



I. GENERAL INFORMATION

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

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	70	0	0
19b. Number of winter weeks	33	0	6
19c. Summer hours open per week	57	0	0
19d. Number of summer weeks	13	0	0
19e. Total weeks per year	46	0	6
19f. Total hours per year for this location	3,051	0	0

II. LIBRARY COLLECTIONS					
			a. Number Owned / Leased	b. Number Added	
1. Books in Print			153,899	16,040	
2. Physical Subscriptions			259		
3. Physical Audio Materials			12,680	198	
4. Physical Video Materials			30,131	1,011	
5. Other Physical Materials			2,788		
6. Total Physical Items in Collection			199,498		
			Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State
7. E-books			Yes	Yes	No
8. E-serials			No	Yes	No
9. E-audio			Yes	Yes	No
10. E-video			Yes	No	No
11. Research Databases			Yes	Yes	Yes
12. Online Learning Platforms			Yes	No	Yes
III. LIBRARY SERVICES					
1. Physical Circulation Transactions			2. Interlibrary Loans		
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>	
589,451	283,939	9,980	92,954	117,478	
			Method for Counting ILL Transactions Categorized ILL Transactions		
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)			91,159	116,572	
WISCAT			1,755	890	
Other (includes OCLC, manual tracking or other methods)			40	16	
3. Electronic Content Circulation Transactions					
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials
95,698	34,364	133,145	8,001	17,930	271,208
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count
37,085	20,481	57,566	No	Actual Count	42,582
				a. Method	b. Annual Count
				Actual Count	342,676
8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count
104	88	Actual Count	21,250	Actual Count	42,958

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	396	242	144	274	3
Total Attendance	16,075	10,978	1,224	7,769	180

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	896	132	31	0	
Total Attendance	28,768	4,152	3,306		
Total Program Views				0	

Describe the library's in-person programs:

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

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

Zoom

Describe the library's live, virtual programs:

Genealogy

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

None.

Describe the library's pre-recorded programs:

None.

IV. LIBRARY GOVERNANCE

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

First Name	Last Name	City	Email Address
PRESIDENT			
1. Bastia	Looker	Appleton	blooker.apl@gmail.com
2. Nanette	Bunnow	Appleton	bunnownanette@asds.k12.wi.us
3. John	Keller	Appleton	jkeller@johnsonfinancialgroup.com
4. Mary	Lokensgard	Appleton	mlokensgard@apl.org
5. Jason	Brozek	Appleton	Jason.d.brozek@gmail.com
6. Margret	Mann	Appleton	mmann@apl.org
7. Kevin	Englebert	Appleton	Kevin.Englebert@outagamie.org
8. Martyn	Smith	Appleton	district4@appletonwi.gov
9. Nancy	Scheuerman	Appleton	nscheuerman@apl.org
10. Brian	Vargas	Appleton	brianvargas0@gmail.com
11.			
12.			
13.			
14.			
15.			
16.			
17.			

No. of Library Board Members *Include vacancies in this count* 10

V. LIBRARY OPERATING REVENUE

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

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

Municipality Type	Name	Amount
City	Appleton	\$3,853,058
Subtotal 1		\$3,853,058

2. County

a. Home County Appropriation for Library Services	Subtotal 2a	\$924,348
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a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Brown	\$9,005		
Calumet	\$227,209		
Winnebago	\$107,484		
Subtotal 2b			\$343,698

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
CE Scholarships	\$3,500		
Contracts with OWLS - Popular Materials	\$21,000		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$24,500

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

Program or Project	Amount	
E-Rate for Building Project	\$232,050	
Subtotal 4		\$232,050

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

Name	Amount	Name	Amount
	\$0		
Subtotal 5			\$0

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

\$97,187

7. All Other Operating Income

\$261,238

8. Total Operating Income Add 1 through 7

\$5,736,079

9. What is the current year annual appropriation provided by governing body(ies) for the public library?	\$3,908,601
10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)	Yes

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

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

Position (Local Title)	Job Title (AppendixA)	Type of Staff	Annual Salary	Hours Worked per Year
Director / Head Librarian	Library Director / Chief Officer	Librn. MLS (AL)	\$133,674	2,080.00
Assistant Director	Deputy / Associate / Assistant Library Director	Librn. MLS (AL)	\$116,077	2,080.00
Community Partnerships Supervisor	Department Head / Coordinator / Senior Manager	Librn. MLS (AL)	\$75,854	2,080.00
Children's Supervisor	Department Head / Coordinator / Senior Manager	Librn. MLS (AL)	\$80,517	2,080.00
Materials Management Supervisor	Department Head / Coordinator / Senior Manager	Librn. MLS (AL)	\$80,748	2,080.00
Public Services Supervisor	Department Head / Coordinator / Senior Manager	Librn. MLS (AL)	\$76,130	2,080.00
Librarian - Adult Services	Librarian (MLS)	Librn. MLS (AL)	\$195,694	6,240.00
Building Supervisor	Facility Engineering Manager (Maintenance)	Other no-MLS	\$65,000	2,080.00
Communication Coordinator	Marketing Specialist	Other no-MLS	\$65,609	2,080.00
Network Services Supervisor	Information Technology Manager	Other no-MLS	\$67,101	2,080.00
Materials Management Assistant Supervisor	Manager/Supervisor of Support Staff	Other no-MLS	\$58,477	2,080.00
Public Services Assistant Supervisor	Manager/Supervisor of Support Staff	Other no-MLS	\$60,264	2,080.00
Teen Services Librarian	Associate Librarian (non-MLS)	Librn. no-MLS	\$61,787	2,080.00
Network Services Assistant	Technical Support/Computer Technician	Other no-MLS	\$63,415	2,080.00
Administrative Assistant - Financial	Bookkeeper	Other no-MLS	\$60,242	2,080.00
Administrative Assistant	Office Support (Top)	Other no-MLS	\$49,920	2,080.00
Librarian - Children's Services	Librarian (MLS)	Librn. MLS (AL)	\$130,646	4,160.00
Librarian - Materials Management	Cataloger	Librn. MLS (AL)	\$65,323	2,080.00
Librarian - Electronic Services	Electronic Collections Technician / Developer	Librn. MLS (AL)	\$73,958	2,080.00
Volunteer Coordinator	Volunteer Coordinator	Other no-MLS	\$57,660	2,080.00

X. STAFF (cont'd.)

b. Other Paid Staff *See Instructions*

Position (Local Title)	Job Title (AppendixA)	Type of Staff	Total Annual Wages Paid	Hours Worked per Year
Library Assistant - Children's Servic	Library Assistant - Public Services	Other no-MLS	\$212,795	8,320.00
Library Assistant - Teen Services	Library Assistant - Public Services	Other no-MLS	\$53,828	2,080.00
Library Assistant - Public Services	Library Assistant - Public Services	Other no-MLS	\$159,180	6,240.00
Library Assistant - Materials Manag	Library Assistant - Technical Services	Other no-MLS	\$150,485	6,240.00
Clerk - Public Services	Clerk - Public Services	Other no-MLS	\$171,764	9,360.00
Clerk - Community Partnerships	Clerk - Public Services	Other no-MLS	\$20,800	1,040.00
Page Clerk	Clerk - Technical Services	Other no-MLS	\$153,551	9,360.00
Page	Page/Shelver	Other no-MLS	\$49,896	4,400.00
Operations Clerk	Janitorial Cleaner	Other no-MLS	\$75,991	4,160.00
Security Monitor	Security (Discipline Monitor)	Other no-MLS	\$81,650	3,550.00
Library Assistant Sub - Children's S	Library Assistant - Public Services	Other no-MLS	\$36,336	1,495.00
Library Assistant Sub - Public Servi	Library Assistant - Public Services	Other no-MLS	\$80,470	3,410.00
Clerk Sub - Public Services	Clerk - Public Services	Other no-MLS	\$25,265	1,425.00
Operations Clerk Sub	Janitorial Cleaner	Other no-MLS	\$22,889	1,291.00
Page Clerk Sub	Clerk - Technical Services	Other no-MLS	\$31,027	1,925.00
Library Assistant Sub - Community	Library Assistant - Public Services	Other no-MLS	\$18,408	936.00
Clerk - Materials Management	Clerk - Technical Services	Other no-MLS	\$17,947	1,040.00

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			b. All Other Paid Staff (FTE)	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	
13.00	1.00	14.00	40.84	54.84

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			206,032
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	21,197	115,217	136,414
3. Circulation to Nonresidents Living in Another County in the Library System	1,826	1,318	3,144
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	21,885	39,762	61,647
5. Circulation to All Other Wisconsin Residents	4,811	6. Circulation to Persons from Out of the State	16
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Calumet	22,485	f.	
b. Waupaca	1,318	g.	
c. Winnebago	17,277	h.	
d.	0	i.	
e.	0	j.	

XII. TECHNOLOGY (Not included in 2025 Report)

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

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	27	33	10
Total Self-Directed Activity Participation	5,959	6,217	808
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	25	0	95
Total Self-Directed Activity Participation	1,552	0	14,536
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Ann	Cooksey	acooksey@apl.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Peter	Kotarba	pkotarba@apl.org	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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

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

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

XV. CERTIFICATION

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

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Bastia Looker	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Colleen Rortved	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

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

County

Outagamie

The Appleton Public Library Board of Trustees hereby states that in 2025 the Outagamie Waupaca Library System
Name of Public Library *Name of Public Library System / Service*

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

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

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

XV. CERTIFICATION

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

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

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Bastia Looker	

	COMMENTS	
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SECTION_I

Standard total weeks per year

The library was closed for 6 weeks, January 1-February 14 to move and open our renovated building.--2026-01-22

Staff only total weeks per year

The library was closed for 6 weeks, January 1-February 14 to move and open our renovated building.--2026-01-22

SECTION_III

6b. Reference Transactions

Large increase is due to moving from a temporary location to our newly renovated location.--2026-02-18

7b. Library Visits

Large increase is due to moving from a temporary location to our newly renovated location.--2026-02-18

8a. Number of Public Use Computers

Large increase is due to moving from a temporary location to our newly renovated location.--2026-01-26

8b. Number of Public Use Computers with Internet Access

Large increase is due to moving from a temporary location to our newly renovated location.--2026-01-26

9b. Wireless Internet Uses

10 day data loss in November 2025--2026-01-20

Total General Interest Synchronous Programs

Form gave error that this number matches that of 2024, number is verified as correct for 2025.--2026-02-18

SECTION_VII

Expenditure

Expenditures are higher than income because municipal funding is included in the expenditures but came as revenue in 2024.--2026-02-18