521.82	pcard	505127495
	000889	MIDWEST TAPE	120246	0	2024	3 INV P	595.51	pcard	505144774
	000889	MIDWEST TAPE	120571	0	2024	3 INV P	304.36	pcard	505164347
	000889	MIDWEST TAPE	120991	0	2024	3 INV P	155.16	pcard	505204424
							16,193.74		
	001983	AMAZON	119789	0	2024	3 INV P	69.99	pcard	112-2205819-2602651
	001983	AMAZON	119797	0	2024	3 INV P	39.90	pcard	112-8262007-9554629
	001983	AMAZON	119800	0	2024	3 INV P	89.80	pcard	112-1583464-2932206
	001983	AMAZON	120259	0	2024	3 INV P	10.99	pcard	111-6810653-9249810
	001983	AMAZON	120573	0	2024	3 INV P	79.84	pcard	112-7906217-0465839
	001983	AMAZON	120574	0	2024	3 INV P	11.48	pcard	112-8128724-6517015
	001983	AMAZON	120585	0	2024	3 INV P	39.92	pcard	112-8171457-7360216
	001983	AMAZON	120586	0	2024	3 INV P	36.35	pcard	112-4047919-2681020

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/3 TO 2024/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
001983	AMAZON		120992	0	2024	3	INV P	37.55	pcard	112-7906217-0465839
001983	AMAZON		120993	0	2024	3	INV P	55.95	pcard	112-6630734-2559417
								471.77		
002396	INGRAM LIBRARY	SERV	119790	0	2024	3	INV P	2,010.77	pcard	80670207
002396	INGRAM LIBRARY	SERV	119791	0	2024	3	INV P	322.33	pcard	80670208
002396	INGRAM LIBRARY	SERV	119792	0	2024	3	INV P	558.41	pcard	80695043
002396	INGRAM LIBRARY	SERV	119793	0	2024	3	INV P	471.88	pcard	80721568
002396	INGRAM LIBRARY	SERV	119794	0	2024	3	INV P	-451.64	pcard	80633465
002396	INGRAM LIBRARY	SERV	119795	0	2024	3	INV P	164.96	pcard	80649222
002396	INGRAM LIBRARY	SERV	119796	0	2024	3	INV P	234.35	pcard	80639189
002396	INGRAM LIBRARY	SERV	120250	0	2024	3	INV P	-26.44	pcard	80713527, 80739356
002396	INGRAM LIBRARY	SERV	120251	0	2024	3	INV P	865.99	pcard	80742240
002396	INGRAM LIBRARY	SERV	120252	0	2024	3	INV P	555.69	pcard	80754771
002396	INGRAM LIBRARY	SERV	120253	0	2024	3	INV P	562.97	pcard	80762821
002396	INGRAM LIBRARY	SERV	120254	0	2024	3	INV P	834.44	pcard	80814432
002396	INGRAM LIBRARY	SERV	120255	0	2024	3	INV P	389.46	pcard	80785215
002396	INGRAM LIBRARY	SERV	120256	0	2024	3	INV P	634.47	pcard	80841458
002396	INGRAM LIBRARY	SERV	120257	0	2024	3	INV P	104.03	pcard	80856143
002396	INGRAM LIBRARY	SERV	120258	0	2024	3	INV P	1,146.72	pcard	80794014
002396	INGRAM LIBRARY	SERV	120577	0	2024	3	INV P	401.21	pcard	80958018
002396	INGRAM LIBRARY	SERV	120578	0	2024	3	INV P	-15.65	pcard	80858565
002396	INGRAM LIBRARY	SERV	120579	0	2024	3	INV P	260.26	pcard	80866444
002396	INGRAM LIBRARY	SERV	120580	0	2024	3	INV P	219.88	pcard	80887886
002396	INGRAM LIBRARY	SERV	120581	0	2024	3	INV P	1,296.42	pcard	80934999
002396	INGRAM LIBRARY	SERV	120582	0	2024	3	INV P	413.57	pcard	80934998
002396	INGRAM LIBRARY	SERV	120583	0	2024	3	INV P	1,077.96	pcard	80916198
002396	INGRAM LIBRARY	SERV	120584	0	2024	3	INV P	316.04	pcard	80907974
002396	INGRAM LIBRARY	SERV	120995	0	2024	3	INV P	-29.68	pcard	80971862, 80971861
002396	INGRAM LIBRARY	SERV	120996	0	2024	3	INV P	383.94	pcard	80978275
002396	INGRAM LIBRARY	SERV	120997	0	2024	3	INV P	495.88	pcard	80978276
002396	INGRAM LIBRARY	SERV	120998	0	2024	3	INV P	252.54	pcard	80990001
002396	INGRAM LIBRARY	SERV	120999	0	2024	3	INV P	198.58	pcard	80998530
002396	INGRAM LIBRARY	SERV	121000	0	2024	3	INV P	621.52	pcard	81007475
002396	INGRAM LIBRARY	SERV	121001	0	2024	3	INV P	239.41	pcard	81080231
002396	INGRAM LIBRARY	SERV	121002	0	2024	3	INV P	433.90	pcard	81067694
002396	INGRAM LIBRARY	SERV	121003	0	2024	3	INV P	714.52	pcard	81041678
002396	INGRAM LIBRARY	SERV	121004	0	2024	3	INV P	1,378.06	pcard	81024024
								17,036.75		
002830	KANOPY, INC		119412	0	2024	3	INV P	634.50	031324	563408 inv. 390388
999990	PAYPAL *GAMESTOPCOR		120247	0	2024	3	INV P	14.59	pcard	1100000066096536
999990	THOMSON WEST*TCD		120248	0	2024	3	INV P	1,229.28	pcard	849802165
999990	THE PENWORTHY COMPAN		120249	0	2024	3	INV P	525.96	pcard	0597776-IN
999990	PAYPAL *BECKETTMEDI		120572	0	2024	3	INV P	44.95	pcard	231290
999990	THE PENWORTHY COMPAN		120575	0	2024	3	INV P	1,202.26	pcard	0598055-IN
999990	ANC* NEWSPAPERS.COM		120576	0	2024	3	INV P	74.90	pcard	1004961
999990	THE PENWORTHY COMPAN		120994	0	2024	3	INV P	786.52	pcard	0598106-IN

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/3 TO 2024/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
								3,878.46
						ACCOUNT TOTAL		38,215.22
16032	659900					Other Contracts/Obligation		
	001398	UNIQUE MANAGEMENT SE	119432	0	2024	3 INV P	344.75 031324	563464 Collection Agency -
						ACCOUNT TOTAL		344.75
						ORG 16032 TOTAL		39,223.16
16033						Library Network Services		
16033	632700					Miscellaneous Equipment		
	001619	CDW GOVERNMENT, INC.	120923	0	2024	3 INV P	156.72 pcard	New SSDs for MM tow
	001983	AMAZON	120985	0	2024	3 INV P	22.48 pcard	HDMI to VGA Adapter
	001983	AMAZON	120986	0	2024	3 INV P	29.03 pcard	Shelf for server ra
								51.51
						ACCOUNT TOTAL		208.23
16033	641800					Equip Repairs & Maint		
	000911	MODERN BUSINESS MACH	120318	0	2024	3 INV P	248.23 032024	563537 Copier Contract - M
	000911	MODERN BUSINESS MACH	120655	0	2024	3 INV P	201.00 032724	563650 Copier Contract - B
								449.23
						ACCOUNT TOTAL		449.23
16033	681500					Software Acquisition		
	999990	CLOUD DNS LTD	120887	0	2024	3 INV P	11.70 pcard	Subscription for cl
	999990	ZOOM.US 888-799-9666	120984	0	2024	3 INV P	40.00 pcard	Monthly Zoom charge
								51.70
						ACCOUNT TOTAL		51.70
						ORG 16033 TOTAL		709.16
FUND 100 General Fund				TOTAL:				61,509.14

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



Appleton Public Library Cash Flow Report March-2024 YTD				JAN	FEB	MAR		
GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	ACTUAL	YTD TOTAL	% USED
423200	Library Grants & Aids	\$1,064,805.00	\$1,166,028.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
480100	General Charges for Service	\$0.00	\$0.00	\$32.37	\$3.82	\$138.11	\$174.30	100%
500100	Fees & Commissions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
502000	Donations & Memorials	\$0.00	\$0.00	\$0.00	\$12.02	\$0.74	\$12.76	100%
503500	Other Reimbursements	\$45,600.00	\$20,600.00	\$56,102.70	(\$52,765.06)	\$82,075.98	\$85,413.62	415%
Total Revenue		\$1,110,405.00	\$1,186,628.00	\$56,135.07	(\$52,749.22)	\$82,214.83	\$85,600.68	7%

Expense		JAN	FEB	MAR	YTD TOTAL	% USED		
610100	Regular Salaries	(\$2,476,082.00)	(\$2,492,073.00)	(\$84,623.54)	(\$180,799.87)	(\$265,052.03)	(\$530,475.44)	21%
610400	Call Time Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
610500	Overtime Wages	\$0.00	\$0.00	\$0.00	(\$1,119.61)	\$1,119.61	\$0.00	100%
610800	Part-Time Wages	(\$212,587.00)	(\$245,668.00)	(\$5,422.70)	(\$22,248.77)	(\$21,287.96)	(\$48,959.43)	20%
611400	Sick Pay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
611500	Vacation Pay	\$0.00	\$0.00	(\$6,171.48)	(\$9,635.05)	(\$19,460.81)	(\$35,267.34)	100%
615000	Fringes	(\$891,233.00)	(\$889,448.00)	\$0.00	\$0.00	\$0.00	\$0.00	0%
615100	FICA	\$0.00	\$0.00	(\$11,971.57)	(\$13,580.08)	(\$19,875.22)	(\$45,426.87)	100%
615200	Retirement	\$0.00	\$0.00	(\$11,263.46)	(\$12,276.91)	(\$18,088.53)	(\$41,628.90)	100%
615301	Health Insurance	\$0.00	\$0.00	(\$17,578.60)	(\$42,654.66)	(\$34,588.50)	(\$94,821.76)	100%
615302	Dental Insurance	\$0.00	\$0.00	(\$1,281.65)	(\$3,169.23)	(\$2,442.02)	(\$6,892.90)	100%
615400	Life Insurance	\$0.00	\$0.00	(\$87.60)	(\$63.00)	(\$120.40)	(\$271.00)	100%
Personnel Services		(\$3,579,902.00)	(\$3,627,189.00)	(\$138,400.60)	(\$285,547.18)	(\$379,795.86)	(\$803,743.64)	22%

Expense		JAN	FEB	MAR	YTD TOTAL	% USED		
620100	Training/Conferences	(\$23,234.00)	(\$21,494.00)	(\$3,864.19)	\$3,367.04	(\$5,414.46)	(\$5,911.61)	28%
620200	Mileage Reimbursement	\$0.00	\$0.00	(\$60.00)	(\$714.00)	\$594.00	(\$180.00)	100%
620600	Parking Permits	(\$5,000.00)	(\$5,000.00)	(\$1,440.00)	\$1,057.00	(\$1,057.00)	(\$1,440.00)	29%
630100	Office Supplies	(\$35,517.00)	(\$35,517.00)	(\$2,152.77)	(\$1,218.19)	(\$1,608.20)	(\$4,979.16)	14%
630300	Memberships & Licenses	(\$2,200.00)	(\$2,200.00)	(\$162.00)	\$7.00	(\$665.07)	(\$820.07)	37%
630500	Awards & Recognition	(\$850.00)	(\$850.00)	\$0.00	(\$769.15)	\$348.35	(\$420.80)	50%
630600	Building Maint./Janitor	(\$7,000.00)	(\$7,210.00)	(\$714.25)	(\$1,603.86)	\$969.19	(\$1,348.92)	19%
630700	Food & Provisions	(\$1,135.00)	(\$1,135.00)	(\$345.70)	\$14.97	(\$485.29)	(\$816.02)	72%
630902	Tools & Instruments	(\$150.00)	(\$150.00)	\$0.00	\$0.00	\$0.00	\$0.00	0%
631500	Books & Library Materials	(\$475,000.00)	(\$475,000.00)	(\$85,946.96)	(\$24,058.04)	(\$48,998.46)	(\$159,003.46)	33%
632001	City Copy Charges	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
632002	Outside Printing	\$0.00	(\$1,288.00)	(\$210.96)	\$210.96	(\$210.96)	(\$210.96)	16%
632101	Uniforms	\$0.00	\$0.00	\$0.00	(\$161.25)	\$161.25	\$0.00	100%
632300	Safety Supplies	(\$550.00)	(\$550.00)	(\$165.22)	(\$68.54)	\$13.54	(\$220.22)	40%
632700	Miscellaneous Equipment	(\$28,630.00)	(\$28,630.00)	(\$3,505.42)	\$3,037.22	(\$3,928.31)	(\$4,396.51)	15%
640700	Solid Waste/Recycling	(\$1,200.00)	(\$5,200.00)	(\$311.79)	(\$556.21)	(\$229.50)	(\$1,097.50)	21%
641200	Advertising	(\$1,288.00)	\$0.00	(\$106.98)	(\$2,500.30)	\$1,866.37	(\$740.91)	100%
641301	Electric	(\$30,000.00)	(\$42,000.00)	(\$2,418.39)	(\$8,663.76)	\$7,076.93	(\$4,005.22)	10%
641302	Gas	(\$20,000.00)	(\$24,000.00)	(\$1,884.70)	(\$8,815.31)	\$7,805.25	(\$2,894.76)	12%
641303	Water	\$0.00	\$0.00	\$0.00	(\$185.00)	(\$264.05)	(\$449.05)	100%
641304	Sewer	\$0.00	\$0.00	\$0.00	(\$51.00)	(\$87.76)	(\$138.76)	100%
641306	Stormwater	\$0.00	\$0.00	\$0.00	(\$793.97)	(\$2,127.14)	(\$2,921.11)	100%
641307	Telephone	(\$5,298.00)	(\$5,298.00)	(\$794.11)	(\$313.86)	(\$849.58)	(\$1,957.55)	37%
641308	Cellular Phones	(\$1,300.00)	(\$1,300.00)	(\$62.25)	(\$41.50)	\$40.50	(\$63.25)	5%
641600	Build Repairs & Maint	(\$2,000.00)	(\$2,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	0%
641800	Equip Repairs & Maint	(\$49,255.00)	(\$64,227.00)	(\$3,715.59)	\$314.11	(\$14,373.14)	(\$17,774.62)	28%
642000	Facilities Charges	(\$100,565.00)	(\$97,551.00)	\$0.00	(\$5,738.34)	(\$13,722.42)	(\$19,460.76)	20%
644000	Snow Removal Services	(\$50,000.00)	(\$50,000.00)	\$0.00	\$0.00	(\$4,589.00)	(\$4,589.00)	9%
650200	Leases	(\$150,000.00)	(\$150,000.00)	(\$17,472.56)	(\$7,527.44)	(\$16,757.06)	(\$41,757.06)	28%
659900	Other Contracts/Obligation	(\$118,817.00)	(\$116,218.00)	(\$9,898.02)	(\$7,916.09)	(\$8,725.95)	(\$26,540.06)	23%
681500	Software Acquisition	(\$4,498.00)	(\$4,498.00)	(\$40.00)	(\$3,414.31)	\$3,224.61	(\$229.70)	5%
Operating Expense		(\$1,113,587.00)	(\$1,141,316.00)	(\$135,271.86)	(\$67,101.82)	(\$101,993.36)	(\$304,367.04)	27%

Personnel Services	(\$3,579,902.00)	(\$3,627,189.00)	(\$138,400.60)	(\$285,547.18)	(\$379,795.86)	(\$803,743.64)
Operating Expense	(\$1,113,587.00)	(\$1,141,316.00)	(\$135,271.86)	(\$67,101.82)	(\$101,993.36)	(\$304,367.04)
Total Expense	(\$4,693,489.00)	(\$4,768,505.00)	(\$273,672.46)	(\$352,649.00)	(\$481,789.22)	(\$1,108,110.68)

Total Revenue	\$1,110,405.00	\$1,186,628.00	\$56,135.07	(\$52,749.22)	\$82,214.83	\$85,600.68
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MAJOR PROJECT TITLE

***** Library - Friends of the Library

PROJECT TITLE

LIB-FRIENDLibrary - Friends of the Library

BEGINNING BALANCE -16,351.39

FUNDING SOURCES	TITLE	AMOUNT
LIB-FRIEND.COMMPART .OTHREIMB .	Community Partnerships	-55,000.00
	FUNDING SOURCE TOTAL	-55,000.00

EXPENSE STRINGS	TITLE	AMOUNT
LIB-FRIEND.CHILDSERV .SUPPLIES .	Children's Services	660.86
LIB-FRIEND.COMMPART .OTHCONTR .	Community Partnerships	3,450.00
LIB-FRIEND.COMMPART .SUPPLIES .	Community Partnerships	156.74
LIB-FRIEND.LIBADMIN .ADVERTISNG.	Library - Friends advertising	348.00
LIB-FRIEND.LIBADMIN .AWARDREC .	Library Administration	150.80
LIB-FRIEND.LIBADMIN .FOOD/PROV .	Library Administration	108.78
LIB-FRIEND.LIBADMIN .MEMBERLIC .	Library Administration	337.07
LIB-FRIEND.LIBADMIN .OTHCONTR .	Library Administration	3,566.59
	EXPENSE TOTAL	8,778.84

ENDING BALANCE -62,572.55

******* TOTALS**

BEGINNING BALANCE	-16,351.39
FUNDING SOURCE	-55,000.00
EXPENSE	8,778.84
ENDING BALANCE	-62,572.55

REPORT TOTAL: -62,572.55

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

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2024

<u>Description</u>	ORG	OBJECT	PROJ (in GL)			<u>Amount</u>
	PROJECT	SEG 1	SEG 2	SEG 3		
Library Admin: Other Reim	16010	503500				\$ 3,500
Lib Admin - Training / Conferences	16010	620100				\$ 3,500
Mtls Mgmt - Other Reim	16032	503500				\$ 21,000
Mtls Mgmt - Books & Lib Materials	16032	631500				\$ 21,000
Materials Management: Other Reim	16032	503500				\$ 100
Mtls Mgmt - Books & Lib Materials	16032	631500				\$ 100

For the purpose of:

- *Correction of Febuary Budget Amendment for OWLS Support Funds
- *Robert Golz - Dontation for Materials

Requested by:

 Department Head

 Date

Information:

Action:

 Finance Director

 Date

 Mayor

 Date

Reported to Finance Committee:

 Date

 Date

Finance comments:

Budget Entry (BE) No.: _____



CITY OF APPLETON

Appleton Public Library
3000 E. College Ave., Suite B
Appleton, WI 54915
p: 920.832.6173
www.apl.org

To: Appleton Public Library Board of Trustees
From: Adriana McCleer, Community Partnerships Supervisor
Date: 4-15-2024
Subject: Request for Approval of Summer Teen Internship Position

I request your approval to hire one part-time limited term employee. The funding for this position would be covered by Friends of Appleton funds.

In 2023, Appleton Public Library joined four other Wisconsin public libraries and Department of Public Instruction in designing and implementing a Teen Internship Pilot Program. We would like to continue this initiative based on the program model developed last year. This initiative allows young people to experience work in libraries and explore pathways for continued civic engagement and future career development. The internship also strengthens staff engagement with teens.

The proposed employment details are as follows:

Job Title: Library Intern (Part-Time)

This is a limited term, part-time internship in the Community Partnerships section of the library. This position is an opportunity to understand community-engaged librarianship. The intern will work closely with Community Partnerships staff to advance library programs and community outreach. Candidates must be a High School Junior or Senior for the upcoming semester. Work is performed under the general supervision of the Community Partnerships supervisor. Some evening and weekend hours will be required.

- Hours: 10-15 hours per week
- Estimated Duration: 7-10 weeks
- Hourly Rate: \$17.00/hr
- Funding: \$2,000 from Friends of Appleton Public Library



March 2024 Building Project Update



Tina Krueger
Communication Coordinator

Construction Updates

- Blacktop removed for geothermal contractor.
- Exterior framing at northwest corner on ground level.
- Footing and foundation wall installation at Children's Terrace.
- Began concrete masonry unit at passenger elevator.
- Fire alarm install on ground level.
- Began installation of sprinkler mains on ground level.
- Mechanical piping installation on ground level.
- Continued concrete masonry unit at freight elevator on ground level.
- HVAC duct work installation on ground and upper levels.
- Mechanical, electrical and plumbing rough ins at upper level.
- New roof leaders were installed and connected.
- Installation of branch lines for electrical at all levels.

Opening day for the new library is on track for early 2025.

Additional Updates

- The building project team celebrated the placement of the last beam during a topping out ceremony March 19. WBAY-TV live-streamed [the event](#).
- Skidmore, Owings & Merrill has shared [architectural fly through animations](#). [Floor plans](#) and [renderings are available for viewing online](#). Please note furnishing colors in the animations and renderings are subject to change.
- [Friends of Appleton Public Library](#) and the Capital Campaign Committee continue to make strong fundraising progress.

Recently, community philanthropist Mary Beth Nienhaus, provided a \$500,000 matching gift challenge. The challenge has been successfully completed. Friends of Appleton Public Library have raised \$11 M of their \$12 M goal.

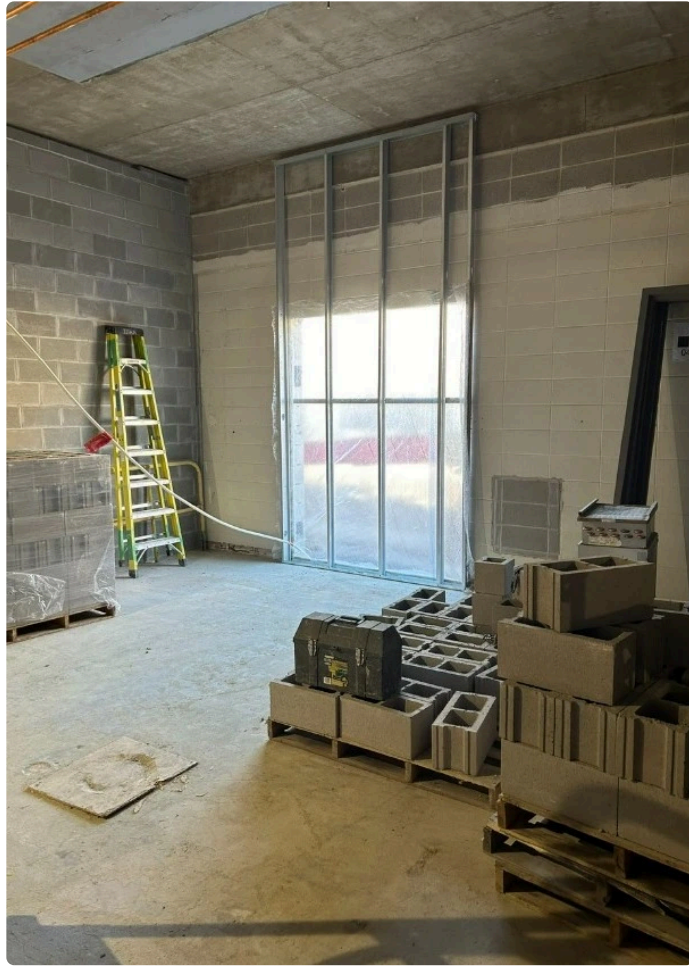
To learn more about the campaign and how you can participate, visit the [Friends website](#).



Children's Terrace Footings



Ground Level Mechanical, Electrical and Plumbing Install



Double Door Opening for Receiving Room



Children's Terrace Foundation



Children's Terrace Foundation



Concrete Masonry Unit for Freight Elevator Shaft



In-fill Former Elevator Shaft



Room Framing on Lower Level

Appleton Public Library



OUR MISSION

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

OUR VISION

**Where potential
is transformed
into reality.**

Library Trustees

MARGRET MANN,
PRESIDENT

NANCY SCHEUERMAN,
VICE PRESIDENT

JASON BROZEK

NANETTE BUNNOW

JOHN KELLER

REBECCA KELLNER

PETER LEE

B LOOKER

LISA NETT

KATIE VAN ZEELAND,
ALDERPERSON

UMIKA SIVASAMY,
TEEN REPRESENTATIVE

Director's Message

As I reflect on the past year, I am overwhelmed with lessons of resilience and support. 2023 wasn't easy. The library experienced substantial challenges, but they were addressed with the kindness and generosity that define our community and the library.

I'm deeply moved by the remarkable spirit of our staff, who, despite working in incredibly cramped quarters at our temporary locations, consistently showed concern for my well-being and that of their colleagues and our patrons. Their resilience, creativity, and positive attitude, even in less-than-ideal circumstances, exemplify the library's enduring spirit and commitment to service.

Our journey toward a new library has been fueled by community support. The generosity of the Thompson Center on Lourdes, offering their future location when they learned of our need to relocate, stands as a powerful example of that support. This gesture not only ensured our ability to continue providing critical library services, but also strengthened the fabric of our community partnerships.

One of the most heartening experiences this year was the groundbreaking ceremony for our new library. I heard from many community members who shared how being back on the library site, participating in this milestone event, provided them with a sense of community and connection that had been scarce since the pandemic. This moment was a reminder of the library's role as a beacon of hope, resilience, and unity.

When talking about resilience and support, the work of Friends of Appleton Public Library, the capital campaign committee, and the hundreds of generous donors who have contributed to the building project deserve special mention. Many donations have been made in honor of loved ones, deepening the meaning behind each contribution.

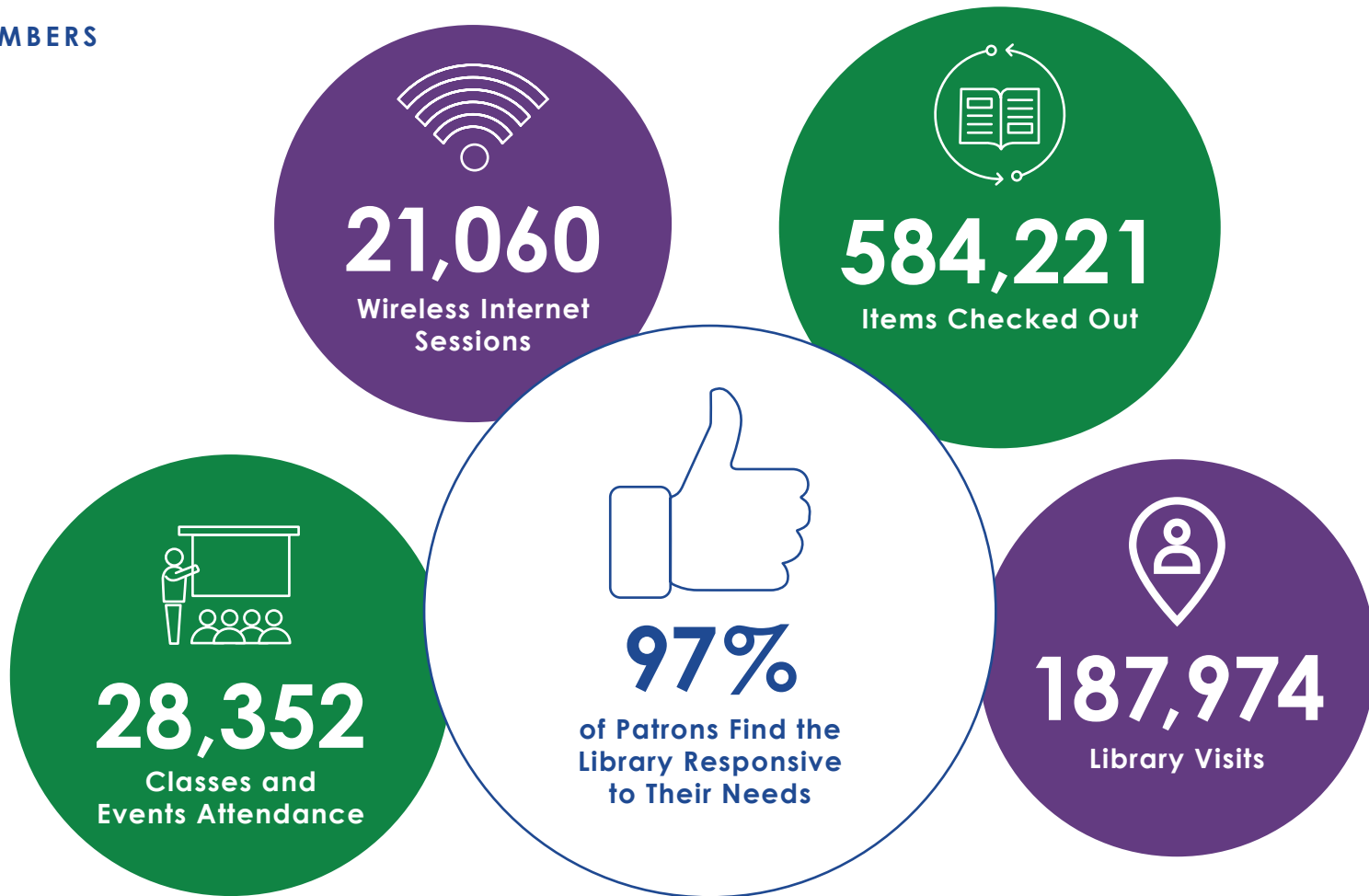
I am grateful for the lessons of this past year - that kindness, generosity, and a community united in support of one another are our superpower. These principles will guide us as we continue to serve our community and work toward our library's vision of transforming potential into reality.

With gratitude and excitement for what lies ahead,

COLLEEN RORTVEDT,
LIBRARY DIRECTOR



BY THE NUMBERS



EXPENSES AND REVENUES

\$4,691,854.00

Expenses

\$1,190,656.00

Revenues

\$5,883,662.00

Capital Expenses

\$110,424.00

Grants



A special thank you to Friends of Appleton Public Library - who use donations to 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.

\$55K
in Grant Funds
received in 2023



\$1.85M
in Grants Received
Since 2000

128
Programs and Special
Projects Funded
in 2023



We support and sustain education for all ages.



STORYTIMES

Our storytimes offer educational opportunities, community connections, social/emotional skill building and more.

Through our preschool and toddler programs, trained librarians teach six early literacy skills. Those skills include print motivation, print awareness, letter knowledge, vocabulary, narrative skills and phonological awareness. They teach those six skills through the five practices of talking, singing, reading, writing and playing.

In 2023, we offered over 220 storytime programs. We continue to expand our

storytime offerings. Thanks to a grant received from Helen Thom Roemer Trust Fund through the Rotary Club of Appleton, we were able to offer a series of American Sign Language interpreted storytimes. The grant provided funds for an ASL interpreter to join us at our preschool storytimes weekly - helping to create a welcoming and inclusive environment.

In addition, we continued our popular Symphony Storytime and offered storytimes at childcare facilities during the summer - visiting 64 classrooms and serving over 1,000 children.

SUMMER LIBRARY PROGRAM

Research shows students who don't 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.

Helping support the educational needs of our community is a critical library service.

Our summer library program helped to fight summer learning loss by providing

easy access to books and a fun and engaging experience.

There are other important benefits to participating in summer library programs, and they're not just for children and teens. Our adult program offered lifelong learning opportunities which helps lead to a more enriching and fulfilling life.

In total, just over 1,800 adults, teens and kids signed up for the program - a nearly 30% increase from the previous year.



220+

Storytime Programs

“My 4-year-old loved the satisfaction of coloring in coins after completing reading. She reached for books more often - both “reading” to herself and asking to be read to.”

- Parent and Summer Library Program Participant



84%

of Adults Surveyed Reported Learning Something New
by Participating in the Summer Library Program



COLLABORATIVE ENVIRONMENT

We connect with partners to share knowledge and information.



THE MONTHLIES PROJECT

Early last year, our teen services team partnered with the Women's Fund for the Fox Valley Region to welcome The Monthlies Project to the library. The Monthlies Project is an initiative providing free menstrual products to students.

Menstrual products are necessary basic hygiene supplies - like soap and toilet paper. Yet for many they're not accessible or affordable. Furthermore, public assistance programs do not allow the purchase of menstrual products.

Studies show period poverty negatively affects girls and women across the world. This includes right here in the Fox Cities. When students lack access to menstrual products it can cause them to be late or even miss class. This affects achievement in school and leads to educational inequity.

By offering free menstrual products, we are helping to combat this issue, raise awareness and improve lives.

REACH OUT AND READ

Reach Out and Read gives children a foundation for success by incorporating books into pediatric visits. During visits, pediatricians use a book to engage with children and talk with caregivers about early literacy. Caregivers are also encouraged to visit their local library for more resources. Every child receives a free book following their visit.

From studies, we know children benefit from reading becoming a part of their lives. Sharing books together creates a lasting, meaningful connection between caregiver and child - fostering healthy brain development during the critical early years of a child's life.

Nearly nine years ago, with the support of United Way Fox Cities, Reach Out and Read Partners - Fox Cities was born. With funding from United Way Fox Cities, we aim to partner with area primary care clinics to make this program a standard of care across the Fox Cities. To date, we have partnered with over 24 clinics, serving an estimated 19,622 children.

Reach Out and Read Partners – Fox Cities is a local affiliate of Reach Out and Read – Wisconsin and the national Reach Out and Read organization. Reach Out and Read is the only national pediatric literacy model endorsed by the American Academy of Pediatrics.

“Black and white high-contrast books for newborns/infants are a bit more challenging to find in the stores so I was especially thankful for ROR, its partnerships and APL for making this happen. ROR does make a difference and this new mom says THANK YOU.”

- Emely, Reach Out and Read Parent



32,703
Books and Literacy
Advice Prescribed
in 2023



EDUCATE AND INSPIRE YOUTH

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

**“Most families didn’t know how to navigate
the available resources. They didn’t know
what to read to their children. They didn’t
know they could have a free library card.”**

- Norma, Hispanic Family Outreach
Specialist, on the Importance of
Appleton Ready to Read
Outreach Efforts



APPLETON READY TO READ

This year marks the ten-year anniversary of our Appleton Ready to Read initiative.

We created Appleton Ready to Read in response to the 2011 Fox Cities LIFE Study. The study showed a decline in local third grade reading scores with a high concentration from children who speak English as their second language, primarily Appleton's Hispanic and Hmong populations.

Appleton Ready to Read is an outreach program for multilingual families with children ages birth to five. The program has three parts. Our Hispanic and Hmong Outreach Specialists reach out to families to introduce themselves. They visit with families, bringing them materials and talking to them about the importance of reading and writing. Then they invite the families to the library to learn about available resources. For the third part of the program, staff encourage families to join the free programs available at the library. These programs are intentionally designed to prepare children for kindergarten.

This model allows us to find families in need and assist caregivers with the development of their child's early literacy skills – preparing them to be successful in school.

Additionally, our outreach coordinators found there was a need for continued support as children reached school age. Because of this, they developed our school-age Multicultural ELL Club. The club helps connect children and families to organizations by hosting literacy activities at the library and throughout the community.

Founding donors include the Community Foundation for the Fox Valley Region, J.J. Keller Foundation, U.S Venture, Appleton Area School District, Outagamie County Birth-3 Early Intervention, Fox Cities Literacy Council, UW-Oshkosh Head Start, Bemis Company, Will and Ruth Bloedow, Bouwer Family Foundation, Friends of Appleton Public Library and Thrivent Financial Foundation.



CARING FOR TEENS TOILETRY DRIVE

Our Teen Ambassadors are a group of teens who meet monthly. They discuss ideas, stay up to date on library news and help shape programming.

Last spring, they came up with the idea of creating a toiletry drive benefiting their peers. They were instrumental in the planning, creation and decision-making of the campaign. They worked as a team to create promotional materials and sort and organize all donated items.

The "Caring for Teens" toiletry drive was a smashing success. With the support of donations from the community, they collected hundreds of toiletry and clothing items. The Appleton West High School counseling office received all donated items - distributing items to students in need.

A big thank you to our awesome ambassadors for their commitment to this project, as well as all the donors.



800+
Multicultural
Program Participants

CREATION AND INNOVATION

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



SIDEWALK POETRY

The City of Appleton's Department of Public Works launched the Sidewalk Poetry Program in 2014. The idea, created by Saint Paul's City Artist-in-Residence Marcus Young, is to transform the city's sidewalks into an open poetry book. Select poetry is stamped throughout the city where sidewalk squares are due to be replaced.

Last year, we partnered with the Public Works Department as a first-time host of the Sidewalk Poetry Program. We encouraged community members to

submit their original poetry to our website. We assembled a team of seven community curators who reviewed each poem to curate a selection of styles and subject matter. The curated selection was available at the library for public input and final selection. The final selection included five poems. Poets were recognized at a City Council meeting, gifted with their stamp and invited to share their poem at a Poetry Unlocked session. With over 130 submissions, Appleton has a lot of poets to be proud of.



SMALL BUSINESS - BIG IMPACT COWORKING PROJECT

Over the past several years we have been exploring small business and entrepreneurship needs in our community. In 2020, we launched an initiative called Small Business – Big Impact. Small Business – Big Impact supports business startup, retention and expansion for Black, Indigenous and People of Color (BIPOC), immigrants and refugees.

As part of the initiative, we began offering services and programs designed to support entrepreneurs and small businesses. Additionally, we began bundling information to provide to community members interested in starting a new business or learning about how to expand or sustain their business.

Last year we saw an opportunity to continue exploring these services. We were a recipient of New North's Ethnic and Diverse Microgrant for non-profits. This grant helped to fund our Small Business – Big Impact Coworking project. The funding supported staff and program expenses for a series of mobile pop-up coworking experiences for small business owners and entrepreneurs, with specific focus on engaging BIPOC communities to address racial and ethnic disparities in business information access and networks of support.

This project supports our larger vision and plan for expanded business services that include a free, accessible, inclusive coworking space in our renovated library, by surveying and engaging with BIPOC business owners to understand what they want to see in the forthcoming space. Thank you to Friends of Appleton Public Library for serving as the fiscal agent for APL to receive this grant and enact this project.



“The support provided in starting my business was invaluable, offering resources, guidance, and a conducive environment for ideation. The coworking sessions enriched my financial knowledge, providing practical insights and strategies crucial for business success.”

- Mahima, Entrepreneur and Coworking Project Participant

ENGAGED AND CONNECTED

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



325+

Book Recommendations
Made Since 2020

“This is a fantastic service especially as new books are constantly issued each year. It saves me a tremendous amount of time attempting to research which books to read and offers me opportunities to read books I wouldn't have considered or found otherwise.”

- Book Matchmaker Participant

BOOK MATCHMAKER

We believe in connecting community members with the materials they're seeking to achieve their goals. Often, this happens in-person. In 2020, when the Safer at Home order was enacted, we brainstormed ways we could continue to connect our community with the materials they were seeking, while also providing a human connection. One of the services born from these needs was Book Matchmaker, our book recommendation service.

Book Matchmaker continues to be one of our popular services. It allows us to connect with our community and inspires them to continue reading by providing personalized recommendations. Since its inception, over 325 matches have been made.

LIBRARY INTERNSHIPS

We were proud to host three internships last year. Our interns experienced the work of librarianship first-hand and explored how to use their talents and perspectives to impact their communities.

Each of our interns had a different focus area. Brenda, our Children's Services intern, came to us as a library volunteer pursuing a Master of Library Information Science from Syracuse University. As an intern, she learned about curriculum and program planning and ran two school-age programs. She was also responsible for creating and implementing a self-directed activity.

Morgan, our teen intern, came to us from a Public Library Association Inclusive Internship Initiative. The initiative aimed to offer paid mentored internships in local public libraries to high-school age students from diverse backgrounds. During her time at APL, Morgan learned more about the library, as well as developed and managed a teen program. Her program, "It's in the Stars," offered teens the opportunity to learn about zodiac signs, create art, check out materials related to astrology and enjoy themed refreshments.

Amari, our Community Partnerships apprentice came to us from a Libraries in Bloom Northeast Wisconsin Library Apprenticeship Initiative. The initiative, which works to cultivate a diverse library workforce, exposes young adults who reflect the racial diversity of our communities to a career in libraries. At the time of her apprenticeship, Amari was a second-year student at the University of Wisconsin-Oshkosh studying Business Management. During her time with us, she designed and hosted a focus group, with the results enhancing our Small Business - Big Impact Initiative.

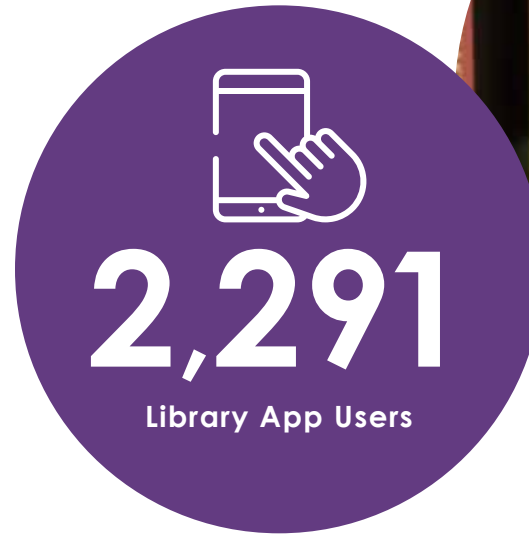


“My experience was amazing. I didn’t realize how much business and libraries connected. I really felt like I was a big piece of the organization in a sense. I loved the creative control I had, and I really think that will help me down the line.”

- Amari, Library Apprentice

ENRICHED EXPERIENCES

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



LIBRARY APP

We are continually evaluating our communication channels to provide great customer experiences.

Last year, we had the opportunity to update our library app through our service provider. There were several improvement areas available for us to consider. One of the major improvements we made was creating a simple interface, focusing on what patrons use most frequently. Additional improvements included; a more browsable catalog, the ability to view checkout history, easier to use digital library cards, and easier to manage holds.

PLAYAWAYS

There is something for everyone in our collections. Last year we expanded our Playaway collection to include titles for adults and teens.

Playaways are audiobooks pre-loaded onto a small device. No internet or Wi-Fi is needed, just a pair of headphones to plug in. They're small and convenient, making them perfect for traveling.

In addition, Playaways can be used alone or paired with print to improve literacy, comprehension and retention. They create confidence in struggling readers of all ages.

SERVICES AND PROGRAMS FOR ALL

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



15
New Spaces
in the Library



LIBRARY BUILDING PROJECT

One of our largest and most exciting projects last year was the kickoff of construction for the new library. This project would not have come to fruition without the support of the community. We can't wait to open the doors to the new library next year.

It's been a winding road to get to where we are. During the last quarter of 2022, the bid opening for the library project revealed costs escalated beyond the project team's estimations. The team recommended the City of Appleton Common Council reject all bids. This would allow the team to rework the design and scope and rebid the project.



The team worked through major changes to the design during the first quarter of 2023. They came back with a modified design that continued to meet project objectives for accessibility, safety, sustainability, flexibility and connectivity.

Behind the scenes, Friends of Appleton Public Library began to cultivate private philanthropic support for the library. This was a huge task. They gathered a group of long-standing library supporters to form a library capital campaign committee. This committee spent many hours keeping potential donors informed of the project and the city's approach to delivering a cost-effective plan.



The project was rebid with a June 15 bid opening. The bids fit within the overall project budget and the City of Appleton Common Council approved the bids June 21.

On July 25, we had an amazing turnout for our groundbreaking event. Hundreds of community members celebrated this once-in-a-lifetime milestone with us, enduring the scorching heat. This was proof of how much our community supports and appreciates their library.

By August, construction was in full swing with demolition work taking up most of the fourth quarter.



355K
Pounds of
Metal Recycled

We had one more twist in our journey by the end of the year. The lease at our first temporary location was up and we needed to find another location to operate from. The developer of the site we were operating at graciously worked with the City of Appleton and the library project for several years. They were able to help connect us with the Thompson Center on Lourdes who were leasing a space for their future location. The Thompson Center kindly agreed to sublease their space to us so we could continue to provide critical library services to the community.



By November, Friends of Appleton Public Library kicked off the public phase of their Building Beyond Words capital campaign. This work is crucial to the success of this project. At the time of their public kickoff Friends and the capital campaign committee had already raised an incredible \$10.3 million of their \$12 million goal.

As part of the campaign kickoff, for a limited time, a matching donation was available to donors. Thanks to the generous support of Mary Beth Nienhaus, every donation was matched up to \$500,000.

We are so grateful for Friends of Appleton Public Library, the capital campaign committee and everyone who has continued to support the project. This project would not have happened without the community coming together. You are library champions. You're helping us fulfill our mission and vision. You're transforming the library into a building beyond words.



Appleton
Public Library

2023 Annual Report

3000 E. College Ave.
Appleton, WI 54915
920-832-6173
apl.org

PROCLAMATION



Office of the Mayor

WHEREAS, on September 1, 1897, the City of Appleton opened its 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; and

WHEREAS, over the past 126 years the Appleton Public Library has evolved alongside our community, serving as a source of information, innovation, inclusion, and community connectedness; and

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 7-13, 2024, as

Library Week

in Appleton and encourage all residents to visit the temporary library at 3000 E. College Avenue. 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.

Signed and sealed this 1st day of April 2024.



JACOB A. WOODFORD
MAYOR OF APPLETON



YOU'RE INVITED

Join the Appleton Public Library Board of Trustees for a private reception and breakfast refreshments

In support of *Building Beyond Words*
Appleton Public Library Capital Campaign

April 18 from 8:00-9:30 am

Copper Rock Downtown Appleton
210 W. College Avenue

RSVP by April 10 to Meredith Mason
mmason@friendsofappletonlibrary.org | (920) 832-3931





Library Board of Trustees

Jason Brozek

Nanette (Nan) Bunnow

John Keller

Rebecca Kellner

Peter Lee

Brian Looker

Margret Mann

Lisa Nett

Nancy Scheuerman

Umika Sivasamy

Katie Van Zeeland





LEGAL & ADMINISTRATIVE
SERVICES DEPARTMENT

Office of the City Clerk

100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6443

Fax: 920/832-5823

"...meeting community needs...enhancing quality of life."

NOTICE OF QUORUM

Library Trustees Breakfast

NOTICE IS HEREBY GIVEN that a potential quorum of the Appleton Public Library Board of Trustees may be present at the **Library Trustees Breakfast**, to occur on **Thursday, April 18, 2024 at 8:00 a.m.** at Copper Rock Coffee Co. located at 210 W. College Avenue, Appleton, WI 54911.

THERE MAY BE A MAJORITY OF THE LIBRARY BOARD OF TRUSTEES PRESENT, BUT THERE WILL BE NO ACTION TAKEN.

Kami Lynch, City Clerk

Date: 4/4/2024

Eclipse Program Summary

SEAL Training | September 20, 2023 | Fond De Lac Public Library

Two staff from APL attended the SEAL (Solar Eclipse Activities for Library) training offered at the Fond du lac Public Library. The training was facilitated by Dr. Jaime Harold and Stephanie Vierow-Fields from the Space Science Institute. Staff observed live demonstrations of the two solar viewing kits available for loan through the Wisconsin Department of Public Instruction. Staff learned about the impacts of incorporating more STEM-related programming in libraries, how to utilize solar viewing kits in regular programming (non-eclipse related) and other resources to reference including bilingual STEM activities.



Eclipse Storytime | October 14, 2023 | 43 people

During the annular eclipse, APL staff offered a solar Storytime, craft station and livestreaming of the eclipse. Participants received solar eclipse glasses.



Solar Viewing & Craft | February 10, 2024 | 35 people

Through the Wisconsin Department of Public Instruction, APL borrowed a SEAL (Solar Eclipse Activities for Libraries) Kit. The Multigeneration Kit included a solar telescope and two SUNoculars. Patrons were able to see the sun outside and do craft activities inside the library. Participants received solar eclipse glasses.



Eclipse Crafters | April 6, 2024 | 51 people

In anticipation of the solar eclipse, APL offered craft activities inspired by the sun and moon. Participants received solar eclipse glasses.



Eclipse Community Partners

APL partnered with the following organizations and provided each organization with eclipse glasses.

- Boys & Girls Club of Fox Valley
- Pillars Adult & Family Shelter
- AASD Even Start
- Appleton Public Montessori