



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final-revised Library Board

Tuesday, August 18, 2020

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[20-1020](#) July 14, 2020 Meeting Minutes

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

4. Public Participation and Communication
[20-1021](#) New Safety Supervisor Dan McGinnis

Establish Order of the Day

5. Action Items

- [20-1022](#) July 2020 Bill Register

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

- [20-1023](#) Recommend awarding the Library CIP flooring replacement contract to H.J. Martin & Son, Inc. for \$95,995 with an additional \$1,600 for contingencies, for a contract total not to exceed \$97,595

Attachments: [2020 Library Flooring Replacement.pdf](#)

- [20-1024](#) 2021 - 2022 Appleton Public Library Membership Agreement with Outagamie Waupaca Library System

Attachments: [APL OWLS membership agreement 2021-2022.pdf](#)

- [20-1025](#) Report of the Nominating Committee

Attachments: [Nominating Committee Meeting Minutes 8-3-2020.pdf](#)

[20-1026](#) Report of the Personnel and Policy Committee

Attachments: [Personnel and Policy Committee Meeting Minutes 8-3-2020.pdf](#)

[20-1027](#) Updated Library Director's 2020 Performance Goals

[20-1028](#) Library Director's 2020 Mid-Year Performance Review

6. Information Items

A. Administrative Reports

[20-1029](#) Staff Leadership Retreat on the RACI Method

[20-1030](#) Government Alliance on Racial Equity 101 with Karen Nelson

[20-1031](#) 2nd Quarter 2020 Friends Grant Funded Program Summaries

Attachments: [2nd Quarter 2020 Friends Grants Program Summaries FINAL.pdf](#)

[20-1032](#) Re-Opening Update

[20-1033](#) APL Hiring Processes

[20-1034](#) 2nd Quarter 2020 Statistics (April, May, June)

Attachments: [2nd Quarter 2020 Statistics.pdf](#)

B. President's Report

[20-1035](#) Upcoming Trustee Training Topic Volunteers

Attachments: [Trustee Training Week 2020.pdf](#)

C. Friends Report

[20-1036](#) Introduction of Kara Sullivan, Friends Acting Executive Director

[20-1037](#) Friends Activities during COVID-19

D. Staff Updates

[20-1038](#) Children's Services Programs and Projects Updates

[20-1051](#) Community Partnerships Updates

20-1075 The Library Board may go into closed session according to State Statute §19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of an employee over which the Board has jurisdiction or exercises responsibility. **At the conclusion of its discussion, the Board will adjourn in closed session with no action being taken.**

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, July 14, 2020

4:30 PM

City Hall, Common Council Chambers

1. Call meeting to order

The meeting started late due to technical issues.

President Rebecca Kellner called the meeting to order at 4:47pm

2. Roll call of membership

Others Present: Amanda Abshire, Owen Anderson, Ann Cooksey, Derik Henken, Zephyr Kendzierski, Adriana McCleer, Dan McGinnis, Jessica Miller, Michael Nitz, Colleen Rortvedt, Tasha Saecker, Maureen Ward

Present: 8 - Bergman, Peterson, Looker, Kellner, Exarhos, Siebers, Scheuerman and Mann

Excused: 1 - Hartjes

Others : 1 - Panella

3. Approval of minutes from previous meeting

[20-0873](#)

June 16, 2020 Meeting Minutes

Attachments: [June 16 2020 Meeting Minutes.pdf](#)

Siebers moved, seconded by Bergman, that the June 16, 2020 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

4. Public Participation and Communication

[20-0874](#)

New Public Services Supervisor and Assistant Supervisor

[20-0875](#)

Library Assistant Kathleen Westbrook

Establish Order of the Day

5. Action Items

President Kellner called for a motion to move Action Items 20-0876, 20-0877, 20-0878, 20-0879, 20-0880 and 20-0881 to a Consent Agenda

Siebers moved, seconded by Mann that Action Items 20-0876, 20-0877, 20-0878, 20-0879, 20-0880 and 20-0881 be moved to a Consent Agenda. Voice Vote. Motion Carried. (8-0)

Looker moved, seconded by Bergman that Consent Agenda Action Items 20-0876, 20-0877, 20-0878, 20-0879, 20-0880 and 20-0881 be approved. Voice Vote. Motion Carried. (8-0)

[20-0876](#)

Bill Register - June 2020

Attachments: [June Bill Register.pdf](#)
 [June Expense Report.pdf](#)
 [Friends Q2 Budget Report.pdf](#)

This Report Action Item was approved

[20-0877](#)

July 2020 Budget Amendment

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

This Report Action Item was approved

[20-0878](#)

Approve Submission of the IMLS Cares Grant to Expand Job Connection Services

Attachments: [IMLS Grant Abstract.pdf](#)
 [IMLS Grant - Budgetjustification.pdf](#)
 [IMLS Grant - Scheduleofcompletion.pdf](#)

This Report Action Item was approved

[20-0879](#)

City Policy Updates: ADA Policy, Drug Free Workplace CDL 1, Drug Free Workplace with CDL Valley Transit

Attachments: [ADA strike and bold.pdf](#)
 [Drug Free Workplace with CDL1 2020 Strike and Bold.pdf](#)
 [Drug Free Workplace with CDL Valley Transit 2020 Strike and Bold.pdf](#)

This Report Action Item was approved

[20-0880](#) Exception to the Fringe Benefit Policy

Attachments: [Exception to the Fringe Benefit Policy.pdf](#)

This Report Action Item was approved

[20-0881](#) Approve Closure Date of Saturday, August 15, 2020 for System Migration to New Integrated Library System

This Report Action Item was approved

[20-0882](#) Report of the Finance Committee

Attachments: [Finance Committee Meeting Minutes 7-13-2020.pdf](#)

[2021 Budget for Library Board.pdf](#)

[2021 Budget Utilities and Revenue.pdf](#)

[2021 Library.pdf](#)

[2021 Library Grants.pdf](#)

[2021 Library Self Check CIP.pdf](#)

[2021 HVAC Systems CIP.pdf](#)

[2021 Interior Finishes and Furniture CIP - DG.pdf](#)

[2021 Lighting Upgrades CIP.pdf](#)

[2021 Roof Replacement CIP.pdf](#)

Siebers moved, seconded by Mann, that the Report of the Library Board Finance Committee be approved. Voice Vote. Motion Carried. (8-0)

6. Information Items

A. Director's Report

[20-0883](#) Re-appointments of Trustees Mann and Scheuerman

[20-0884](#) Recognition and Graduation of Teen Trustee Panella

[20-0885](#) Recognition of Departing Trustee Will Bloedow

[20-0886](#) Process for New Appointments

[20-0887](#) Upcoming Committee Meetings

B. Assistant Director's Report

[20-0888](#) Re-opening Update

[20-0889](#) APL Hiring Processes

D. Staff Updates

[20-0890](#) Children's Services Programs and Project Updates

[20-0891](#) Book Matchmaker Service

7. Adjournment

Siebers moved, seconded by Bergman that the meeting be adjourned. Voice Vote. Motion Carried. (8-0)

The meeting was adjourned at 5:58pm

08/05/2020 08:43
MillerJJ

City of Appleton
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2020/7 TO 2020/7		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
16010					Library Administration						
16010	632002				Outside Printing						
000454	FASTSIGNS	36820	0	2020	7	INV	P	105.50	pcard		SLP Signs
999990	STICKER MULE	36818	0	2020	7	INV	P	149.00	pcard		SLP Stickers
					ACCOUNT TOTAL			254.50			
16010	641200				Advertising						
999990	FACEBK *3A4Q4UNYX2	36819	0	2020	7	INV	P	28.00	pcard		Facebook Advertisin
					ACCOUNT TOTAL			28.00			
16010	659900				Other Contracts/Obligation						
001957	IMBERSTEG PIANO	37972	0	2020	7	INV	P	155.00	072920	544289	Quarterly Grand Pia
					ACCOUNT TOTAL			155.00			
					ORG 16010			TOTAL	437.50		
16021					Library Children's Services						
16021	630100				Office Supplies						
999990	WM SUPERCENTER #1982	37842	0	2020	7	INV	P	33.38	pcard		STREAM Team Program
999990	HOBBY-LOBBY #0193	37906	0	2020	7	INV	P	11.14	pcard		STREAM Team Program
								44.52			
					ACCOUNT TOTAL			44.52			
16021	659900				Other Contracts/Obligation						
001052	PEASEBLOSSOM MUSIC	37236	0	2020	7	INV	P	500.00	072920	544318	Children's Virtual
999998	David Stokes	36890	0	2020	7	INV	P	350.00	072220	544188	Virtual performance
					ACCOUNT TOTAL			850.00			
					ORG 16021			TOTAL	894.52		
16024					Library Community Partnerships						
16024	659900				Other Contracts/Obligation						
000531	FOX VALLEY COMMUNICA	36096	0	2020	7	INV	P	220.00	072220	544158	Hmong/Spanish Trans
					ACCOUNT TOTAL			220.00			
					ORG 16024			TOTAL	220.00		
16031					Library Building Operations						
16031	630600				Building Maint./Janitorial						
999990	CINTAS CORP	37838	0	2020	7	INV	P	41.76	pcard		Rug cleaning
999990	CINTAS CORP	37839	0	2020	7	INV	P	41.76	pcard		Rug cleaning
								83.52			



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City of Appleton
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2020/7 TO 2020/7		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN CHECK	DESCRIPTION
						ACCOUNT TOTAL			83.52	
16031	632300					Safety Supplies				
000978	NIELSON COMMUNICATIO	38031	0		2020	7 INV P			440.00 072920	544305 Safety Radio
						ACCOUNT TOTAL			440.00	
16031	641301					Electric				
001575	WE ENERGIES	523	0		2020	7 INV P			16,686.67 072920	544352 4835-258-176 Librar
						ACCOUNT TOTAL			16,686.67	
16031	641302					Gas				
001575	WE ENERGIES	523	0		2020	7 INV P			1,126.11 072920	544352 5229-670-389 Public
						ACCOUNT TOTAL			1,126.11	
					ORG 16031	TOTAL			18,336.30	
16032	Library Materials Management									
16032	631500					Books & Library Materials				
000889	MIDWEST TAPE	36822	0		2020	7 INV P			1,099.55 pcard	
000889	MIDWEST TAPE	37895	0		2020	7 INV P			6,849.29 pcard	
									7,948.84	
001983	AMAZON	36845	0		2020	7 INV P			29.99 pcard	
001983	AMAZON	36846	0		2020	7 INV P			32.27 pcard	
001983	AMAZON	37919	0		2020	7 INV P			11.39 pcard	
									73.65	
002396	INGRAM LIBRARY SERV	36824	0		2020	7 INV P			485.81 pcard	
002396	INGRAM LIBRARY SERV	36825	0		2020	7 INV P			231.94 pcard	
002396	INGRAM LIBRARY SERV	36826	0		2020	7 INV P			201.27 pcard	
002396	INGRAM LIBRARY SERV	36827	0		2020	7 INV P			286.86 pcard	
002396	INGRAM LIBRARY SERV	36828	0		2020	7 INV P			429.92 pcard	
002396	INGRAM LIBRARY SERV	36829	0		2020	7 INV P			2,790.98 pcard	
002396	INGRAM LIBRARY SERV	37898	0		2020	7 INV P			747.16 pcard	
002396	INGRAM LIBRARY SERV	37899	0		2020	7 INV P			273.80 pcard	
002396	INGRAM LIBRARY SERV	37900	0		2020	7 INV P			482.95 pcard	
002396	INGRAM LIBRARY SERV	37901	0		2020	7 INV P			1,256.59 pcard	
									7,187.28	
999990	OVERDRIVE DIST	36823	0		2020	7 INV P			1,026.19 pcard	OVERDRIVE DIST
999990	THOMSON WEST*TCD	36843	0		2020	7 INV P			924.65 pcard	
999990	THOMSON WEST*TCD	36844	0		2020	7 INV P			486.98 pcard	
999990	UPS*1ZR4493503939795	37896	0		2020	7 INV P			37.40 pcard	
999990	UPS*1ZR4493503992772	37897	0		2020	7 INV P			25.62 pcard	

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City of Appleton
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2020/7 TO 2020/7		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
								2,500.84			
ACCOUNT TOTAL								17,710.61			
ORG 16032 TOTAL								17,710.61			
16033 Library Network Services											
16033 641800 Equip Repairs & Maint											
001961 WELLS FARGO FINANCIA 38032				0	2020	7	INV P	41.16	072920	544355	Copier Lease
ACCOUNT TOTAL								41.16			
ORG 16033 TOTAL								41.16			
=====											
FUND 100 General Fund				TOTAL:				37,640.09			
=====											

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

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FOR 2020 07

	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	-598,559.00	.00	-471,579.00	55.9%
480100 General Charges for Service	-50,000	0	-50,000	-12,563.74	.00	-37,436.26	25.1%
500100 Fees & Commissions	-600	0	-600	-334.25	.00	-265.75	55.7%
501500 Rental of City Property	-30,000	0	-30,000	-30,000.00	.00	.00	100.0%
502000 Donations & Memorials	0	0	0	-550.98	.00	550.98	100.0%
503500 Other Reimbursements	-18,900	0	-18,900	-108,970.15	.00	90,070.15	576.6%
610100 Regular Salaries	2,289,492	0	2,289,492	1,131,589.54	.00	1,157,902.46	49.4%
610400 Call Time Wages	0	0	0	15.00	.00	-15.00	100.0%
610500 Overtime Wages	0	0	0	749.34	.00	-749.34	100.0%
610800 Part-Time Wages	203,913	0	203,913	95,576.47	.00	108,336.53	46.9%
611400 Sick Pay	0	0	0	2,045.29	.00	-2,045.29	100.0%
611500 Vacation Pay	0	0	0	83,761.94	.00	-83,761.94	100.0%
615000 Fringes	835,669	0	835,669	.00	.00	835,669.00	.0%
615100 FICA	0	0	0	89,837.14	.00	-89,837.14	100.0%
615200 Retirement	0	0	0	81,458.41	.00	-81,458.41	100.0%
615301 Health Insurance	0	0	0	255,368.19	.00	-255,368.19	100.0%
615302 Dental Insurance	0	0	0	5,450.70	.00	-5,450.70	100.0%
615400 Life Insurance	0	0	0	64.66	.00	-64.66	100.0%
620100 Training/Conferences	23,234	0	23,234	10,472.11	.00	12,761.89	45.1%
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	15,719.96	.00	30,061.04	34.3%
630300 Memberships & Licenses	2,200	0	2,200	1,762.78	.00	437.22	80.1%
630500 Awards & Recognition	850	0	850	311.46	.00	538.54	36.6%
630600 Building Maint./Janitorial	11,084	0	11,084	4,023.31	.00	7,060.69	36.3%
630700 Food & Provisions	1,135	0	1,135	301.72	.00	833.28	26.6%
630902 Tools & Instruments	150	0	150	12.87	.00	137.13	8.6%
631500 Books & Library Materials	597,644	2,897	600,541	353,492.14	.00	247,048.86	58.9%
632001 City Copy Charges	0	0	0	302.60	.00	-302.60	100.0%
632002 Outside Printing	100	0	100	301.00	.00	-201.00	301.0%
632101 Uniforms	0	0	0	179.77	.00	-179.77	100.0%
632300 Safety Supplies	550	0	550	440.00	.00	110.00	80.0%
632700 Miscellaneous Equipment	68,630	0	68,630	16,247.52	.00	52,382.48	23.7%
640700 Solid Waste/Recycling Pickup	2,707	0	2,707	1,950.75	.00	756.25	72.1%
641200 Advertising	1,288	0	1,288	1,275.58	.00	12.42	99.0%
641301 Electric	93,551	0	93,551	46,948.77	.00	46,602.23	50.2%
641302 Gas	22,283	0	22,283	10,497.96	.00	11,785.04	47.1%
641303 Water	5,125	0	5,125	2,121.04	.00	3,003.96	41.4%
641304 Sewer	2,114	0	2,114	874.24	.00	1,239.76	41.4%
641306 Stormwater	3,611	0	3,611	1,622.46	.00	1,988.54	44.9%
641307 Telephone	2,948	0	2,948	1,677.44	.00	1,270.56	56.9%

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



FOR 2020 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
641308 Cellular Phones	1,155	0	1,155	214.84	.00	940.16	18.6%
641600 Build Repairs & Maint	2,000	0	2,000	402.10	.00	1,597.90	20.1%
641800 Equip Repairs & Maint	84,931	0	84,931	62,027.44	.00	22,903.56	73.0%
642000 Facilities Charges	184,361	0	184,361	74,280.04	.00	110,080.96	40.3%
642400 Software Support	4,498	0	4,498	.00	.00	4,498.00	.0%
659900 Other Contracts/Obligation	152,769	0	152,769	93,611.37	.00	59,157.63	61.3%
681500 Software Acquisition	0	0	0	981.68	.00	-981.68	100.0%
TOTAL Library	3,498,915	2,897	3,501,812	1,719,671.51	.00	1,782,140.49	49.1%
TOTAL REVENUES	-1,169,638	0	-1,169,638	-750,978.12	.00	-418,659.88	
TOTAL EXPENSES	4,668,553	2,897	4,671,450	2,470,649.63	.00	2,200,800.37	
GRAND TOTAL	3,498,915	2,897	3,501,812	1,719,671.51	.00	1,782,140.49	49.1%

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



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

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REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	3	Y	N
Sequence 2	11	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: Y

Print Full or Short description: S

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2018/12

To Yr/Per: 2018/12

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2020/ 7

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria

Field Name	Field Value
------------	-------------

Org	16010:16033
-----	-------------

Object

Project

Rollup code

Account type

Account status



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

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

To: Library Board

From: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

Date: August 18, 2020

Re: Action: Recommend awarding the Library CIP flooring replacement contract to H.J. Martin & Son, Inc. for \$95,995 with an additional \$1,600 for contingencies, for a contract total not to exceed \$97,595.

The 2020 Capital Improvement Plan includes \$100,000 to replace aging flooring at the Library. The existing carpeting has exceeded its average useful life and is showing signs of normal wear including matting and tears. The area of work focuses on the first floor children's area and the second floor open area totaling 18,183 square feet.

The bids were received as follows:

H.J. Martin & Son, Inc.	\$95,995
D and M Interiors	\$97,552
BSI	\$121,789
Continental Flooring	\$111,554

The Parks, Recreation, and Facilities Management Department recommends approving the contract to H.J. Martin & Son, Inc. in the amount of \$95,995, plus a contingency of \$1,600 only to be utilized as needed.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.

MEMBERSHIP AGREEMENT
Appleton Public Library
Outagamie Waupaca Library System

Article I: General

The Outagamie Waupaca Counties Federated Library System Board and the Board of the Appleton Public Library, located in the City of Appleton, County of Outagamie, Calumet and Winnebago, do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the purpose of participating in the Outagamie Waupaca Counties Federated Library System. This agreement shall become effective upon signing of the agreement by both parties and shall render any earlier membership agreement null and void.

Article II: Definitions

For the purposes of this agreement:

- (1) Outagamie Waupaca Counties Federated Library System Board, also referred to as the System Board, is the body established by the Board of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) Outagamie Waupaca Counties Federated Library System, also referred to as the System, is the organization established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.
- (3) The Appleton Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes* that administers the Appleton Public Library.
- (4) The Appleton Public Library is the agency established under Section 43.52 of the *Wisconsin Statutes* by the City of Appleton to provide municipal public library service.
- (5) Plan of Service is the published document describing the program and budget for library service to be carried out by the System, required by the Department of Public Instruction in accordance with Section 43.17(5) of the *Wisconsin Statutes* and adopted by the System Board.

Article III: Eligibility for Membership

The Appleton Public Library Board certifies that the Appleton Public Library:

- (1) Is established and organized under the provisions of Section 43.52 and Section 43.54 of the *Wisconsin Statutes*;
- (2) Is located in Outagamie County;
- (3) Is authorized by its municipal governing body to participate in the System;

- (4) Provides to any resident of Outagamie County or Waupaca County the same library services, on the same terms that are provided to the residents of the City of Appleton in accordance with Section 43.15(4)(c)(4) of the *Wisconsin Statutes*;
- (5) Employs a head librarian holding certification required by the Department of Public Instruction;
- (6) Is open to the public an average of at least 20 hours each week;
- (7) Annually spends at least \$2,500 on library materials.

Article IV: Local Library Participation

The Appleton Public Library Board agrees that the Appleton Public Library shall:

- (1) Participate in system activities as described in the System's Plan of Service;
- (2) Lend library materials to other system member libraries in compliance with *Wisconsin Statutes* s. 43.15(4)(c)(4);
- (3) Provide to the System:
 - (a) Notice of each Appleton Public Library Board meeting;
 - (b) Minutes of each Appleton Public Library Board meeting;
 - (c) A copy of any library planning documents adopted by the Board;
 - (d) Such service records and financial records as may be required by the Department of Public Instruction;
- (4) Honor the valid borrower's cards of public libraries in adjacent public library systems in compliance with *Wisconsin Statutes* s. 43.17(10) unless services are refused in accordance with *Wisconsin Statutes* s. 43.17(11);
- (5) Comply with all agreements between the System Board and other library agencies unless written notice of intent not to comply has been provided to the System Board.

Article V: System Participation

The Outagamie Waupaca Counties Federated Library System shall:

- (1) Provide services to the Appleton Public Library described in the System's Plan of Service or required by Section 43.24(2) of the *Wisconsin Statutes*. System services shall include, but not be limited to, the following:
 - (a) Referral and routing of reference and interlibrary loan requests throughout the State of Wisconsin as expeditiously as possible and in accordance with standard interlibrary loan practices and protocols;

- (b) Operation and development of a shared automation network;
 - (c) Training and assistance in using technology and electronic information resources;
 - (d) Delivery services among system member libraries;
 - (e) Continuing education programs and scholarships;
 - (f) Professional consultant services provided by system staff and project consultants;
 - (g) Promotion and facilitation of services to users with special needs;
 - (h) Service agreements with all adjacent library systems;
 - (i) Graphic design and reproduction services;
 - (j) Support for member library services provided to children and young adults;
- (2) Annually compensate the Appleton Public Library for providing library service to residents of Outagamie County living outside of municipalities with public libraries in accordance with the Library Service Plan for Outagamie County;
 - (3) Engage in continuous planning in regard to library technology and the sharing of resources with member libraries and other types of libraries in the area as specified in Section 43.24(2)(L) and Section 43.24(2)(m) of the *Wisconsin Statutes*;
 - (4) Provide to the Appleton Public Library:
 - (a) Notice of each System Board meeting;
 - (b) Minutes of each System Board meeting;
 - (c) Copies of the System's Plan of Service and annual budget;
 - (5) Provide to the Appleton Public Library any other services as are mutually agreeable.

Article VI: Mutual Understandings

It is mutually understood and agreed that:

- (1) Implementation of this agreement is consistent with the provisions of Wisconsin law. Should any part of this agreement become inconsistent with any state law, the State of Wisconsin law shall take precedence over this agreement.
- (2) Membership in the System shall continue for the term of this agreement unless terminated by the Appleton Public Library according to the provisions of *Wisconsin Statutes* s. 43.18.

- (3) The System may reduce services to or expel, in accordance with *Wisconsin Statutes* s. 43.18, the Appleton Public Library if it fails to meet eligibility or participation requirements enumerated in this agreement.
- (4) This agreement shall continue in force from the date of signing through December 31, 2022 or until superseded by a new agreement. In the event that a new agreement has not been signed by December 31, 2022, the term of this agreement shall be automatically extended through December 31, 2023.
- (5) This agreement may be amended at any time as is mutually agreeable to both parties.

For the Appleton Public Library:

(President) (Date)

For the Outagamie Waupaca Counties
Federated Library System:

(President) (Date)



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Monday, August 3, 2020

3:00 PM

City Hall 6th Floor A/B

Nominating Committee

1. Call meeting to order

Chairperson Brian Looker called the meeting to order at 3:00pm

2. Roll call of membership

Present: 3 - Looker, Exarhos and Scheuerman

Others : 2 - Mann and Rortvedt

3. **Action Items**

[20-0981](#)

Selection of Nominees for Board President, Vice President and Secretary

Scheuerman moved, seconded by Exarhos, that the nomination of Rebecca Kellner for the office of Library Board President be recommended for approval. Voice Vote. Motion Carried.(3-0)

Exarhos moved, seconded by Scheuerman, that the nomination of Brian Looker for the office of Library Board Vice-President be recommended for approval. Voice Vote. Motion Carried.(3-0)

Scheuerman moved, seconded by Exarhos, that the nomination of Greg Hartjes for the office of Library Board Secretary be recommended for approval. Voice Vote. Motion Carried.(3-0)

4. Adjournment

Scheuerman moved, seconded by Exarhos, that the meeting be adjourned. Voice Vote. Motion Carried.(3-0)

The meeting was adjourned at 3:05pm



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Monday, August 3, 2020

3:30 PM

City Hall 6th Floor A/B

Personnel and Policy Committee

1. Call meeting to order

Chairperson Patricia Exarhos called the meeting to order at 3:32pm

2. Roll call of membership

Present: 4 - Bergman, Peterson, Exarhos and Mann

Others : 2 - Kellner and Rortvedt

3. **Action Items**

Closed Session

Bergman moved, seconded by Mann that the Committee meet in Closed Session pursuant to WI State Statute 19.85(f)(c) to discuss personnel matters.

Voice Vote. Motion Carried. (4-0)

Roll Call was taken.

The Committee went into Closed Session at 3:33pm

Bergman moved, seconded by Mann that the Committee resume meeting in

Open Session. Voice Vote. Motion Carried. (4-0)

Roll Call was taken.

The Committee resumed meeting in Open Session at 4:48pm

[20-0991](#)

Update to the Library Director's 2020 Goals

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

[20-0992](#)

Library Director's 2020 Mid-Year Performance Review

Mann moved, seconded by Bergman, that the Library Director's Mid-Year 2020 Performance Review be recommended for approval. Voice Vote. Motion Carried. (4-0)

4. Adjournment

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

The meeting was adjourned at 4:50pm

Adult Classes and Events

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, and promote our FlipSide streaming service. During the second quarter of 2020, we hosted Evan Meulemans virtually, from his home in New York. Eric played a solo acoustic which was posted on Facebook and will continue to be available on the APL YouTube channel for future viewing. Friends' funds provided the honorarium for the artist.

Spanish & Hmong Instructional Videos

Four different instructional videos were created in Hmong and Spanish to teach, transfer knowledge, and show adults how to use different online resources. The different videos focused on how to create an e-mail in Hmong and Spanish, how to use social media in Hmong, and how to apply for unemployment in Hmong. The videos were shared widely with community organizations and reached over 1K views on APL's YouTube Channel. Friends' funds provided an honorarium for the instructors.

Meditation Mondays

During our closure and in these unique and challenging times, Joy Jordan worked to remind us we are in this together. Every Monday from April through the end of May, Joy Jordan provided audio Meditation prompts on timely topics: "Refuge from Information overload," "Working with fear and anxiety," and "Moving forward with intention." Each session was accompanied by deeper learning guides on Joy's website as well as a curated book list on Infosoup. These audio programs will continue to be available on the APL YouTube channel. Friends' funds provided the honorarium for this program.

Virtual Art Experience

2021 Artist-in-Residence Wendi Turchan created a digital art program for tween-adults, highlighting accessible techniques that anyone can use and supplies that we can find right in our recycling bin. This program showcased that art is something we can find all around us. The "Inchie Art" program was shared on Facebook and remains on our APL YouTube channel for future viewing. Friends' funds provided the honorarium for the artist.

Teen Classes and Events

30-Day Teen Kindness and Wellness Challenge

The Challenge consisted of a 30-day calendar filled with activities based on kindness/self-care activities as well as library resource exploration. Examples of these included writing a thank you note to a postal worker, doing yoga, or downloading an audiobook. Participants sent us pictures of their projects – one teen completed all 30 days and created an amazing photo diary of her many adventures. Friends' funds were used to purchase two \$25 gift cards for the winners.

FRIENDS GRANTS PROGRAM SUMMARIES

2nd QUARTER 2020

At-Home Watercolor Art Therapy for Teens and Families

Kay Church from the Boys and Girls Club, Home Base (formerly Runaway and Homeless Youth Services) brought her art skills into the homes of our youth and families by creating a watercolor art therapy video. Before the library closure, Kay was slated to visit our library to lead an in-house class where Friends' funds were used to purchase watercolor palettes for our teens. Our plan is to reschedule this class in the future and continue supporting the arts among our youth.

Teen Poetry Contest

APL celebrated Poetry Month with a Teen Poetry Contest. Teens were instructed to create an original poem of their own choosing and include a short video of them reciting their work. Common themes that arose from the poems included hope and acceptance. The winner was announced through a wonderful video compilation created by OWLS staff. Friends' funds were used to purchase a \$50 gift card for the grand prize winner; all contestants received an APL-branded water bottle.

Weekly Teen Take n' Create Packs

This year, we are giving away 25 weekly take 'n' create packs for teens during the summer. Friends' funds were used to purchase materials for these kits which consist of notebooks, upcycled terrarium kits, DIY bird feeders, shrink art, catapults, and corner bookmarks. Each kit contains items to create these projects, participants are encouraged to be creative and use upcycled, household items when possible. Teens are welcome to share their creations to foster engagement.

Young Adult/Teen Survey 2020 Initiative

This short survey will ask about teen services at APL, challenges in attending library programs, teen interests, and will also introduce information about our future Teen Advisory Board (TAB). In addition, this is a great opportunity for feedback on current and future teen programming. Friends' funds were used to translate this survey into Spanish and Hmong by Fox Valley Communications, LLC. A "soft launch" is in the works, hard copies will be distributed to our patrons once we reopen.

Tween Classes and Events

Colossal Fossils

Dino Dave with Colossal Fossils did a wonderful job as one of our big summer performers this year. His show brought history to life with wooly mammoth bones, strange looking skulls, shark teeth, dinosaur bones, and some awesome surprises. While this was originally planned as an in-person program, it took place virtually instead. This was made possible with the purchase of the Be.Live streaming program. Thank you to our Friends for this opportunity! Friends' Funds were used to pay a stipend to Colossal Fossils as well as the Be.Live Streaming subscription.

Colossal Fossils also did an evening program with the ELL families we serve through Zoom. The kids had so much fun learning about different cultural myths and dinosaur fossils. A mom sent a text saying, "My boy really enjoyed the program. He cannot stop

FRIENDS GRANTS PROGRAM SUMMARIES

2nd QUARTER 2020

talking about it. Thank you for doing all that you do!" This same boy was able to show his collected fossils to be identified by Colossal Fossils. The program was a great balance of education and fun!

Children's Classes and Events

Choose Your Own Adventure Live Storytime

The Children's team has started a weekly Facebook Live - Choose Your Own Adventure Storytime. Kids can listen along at home and then participate in choosing which path the story will take by voting in the comment section. We take the path with the most votes and see where it leads us. Thank you to Friends for providing funding for some of these books!

Downtown Storywalk

In partnership with ADI, Children's Services utilized Friends' funds to purchase two copies of *Undefeated* by Kadir Nelson and Kwame Alexander. These books were unassembled and then reassembled as storywalk pages. ADI connected with local businesses who posted the pages in their storefront windows. Families who walk downtown will now be able to read the story as they go. This title will be up the third week in June to the third week in July. In addition to the story itself, each page has a QR code directing families to additional resources for parents and children.

Memorial Park Storywalk

In partnership with Appleton Parks & Rec, Children's Services utilized Friends' funds to purchase two copies of *Explorers of the Wild* by Kade Atkinson. These books were unassembled and then reassembled as StoryWalk pages. Appleton Parks & Rec built and installed permanent sign holders along a trail at Memorial Park for the StoryWalk pages to be displayed. Families who walk the trail will now be able to read the story as they go. This title will be up from 6/22 through 7/12. The story will be changed out every 2 weeks throughout the summer and monthly the rest of the year. In addition to the story itself, each page has fun activities to engage families as they read and walk.

1000 Books Before Kindergarten Prizes

This year-round reading program encourages parents to read 1000 books to their children before they enter kindergarten. April – June, 3 children 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. April – June, 4 children registered for this program. Friends' funds are used to purchase prizes for every 50 books read.

Programs for All Ages

Ongoing Classes, Events and Services

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.

Outdoor Signage

Friends funds paid for outdoor signage for promotion of various services during the closure of the building.

Animoto Video Production

Friends funds paid for a year-long subscription to Animoto, an online video production software tool. This software helps staff create videos for promotion of services.

Activity Kits for Circulation

More activity kits for children will start to circulate this year! These STEAM focused kits each include books and fun items such as robots and big soft dinosaurs. For the kits to circulate efficiently they required luggage tags for labeling and some needed oversized bags for storage. Thanks to our Friends, these materials have been purchased.

Community Partnerships – Library Assistant Position:

This Friends funded, part time non-benefitted position has increased capacity for community engagement, outreach, direct service, and grant funding related to job skill and workforce development. While direct service is on hold due to the pandemic, staff continue to build capacity for service and coordinate and implement outreach and engagement to create visibility for library resources. Staff partnered with the POINT \$18/hour Task Force, WI DWD, LEAVEN, and Forward Services to create a multilingual (English, Spanish, Hmong) job needs assessment survey to understand barriers to employment and inform agency services. Staff successfully secured \$2,000 through the Libraries Build Digital Skills grant sponsored by Google and are applying for additional grant funding. Additionally, staff contributed to the development of APL's Small Business-Big Impact initiative.

Explore Fox Cities

Explore Fox Cities offers library card holders the chance to visit area attractions, cultural institutions, and performances for free. The pass expanded beyond FAN (Fox Arts Network) Pass in February to allow for other offers, from the Weis Science Museum and Bubolz Nature Preserve. Although pass distribution is temporarily on hold this summer, staff have remained in communication with partners and are planning for future distribution. Friends' funding supported the initial display and were used to add a large sign above the display.

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
APRIL 2020

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	374	47,942	110,728	191,821	-99%	-42%
Children's Circulation	160	30,379	67,048	120,012	-99%	-44%
Total Circulation	534	78,321	177,776	311,833	-99%	-43%
Adult AV/nonbook (included in above)	77	21,092	47,955	87,219	-100%	-45%
Children's AV/non-book (included in above)	7	6,064	11,177	24,334	-100%	-54%
E-Book Circulation	10,996	6,856	35,061	28,471	60%	23%
E-Audiobook Circulation	7,319	6,011	27,642	23,400	22%	18%
E-Video Circulation	854	429	2,376	1,803	99%	32%
E-Comics Circulation	225	83	642	913	171%	-30%
E-Magazine Circulation	2,066	1,741	7,486	5,784	19%	29%
E-Music Circulation	213	217	729	812	-2%	-10%
Total E-Circulation	21,673	15,337	73,936	61,183	41%	21%
ILL items received (received from)	1	12,464	31,445	51,040	-100%	-38%
ILL items loaned (provided to)	0	13,168	29,903	51,270	-100%	-42%
Total Registered Patrons (quarterly)	82,556	81,571	n/a	n/a	1%	n/a
Door Count	0	35,054	87,177	136,054	-100%	-36%
Percentage of Total Circulation on Self Check Machines	0.0%	72.0%	n/a	n/a	-100%	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	1,878	3,688	9,831	14,410	-49%	-32%
Reference Transactions - Children's	0	1,204	3,011	5,367	-100%	-44%
Total Reference	1,878	4,892	12,842	19,777	-62%	-35%
Volunteer Hours	77	780	1,102	2,298	-90%	-52%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	179	4,948	10,468	11,637	-96%	-10%
Volumes Withdrawn	174	9,825	8,861	31,110	-98%	-72%
Total Titles	243,015	263,644	n/a	n/a	-8%	n/a
Total Volumes	286,557	313,151	n/a	n/a	-8%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY

APRIL 2020

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)	36	91	237	313	-60%	-24%
Children's Program Attendance (including group visit)	320	6,316	6,558	13,178	-95%	-50%
Children's One-on-One Visits	0	3	2	10	-100%	-80%
Children's One-on-One Visits Participants	0	9	5	30	-100%	-83%
Children's Literacy Offerings	0	0	1	0	0%	>100%
Children's Literacy Offering Participants	0	0	607	0	0%	>100%
Children's Self Directed Activities	4	7	18	22	-43%	-18%
Children's Self Directed Activity Participants	119	749	1,080	2,400	-84%	-55%
Young Adult						
Young Adult Programs	5	3	20	43	67%	-53%
Young Adult Program Attendance	0	28	62	563	-100%	-89%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Self Directed Activities	3	0	3	1	>100%	200%
Young Adult Self Directed Activity Participants	53	0	53	3	>100%	1667%
Adult						
Adult Programs	12	19	92	98	-37%	-6%
Adult Program Attendance	11	770	1,572	2,047	-99%	-23%
Adult One-on-One Instructions	0	7	41	20	-100%	105%
Adult One-on-One Instruction Attendance	0	7	41	20	-100%	105%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Self Directed Activities	0	1	3	13	-100%	-77%
Adult Self Directed Activity Participants	0	11	47	211	-100%	-78%
Total Programs	53	113	349	454	-53%	-23%
Total Program Attendance	331	7,114	8,192	15,788	-95%	-48%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	0	270	677	989	-100%	-32%
Meeting Room Uses - Events (Library Programs)	0	165	427	605	-100%	-29%
Total Meeting Room Uses	0	435	1,104	1,594	-100%	-31%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY

APRIL 2020

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	117,548	99,107	579,359	626,094	19%	-7%
Web Page "Hits"	31,730	78,571	245,114	312,290	-60%	-22%
Fox Valley Memory "Hits"	743	1,121	3,091	4,467	-34%	-31%
Remote Logins to InfoSoup	5,334	11,039	36,330	43,494	-52%	-16%
Public Computing Sessions	0	4,366	9,173	17,638	-100%	-48%
Total Time Used on Public Computers	0000:00:00	3533:00:00	7302:00:00	14035:00:00	#VALUE!	-48%
Data Transferred (GB)	99	2008	4639	7288	-95%	-36%
WIFI Distinct Clients	750	3168	10727	12079	-76%	-11%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
MAY 2020

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	4,798	44,449	115,526	236,270	-89%	-51%
Children's Circulation	1,940	25,258	68,988	145,270	-92%	-53%
Total Circulation	6,738	69,707	184,514	381,540	-90%	-52%
Adult AV/nonbook (included in above)	1,587	19,170	49,542	106,389	-92%	-53%
Children's AV/non-book (included in above)	197	4,892	11,374	29,226	-96%	-61%
E-Book Circulation	10,303	7,339	45,364	35,810	40%	27%
E-Audiobook Circulation	7,616	6,378	35,258	29,778	19%	18%
E-Video Circulation	744	370	3,120	2,173	101%	44%
E-Comics Circulation	243	110	885	1,023	121%	-13%
E-Magazine Circulation	130	1,924	7,616	7,708	-93%	-1%
E-Music Circulation	162	232	891	1,044	-30%	-15%
Total E-Circulation	19,198	16,353	93,134	77,536	17%	20%
ILL items received (received from)	42	12,245	31,487	63,285	-100%	-50%
ILL items loaned (provided to)	60	11,603	29,963	62,873	-99%	-52%
Total Registered Patrons (quarterly)	82,556	81,571	n/a	n/a	1%	n/a
Door Count	0	33,554	87,501	169,608	-100%	-48%
Percentage of Total Circulation on Self Check Machines	0.0%	73.1%	n/a	n/a	-100%	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	1,936	3,383	11,767	17,793	-43%	-34%
Reference Transactions - Children's	0	1,151	3,011	6,518	-100%	-54%
Total Reference	1,936	4,534	14,778	24,311	-57%	-39%
Volunteer Hours	47	568	1,148	2,866	-92%	-60%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	4,131	2,882	14,599	14,519	43%	1%
Volumes Withdrawn	921	7,334	9,782	38,444	-87%	-75%
Total Titles	245,313	256,847	n/a	n/a	-4%	n/a
Total Volumes	289,767	305,553	n/a	n/a	-5%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY

MAY 2020

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)	29	127	266	440	-77%	-40%
Children's Program Attendance (including group visit)	308	8,907	6,866	22,085	-97%	-69%
Children's One-on-One Visits	0	2	2	12	-100%	-83%
Children's Home One-on-One Visits Participants	0	6	5	36	-100%	-86%
Children's Literacy Offerings	0	0	1	0	0%	>100%
Children's Literacy Offering Participants	0	0	607	0	0%	>100%
Children's Self Directed Activities	12	3	30	25	300%	20%
Children's Self Directed Activity Participants	157	447	1,237	2,847	-65%	-57%
Young Adult						
Young Adult Programs	4	38	24	81	-89%	-70%
Young Adult Program Attendance	10	983	72	1,546	-99%	-95%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Self Directed Activities	2	1	5	2	100%	150%
Young Adult Self Directed Activity Participants	33	2	86	5	1550%	1620%
Adult						
Adult Programs	9	13	101	111	-31%	-9%
Adult Program Attendance	12	202	1,584	2,249	-94%	-30%
Adult One-on-One Instructions	0	6	41	26	-100%	58%
Adult One-on-One Instruction Attendance	0	5	41	25	-100%	64%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Self Directed Activities	0	1	3	14	-100%	-79%
Adult Self Directed Activity Participants	0	10	47	221	-100%	-79%
Total Programs	42	178	391	632	-76%	-38%
Total Program Attendance	330	10,092	8,522	25,880	-97%	-67%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	0	267	677	1256	-100%	-46%
Meeting Room Uses - Events (Library Programs)	0	117	427	722	-100%	-41%
Total Meeting Room Uses	0	384	1,104	1,978	-100%	-44%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY

MAY 2020

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	21,020	103,293	600,379	729,387	-80%	-18%
Web Page "Hits"	45,546	76,350	290,660	388,640	-40%	-25%
Fox Valley Memory "Hits"	498	819	3,589	5,286	-39%	-32%
Remote Logins to InfoSoup	7,229	10,439	43,559	53,933	-31%	-19%
Public Computing Sessions	0	3,989	9,173	21,627	-100%	-58%
Total Time Used on Public Computers	0000:00:00	3066:00:00	7302:00:00	17101:00:00	#VALUE!	-57%
Data Transferred (GB)	186	1610	4825	8898	-88%	-46%
WIFI Distinct Clients	1150	3444	11877	15523	-67%	-23%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
JUNE 2020

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	5,805	42,500	121,331	278,770	-86%	-56%
Children's Circulation	2,108	32,243	71,096	177,513	-93%	-60%
Total Circulation	7,913	74,743	192,427	456,283	-89%	-58%
Adult AV/nonbook (included in above)	1,617	17,380	51,159	123,769	-91%	-59%
Children's AV/non-book (included in above)	199	5,830	11,573	35,056	-97%	-67%
E-Book Circulation	9,401	7,461	54,765	43,271	26%	27%
E-Audiobook Circulation	7,417	6,188	42,675	35,966	20%	19%
E-Video Circulation	605	450	3,725	2,623	34%	42%
E-Comics Circulation	206	134	1,091	1,157	54%	-6%
E-Magazine Circulation	1,765	1,717	9,381	9,425	3%	0%
E-Music Circulation	147	185	1,038	1,229	-21%	-16%
Total E-Circulation	19,541	16,135	112,675	93,671	21%	20%
ILL items received (received from)	8	11,214	31,495	74,499	-100%	-58%
ILL items loaned (provided to)	97	10,672	30,060	73,545	-99%	-59%
Total Registered Patrons (quarterly)	82,556	81,571	n/a	n/a	1%	n/a
Door Count	0	35,616	87,177	205,224	-100%	-58%
Percentage of Total Circulation on Self Check Machines	0.0%	73.7%	n/a	n/a	-100%	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	1,469	3,023	13,236	20,816	-51%	-36%
Reference Transactions - Children's	21	1,790	3,032	8,308	-99%	-64%
Total Reference	1,490	4,813	16,268	29,124	-69%	-44%
Volunteer Hours	128	812	1,276	3,678	-84%	-65%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	3,601	2,261	18,200	16,780	59%	8%
Volumes Withdrawn	1,661	4,239	11,443	42,683	-61%	-73%
Total Titles	246,833	254,571	n/a	n/a	-3%	n/a
Total Volumes	291,707	303,575	n/a	n/a	-4%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY

JUNE 2020

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)	37	82	303	522	-55%	-42%
Children's Program Attendance (including group visit)	387	3,669	7,253	25,754	-89%	-72%
Children's One-on-One Visits	0	6	2	18	-100%	-89%
Children's Home One-on-One Visits Participants	0	27	5	63	-100%	-92%
Children's Literacy Offerings	0	0	1	0	0%	>100%
Children's Literacy Offering Participants	0	0	607	0	0%	>100%
Children's Self Directed Activities	13	4	43	29	225%	48%
Children's Self Directed Activity Participants	99	641	1,336	3,488	-85%	-62%
Young Adult						
Young Adult Programs	2	8	26	89	-75%	-71%
Young Adult Program Attendance	0	669	72	2,215	-100%	-97%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Self Directed Activities	0	0	5	2	0%	150%
Young Adult Self Directed Activity Participants	0	0	86	5	0%	1620%
Adult						
Adult Programs	6	15	107	126	-60%	-15%
Adult Program Attendance	36	177	1,620	2,426	-80%	-33%
Adult One-on-One Instructions	0	6	41	32	-100%	28%
Adult One-on-One Instruction Attendance	0	6	41	31	-100%	32%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Self Directed Activities	0	2	3	16	-100%	-81%
Adult Self Directed Activity Participants	0	176	47	397	-100%	-88%
Total Programs	45	105	436	737	-57%	-41%
Total Program Attendance	423	4,515	8,945	30,395	-91%	-71%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	0	192	677	1448	-100%	-53%
Meeting Room Uses - Events (Library Programs)	0	111	427	833	-100%	-49%
Total Meeting Room Uses	0	303	1,104	2,281	-100%	-52%

APPLETON PUBLIC LIBRARY
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V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	56,008	48,731	656,387	778,118	15%	-16%
Web Page "Hits"	45,574	66,574	336,234	455,214	-32%	-26%
Fox Valley Memory "Hits"	0	610	3,589	5,896	-100%	-39%
Remote Logins to InfoSoup	7,621	15,925	51,180	69,858	-52%	-27%
Public Computing Sessions	0	3,708	9,173	25,335	-100%	-64%
Total Time Used on Public Computers	00000:00:00	2870:00:00	7302:00:00	19971:00:00	#VALUE!	-63%
Data Transferred (GB)	328	2440	5153	11338	-87%	-55%
WIFI Distinct Clients	1312	3402	13189	18925	-61%	-30%



Trustee Training Week 2020

Registration is open for Trustee Training Week 2020, August 24 - 28. Webinars will be held each day from 12:00 noon - 1 p.m. Register for one or all of the webinars. If you're not able to attend live, the webinars will be recorded for later viewing.

Trustee Training Week 2020 Presentations

Core Values of Librarianship

Monday, August 24

Presenter: [Jessamyn West](#)

Librarianship as a profession has a set of core values. But where do they come from, and what do they mean? Library technologist Jessamyn West will talk about the things that make up the core values of librarianship and discuss the tensions that exist between some of them.

Recruiting and Engaging Friends and Trustees Under Age 40

Tuesday, August 25

Presenter: [Madeline Jarvis](#) and [Tess Wilson](#)

Millennials are more likely than other adults to have visited the library recently. However, most Friends and Trustee boards do not have even a single Millennial member (Pew 2016, ALA 2018). What accounts for this discrepancy, and how can we rectify it? Learn how to attract Millennials to your Friends group and Board of Trustees, and turn the largest generation of library users into your best advocates.

Public Library System Redesign (PLSR) Implementation Update

Wednesday, August 26

Presenter: [Bruce Smith](#)

Throughout the response to the public health event, the Department of Public Instruction Division for Libraries and Technology, Public Library Systems, Public Libraries and other partners have been extraordinarily collaborative in our efforts to support the Wisconsin library community. These efforts have allowed us to see new ways for how libraries and systems can be connected and work together in the spirit of [PLSR](#). Through this lens of cooperation and continuous improvement as libraries bounce back from the impact of the pandemic, we continue to move our efforts forward to implement the recommendations of the [PLSR Steering Committee](#). This presentation will include an overview of the PLSR process and an update on the progress of implementing the seven recommendations including information about specific activities and timelines. There also will be time for questions, comments, and input from attendees.

Equity, Diversity, Inclusion: What Library Trustees Need to Know

Thursday, August 27

Presenter: [Anne Phibbs](#)

Equity, diversity, and inclusion (EDI) impacts all communities and all aspects of librarianship. Library Boards of Trustees have an important role in supporting EDI and related initiatives. This webinar will help trustees and library directors understand how to incorporate EDI into policy development, strategic planning, funding initiatives, board development, and more. Anne will present a variety of interactive scenarios in which EDI issues are a factor, with time for Q&A and discussion. In this webinar, Anne Phibbs, PhD, Founder and President of Strategic Diversity Initiatives, will give a basic introduction to EDI and discuss what library trustees and boards need to know about EDI.

Walk the Line: How Trustees Can Best Lead Their Libraries Without Overstepping Their Authority

Friday, August 28

Presenter: [Becky Spratford](#)

Being a Trustee is an important job. You are part of a team that represents the tax payers, oversees the Library Director, and advocates for libraries. However, where exactly do your duties end and the Library staff's begin? This line, while very clear from a legal standpoint, can become a bit fuzzy in practice. Join Becky Spratford, a 20+ years librarian and 5 term library trustee as she helps you understand how to walk the fine line between being a leader and being in the way. She will go over how you as a Trustee can best help the Library thrive, noting when you should step in but also when you should back off, strengthening all of Wisconsin's Libraries in the process.

Wisconsin Trustee Training Week (TTW) was developed in 2014 by Jamie Matczak at the Nicolet Federated Library System with the goal of providing high-quality webinars to public library boards, friends, and trustees in Wisconsin. Since 2015, TTW has been coordinated by Jean Anderson at the South Central Library System.