



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, February 25, 2020

4:30 PM

225 N. Oneida Street

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[20-0243](#) January 14, 2020 Meeting Minutes

Attachments: [January 14 2020 Meeting Minutes.pdf](#)

4. Public Participation and Communication

Establish Order of the Day

5. Action Items

- [20-0244](#) Report of the Personnel & Policy Committee Meeting

Attachments: [Personnel and Policy Committee Meeting Minutes 2-17-2020.pdf](#)

- [20-0245](#) Library Table of Organization Change Request - Safety Manager

Attachments: [TO Change February 2020 memo.pdf](#)

[Attachment - June 2019 memo.pdf](#)

[Attachment - January 2018 memo.pdf](#)

- [20-0246](#) Establishment of the Library Director's 2020 Performance Goals

- [20-0267](#) December 2019 End of Year Final

Attachments: [2019 END OF YEAR.pdf](#)

- [20-0247](#) Bill Register - January 2020

Attachments: [January Bill Register.pdf](#)

[January Expense Report.pdf](#)

[20-0248](#) February 2020 Budget Amendment

Attachments: [February 2020 Budget Amendment.pdf](#)

[20-0249](#) 2019-2020 Carry-over Request

Attachments: [Copy of 19 - 20 carryover request.pdf](#)

[20-0250](#) 2020 Materials Collection Budget

Attachments: [2020 Materials Budget Driving Issues.pdf](#)
[2020 Materials Budget Board view.pdf](#)

[20-0251](#) 2020 Friends Grants Budget

Attachments: [2020 Friends Funded Initiatives.pdf](#)

[20-0252](#) 2019 Department of Public Instruction Public Library Annual Report

Attachments: [2019 Annual Report Unsigned.pdf](#)

[20-0253](#) Report of the Scholarship Committee

Attachments: [Scholarship Committee Meeting Minutes 2-17-2020.pdf](#)

[20-0254](#) Request to Close for Library Staff Training Wednesday, April 15, 2020
8am-12pm

Attachments: [2020 Closure for Staff Training Memo.pdf](#)

6. Information Items

A. Assistant Director's Report

[20-0255](#) APL Hiring Processes

[20-0256](#) 2019 End of Year Statistics

Attachments: [OCT 2019.pdf](#)
[NOV 2019.pdf](#)
[DEC 2019.pdf](#)
[Taxpayer 20 02 updated.pdf](#)

[20-0257](#) Friends Grant Funded Program Summaries 4th Quarter 2019

Attachments: [Friends Grant Funded Program Summaries 4th Quarter 2019 FINAL.pdf](#)

[20-0258](#) The Fine Free Library Movement - what fine free libraries are finding?

B. Friends Report

[20-0260](#) Friends Events

C. Staff Updates

[20-0261](#) Childrens Program Updates

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

Tuesday, January 14, 2020

4:30 PM

225 N. Oneida Street

1. Call meeting to order

President Rebecca Kellner called the meeting to order at 4:30pm

2. Roll call of membership

Others Present: Amanda Abshire, Beth Carpenter, Ann Cooksey, Derik Henken, Tina Krueger, Adriana McCleer, Jessica Miller, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Jim Walsh, Maureen Ward

Present: 10 - Bergman, Peterson, Bloedow, Scheuerman, Alderperson Croatt, Hartjes, Mann, Looker, Kellner and Exarhos

Others : 1 - Panella

3. Approval of minutes from previous meeting

[20-0029](#)

December 17, 2019 Meeting Minutes

Attachments: [December 17 2019 Meeting Minutes.pdf](#)

Bloedow moved, seconded by Mann, that the December 17, 2019 Meeting Minutes be approved. Voice Vote. Motion Carried. (10-0)

4. Public Participation and Communication

Establish Order of the Day

5. Action Items

[20-0030](#)

December 2019 Bill Register (Partial)

Attachments: [December Bill Register.pdf](#)
[December Expense Report.pdf](#)

Scheuerman moved, seconded by Exarhos, that the December 2019 Bill Register (Partial) be approved. Voice Vote. Motion Carried. (10-0)

6. Information Items

A. Director's Report

[20-0032](#) Public Library Fines: Current Trends and Approaches

Attachments: [ALA CD 38 RESOLUTION ON MONETARY LIBRARY FINES AS A FORM OF SOCIAL JUSTICE Revised 1_27_0.pdf](#)
[Report Two Data \(002\).pdf](#)

[20-0033](#) General Annual Trustees Calendar

Attachments: [General Board Meeting Schedule \(1-2020\).pdf](#)

[20-0034](#) APL Hiring Processes

C. President's Report**B. Assistant Director's Report**

[20-0035](#) Trustee Essentials - Chapter 2: Who Runs the Library? and Chapter 7: The Library Board and Library Personnel

Attachments: [Trustee Essentials 2 - Who Runs the Library.pdf](#)
[Trustee Essentials 7 - The Library Board and Library Personnel.pdf](#)

D. Staff Updates

[20-0036](#) FlipSide

[20-0037](#) Workforce and Job Skill Development

[20-0038](#) Civic Engagement

[20-0039](#) Children's Services Program Updates

Closed Session

Looker moved, seconded by Croatt, that the Library Board meet in Closed Session pursuant to State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session regarding the mixed use library development and then reconvene into Open Session.

Roll Call. Motion carried by the following vote:

Begman - Aye, Bloedow - Aye, Croatt - Aye, Esarhos - Aye, Hartjes - Aye, Kellner - Aye, Looker - Aye, Mann - Aye, Peterson - Aye, Scheuerman - Aye
The meeting moved into Closed Session at 5:15pm

Croatt moved, seconded by Hartjes that the Library Board resume meeting in Open Session. Roll Call. Motion carried by the following vote:

Begman - Aye, Bloedow - Aye, Croatt - Aye, Esarhos - Aye, Hartjes - Aye, Kellner - Aye, Looker - Aye, Mann - Aye, Peterson - Aye, Scheuerman - Aye
The meeting resumed Open Session at 5:29pm

7. Adjournment

Bergman moved, seconded by Looker that the meeting be adjourned. Voice Vote. Motion Carried. (10-0)
The meeting was adjourned at 5:30pm



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Monday, February 17, 2020

1:00 PM

225 N. Oneida Street

Personnel & Policy Committee

1. Call meeting to order

Chairperson Pat Exarhos called the meeting to order at 1:04pm

2. Roll call of membership

Others Present: Sandy Matz, Colleen Rortvedt, Tasha Saecker

Present: 4 - Bergman, Peterson, Mann and Exarhos

Others : 1 - Kellner

3. Action Items

[20-0198](#)

Library Table of Organization Change Request - Safety Manager

Attachments: [TO Change February 2020 memo.pdf](#)

[Attachment - June 2019 memo.pdf](#)

[Attachment - January 2018 memo.pdf](#)

Peterson moved, seconded by Mann, that the Library Table of Organization Change Request - Safety Manager:

- Add 1FTE Library Safety Manager in an amount not to exceed \$51,376 plus benefits in Pay Grade "I" in Library Administration (16010.6101) salary projection is based on the mid-point of the pay grade

- Adding \$15,000 to the existing Operations Part Time Sub budget (16031.610800)

and eliminating the following positions:

- Vacant .5 FTE Library Clerk - Public Services (projected at \$16,562)

- Vacant .5 FTE Library Page Clerk - Materials Management (projected at \$15,619)

- Vacant 1 FTE Operations Clerk - Operations (projected at \$61,624 / includes benefits)

be recommended for approval. Voice Vote. Motion Carried. (4-0)

Closed Session

Mann moved, seconded by Bergman that the Committee meet in Closed Session pursuant to WI Statute 19.85(f)(c) to discuss personnel matters. Voice Vote. Motion Carried. (4-0)

Roll Call was taken.

The meeting went into Closed Session at 1:26pm.

Mann moved, seconded by Bergman that the Committee reconvene meeting in Open Session. Voice Vote. Motion Carried. (4-0)

Roll Call was taken.

The meeting resumed Open Session at 1:44pm

[20-0199](#)

Establishment of the Library Director's 2020 Performance Goals

Mann moved, seconded by Peterson, that the Establishment of the Library Director's 2020 Performance Goals be recommended for approval. Voice Vote. Motion Carried. (4-0)

4. Information Items

[20-0201](#)

Inclusive Services Assessment: Discussion of Governance Items Related to the Personnel and Policy Committee

a. Library Director Job Position

b. Interpreter Policy

Attachments: [Inclusive Services Assessment Trustee Pages October 2019.pdf](#)

[APL Library Director Job Description.pdf](#)

[City of Appleton Interpreter Policy.pdf](#)

[20-0202](#)

Discussion of Library Safety and Security

a. Social Worker in the Library Needs Assessment Update

b. Discussion of how the library's strategic plan guides safety and security

Attachments: [StrategicPlan_OnePage.pdf](#)

5. Adjournment

Peterson moved, seconded by Bergman that the Personnel and Policy Committee meeting be adjourned. Voice Vote. Motion carried. (4-0)

The meeting adjourned at 2:35pm.



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

TO: APPLETION PUBLIC LIBRARY BOARD OF TRUSTEES

FROM: COLLEEN RORTVEDT, DIRECTOR – APPLETION PUBLIC LIBRARY

DATE: FEBRUARY 12, 2020

RE: LIBRARY TABLE OF ORGANIZATION CHANGE REQUEST – Safety Manager

All library staff are expected to deal with issues related to safety and security as part of their job. However, the primary safety and security responsibilities at the library are currently divided between multiple staff. This workload has grown in volume and complexity and is no longer sustainable. The need for continuous attention to procedures, ongoing training, maintaining relationships with neighborhood collaborations, oversight of the guards and the contract with the security company deserve the dedicated time and attention of an individual that can provide a cohesive, clear and appropriate approach to safety and security.

For to the above reasons, I am recommending the following additions to the table of organization totaling \$93,805

- Adding 1 FTE Library Safety Manager in an amount not to exceed \$51,376 plus benefits in Pay Grade “I” in Library Administration (16010.610100). Salary projection is based on the mid point of the pay grade.
- Adding \$15,000 to the existing Operations Part Time Sub budget (16031.6108000)

Due to recent retirements, I propose the following eliminations to fund the above changes totaling \$93,805

- vacant .5 FTE Library Clerk – Public Services (projected at \$16,562)
- vacant .5 FTE Library Page Clerk – Materials Management (projected at \$15, 619)
- vacant 1 FTE Operations Clerk – Operations (projected at \$61,624 / includes benefits)

The Library Safety Manager position will oversee the safety and security of staff, patrons and the library facility. They will be responsible for coordinating, planning, directing and training all library staff in issues related to safety and security. They will provide supervisory leadership to our contracted security staff to protect library patrons, staff, collections, moveable property and the facility. Part of their role will include maintaining relationships with law enforcement, library and security staff, as well as other city agencies.

Providing safety and security in an environment that prioritizes welcoming and inclusiveness is complicated and it is important that as we hire for this position, that we do it with the expectations that the library board has in accordance with our library’s strategic plan mission, vision, values and objectives. The Library Board President has referred additional discussion of how the library’s strategic plan guides safety and security at the library to occur at this meeting. This discussion will be helpful to us as we search for the ideal candidate and oversee their approach to this work.

Safety and security issues have evolved and become increasingly time consuming and more complicated. Staff are expected to respond to safety and security issues as they arise and over the years staff have risen to that expectation admirably. However, we needed to recognize that we hire staff with expertise in different library specialty areas and that this was an area where we needed to do the same. I request you approve these changes to the library's table of organization.

Note: Since 2017 library staff have been providing updates regarding the status of safety and security at the library at library board meetings. Most of you are already familiar with this history so rather than repeat this information I have provided copies of the relevant memos in conjunction with this memo.



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

TO: Appleton Public Library Board of Trustees
FROM: Colleen Rortvedt, Library Director
DATE: June 18, 2019
SUBJECT: Library Safety and Security Update

The Appleton Public Library Building and Equipment Committee met on May 29 to discuss library safety and security. At that meeting the committee asked me to provide an update at the board meeting as well as describe any necessary board action that would be taken. I currently have no recommendations for actions for the library board to take.

Discussions about safety and security at the library are not new and all public entities have an obligation to make safety and security a priority. While we are all grappling with the recent horrors and heroism that occurred in our neighborhood last month, our focus has been on the long-term safety and security needs of the library.

The library hasn't embarked on this work alone. We have had enormous support from our Facilities Department, Police Department and the Milwaukee Public Library (MPL) who serves as a Resource Library to the State of Wisconsin. MPL provided us their Security Manager to participate in our security assessment and procedure and training updates.

In brief:

- We have updated procedures, will be developing a mandatory staff training and offering opportunities for staff to become familiar with aspects of the building they may not use often.
- The security guard is covering all operating hours.
- A security assessment of the building was completed with APD, Facilities and the MPL Security Manager. Updates currently being evaluated and prioritized.
- An evaluation of the neighborhood was done last week and we anticipate additional changes including an added camera, signage, removing or trimming trees that have made it difficult to monitor the neighborhood and removal of small structures that tend to encourage loitering.
- Library staff are researching alternative service models including the possibility of an in house or contracted community resource specialist to focus on connecting people facing poverty or experiencing homelessness with critical services, making referrals, serving as a conduit to other community agencies
- Staff are receiving training on compassion resilience

I will continue to provide you with regular updates. If there is any information you would like please let me know.

For more details about the above please read below.

Procedures and Training

Proper procedures and enforcement of policy are possibly the most important things we can do to ensure a safe library. We have updated library policies over the years to be in line with national library standards and our local need will continue to do so.

In the past month we have reviewed and updated our active threat procedure with the help of APD's Threat Assessment Officer and the MPL Security Manager. This procedure will be incorporated into an updated mandatory annual training.

Since a key part of any emergency is staff familiarity with the facility, regular opportunities for staff to have tours of rarely accessed emergency exits, stairways and alternative routes will be provided. Our new staff orientation will be updated to address safety and security procedures as well.

Security Guards

As you may recall, in January of 2018, the APL Board of Trustees approved a pilot to work with a contracted security company due to increased incidents within the library over the past several years. This funding provided a guard afternoons, nights and weekends. That pilot was successful in reducing calls for service to APD. Initially we also experienced a decrease in incidents within the library from 2017 but 2019 has returned to 2017 levels.

Importantly, while all staff are still expected to address issues they encounter, the guards allow staff to focus on their library work and allow an expert in security to address the behavior issues. Many of the issues the guards deal with are de-escalated by their interaction. The guards also take the lead on coordination with medical emergencies. While usually not security related, these issues are very time consuming and tend to disrupt the building, entrance and parking lot.

After it was determined that additional funding would not be available for security in 2019, staff identified a way to continue providing guards in 2019 for the same hours as in 2018 through reducing part time staff hours, the library's materials budget and a one-time savings in our network services contracts.

Following the tragedy outside the library in May, the library director directed the guards to be here during all library operating hours. This will require an additional \$10,000 and staff are still working to identify the source of the funding and will bring that forward in the future as a budget adjustment.

Security Assessment of Building

The current library facility has had security related upgrades over the years including cameras, a door access system, modifications to create doors to staff areas where there were none and other smaller security modifications. However, staff has been careful to do the minimum updates due to the ambiguous status of the library building project.

Regardless of what happens with the mixed-use library project the Appleton Public Library will be in this current facility for several more years. Consequently, city Facilities and library staff are working diligently to prioritize necessary security upgrades and implement different safety and security tools. We will do this with an understanding that we still do not know the future of the library building but must balance the public and staff's safety. I will be able to update you more at future meetings.

Neighborhood

The library neighborhood is a highly visited area with multiple public entities located adjacent to each other. Over recent years our neighbors have disappeared as multiple buildings adjacent to us have been

demolished. The potential for redevelopment in the neighborhood is exciting but in the meantime the library works hard to be good stewards of our neighborhood.

Library property ends at the sidewalk in front of the library. Library staff works closely with our fellow city departments of Valley Transit, Department of Public Works, Facilities Management and Appleton Police Department as well as private stakeholders and Appleton Downtown Inc to address safety needs outside the library's doors. This partnership resulted in the neighborhood's longstanding security guard collaboration.

An evaluation of the neighborhood was done last week and we anticipate additional changes including an added camera, signage, removing or trimming trees that have made it difficult to monitor the neighborhood and removal of small structures that tend to encourage loitering.

Alternative Service Models

A public library serves as an essential component of the civic and educational foundation of a community. For some a library is a place to simply get books, attend programs or access the internet. For others it is a lifeline, serving as a place where people turn for help during life transitions and where people in need of resources come for assistance.

For many years the library has been involved in partnerships and initiatives to respond positively to the changing needs of our community and we continue to work in a proactive way to balance safety and security needs with progressive approaches to serving our entire community.

One way libraries are increasingly responding is by employing or contracting with an agency to provide a social worker or in-house community resources specialist that focuses on connecting people facing poverty or experiencing homelessness with critical services, making referrals, serving as a conduit to other community agencies in areas of physical and mental health, housing and providing training to library staff. This position coordinates with local agencies to increase their presence within the library as well, something APL has been doing with local agencies in recent years. Eau Claire recently became the first library in the state to employ a community resources specialist.

Locally we are evaluating what type of position might be appropriate and feasible based on local needs. The United Way Fox Cities recently hosted a meeting on our behalf with a variety of providers in these areas to discuss this issue and we are evaluating next steps and potential partners. We are still in preliminary discussions on this and any future recommendations will be brought back to the board.

Finally, supporting our staff in new ways will be essential. Library work has evolved over the years as our community's needs have evolved and we are a key piece of our community's social safety net. Earlier this year we began working with the Wisconsin Initiative for Stigma Elimination and Rogers Behavioral Health to be the first library in the state to focus on compassion resilience. This program trains in-house staff as facilitators and peer supporters to learn from their work in groups or one-on-one as staff understand compassion fatigue and develop wellness and resilience strategies.



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TO: Appleton Public Library Board of Trustees

FROM: Colleen Rortvedt, Library Director

DATE: January 9, 2018

SUBJECT: Request to approve budget adjustment and to single source safety and security services to Securitas for the balance of 2018 in an amount not to exceed \$47,000

A public library serves as an essential part of the civic and educational foundation of a community. For some a library is a place to simply get books, attend programs or access the internet. For others it is a lifeline, serving as a place where people turn for help during life transitions and where individuals and families in need seek access to resources.

The Appleton Public Library (APL) continues to respond to our community's changing needs. The strategies we use embrace the evolving role of public libraries as part of the social safety net, serving people in need via a community-wide approach. Embracing this role, APL uses a multi-faceted approach to safety and security including:

- Keeping policies relevant. The Security and Safety Policy was updated in the fall of 2017.
- Exploring opportunities for utilizing and providing space for APD's behavioral health officer.
- Seeking alternative sources of funding to accomplish goals. APL and City staff attempted to secure Community Development Block Grant funds in 2017 to work through issues in the neighborhood but learned APL was ineligible for funding.
- Working proactively with populations that may not be familiar with library rules to familiarize them with library services and appropriate library behavior in a positive way.
- Offering regular programming and events connecting populations that are in need to area services.
- Exploring opportunities for agency street outreach staff to provide service in the library.
- Working to eliminate barriers to library access:
 - Expanding time limit for internet access to 3 hours a day
 - Eliminating fine restrictions on internet access
- Hosting "office hours" for social service agencies and non-profits serving in-need and at-risk populations.
- Holding training for staff by the Appleton Police Department (APD) and social service organizations on relevant issues of trauma, crisis, mental illness, homelessness, de-escalation, bomb threats and active threats.
- Working directly with homeless shelters on issues and communicating any emergency closures.
- Participating in local coalitions such as Housing Coalition meetings, Hmong Interagency meetings, Hispanic Interagency meeting, refugee resettlement and the Community Early Learning Center
- Collaborating on APD's Summer of Service.
- Participating in the Washington Square Neighborhood Group for over a decade, including contributing to the public-private partnership for the neighborhood security guard since 2012.

In 2010/2011, APL created the position of Operations Clerk in response to increased security incidents. This hybrid position looks after the overall library environment including; cleaning staff areas, setting up meeting rooms, supporting small facility projects, enforcing library policies, and serving as support for staff dealing with behavior issues that do not rise to the level of police intervention. This was an innovative approach and the Operations Clerks were very effective in mitigating the increases in behavior issues at that time.

Over the past two years, security incidents rising to the level of police intervention or leading to library restrictions have doubled. This adds stress on staff to complete their work, provide quality service for the public and to have a general sense of safety. The public is also concerned. In our biannual survey, safety is cited as the top concern from the public. The needs that we have today require a new level of expertise in safety and security.

In order to respond to these needs I am proposing:

A. APL contract with a company specializing in security to provide an unarmed security guard for the remainder of 2018 during the library's afternoon, evening and weekend hours for an average of 57 hours a week.

B. An internal budget adjustment from Materials Management – Books and Library Materials (16032.6315) to Administration – Other Contracts/Obligations (16010.6599) in the amount of \$47,000 in order to pilot this program with the approved funding for the 2018 budget. While we need to continue to have strong collections, safety and security are of paramount importance.

C. APL single-source this position to Securitas USA, providing the following advantages:

Securitas provides excellent service as the security guard provider for the Washington Square collaboration. They are familiar with the neighborhood and the security issues we face. They have a workstation within Valley Transit and monitor the interior of transit and the parking structures in the surrounding neighborhood.

While APL has unique statutory requirements in regards to privacy and confidentiality, integration between the proposed library security guard, the Washington Square security guard, Library Administration and the Appleton Police Department to the extent possible by law will be improved by utilizing the same provider.

In addition, Securitas has experience working within public libraries across the country and is committed to working with the unique needs of a public library environment. The library would move forward in a similar manner as done in the hiring of the Washington Square security guard and involve Appleton Police Department in the hiring process and training. APD and Securitas have worked well together through this partnership.

I request approval of this proposal as a pilot for 2018 that will be evaluated for continuation in future years. Evaluation will include impact on staff's perception of safety at work, number of incidents recorded during the year, and whether this position allows library staff to focus on their direct work rather than on security functions.

Thank you for your consideration of this important request.



02/19/2020 14:45
MillerJJ

City of Appleton
YEAR-TO-DATE BUDGET REPORT
2019 YEAR TO DATE BUDGET

P 1
glytdbud

FOR 2019 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
160 Library							
423200 Library Grants & Aids	-1,043,692	0	-1,043,692	-1,045,947.40	.00	2,255.40	100.2%
480100 General Charges for Service	-65,000	0	-65,000	-44,645.62	.00	-20,354.38	68.7%
500100 Fees & Commissions	-1,500	0	-1,500	-1,004.99	.00	-495.01	67.0%
501500 Rental of City Property	-30,000	0	-30,000	-30,012.50	.00	12.50	100.0%
502000 Donations & Memorials	0	0	0	-587.21	.00	587.21	100.0%
503500 Other Reimbursements	-18,650	-105,546	-124,196	-145,674.13	.00	21,478.13	117.3%
610100 Regular Salaries	2,280,638	0	2,280,638	1,976,313.87	.00	304,324.13	86.7%
610400 Call Time Wages	0	0	0	9.60	.00	-9.60	100.0%
610500 Overtime Wages	0	0	0	267.32	.00	-267.32	100.0%
610800 Part-Time Wages	200,903	22,500	223,403	253,883.82	.00	-30,480.82	113.6%
611400 Sick Pay	0	0	0	5,064.37	.00	-5,064.37	100.0%
611500 Vacation Pay	0	0	0	207,459.86	.00	-207,459.86	100.0%
615000 Fringes	843,325	5,050	848,375	561,466.62	.00	286,908.38	66.2%
615100 FICA	0	0	0	42,687.72	.00	-42,687.72	100.0%
615200 Retirement	0	0	0	37,250.43	.00	-37,250.43	100.0%
615301 Health Insurance	0	0	0	126,939.69	.00	-126,939.69	100.0%
620100 Training/Conferences	23,234	4,500	27,734	22,537.72	.00	5,196.28	81.3%
620600 Parking Permits	20,880	0	20,880	20,729.00	.00	151.00	99.3%
630100 Office Supplies	45,781	37,351	83,132	64,507.78	.00	18,624.22	77.6%
630300 Memberships & Licenses	2,200	3,200	5,400	3,218.17	.00	2,181.83	59.6%
630500 Awards & Recognition	850	1,000	1,850	1,156.67	.00	693.33	62.5%
630600 Building Maint./Janitorial	10,187	0	10,187	12,560.41	.00	-2,373.41	123.3%
630700 Food & Provisions	1,135	5,700	6,835	5,519.72	.00	1,315.28	80.8%
630902 Tools & Instruments	150	0	150	.00	.00	150.00	.0%
631500 Books & Library Materials	597,644	50,290	647,934	641,651.19	.00	6,282.81	99.0%
632001 City Copy Charges	100	0	100	.00	.00	100.00	.0%
632002 Outside Printing	0	1,040	1,040	1,031.42	.00	8.58	99.2%
632300 Safety Supplies	550	0	550	499.53	.00	50.47	90.8%
632700 Miscellaneous Equipment	69,630	5,000	74,630	57,149.70	.00	17,480.30	76.6%
640700 Solid Waste/Recycling Pickup	2,507	0	2,507	2,562.95	.00	-55.95	102.2%
641200 Advertising	1,288	1,000	2,288	2,408.90	.00	-120.90	105.3%
641301 Electric	101,444	0	101,444	88,807.92	.00	12,636.08	87.5%
641302 Gas	24,676	0	24,676	22,352.04	.00	2,323.96	90.6%
641303 Water	4,996	0	4,996	4,362.97	.00	633.03	87.3%
641304 Sewer	2,083	0	2,083	1,802.75	.00	280.25	86.5%
641306 Stormwater	2,781	0	2,781	3,075.28	.00	-294.28	110.6%
641307 Telephone	3,290	0	3,290	3,068.96	.00	221.04	93.3%
641308 Cellular Phones	1,428	0	1,428	1,517.48	.00	-89.48	106.3%
641600 Build Repairs & Maint	2,000	0	2,000	2,424.00	.00	-424.00	121.2%
641800 Equip Repairs & Maint	85,465	-20,000	65,465	73,370.85	.00	-7,905.85	112.1%

02/19/2020 14:45
MillerJJ

City of Appleton
YEAR-TO-DATE BUDGET REPORT
2019 YEAR TO DATE BUDGET



FOR 2019 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
642000 Facilities Charges	175,293	0	175,293	163,950.09	.00	11,342.91	93.5%
659900 Other Contracts/Obligation	112,183	51,580	163,763	163,949.61	.00	-186.61	100.1%
681500 Software Acquisition	8,498	0	8,498	2,304.53	.00	6,193.47	27.1%
TOTAL Library	3,466,297	62,665	3,528,962	3,309,991.09	.00	218,970.91	93.8%
TOTAL REVENUES	-1,158,842	-105,546	-1,264,388	-1,267,871.85	.00	3,483.85	
TOTAL EXPENSES	4,625,139	168,211	4,793,350	4,577,862.94	.00	215,487.06	
GRAND TOTAL	3,466,297	62,665	3,528,962	3,309,991.09	.00	218,970.91	93.8%

** END OF REPORT - Generated by Jessica J. Miller **

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City of Appleton
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2020/1 TO 2020/1		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16010									Library Administration
16010	630100								Office Supplies
	001583	UNITED STATES POSTAL	27147		0	2020	1 INV P	9.10 pcard	Board Meeting Packe
								ACCOUNT TOTAL	9.10
16010	659900								Other Contracts/Obligation
	002229	STAR PROTECTION AND	27258		0	2020	1 INV P	590.00 012220	541742 security guard
								ACCOUNT TOTAL	590.00
								ORG 16010 TOTAL	599.10
16021									Library Children's Services
16021	630100								Office Supplies
	001983	AMAZON	27174		0	2020	1 INV P	47.87 pcard	Star Wars Party Cra
	999990	FUN EXPRESS	27175		0	2020	1 INV P	141.50 pcard	Book Madness Readin
								ACCOUNT TOTAL	189.37
								ORG 16021 TOTAL	189.37
16023									Library Public Services
16023	630100								Office Supplies
	001034	OUTAGAMIE WAUPACA LI	27636		0	2020	1 INV P	108.00 013020	541820 movie license & rec
	002034	OFFICE DEPOT	27148		0	2020	1 INV P	12.10 pcard	Desk Calendar Refil
								ACCOUNT TOTAL	120.10
								ORG 16023 TOTAL	120.10
16024									Library Community Partnerships
16024	630100								Office Supplies
	001983	AMAZON	27921		0	2020	1 INV P	28.76 pcard	MLK Day of Service
								ACCOUNT TOTAL	28.76
16024	659900								Other Contracts/Obligation
	000531	FOX VALLEY COMMUNICA	27637		0	2020	1 INV P	261.85 013020	541799 hmong translation
	001034	OUTAGAMIE WAUPACA LI	27636		0	2020	1 INV P	1,242.00 013020	541820 movie license & rec
	999998	SUSAN HAVEL	25979		0	2020	1 INV P	50.00 010220	541375 find your ancestors
	999998	DAVE MILLER	25986		0	2020	1 INV P	25.00 010220	541374 FIND YOUR ANCESTRY
	999998	Renee Beese	27638		0	2020	1 INV P	100.00 013020	541816 wellness performanc
	999998	McKenna Ihde	27639		0	2020	1 INV P	300.00 013020	541815 artist-in-residence
								475.00	
								ACCOUNT TOTAL	1,978.85

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City of Appleton
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2020/1 TO 2020/1		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
				ORG 16024	TOTAL			2,007.61		
				Library Building Operations						
16031	641301				Electric					
16031	001575	WE ENERGIES	518	0	2020	1	INV P	6,259.23	013020	541865 4835-258-176 Librar
				ACCOUNT	TOTAL			6,259.23		
				Gas						
16031	641302				2020	1	INV P	2,911.85	013020	541865 5229-670-389 Public
16031	001575	WE ENERGIES	518	0	2020	1	INV P	2,911.85		
				ACCOUNT	TOTAL			2,911.85		
				ORG 16031	TOTAL			9,171.08		
				Library Materials Management						
16032	503500				Other Reimbursements					
16032	999998	HUE YIN KIM	27251	0	2020	1	INV P	5.00	012220	541704 lost & paid
	999998	David Oliver	27654	0	2020	1	INV P	20.00	013020	541812 lost and paid
								25.00		
				ACCOUNT	TOTAL			25.00		
				Office Supplies						
16032	630100				2020	1	INV P	330.10	pcard	Spine Labels
999990	ONLINE LABELS		27145	0	2020	1	INV P	1,248.95	pcard	Disc Buffer Supplie
999990	SP * ELM USA		27146	0	2020	1	INV P			
								1,579.05		
				ACCOUNT	TOTAL			1,579.05		
				Books & Library Materials						
16032	631500				2020	1	INV P	23,953.02	012220	541664 media
000400	EBSCO INFORMATION SE		27461	0	2020	1	INV P	3,751.64	pcard	
000889	MIDWEST TAPE		27033	0	2020	1	INV P	1,528.67	pcard	
000889	MIDWEST TAPE		27039	0	2020	1	INV P			
								5,280.31		
001983	AMAZON		27111	0	2020	1	INV P	180.45	pcard	
001983	AMAZON		27112	0	2020	1	INV P	175.05	pcard	
001983	AMAZON		27113	0	2020	1	INV P	20.73	pcard	
001983	AMAZON		27114	0	2020	1	INV P	55.93	pcard	
001983	AMAZON		27115	0	2020	1	INV P	49.08	pcard	
001983	AMAZON		27185	0	2020	1	INV P	188.59	pcard	
001983	AMAZON		27186	0	2020	1	INV P	34.99	pcard	
001983	AMAZON		27187	0	2020	1	INV P	23.90	pcard	
001983	AMAZON		27188	0	2020	1	INV P	28.99	pcard	
001983	AMAZON		27189	0	2020	1	INV P	103.87	pcard	
001983	AMAZON		27190	0	2020	1	INV P	24.56	pcard	

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City of Appleton
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2020/1 TO 2020/1		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
001983	AMAZON			27191	0	2020	1 INV P	5.97	pcard
001983	AMAZON			27192	0	2020	1 INV P	17.07	pcard
001983	AMAZON			27193	0	2020	1 INV P	24.84	pcard
001983	AMAZON			27194	0	2020	1 INV P	237.49	pcard
001983	AMAZON			27195	0	2020	1 INV P	13.99	pcard
001983	AMAZON			27196	0	2020	1 INV P	-29.99	pcard
001983	AMAZON			27197	0	2020	1 INV P	18.37	pcard
001983	AMAZON			27198	0	2020	1 INV P	35.94	pcard
001983	AMAZON			27199	0	2020	1 INV P	19.96	pcard
001983	AMAZON			27200	0	2020	1 INV P	32.32	pcard
001983	AMAZON			27201	0	2020	1 INV P	12.40	pcard
001983	AMAZON			27202	0	2020	1 INV P	5.82	pcard
001983	AMAZON			27203	0	2020	1 INV P	36.38	pcard
001983	AMAZON			27204	0	2020	1 INV P	41.77	pcard
001983	AMAZON			27205	0	2020	1 INV P	39.63	pcard
001983	AMAZON			27206	0	2020	1 INV P	27.60	pcard
001983	AMAZON			27207	0	2020	1 INV P	28.97	pcard
001983	AMAZON			27208	0	2020	1 INV P	26.59	pcard
001983	AMAZON			27209	0	2020	1 INV P	18.18	pcard
001983	AMAZON			27210	0	2020	1 INV P	18.90	pcard
001983	AMAZON			27211	0	2020	1 INV P	13.41	pcard
								1,531.75	
999990	INGRAM LIBRARY SERVI			27034	0	2020	1 INV P	172.15	pcard
999990	INGRAM LIBRARY SERVI			27035	0	2020	1 INV P	1,829.03	pcard
999990	INGRAM LIBRARY SERVI			27036	0	2020	1 INV P	187.17	pcard
999990	INGRAM LIBRARY SERVI			27037	0	2020	1 INV P	1,211.35	pcard
999990	INGRAM LIBRARY SERVI			27038	0	2020	1 INV P	478.55	pcard
999990	INGRAM LIBRARY SERVI			27149	0	2020	1 INV P	766.80	pcard
999990	INGRAM LIBRARY SERVI			27150	0	2020	1 INV P	1,923.38	pcard
999990	INGRAM LIBRARY SERVI			27151	0	2020	1 INV P	633.36	pcard
999990	INGRAM LIBRARY SERVI			27152	0	2020	1 INV P	259.35	pcard
999990	INGRAM LIBRARY SERVI			27153	0	2020	1 INV P	316.09	pcard
999990	INGRAM LIBRARY SERVI			27154	0	2020	1 INV P	704.24	pcard
999990	INGRAM LIBRARY SERVI			27155	0	2020	1 INV P	268.39	pcard
999990	INGRAM LIBRARY SERVI			27156	0	2020	1 INV P	388.48	pcard
								9,138.34	
ACCOUNT TOTAL								39,903.42	
ORG 16032 TOTAL								41,507.47	
16033	Library Network Services								
16033	632700	Miscellaneous Equipment							
999990	UPS*1351228986			26464	0	2020	1 INV P	53.64	pcard International Shipp
ACCOUNT TOTAL								53.64	
16033	641800	Equip Repairs & Maint							
000185	BIBLIOTHECA, LLC			26484	0	2020	1 INV P	18,927.00	011520 541497 yearly maint contra

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City of Appleton
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2020/1 TO 2020/1		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
001161	RFID LIBRARY SOLUTIO	26486		0	2020	1	INV P	20,000.00	011520	541573 amh service agreeme
002259	DEMCO SOFTWARE	24633		0	2020	1	INV P	4,168.50	010220	541362 room reserve softwa
ACCOUNT TOTAL								43,095.50		
				ORG 16033	TOTAL			43,149.14		
=====										
FUND 100 General Fund					TOTAL:			96,743.87		
=====										

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City of Appleton
YEAR-TO-DATE BUDGET REPORT
2020 YEAR TO DATE BUDGET

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FOR 2020 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
160 Library							
423200 Library Grants & Aids	-1,070,138	0	-1,070,138	.00	.00	-1,070,138.00	.0%
480100 General Charges for Service	-50,000	0	-50,000	-4,625.37	.00	-45,374.63	9.3%
500100 Fees & Commissions	-600	0	-600	-111.48	.00	-488.52	18.6%
501500 Rental of City Property	-30,000	0	-30,000	-30,000.00	.00	.00	100.0%
502000 Donations & Memorials	0	0	0	-8.92	.00	8.92	100.0%
503500 Other Reimbursements	-18,900	0	-18,900	-62,864.66	.00	43,964.66	332.6%
610100 Regular Salaries	2,289,492	0	2,289,492	106,507.87	.00	2,182,984.13	4.7%
610400 Call Time Wages	0	0	0	15.00	.00	-15.00	100.0%
610500 Overtime Wages	0	0	0	388.51	.00	-388.51	100.0%
610800 Part-Time Wages	203,913	0	203,913	11,713.69	.00	192,199.31	5.7%
611500 Vacation Pay	0	0	0	10,199.94	.00	-10,199.94	100.0%
615000 Fringes	835,669	0	835,669	.00	.00	835,669.00	.0%
615100 FICA	0	0	0	12,527.73	.00	-12,527.73	100.0%
615200 Retirement	0	0	0	11,551.15	.00	-11,551.15	100.0%
615301 Health Insurance	0	0	0	26,938.09	.00	-26,938.09	100.0%
620100 Training/Conferences	23,234	0	23,234	1,751.80	.00	21,482.20	7.5%
620600 Parking Permits	24,780	0	24,780	22,680.00	.00	2,100.00	91.5%
630100 Office Supplies	45,781	0	45,781	2,159.55	.00	43,621.45	4.7%
630300 Memberships & Licenses	2,200	0	2,200	160.00	.00	2,040.00	7.3%
630500 Awards & Recognition	850	0	850	.00	.00	850.00	.0%
630600 Building Maint./Janitorial	11,084	0	11,084	.00	.00	11,084.00	.0%
630700 Food & Provisions	1,135	0	1,135	41.20	.00	1,093.80	3.6%
630902 Tools & Instruments	150	0	150	.00	.00	150.00	.0%
631500 Books & Library Materials	597,644	0	597,644	39,903.42	.00	557,740.58	6.7%
632002 Outside Printing	100	0	100	.00	.00	100.00	.0%
632300 Safety Supplies	550	0	550	.00	.00	550.00	.0%
632700 Miscellaneous Equipment	68,630	0	68,630	53.64	.00	68,576.36	.1%
640700 Solid Waste/Recycling Pickup	2,707	0	2,707	.00	.00	2,707.00	.0%
641200 Advertising	1,288	0	1,288	.00	.00	1,288.00	.0%
641301 Electric	93,551	0	93,551	6,259.23	.00	87,291.77	6.7%
641302 Gas	22,283	0	22,283	2,911.85	.00	19,371.15	13.1%
641303 Water	5,125	0	5,125	.00	.00	5,125.00	.0%
641304 Sewer	2,114	0	2,114	.00	.00	2,114.00	.0%
641306 Stormwater	3,611	0	3,611	.00	.00	3,611.00	.0%
641307 Telephone	2,948	0	2,948	269.01	.00	2,678.99	9.1%
641308 Cellular Phones	1,155	0	1,155	.00	.00	1,155.00	.0%
641600 Build Repairs & Maint	2,000	0	2,000	.00	.00	2,000.00	.0%
641800 Equip Repairs & Maint	84,931	0	84,931	43,095.50	.00	41,835.50	50.7%
642000 Facilities Charges	184,361	0	184,361	.00	.00	184,361.00	.0%
642400 Software Support	4,498	0	4,498	.00	.00	4,498.00	.0%

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City of Appleton
YEAR-TO-DATE BUDGET REPORT
2020 YEAR TO DATE BUDGET



FOR 2020 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
659900 Other Contracts/Obligation	152,769	0	152,769	2,568.85	.00	150,200.15	1.7%
TOTAL Library	3,498,915	0	3,498,915	204,085.60	.00	3,294,829.40	5.8%
TOTAL REVENUES	-1,169,638	0	-1,169,638	-97,610.43	.00	-1,072,027.57	
TOTAL EXPENSES	4,668,553	0	4,668,553	301,696.03	.00	4,366,856.97	
GRAND TOTAL	3,498,915	0	3,498,915	204,085.60	.00	3,294,829.40	5.8%

** END OF REPORT - Generated by Jessica J. Miller **

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2020

<u>Budget Description</u>	<u>Business Unit</u>	<u>Acct. No.</u>	<u>Sub Acct No.</u>	<u>Subledger No.</u>	<u>Transfer Amount</u>
Other Reimbursements: OWLS training & travel support	16010	503500			\$ 3,500.00
Admin: Training & Travel	16010	620100			\$ 3,500.00
Other Reimbursements: OWLS materials support	16032	503500			\$ 21,000.00
MM: Library Materials	16032	631500			\$ 21,000.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	LIBADMIN	OTHREIMB		\$ 6,000.00
Admin: Training & Travel	LIB-FRIEND	LIBADMIN	TRAIN/CONF		\$ 600.00
Admin: Food & Provisions	LIB-FRIEND	LIBADMIN	FOOD/PROV		\$ 800.00
Admin: Printing	LIB-FRIEND	LIBADMIN	OUTPRINT		\$ 600.00
Admin: Advertising	LIB-FRIEND	LIBADMIN			\$ 2,000.00
Admin: Contracts	LIB-FRIEND	LIBADMIN	OTHCONTR		\$ 2,000.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	CHILDSERV	OTHREIMB		\$ 9,000.00
Childrens: Supplies	LIB-FRIEND	CHILDSERV	SUPPLIES		\$ 6,000.00
Childrens: Contracts	LIB-FRIEND	CHILDSERV	OTHCONTR		\$ 3,000.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	PUBLICSERV	OTHREIMB		\$ 500.00
PS: Supplies	LIB-FRIEND	PUBLICSERV	SUPPLIES		\$ 500.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	COMMPART	OTHREIMB		\$ 15,000.00
CP: Supplies	LIB-FRIEND	COMMPART	SUPPLIES		\$ 3,000.00
CP: Wage	LIB-FRIEND	COMMPART	PTWAGES		\$ 6,000.00
CP: Fringe	LIB-FRIEND	COMMPART	FRINGES		\$ 250.00
CP: Contracts	LIB-FRIEND	COMMPART	OTHCONTR		\$ 6,000.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	MATERIALS	OTHREIMB		\$ 3,500.00
MM: Library Materials	LIB-FRIEND	MATERIALS	BOOKS/MATS		\$ 3,500.00

For the purpose of:

- OWLS funds supporting Administration training and travel
- OWLS funds supporting the purchase of library materials
- Friends of APL first half of 2020 distribution of grant funds

Department Head	Date
-----------------	------

Budget Entry (BE) No.: _____

Approved by:

 Tony D. Saucerman, Finance Director

 Date

 Timothy M. Hanna, Mayor

 Date

Reported to Finance Committee:

 Date

Additional comments:

BUDGET AMENDMENT POLICY, revised 7/07:

The following items require approval of the Mayor and the Finance Director and will be reported to the Finance Committee as information items:

- Transfers of \$15,000 or less between operations programs within a department or between departments within a fund ;
- New appropriations of \$15,000 or less funded by grants, user fees, or other non-tax revenues.

The following items will be reported to the Finance Committee as action items and require approval by two thirds of the Common Council:

- Transfers in excess of \$15,000 between programs within a department or departments within a fund;
- New appropriations in excess of \$15,000 funded by grants, user fees, or other non-tax revenues;
- Any transfers between funds;
- Any new appropriations funded by debt or current year tax levy;
- Any carryover of unexpended budgets from a prior period;
- Any transfers from the reserve for contingencies;
- Use of funds budgeted for a particular capital project for any other purpose.
- Use of budgeted personnel dollars to increase the supplies and services budget .

For the Appleton Public Library operating budget, transfers of \$15,000 or less between budget lines and / or between budget programs require written approval by the Library Director. Transfers in excess of \$15,000 and all new library appropriations funded by grants user fees or other non-tax revenues require the approval of the Library Board Finance Committee and two-thirds of the full Library Board. All Library budget changes will be reported to the Council Finance Committee as informational items.

2019 Source:			2020 Destination:		
Fund /			Fund /		
Org Code	Object	Project	Org Code	Object	Project
Total - Special Consideration					

[illegible]

2020 Collection Management Driving Issues

<i>Overview</i>	Consolidate and migrate all Google Spreadsheets & historical data to MS Excel in order to provide better integration of data and reports
<i>Adult Fiction</i>	Finish collection review of genres and general fiction collection
<i>Adult Nonfiction</i>	Begin annual collection review using Edelweiss
<i>Adult Graphic Novels</i>	No major changes
<i>Adult Media</i>	Finish genrefication of the Adult video collection and purchase to flesh out collection
<i>Reference</i>	
<i>Wisconsin</i>	Review WI serials to identify cataloging issues
<i>Children's</i>	Continue collection review of the picture books, Early Reader and Spanish Language collections; begin annual collection review of the non-fiction collection using Edelweiss
<i>Young Adult</i>	Begin annual collection review using Edelweiss
<i>World Languages Collections</i>	No major changes
<i>Grant projects (collection related)</i>	Fox Cities Reads Books Build Community Cultivating Cultural Partnerships Through Collaborative Programs Memory Cafe

Recommended Materials Allocations Comparison 2019/2020

Allocations:	2019	\$597,644		
	2020	\$597,644		
Online Services	\$175,887	\$186,915		
	Adult Allocations		Children's Allocations	
	2019	2020	2019	2020
	<u>\$458,393</u>	<u>\$458,393</u>	<u>\$139,251</u>	<u>\$139,251</u>
Lucky Day Collect	\$10,000	\$10,000		
General Serials	\$23,700	\$27,400	\$977	\$927
Fiction Collections	\$54,000	\$43,000	\$50,000	\$50,000
Nonfiction Collect	\$91,000	\$90,000	\$30,500	\$30,000
Large Print	\$10,000	\$11,000		
Media Collections	\$80,500	\$105,000	\$18,319	\$17,500
Reference	\$14,350	\$13,650		
Wisconsin Collect	\$10,300	\$11,300		
World Languages	\$3,600	\$1,700	\$4,000	\$4,000
Young Adult Colle	\$13,864	\$13,864		
Section Office Co	\$1,100	\$10,800		
Sum Collections:	<u>\$312,414</u>	<u>\$337,714</u>	<u>\$103,796</u>	<u>\$102,427</u>

2020 Friends Grants - 3951

		1st Half	2nd Half	Total
Administration - 16010	Monthly totals:	\$6,000	\$6,500	\$12,500
	6201 Training/Travel	\$600	\$400	\$1,000
	6305 Awards & Recognition	\$0	\$300	\$300
	6307 Food & Provisions	\$800	\$1,200	\$2,000
	6320.2 Printing	\$600	\$600	\$1,200
	6412 Advertising	\$2,000	\$2,000	\$4,000
	6599 Contracts	\$2,000	\$2,000	\$4,000
Children's - 16021	Monthly totals:	\$9,000	\$9,000	\$18,000
	6301 Supplies	\$6,000	\$6,000	\$12,000
	6599 Contracts	\$3,000	\$3,000	\$6,000
Public Services - 16023	Monthly totals:	\$500	\$500	\$1,000
	6301 Supplies	\$500	\$500	\$1,000
Community Partnerships - 16024	Monthly totals:	\$15,000	\$15,000	\$30,000
	6301 Supplies	\$3,000	\$3,000	\$6,000
	6599 Contracts	\$6,000	\$6,000	\$12,000
	6108 Wage/Fringe	\$6,000	\$6,000	\$12,000
	Fringe	\$250	\$250	\$500
Materials Management - 16032	Monthly totals:	\$3,500	\$3,000	\$6,500
	6315 Library Materials	\$3,500	\$3,000	\$6,500
	Quarterly totals:	\$34,000	\$34,000	\$68,000



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 1-20)

Wis. Stat. §§ 43.05(4) & 43.58(6)

FOR THE YEAR 2019

INSTRUCTIONS: Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2019 are due to the DPI Division for Libraries and Technology no later than February 29, 2020.

I. GENERAL INFORMATION					
1. Name of Library		2. Public Library System			
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does your library operate a books-by-mail program?	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?				
19a. Winter Hours Open per Week	19b. Number of Winter Weeks	19c. Summer Hours Open per Week	19d. Number of Summer Weeks		
20. Square Footage of Public Library	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year?			22. DUNS Number <i>Nine digits</i>	
II. LIBRARY COLLECTION					
		a. Number Owned / Leased		b. Number Added	
1. Books in Print <i>Non-periodical printed publications</i>					
2. Electronic Books <i>E-books</i>					
3. Audio Materials					
4. Electronic Audio Materials <i>Downloadable</i>					
5. Video Materials					
6. Electronic Video Materials <i>Downloadable</i>					
7. Other Materials Owned <i>Describe</i>					
8. Electronic Collections <i>Locally Owned or Leased</i>					
9. Total Electronic Collections <i>Local, regional, and state</i>					
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>					

III. LIBRARY SERVICES

1. Circulation Transactions			2. Interlibrary Loans		
a. Total Circulation		b. Children's Materials	a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>
3. Number of Registered Users			4. Reference Transactions		5. Library Visits
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method b. Annual Count
6. Uses of Public Internet Computers		7. Uses of Public Wireless Internet		8. Number of Website Visits	9a. Local Electronic Collection Retrievals 9d. Total Electronic Collection Retrievals
a. Method	b. Annual Count	a. Method	b. Annual Count		
10. Uses of Electronic Materials by Users of Your Library					
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Works	e. Uses of Children's Electronic Materials	
11. Programs and Program Attendance Annual Count					11. Number of Public Use Computers
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL	a. Total b. Internet Access
Number of Programs					
Total Attendance					

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.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
No. of Library Board Members <i>Include vacancies in this count</i>					

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

Subtotal 1

2. County

a. Home County Appropriation for Library Service

Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount

Subtotal 2b

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	

Subtotal 3

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

Program or Project	Amount

Subtotal 4

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

Name	Amount	Name	Amount

Subtotal 5

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

7. All Other Operating Income

8. Total Operating Income
Add 1 through 7

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

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

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. Employee Benefits *Include maintenance, security, plant operations*

3. Library Collection Expenditures

a. Print Materials

b. Electronic Materials

c. Audiovisual Materials

d. All Other Library Materials

e. Subtotal 3

4. Contracts for Services *Include contracts with other libraries, municipalities, and library systems here. Include service provider.*

Provider	Amount	Provider	Amount
Subtotal 4			

5. Other Operating Expenditures

6. Total Operating Expenditures *Add 1 through 5*

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

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			
b. State			
c. Municipal			
d. County			
e. Other			
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARDAll funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

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	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian							

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week

2. Library Staff Full-Time Equivalents (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

Master's Degree from an ALA
Accredited Program (FTE)

Other Persons Holding the
Title of Librarian (FTE)

Subtotal 2a

b. All Other Paid Staff (FTE)
*Include maintenance, plant
operations, and security*

c. Total Library Staff
(FTE)

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*

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 Your County				
3. Circulation to Nonresidents Living in Another County in Your System				
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System				
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State		
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, do you 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.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

- | | | |
|--|---|---|
| 1. Does your library provide wireless Internet access for patrons' mobile devices? | 2. What type of Internet connection do you have? <i>Mark all that apply</i>
<input type="checkbox"/> a. State TEACH line
<input type="checkbox"/> b. Other broadband connection
<i>Local cable, telco, community network, etc.</i> | 3. Does your library use any type of Internet filtering software or service?
<input type="checkbox"/> a. Yes, on all Internet workstations
<input type="checkbox"/> b. Yes, on some Internet workstations
<input type="checkbox"/> c. No filtering on any Internet workstation |
|--|---|---|

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 (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Self-directed Activities				
	Total Self-directed Activity Participation				

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
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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
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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 county 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 your 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 ➤	Name of President <i>Print or type</i>	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i>	Date Signed

	STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS	
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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

The _____ Board of Trustees hereby states that in 2019, the _____

Name of Public Library *Name of Public Library System / Service*

- ☐ **did** provide effective leadership and adequately meet the needs of the library.
- ☐ **did not** provide effective leadership and adequately meet the needs of the library.

Indicate with an X one of the following two 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 your library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

	CERTIFICATION	
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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 your public library system.

President, Library Board of Trustees Signature 	Name of President <i>Print or type</i>	Date Signed
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	COMMENTS	
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City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Monday, February 17, 2020

4:00 PM

225 N. Oneida Street

Friends / F. P. Young Scholarship Committee

1. Call meeting to order

Chairperson Brian Looker called the meeting to order at 4:04pm

2. Roll call of membership

Others Present: Ann Cooksey, Colleen Rortvedt

Present: 4 - Bloedow, Looker, Panella and Erickson

3. **Action Items**

[19-1911](#)

Friends of Appleton Public Library / Frank P. Young Scholarship Award

Attachments: [Scholarship Committee Meeting Minutes 12-13-2019.pdf](#)

Bloedow moved, seconded by Erickson, that the Friends/F.P.Young Scholarship be awarded to PaJa Yang in the amount of \$1500 and to Owen Anderson in the amount of \$500 be recommended for approval. Voice Vote. Motion Carried. (4-0)

4. Adjournment

Erickson moved, seconded by Panella that the meeting be adjourned. Voice Vote. Motion Carried. (4-0)

The Friends/F.P. Young Scholarship Committee meeting adjourned at 4:17pm



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

TO: Library Board of Trustees

FROM: Tasha Saecker, Assistant Director

DATE: February 13, 2020

RE: 2020 Library Closure for Staff Training

As we do every year, the library will be closing in order to train all our staff at once. This unique opportunity allows us to meet as a larger team, which would not be possible if we were open.

This year, I am proposing closing for the morning of Wednesday, April 15th. We would reopen at noon that day to the public. Our program this year will be focused on implicit bias and serving people in need. Local experts will do the presentations, including the City's Diversity and Inclusion Coordinator and the Behavioral Health Officer from the Appleton Police Department.

Thank you for considering closing the library for our 2020 staff training.

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
OCTOBER 2019

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	45,642	47,057	463,009	489,886	-3%	-5%
Children's Circulation	29,424	34,499	297,045	331,360	-15%	-10%
Total Circulation	75,066	81,556	760,054	821,246	-8%	-7%
Adult AV/nonbook (included in above)	20,616	21,217	202,777	222,157	-3%	-9%
Children's AV/non-book (included in above)	5,155	6,876	58,281	69,677	-25%	-16%
E-Book Circulation	7,410	5,891	72,079	56,399	26%	28%
E-Audiobook Circulation	6,722	5,644	61,787	42,453	19%	46%
E-Video Circulation	449	350	4,704	3,379	28%	39%
E-Comics Circulation	94	118	1,608	1,395	-20%	15%
E-Magazine Circulation	1,945	1,389	16,891	10,159	40%	66%
E-Music Circulation	227	218	2,042	1,995	4%	2%
Total E-Circulation	16,847	13,610	159,111	115,780	24%	37%
ILL items received (received from)	13,196	12,732	122,618	121,791	4%	1%
ILL items loaned (provided to)	12,108	13,125	122,130	129,283	-8%	-6%
Total Registered Patrons (quarterly)	79,729	80,715	n/a	n/a	-1%	n/a
Door Count	33,345	35,726	346,450	373,493	-7%	-7%
Percentage of Total Circulation on Self Check Machines	71.4%	72.7%	n/a	n/a	-2%	n/a

II. Customer Assistance	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	4,588	3,544	34,721	34,880	29%	0%
Reference Transactions - Children's	1,426	1,684	13,620	15,875	-15%	-14%
Total Reference	6,014	5,228	48,341	50,755	15%	-5%
Volunteer Hours	496	640	6,029	6,350	-22%	-5%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	3,221	2,633	27,052	24,085	22%	12%
Volumes Withdrawn	8,420	5,560	65,498	28,279	51%	132%
Total Titles	243,104	280,814	n/a	n/a	-13%	n/a
Total Volumes	291,032	335,042	n/a	n/a	-13%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
OCTOBER 2019

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's						
Children's Programs (including group visit)	63	81	691	633	-22%	9%
Children's Program Attendance (including group visit)	2,809	3,396	26,409	22,129	-17%	19%
Children's Home Visits	1	6	31	54	-83%	-43%
Children's Home Visit Participants	2	17	106	136	-88%	-22%
Children's Literacy Offerings	0	0	4	6	0%	-33%
Children's Literacy Offering Participants	0	0	4,030	3,951	0%	2%
Children's Drop-In Activities	8	9	74	66	-11%	12%
Children's Drop-In Activity Participants	597	1,000	12,762	7,308	-40%	75%
Young Adult						
Young Adult Programs	2	26	104	101	-92%	3%
Young Adult Program Attendance	34	1,932	2,337	4,249	-98%	-45%
Young Adult Literacy Offerings	0	0	1	2	0%	-50%
Young Adult Literacy Offering Participants	0	0	865	733	0%	18%
Young Adult Drop-In Activities	0	0	2	5	0%	-60%
Young Adult Drop-In Activity Participants	0	0	5	261	0%	-98%
Adult						
Adult Programs	31	27	203	229	15%	-11%
Adult Program Attendance	438	404	3,704	4,365	8%	-15%
Adult One-on-One Instructions	5	0	42	61	>100%	-31%
Adult One-on-One Instruction Attendance	5	0	43	57	>100%	-25%
Adult Literacy Offerings	0	0	1	2	0%	-50%
Adult Literacy Offering Participants	0	0	774	380	0%	104%
Adult Drop-In Activities	1	6	25	21	-83%	19%
Adult Drop-In Activity Participants	1	40	983	984	-98%	0%
Total Programs	96	134	998	963	-28%	4%
Total Program Attendance	3,281	5,732	32,450	30,743	-43%	6%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	297	256	2345	2335	16%	0%
Meeting Room Uses - Events (Library Programs)	190	144	1,357	1,335	32%	2%
Total Meeting Room Uses	487	400	3,702	3,670	22%	1%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
OCTOBER 2019

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	68,129	80,742	1,168,962	856,564	-16%	36%
Web Page "Hits"	76,445	93,872	742,696	898,507	-19%	-17%
Fox Valley Memory "Hits"	578	375	9,069	19,876	54%	-54%
Remote Logins to InfoSoup	19,444	10,339	120,663	111,587	88%	8%
Public Computing Sessions	4,398	4,873	42,637	45,458	-10%	-6%
Total Time Used on Public Computers	3564:00:00	4018:00:00	33683:00:00	37587:00:00	-11%	-10%
Data Transferred (GB)	3740	1520	23018	12883	146%	79%
WIFI Distinct Clients	3726	3131	33161	29844	19%	11%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
NOVEMBER 2019

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	42,138	46,172	505,147	536,058	-9%	-6%
Children's Circulation	26,995	31,164	324,040	362,524	-13%	-11%
Total Circulation	69,133	77,336	829,187	898,582	-11%	-8%
Adult AV/nonbook (included in above)	19,030	21,835	221,807	243,992	-13%	-9%
Children's AV/non-book (included in above)	4,823	6,256	63,104	75,933	-23%	-17%
E-Book Circulation	7,055	5,596	79,134	61,995	26%	28%
E-Audiobook Circulation	4,245	5,308	66,032	47,761	-20%	38%
E-Video Circulation	508	334	5,212	3,713	52%	40%
E-Comics Circulation	122	81	1,730	1,476	51%	17%
E-Magazine Circulation	2,106	2,411	18,997	12,570	-13%	51%
E-Music Circulation	204	214	2,246	2,209	-5%	2%
Total E-Circulation	14,240	13,944	173,351	129,724	2%	34%
ILL items received (received from)	12,422	12,562	135,040	134,353	-1%	1%
ILL items loaned (provided to)	10,695	12,125	132,825	141,408	-12%	-6%
Total Registered Patrons (quarterly)	79,729	80,715	n/a	n/a	-1%	n/a
Door Count	33,779	35,552	380,229	409,045	-5%	-7%
Percentage of Total Circulation on Self Check Machines	72.3%	73.7%	n/a	n/a	-2%	n/a

II. Customer Assistance	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	2,618	3,287	37,339	38,167	-20%	-2%
Reference Transactions - Children's	1,333	1,396	14,953	17,271	-5%	-13%
Total Reference	3,951	4,683	52,292	55,438	-16%	-6%
Volunteer Hours	553	633	6,582	6,982	-13%	-6%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	2,202	2,129	29,254	26,214	3%	12%
Volumes Withdrawn	2,545	4,388	68,043	32,667	-42%	108%
Total Titles	242,658	278,877	n/a	n/a	-13%	n/a
Total Volumes	290,689	332,783	n/a	n/a	-13%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
NOVEMBER 2019

IV. Programs	This Month			Last Year to	Month %	Year %
	Current Month	Last year	Year to Date	Date	Change	Change
Children's						
Children's Programs (including group visit)	76	47	767	680	62%	13%
Children's Program Attendance (including group visit)	2,326	1,882	28,735	24,011	24%	20%
Children's Home Visits	0	4	31	58	-100%	-47%
Children's Home Visit Participants	0	14	106	150	-100%	-29%
Children's Literacy Offerings	2	3	6	9	-33%	-33%
Children's Literacy Offering Participants	566	404	4,596	4,355	40%	6%
Children's Drop-In Activities	10	8	84	74	25%	14%
Children's Drop-In Activity Participants	500	624	13,262	7,932	-20%	67%
Young Adult						
Young Adult Programs	2	15	106	116	-87%	-9%
Young Adult Program Attendance	2,019	442	2,357	4,691	357%	-50%
Young Adult Literacy Offerings	0	0	1	2	0%	-50%
Young Adult Literacy Offering Participants	0	0	865	733	0%	18%
Young Adult Drop-In Activities	0	0	2	5	0%	-60%
Young Adult Drop-In Activity Participants	0	0	5	261	0%	-98%
Adult						
Adult Programs	24	28	227	257	-14%	-12%
Adult Program Attendance	509	307	4,213	4,672	66%	-10%
Adult One-on-One Instructions	8	4	50	65	100%	-23%
Adult One-on-One Instruction Attendance	3	3	46	60	0%	-23%
Adult Literacy Offerings	0	0	1	2	0%	-50%
Adult Literacy Offering Participants	0	0	774	380	0%	104%
Adult Drop-In Activities	1	5	26	26	-80%	0%
Adult Drop-In Activity Participants	26	134	1,009	1,118	-81%	-10%
Total Programs	102	90	1,100	1,053	13%	4%
Total Program Attendance	4,854	2,631	35,305	33,374	84%	6%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	254	241	2599	2575	5%	1%
Meeting Room Uses - Events (Library Programs)	165	174	1,522	1,454	-5%	5%
Meeting Room Uses	419	415	4,121	4,029	1%	2%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
NOVEMBER 2019

V. Electronic Access Services	This Month			Last Year to Date	Month % Change	Year % Change
	Current Month	Last year	Year to Date			
Database Sessions	47,027	62,712	1,215,989	919,276	-25%	32%
Web Page "Hits"	64,794	79,166	807,490	977,673	-18%	-17%
Fox Valley Memory "Hits"	845	928	9,914	20,804	-9%	-52%
Remote Logins to InfoSoup	10,235	10,750	130,898	122,337	-5%	7%
Public Computing Sessions	3,642	4,647	47,035	50,105	-22%	-6%
Total Time Used on Public Computers	3056:00:00	3983:00:00	36739:00:00	41570:00:00	-23%	-12%
Data Transferred (GB)	3530	1540	26548	14423	129%	84%
WIFI Distinct Clients	3589	2959	36750	32803	21%	12%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
DECEMBER 2019

I. Circulation	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	39,989	45,300	545,136	581,358	-12%	-6%
Children's Circulation	21,895	25,688	345,935	388,212	-15%	-11%
Total Circulation	61,884	70,988	891,071	969,570	-13%	-8%
Adult AV/nonbook (included in above)	18,072	21,886	239,879	265,878	-17%	-10%
Children's AV/non-book (included in above)	4,229	5,500	67,333	81,433	-23%	-17%
E-Book Circulation	6,207	5,442	85,341	67,437	14%	27%
E-Audiobook Circulation	5,385	4,927	71,417	52,688	9%	36%
E-Video Circulation	409	358	5,621	4,071	14%	38%
E-Comics Circulation	106	92	1,836	1,568	15%	17%
E-Magazine Circulation	1,499	1,753	20,496	14,323	-14%	43%
E-Music Circulation	196	195	2,442	2,404	1%	2%
Total E-Circulation	13,802	12,767	187,153	142,491	8%	31%
ILL items received (received from)	11,527	11,723	146,567	146,076	-2%	0%
ILL items loaned (provided to)	10,400	10,888	143,225	152,296	-4%	-6%
Total Registered Patrons (quarterly)	79,729	80,715	n/a	n/a	-1%	n/a
Door Count	28,303	31,651	408,532	440,696	-11%	-7%
Percentage of Total Circulation on Self Check Machines	71.8%	73.4%	n/a	n/a	-2%	n/a

II. Customer Assistance	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	2,623	2,967	39,962	41,134	-12%	-3%
Reference Transactions - Children's	1,031	1,197	15,984	18,468	-14%	-13%
Total Reference	3,654	4,164	55,946	59,602	-12%	-6%
Volunteer Hours	855	779	7,437	7,761	10%	-4%

III. Collections & Processing	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	1,905	1,765	31,159	27,979	8%	11%
Volumes Withdrawn	7,644	2,351	75,687	35,018	225%	116%
Total Titles	240,888	278,139	n/a	n/a	-13%	n/a
Total Volumes	284,950	332,197	n/a	n/a	-14%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
DECEMBER 2019

IV. Programs	This Month		Last Year to Date	Last Year to Date	Month % Change	Year % Change
	Current Month	Last Year				
Children's						
Children's Programs (including group visit)	47	52	968	732	-10%	32%
Children's Program Attendance (including group visit)	1,269	1,494	45,473	25,505	-15%	78%
Children's Home Visits	2	0	35	58	>100%	-40%
Children's Home Visit Participants	5	0	113	150	>100%	-25%
Children's Literacy Offerings	0	0	0	9	0%	-100%
Children's Literacy Offering Participants	0	0	0	4,355	0%	-100%
Children's Drop-In Activities	3	4	62	78	-25%	-21%
Children's Drop-In Activity Participants	144	249	6,667	8,181	-42%	-19%
Young Adult						
Young Adult Programs	2	12	109	128	-83%	-15%
Young Adult Program Attendance	21	218	3,243	4,909	-90%	-34%
Young Adult Literacy Offerings	0	0	0	2	0%	-100%
Young Adult Literacy Offering Participants	0	0	0	733	0%	-100%
Young Adult Drop-In Activities	0	0	2	5	0%	-60%
Young Adult Drop-In Activity Participants	0	0	5	261	0%	-98%
Adult						
Adult Programs	13	17	244	274	-24%	-11%
Adult Program Attendance	175	253	5,162	4,925	-31%	5%
Adult One-on-One Instructions	7	1	78	66	600%	18%
Adult One-on-One Instruction Attendance	7	1	74	61	600%	21%
Adult Literacy Offerings	0	0	0	2	0%	-100%
Adult Literacy Offering Participants	0	0	0	380	0%	-100%
Adult Drop-In Activities	3	0	29	26	>100%	12%
Adult Drop-In Activity Participants	130	0	1,234	1,118	>100%	10%
Total Programs	62	81	1,321	1,134	-23%	16%
Total Program Attendance	1,465	1,965	53,878	35,339	-25%	52%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	230	186	2829	2761	24%	2%
Meeting Room Uses - Events (Library Programs)	138	117	1,660	1,571	18%	6%
Meeting Room Uses	368	303	4,489	4,332	21%	4%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
DECEMBER 2019

V. Electronic Access Services	This Month				Month % Change	Year % Change
	Current Month	Last Year	Year to Date	Last Year to Date		
Database Sessions	72,412	45,048	1,288,401	964,324	61%	34%
Web Page "Hits"	67,866	70,227	875,356	1,047,900	-3%	-16%
Fox Valley Memory "Hits"	576	1,320	10,490	22,124	-56%	-53%
Remote Logins to InfoSoup	9,468	9,756	140,366	132,093	-3%	6%
Public Computing Sessions	3,234	4,405	50,269	54,510	-27%	-8%
Total Time Used on Public Computers	2701:00:00	3690:00:00	39440:00:00	45260:00:00	-27%	-13%
Data Transferred (GB)	2330	1920	28878	16343	21%	77%
WIFI Distinct Clients	3164	2929	39914	35732	8%	12%

BY THE BOOK

How Wisconsin's libraries are adapting in 2020 and beyond

Despite a shifting media landscape, the state's public libraries still play a critical role, especially for those who are low income, rural, and people of color. Some library usage trends have fallen from their peak during the recession. Others – including the use of public Wi-Fi, electronic materials, and attendance at various programs – are rising sharply. However, libraries face challenges from shifting staffing trends and an increasing reliance on local government revenues.

With the advent of Netflix, YouTube, podcasts, and Amazon, one might expect usage of public libraries to be in decline. But in Wisconsin, residents appear to be using libraries to a similar degree, although they are doing so in different ways. While the number of visits to public libraries and circulation of books and other traditional materials fell in 2018 to levels similar to 2000, attendance at library programs has more than doubled over the same time span, and the use of library Wi-Fi more than doubled from just 2013 to 2017. The usage of electronic books and other online materials managed by libraries also continues to climb.

Though overall usage of libraries has not changed much since 2000, people are using them for different reasons. Many library services peaked during the last recession, indicating that Wisconsinites turn to libraries in times of economic downturn for activities such as finding a new job or social services, or as an inexpensive source of leisure activity. Meanwhile, polling and state data show not all state residents use libraries in the same way – in Wisconsin, certain underserved groups use their libraries at higher rates than their neighbors.

On the financial front, state data show that public library systems are holding their own in terms of overall funding. Yet, deeper analysis also reveals some financial and staffing challenges that may become more onerous in the future.

The Wisconsin Department of Public Instruction (DPI) collects data each year related to the services and finances of Wisconsin's nearly 380 municipal, county,

and tribal libraries. DPI also publishes summary reports that each public library system (PLS) authors each year on the same topics.

In Wisconsin, PLSs coordinate services across all libraries in a county or multi-county region, including technology, databases, professional training, and more. Every public library – including large ones with multiple branches like Madison and Milwaukee – belongs to one of 16 PLSs (see Figure 1 on page 2). A key role of the PLS is to manage interlibrary loans; for example, should a resident of Walworth County want a book only available in the Racine Public Library, staff from the Lakeshores Library System would coordinate the interlibrary loan for that patron.

Using the DPI data, we look back to 2000 to examine how Wisconsin residents use their libraries today versus 20 years ago. Additionally, we provide insight from two recent Marquette Law School polls into how Wisconsinites use and view their public libraries.

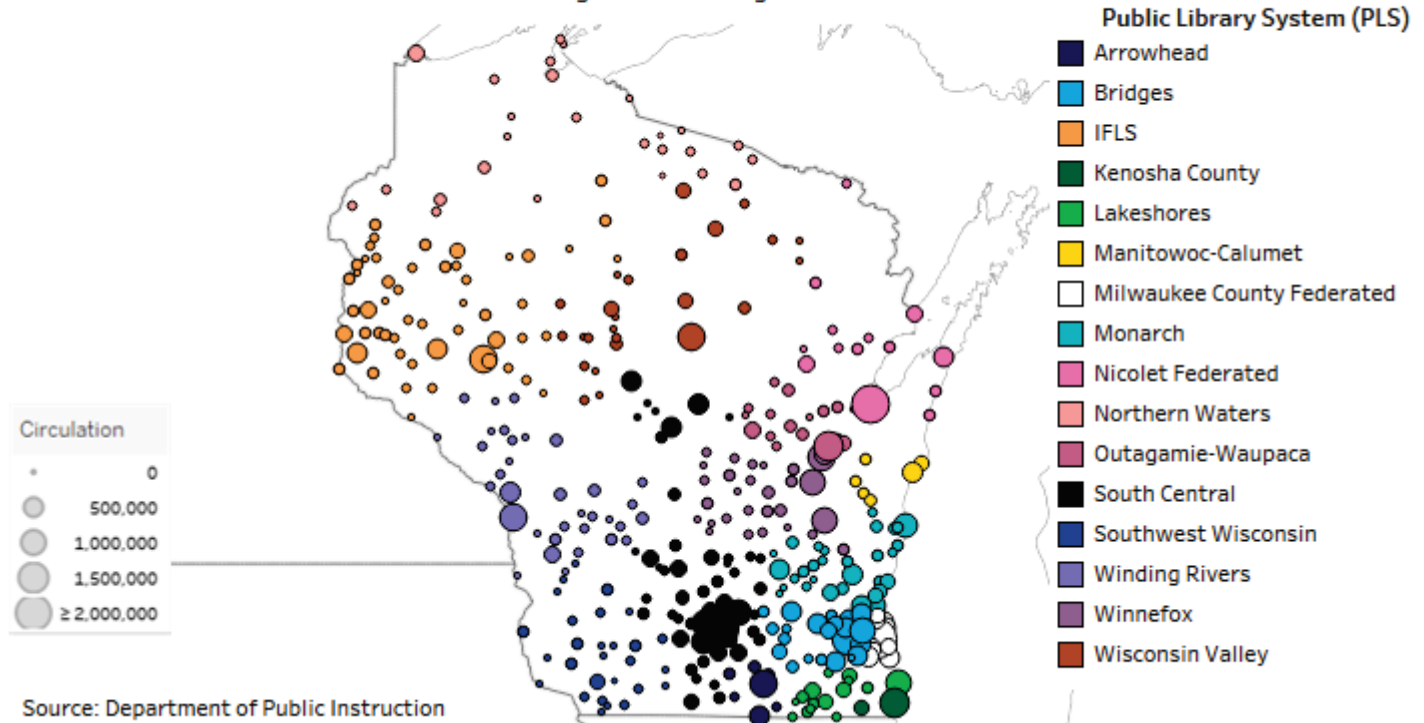
HOW LIBRARIES ARE USED NOW

Library visits are perhaps the most obvious metric in determining overall usage. DPI provides data from most of the state's libraries (all but 5-15% each year), which allows us to conduct a detailed though not complete analysis of visitation trends.

In 2018, there were almost 28 million visits to the 332 Wisconsin public libraries that have visit numbers, or about five per Wisconsin resident. Overall visits are down less than 1% since 2000 but have dropped 22% since a peak in 2009. Slightly more libraries reported

Figure 1: Wisconsin's Public Libraries in 2018

Larger bubbles = higher circulation



visit numbers in both of these years than in 2018, meaning that overall visits are likely up slightly since 2000. That said, median visits statewide confirm that visits are generally flat since 2000 but have declined substantially in the past decade.

Visit trends differ somewhat by region. Whereas visits to libraries in cities, suburbs, and towns grew slightly from 2000 to 2009 and then began a more dramatic drop-off, rural libraries experienced a steeper increase in the earlier part of the century. All four locale types have seen an 18-25% drop in visits since 2009, but rural libraries had 40% more visitors in 2018 than 2000, while visits to suburban libraries grew just 0.5% and visits to libraries in cities and towns dropped over the full time span.

Figure 2 on page 3 shows trends at the 10 most-visited municipal libraries in Wisconsin. Visits to the various branches of the Madison Public Library peaked at 2.35 million in 2009 but are still up 15% since 2000. The Milwaukee Public Library has seen gradual decreases in visits to its branches since a peak of 2.81 million in 2004, and visits in 2018 were down 27.6% from 2000.

Circulation is also a key metric in determining library usage. DPI data show that circulation (i.e. materials checked out) is up 7.4% in Wisconsin public libraries

since 2000, but down 23.6% since the height of the economic recession. In city libraries, circulation is down overall since 2000, but it is up nearly one-quarter in both suburban (24.9%) and rural (23.2%) libraries. Recession peaks are a statewide trend: since 2009 circulation dropped by 15-35% in all 15 PLSs that existed in both that year and 2018. The public libraries in Milwaukee and Madison also experienced large drops in circulation: from 2009 to 2018, Madison's circulation declined 34.8% from 4.85 million to 3.16 million, while Milwaukee's fell 32% from 3.03 million to 2.06 million. Still, public libraries in Wisconsin had a total circulation that remained above 50 million in 2018, or almost nine books or other materials per state resident.

On their own, these two variables might suggest that public engagement with Wisconsin's libraries is in decline. But other metrics suggest that rather than declining, library usage has evolved since 2000.

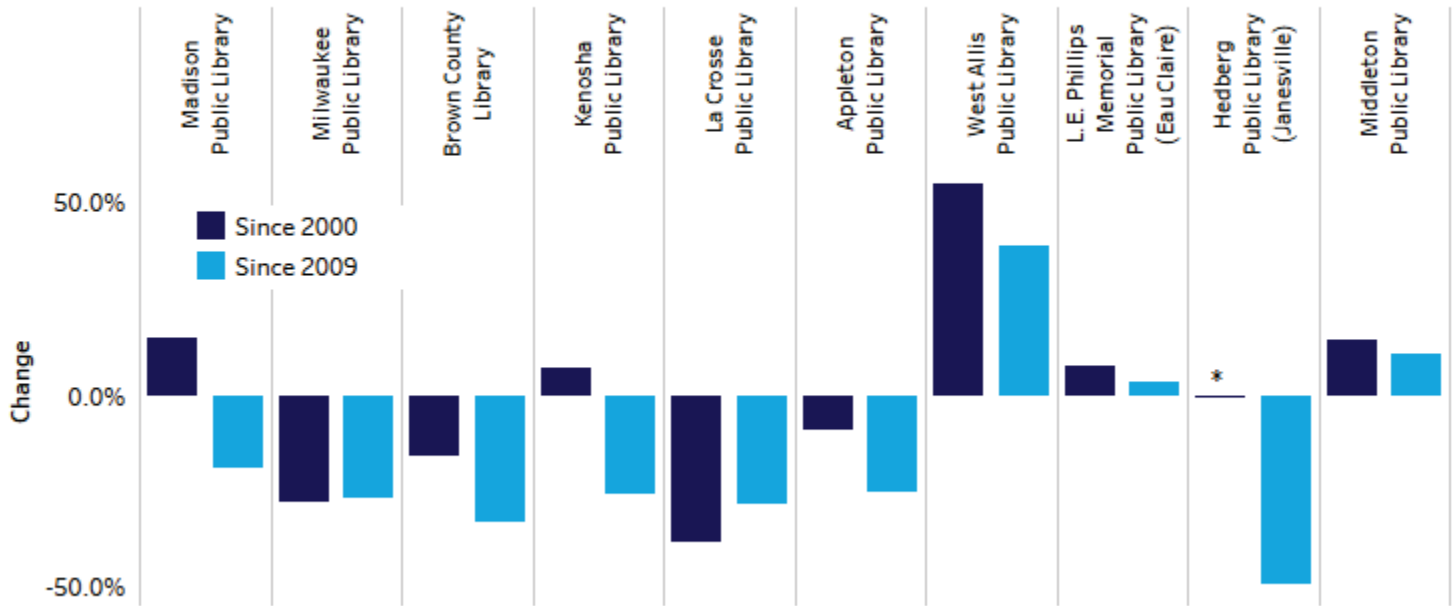
For example, online access to resources is not reflected in the figures on visits or traditional circulation. In fact, DPI has recently begun tracking uses of "e-content" such as electronic copies of print books or audio books as a metric comparable to circulation.

While circulation of traditional materials may have declined in recent years, the opposite is true of e-content. From 2015 to 2018 alone, e-content uses rose from 2.95 million to 4.47 million, an increase of 51%.



Figure 2: Visits to Wisconsin Libraries Down Since 2009

Visit changes in Wisconsin's ten most-visited public libraries



Source: Department of Public Instruction. *Hedberg Public Library missing visits in 2000.

Though traditional circulation – which still dwarfs e-content use – dipped from 54.8 million to 50.0 million in the same time span, the rise in e-content use could be seen as making up nearly a third of that loss. As libraries move into the digital age, more and more traditional library material is becoming available online, meaning patrons can now access that material without visiting the library. Though this might signal a continued decline in library visits and traditional circulation numbers, it expands options for patrons, particularly those with physical disabilities, those without regular access to transportation, and those who live outside of walking or driving distance from a library.

Wi-Fi usage in Wisconsin's libraries has also increased. DPI began asking libraries to report the number of times someone used their Wi-Fi in 2013 and has reliable numbers up until 2017. Not all libraries have reliably tracked this information, but there were 106 that did from 2013 to 2017. In those libraries, Wi-Fi usage was up 103%, from 1.69 million uses in 2013 to 3.44 million in 2017. Wi-Fi usage at least doubled in the suburban (102%) and town (139%) libraries with all years of data, but only increased 30% in rural libraries.

Another bright sign for Wisconsin's public libraries is a steep rise in attendance at library programs, which has more than doubled over the past two decades, from 1.31 million in 2000 to 2.85 million in 2018. Attendance is up 66.6% in cities, but over 120% in suburb, town, and rural libraries (see Figure 3 on page 4). Eight of the 15 PLSs that existed across that time

span saw program attendance at least double, including two that more than tripled.

The Madison Public Library, which offered more than 6,000 programs at its branches in 2018, saw program attendance nearly quadruple, from 36,012 in 2000 to 142,709 in 2018. The Madison branches offer programs serving all age groups including topics like “Preschool Storytime” and “One-on-One Computer Assistance.” One [national-level survey](#) suggests that the uptick in program attendance nationwide could be attributed to the idea that more people “recognized libraries as a resource for job training and language building” in the aftermath of the economic recession, as well as increased perception of the library as a “community hub” rather than merely a public space with free books.

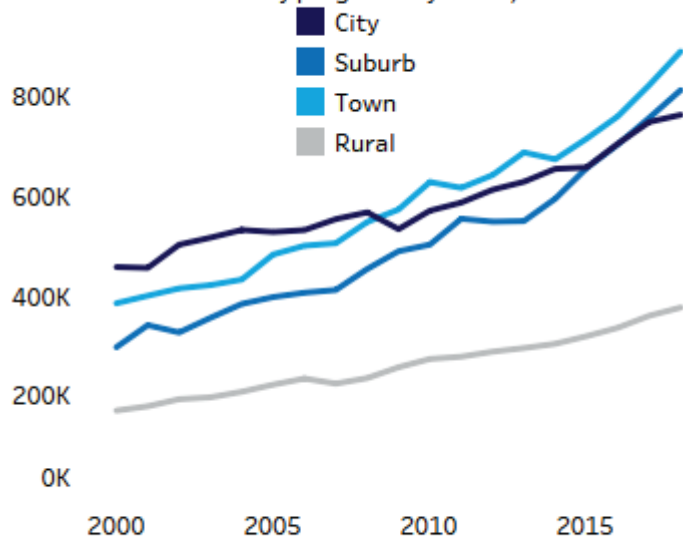
THE POPULARITY OF WISCONSIN'S LIBRARIES

While visitation and usage statistics tell part of the story, understanding how citizens view and use their libraries requires additional context. The Marquette University Law School frequently polls Wisconsin residents on a wide range of issues, and polls conducted in both 2015 and 2017 included a number of questions regarding public libraries. Figure 4 shows pertinent results from both surveys.



Figure 3: Program Attendance Rises Steadily

Attendance at library programs by locale, 2000 to 2018



Source: Department of Public Instruction. Locale designations from National Center for Education Statistics.

In the March 2017 poll, 58% of the 800 survey respondents said they had been to a library in the past 12 months. Among them, 78% said they went to check out a book, the most popular answer (respondents could say they attended for more than one activity). In line with findings discussed above, the next most popular response was to take a child to a program (47%), and a quarter of all respondents went to libraries in the past year to attend a program themselves.

Whereas 27% said they went to use a computer or the internet in 2015, 35% answered the same in 2017.

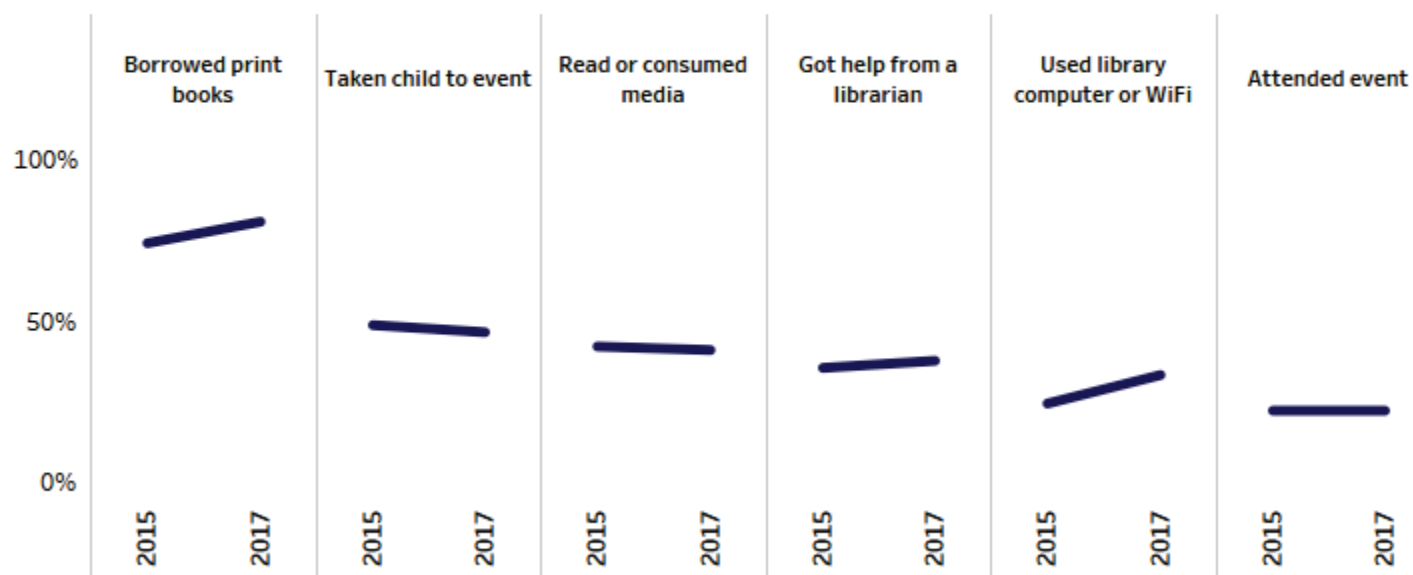
Marquette Law School also publishes cross-tabulations of its survey responses, so answers can be broken out across variables such as race, age, and education level, although the small sample sizes for some groups means we should be cautious about the results. Nevertheless, for further context, we looked at responses aggregated across both the 2015 and 2017 surveys in cross-tab categories including age, race, income, education, locale, and gender.

Outside of those with at most a high school degree or no degree, at least 50% of respondents from all groups had been to a public library in the past year. However, they went for very different reasons. A total of 38% across both polls said they went to the library to get help from a librarian, but this number rose to 57% for black respondents, 48% for those with an income less than \$40,000, 48% for those 60 and older, and 42% for those identifying as living in a rural area. We observed similar responses for those who went to the library to use a computer or the internet: compared to a poll average of 31%, Hispanic (61%), black (55%), and low-income (40%) respondents said they did so at higher rates. Black (68%) and Hispanic (57%) Wisconsinites also were much more likely than the average citizen (48%) to take a child to an event. When asked how a library closing would impact them personally, black, older, and low-income respondents said it would have a major effect at higher rates than the statewide average.

Figure 4: Why Wisconsinites Go to the Library

Results from Sept. 2015 and Mar. 2017 Marquette Law Polls

Of those who said they had been to library in the last year - in the last year, have you...



Source: Marquette Law Poll



In national surveys from the same time period, researchers at Pew obtained similar findings. In 2016 polling, they found that young (ages 16-29), black, and low-income citizens were more likely to have visited a public library in the past year, as well as use a library computer. Pew also found that “23% of all Americans ages 16 and above” had gone to a library to use a computer, the internet, or a public Wi-Fi network in the past year, and 7% had gone to use a Wi-Fi signal from outside the library once it had closed – an acute issue in communities that have poor or no at-home Wi-Fi connection, such as rural areas or low-income households.

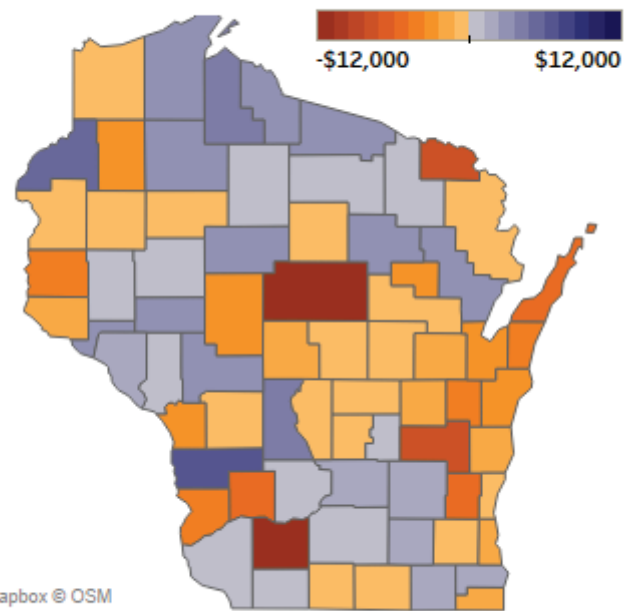
FINANCIAL POINTS OF INTEREST

From the 30,000-foot level, the budgets of Wisconsin’s public libraries appear to have been stable over the past two decades. From 2000 to 2018, operating revenues and expenditures rose around 40% across city libraries, 70% across suburban and town libraries, and over 100% across rural libraries. By comparison, the Consumer Price Index rose 45.8% over those years.

That said, a few trends reveal some emerging challenges for Wisconsin libraries. First, public libraries will have to consider the appropriate mix of staffing they need to effectively serve patrons with varying needs. Over both decades, there was a slight gain in full-time equivalent (FTE) employees in Wisconsin’s public libraries overall, but city libraries – still the most visited of any locale – lost 8.8% of their staff.

Additionally, though DPI data does not indicate which staff are part- versus full-time, there are other indications that libraries may be hiring more part-time staffers. From 2011 to 2018, Wisconsin’s libraries paid \$2.1 million less in benefits to their employees, but gained 132.6 FTEs, an increase of 4.4% (see Figure 5). Some of the drop in benefits spending is likely due to 2011 Act 10, which required most public workers to make additional contributions for benefits such as pensions, thus lowering the cost for employers. Yet the data also suggest that, perhaps to hold down costs, a number of libraries around the state may be hiring part-time employees who do not receive fringe benefits. Whether this is an optimal strategy for staffing libraries – as opposed to a financially necessary one – is unknown. Regardless, a continued shift to part-time staffing may not be viable going forward in light of the extent to which it has already occurred.

Figure 5: Libraries Paying Out Less in Benefits
2011 to 2018 Change in Benefits per FTE by County



Source: Department of Public Instruction

Another important financial consideration for libraries is their mix of funding. In 2000, 86.8% of the \$164.2 million in revenues that supported libraries in Wisconsin came from either municipal or county sources, such as the property tax. In 2018, that rose to 89.9% of \$256.4 million of overall funding (after removing \$5 million in unusual, one-time revenue to one library; see Figure 6 on page 6). In the same time span, libraries’ share of the funds allocated by counties and municipalities for culture, recreation, and education rose from 34.0% to 38.2%. These figures suggest that municipalities and counties have viewed libraries as a priority and have kept up their commitments of local taxes and discretionary state aid, but whether that prioritization can be sustained in the face of growing budget challenges is uncertain.

Also of note is slowing and inconsistent growth in the “all other income” category of revenue. According to DPI, this category includes “monetary gifts, donations, interest, fines, and fees...available for library use.” Statewide, there has been a [recent push](#) by library officials to begin to eliminate fines for overdue materials, as they have increasingly been seen as an economic barrier to access for some patrons as well as an administrative burden. Though fines do not account for large portions of total library funding, a continued push to eliminate them removes one stream of funding.



Figure 6: How Wisconsin's Libraries Are Financed
Statewide revenues and expenditures in millions, 2018



Source: Department of Public Instruction

Consistent growth in revenues may have been a necessity for libraries to keep up with changing demands from patrons. As discussed previously, the function of the library has evolved since 2000. Outside of compensation, much of library spending then was comprised of the purchase of new materials in traditional forms. Today, libraries purchase technology that requires more regular upkeep as well as staff training. Programs to teach patrons how to use new technologies – ranging from Wi-Fi to 3-D printers – can be costly as well.

In line with that shift, spending increases across categories have varied since 2000. Compared to a 59.5% increase in overall library spending from 2000 to 2018, spending on library materials has only increased 11.9%. Though it remains a relatively small portion of library budgets overall, spending on contract services has skyrocketed, increasing 95.0% from \$6.1 million to \$11.9 million. Libraries may contract for various types of services, but numerous PLS reports suggest the spending increase may be linked with efforts to teach patrons how to use new software and technology.

CONCLUSION

Wisconsin's public libraries remain important institutions in the state, from large municipal systems in Madison and Milwaukee to the small library in rural Vernon County that operates on a \$20,000 annual budget. While functions like police, fire, and public works often receive greater public attention, libraries

have held their own financially. They continue to be prioritized by government leaders and supported by citizens.

Library patrons may be visiting less, but they are packing their visits with more than just checking out books. Today, a regular visit might involve an adult dropping off a child at a popular weekly program while he or she stays on site to use the public Wi-Fi. With the rise of e-content, patrons no longer have to leave their homes to access library services.

The newer, multi-faceted library requires staff and librarians who are well-trained in new technologies and skills. But data indicate city libraries have lost staff in recent years, and statewide, there is some indication that part-time staff now make up a higher mix of all FTEs. Certain libraries – primarily in rural areas – continue to operate with only one or a few FTEs, who now are responsible for delivering more services than in the past.

In the coming years, local and state leaders in Wisconsin will need to consider the changing role libraries play in the lives of citizens – especially those on the margins – when deciding on future programming, staffing, and funding. Compared to books, new technologies bring greater ongoing costs, but they also “assert [the] library’s value and define [its] service to [the] community,” as one library system noted. Twenty years from now, Wisconsin’s public libraries will assuredly look different; how so will depend on public demand and the foresight of state and local leaders.



FRIENDS GRANTS PROGRAM SUMMARIES

4th QUARTER 2019

Adult Classes and Events

Computer Literacy Classes

APL offers computer literacy classes in two languages, Spanish and Hmong. The goal of the class is to provide adults with a basic understanding of what a computer is, how it operates and the ability to use the applications. Students learn how to create an e-mail, create and type a Word Document, print, and practice keyboarding. Friends' funds provided the honorarium for the instructors.

Flipside Concert Series

Our goal with this concert series is to highlight our FlipSide collection musicians, increase visibility for local musicians, provide access to local live music in a welcoming space, and to promote our FlipSide streaming service. During the fourth quarter of 2019, we hosted Jennifer Hodges Bryan, a classical flutist who brought an entire ensemble with her. Then, we completely switched gears and hosted the funky rock band, More Than Merry in November on the main floor. At this event, a number of patrons stopped by and expressed excitement over having events like this right in the middle of the library. Friends' funds provided the honorarium for musicians.

Mindfulness with Joy Series

APL welcomed Joy Jordan as part of our Wellness Wednesdays Series for a three-part session starting in September and running through November. This session provides varied teachings and guided meditations, as well as suggestions for everyday practice. Participants learned about and experienced mindfulness. Friends' funds provided the honorarium.

Morning at the Movies

Morning at the Movies is a monthly film series designed for individuals with cognitive disabilities, but it is open to all. Local adult day programs and group homes provide shuttle service for their residents to attend G-rated films. The Friends fund refreshments and movie licensing fees. The films for 4th quarter were: Coco, The Secret of NIMH, and The Muppet Christmas Carol. There is no other program like this available in our community for no cost: more organizations have started sharing our flyers and attendees are very appreciative of the films.

Native American Heritage Month

Native Stitches and Stories

In honor of Native American Heritage Month, we hosted a program that describes itself as a historical tapestry of traditional, native quilt making, story and song artfully woven together. In Native Stitches and Stories, Oneida Storyteller, Debra Morningstar and WI quilt artist, Pat Ehrenberg highlighted stories from the cultural regions of the Four Directions of Turtle Island, including the eastern woodlands of the Iroquois to the deserts of the Hopi people. Attendees were able to learn about the skill and techniques involved with designing and creating quilts and understand the history of Native

FRIENDS GRANTS PROGRAM SUMMARIES

4th QUARTER 2019

American cultures through storytelling. Friends' funds provided honorariums for this program.

12 Tribes of Wisconsin

For our second program honoring Native American Heritage Month, we welcomed Dr. Renee Gralewicz, a Brothertown Indian Nation Peacemaker and elder, and Associate Professor of Anthropology-Sociology and American Indian Studies. Dr. Gralewicz presented an overview of each of the 12 Indigenous Tribes currently in Wisconsin including their individual histories, belief systems, and customs. We learned how and when each nation lived in Wisconsin, about their fight to keep their land, and their contributions to protecting Wisconsin and the Earth. Friends' funds provided an honorarium for this program.

Pecha Kucha Night

Our annual Hispanic Heritage Month event included a Pecha Kucha storytelling format to showcase Latinx/Hispanic community members sharing stories of passion and connection. The presentation content ranged from educational/informational about countries of origin, to motivational for increased community engagement, to inspirational based on their lived experiences. The stories made people tear up with emotion, holler with laughter, and jump up to give hugs! This program was presented in partnership with the regional Pecha Kucha coordinator Jim Wendt at Gibson Music Hall. Friends' funds supported thank you items for the speakers and a program fee to Pecha Kucha.

Teen Classes and Events

Holidaze Mug Painting

The purpose of this workshop is to engage tweens and teens in a fun and creative activity for the holidays. Decorated mugs can be used as personal keepsakes or as gifts. 25 ceramic mugs, a collection of paint pens and Hodge Podge spray were purchased for this event using Friends' funds. The event will be held on a non-school day to simplify participation and encourage participants to unwind during this busy time of year.

I Can't Believe It's November – Black Friday Crafts

Teens had the opportunity to decorate non-slip cozy socks with puffy fabric paint for themselves or a gift. We also had supplies for designing personalized greeting cards. Those in attendance had a great time and said they hoped we would do this again. Friends' funds purchased the paint, socks & washi tape for these craft projects.

K-Pop Club

K-Pop Club is designed for teens with an interest in aspects of Korean pop culture including music, TV and food. Teens develop friendships with their peers around common interests and have opportunities to build leadership and communication skills through this program. Friends' funds provide materials and refreshments for the K-Pop Club.

FRIENDS GRANTS PROGRAM SUMMARIES

4th QUARTER 2019

Stranger Things Party

Thirty teens (and Fang, mascot of the WI Timber Rattlers) joined us to celebrate this popular Netflix television series. Friends' funds purchased a toaster, Eggo waffles and toppings for "Eleven's DIY Waffle Bar", and gift cards for costume and/or "act out a scene" contest. Fang served as a celebrity guest judge for the costume contest. In addition to the waffle bar & contest, teens also decorated buttons to take home as part of the 1980s theme of the show. Teens who attended had a wonderful time, with a few going out of their comfort zone to perform in front of their peers.

Teen Services Meet and Greet Pizza Party

The purpose of this program was to introduce tweens/young adult patrons to the new Teen Services and Engagement Librarian and Teen Library Assistant while brainstorming and exchanging new and exciting programming ideas for 2020. Pizzas and soda were purchased with Friends' funds and a candy icebreaker with questions was used to further engage teens and deepen the conversation. The feedback received will shape future programming. Of the 10 participants at the party, some expressed their interest in joining a new Teen Advisory Board which is currently under development.

Tween Classes and Events

October Maker Quest

Maker Quest was packed full of fun activities in the month of October. The kids made exciting things like calming jars, crayons in fun shapes, magnetic slime, color-changing slime, and bath bombs! They learn as they go each month and not getting it right in the first try is all part of the learning process while having fun experimenting. Thank you to the Friends and their generosity! This program would not be possible without their support. This program served 278 people and Friends' Funds were used for the special supplies.

November Maker Quest

November's Maker Quest was a hit! Makers got to learn sewing machine skills by sewing on paper and making cat toys! They also got to test how seal blubber works, paint camouflage on themselves, tinker with Bee Bots and Osmos, and make lots of projects using biomimicry. This program served 277 people and Friends' Funds were used for the special supplies.

December Maker Quest

We packed a LOT of fun in during the three weeks that Maker Quest was offered this month! For those of you that remember Magic Sand, the makers got to try some out this month. For technology they worked with the Oculus Rift, Osmos, and Google Cardboard. For creations, participants made Lego flags, Makedo cardboard constructions, Matryoshka paper dolls, and much more. The most popular this month were the Tomte Gnomes! This program served 188 people and Friends' Funds were used for the special supplies.

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Children's Classes and Events

Hispanic Heritage Celebration

On October 10th, APL hosted a Hispanic Heritage Celebration. We had dancers from the Appleton Bilingual School and provided delicious food thanks to Friends of the Appleton Public Library. It was a great event where more than 100 people came and enjoyed different types of dancing from the Hispanic culture. Families spent time with friends and community leaders.

Stories & Stuff – Book Festival Author Edition

Fox Cities Book Festival Author and former APL Children's librarian Pamela Cameron was Kathleen's guest at "Stories & Stuff" on October 9. The pair reunited for two back-to-back storytimes, featuring excerpts from Pam's book *Sport, Ship Dog of the Great Lakes*, along with other stories, music, movement, and other activities rounding out each program. Pam volunteered at APL in the 1980's and was on the Children's staff between 1987 to 1991. It was a wonderful opportunity to add a visit from Pam to the list of wonderful events on our Book Festival Day, thanks in large part to the support of our Friends.

Musical Movin' Storytime Jingling All the Way!

As snow fell outside on December 12th, kids and families were dashing through imaginary snow in "Musical Movin' Storytime," with jingle bell bracelets they made together. The bells for the project were provided by Friends funds. There were various other bell-related activities in the classroom, including one with our colorful handbells also courtesy of Friends-- truly gifts that keep on giving. A jolly time was had by all for each of the three storytimes on December 12, the last of the 7-week series.

Black Friday Crafts

A lot of fun was had at the Black Friday Craft Special. Children made a wide variety of gifts for the special people and birds in their lives.

Bird feeders, decorative pins and magnets, hot cocoa reindeer, cards and so much more! 45 people were served, and Friends' Funds were used for the special craft supplies.

STREAM Team Activities

In October 3-5-year old kiddos learned about food in STREAM Team. Friends' funds were used to purchase apples, oranges, avocados, and celery for the art table. The foods were cut in half and dipped in paint so that kids could use them as stamps in their artwork. They learned about the shapes, colors and textures of the different foods. Friends funds were also used to purchase milk for a "magic milk" science experiment. Kids were in awe when they dipped a dish soap-soaked q-tip into a pan of whole milk with dots of food coloring in it. As soon as the dish soap hit the milk the food coloring spread across the pan like a firework because the soap is attracted to the fat in the milk and quickly spread throughout the pan. Kids were amazed by the colorful experiment and learned a lot.

FRIENDS GRANTS PROGRAM SUMMARIES

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Library Program Prizes

In November, 566 children signed up and participated in the B.E.A.R. (Be Excited About Reading) Bingo reading program. After completing 5 reading challenges in a row on their bingo sheet, kids were able to spin the wheel for a prize. The Friends of the Library funded the prizes, including slap bracelets, bouncy balls, sticky hands, and other fabulous prizes. Kids entered a drawing for our grand prize (a giant giraffe stuffed animal wearing a bear hat) after completing 5 bingos. 6-year-old Marina F. was the grand prize winner.

1000 Books Before Kindergarten Prizes

This year-round reading program encourages parents to read 1000 books to their children before they enter kindergarten. Since October, 59 children have registered for the program. Friends' funds are used to purchase prizes for every 100 books read.

500 Books Before Middle School:

This year-round reading program encourages students from grades K-6th grade to continue the habit of reading. Since October, 46 children have registered for this program. Friends' funds are used to purchase prizes for every 50 books read.

Programs for All Ages

Fox Cities Book Festival

The Fox Cities Book Festival had a new "one community, one day" format where each participating community hosted all of their programs on one day. APL hosted ten author programs from 9:20 a.m.- 8:30 p.m. Attendees learned about authors' inspiration, writing process, publishing experiences, and book content. The attendees at Gaochi Vang's poetry reading were moved to tears by the power of her words and story. Friends' funds were used for welcome bags and honorariums for the authors.

Ongoing Classes, Events and Services

Artist-in-Residence

The Artist-in-Residence (AIR) series contracts with local artists to place their work on display/exhibit in the library, provide lectures, workshops and demonstrations to community members of all ages. Gregory Frederic, our Artist in Residence for October, November, and December, partnered with teens from the S.T.A.R. (Scholars on Target to Achieve Results) program to brainstorm words and images they felt represented libraries, learning, education, and our community to them. They were able to learn about Gregory's paintings and how he can visualize ideas and thoughts and put them on canvas. Gregory took their ideas and created a large-scale mural designed specifically for APL's teen space wall that was revealed on December 17th. Friends' funds were used to support this program, art supplies, an art plaque, and refreshments for the reveal.

FRIENDS GRANTS PROGRAM SUMMARIES

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Cocoa and Coloring Nights

Cocoa and Coloring Nights provide patrons with the opportunity to relax and socialize in an open, relaxed environment. Group homes have brought multiple residents to enjoy this inter-generational program and this fall, we brought in a professional voice-over artist to read a spooky story. This program attracts people of all ages and abilities. Friends' funds support refreshments for this program and ongoing supply needs.

Valley Packaging Storytime

APL staff provide a monthly Storytime for adult participants in the Valley Packaging adult day program. This program provides support for adults who experience moderate to profound impairments and/or are challenged with multiple disabilities. Library staff present stories, songs, and activities to groups of more than 50 participants. Friends' funds were used to purchase a mobile PA system to enhance these presentations.

Special Projects

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.

Early Childhood Area

The Early Childhood Area of the Children's Department got a mini update thanks to the Friends of the Appleton Public Library. An old, worn out wall manipulative panel was replaced with a new spinning gear panel. A set of foam boulders and a set of foam cinder blocks were purchased to be rotated along with other block sets in the Early Childhood Area. The cinder blocks were the first to be put out on the floor and patrons have been loving how soft they are and how cute their kids look making towers with materials that look so heavy.

Breakout EDU

Friends funded two amazing Breakout EDU boxes! These are puzzle boxes with locks and codes that will be used in future programming, field trip options, and for circulation in a kit. The escape room type format of this tool helps to promote critical thinking and collaboration in fun and exciting ways.

Community Partnerships – Library Assistant Position:

This Friends funded, part time non-benefitted position has increased capacity for community engagement and outreach related to job skill and workforce development. Staff continue to coordinate and implement outreach and engagement to create visibility for library resources. Staff and volunteers are assisting patrons with computer use, job searches, online applications and writing resumes and cover letters through the Job Connection initiative in the 2nd floor Lab. Staff partnered with Job Center of Menasha to provide training for volunteers and cross-referral of services. Staff are exploring partnerships with POINT, Community Outreach Center, and FVTC Employment Connections to create awareness about higher-paying occupations, assist with skill

FRIENDS GRANTS PROGRAM SUMMARIES

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development, address lifelong economic security, and support small business owners and entrepreneurs.

Video Recording Equipment

In response to our gaining popularity on social media and with the desire to maintain healthy archives of programs, we purchased a tri-pod which allows for recording with a cell phone. The use of cell phone allows us to live-stream onto social media as well as take pictures or video clips for immediate or future posting. This will be used in many different programs including concerts and art events. Friends' funds paid for the tri-pod.