



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Agenda - Final Library Board

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Wednesday, July 14, 2021

1:00 PM

City Hall 6th Floor A/B 100 N. Appleton Street

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### Finance Committee

1. Call meeting to order
2. Roll call of membership

#### 5. Action Items

[21-0938](#) Finance Policy Updates

**Attachments:** [Financial Policy Draft July 2021.pdf](#)

[21-0939](#) 2022 Library Operating Budget

**Attachments:** [2022 Library Operational Budget Memo.pdf](#)  
[Budget Summary for Board.pdf](#)  
[Utilities and Revenues Detail.pdf](#)  
[Library 7-5-2021.pdf](#)

#### 7. Adjournment

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



## FINANCIAL POLICY

The Appleton Public Library (“APL”) Board of Trustees (“library board”) establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of APL’s mission and goals, and compliance with appropriate laws and ordinances and City of Appleton (“city”) policies.

### 1. Consistency

- a. Library staff (“staff”), while preserving the library board’s legal prerogatives under Wis. Stats. §§ 43.58(1) and 43.58(2), will keep library practices in compliance with city policies.
- b. Staff will work with the city’s Finance Department to ensure that the city’s financial policies accommodate the library board’s responsibility and bring these policies to the library board for approval.

### 2. Budget

- a. The library board shall establish an annual budget request according to State of Wisconsin statutes and the city’s Budget Policy.
- b. Staff shall budget revenue funds and associated expenditures as follows:
  - i. Best estimate of revenue, but no associated expenditures for county reimbursements, ~~overdue fines, and Outagamie Waupaca Library System rent.~~
  - ii. Best estimate of revenue, and associated expenditures for revenue based on use: printing/copying, reader-printers, vending machines, and benefitted positions funded by grant awards approved prior to budget.
  - iii. No revenue budgeted, but any revenue realized during the year to be transferred to appropriate spending accounts via budget adjustments: lost and paid materials with the exception of the variance in 4c, resource library agreement funds, memorials, unbudgeted grants received throughout the year, gifts and donations.”
- c. Staff shall work with the Mayor, Finance Department, and Common Council (“Council”) to seek adoption of the library board’s request, reporting any changes or concerns to the library board.
- d. After the budget adoption by the City Council, staff will present the adopted budget for the year to the library board for review and approval.
- e. The library board delegates to staff the expenditure of monies, the development of an annual collection budget to allocate funds available for library materials and development of a Friends of Appleton Public Library (“Friends”) grant budget all subject to review and approval by the library board.

**Commented [CR1]:** Starting with the 2022 budget we will not budget for OWLS rent so I propose striking this now.

- f. Budget amendments, transfers and new appropriations are subject to the city's Budget and Grants policies.
- g. The library board's authority over budgeted city funds shall lapse at the end of the calendar year and any budget fund balances shall revert to city authority, subject to city carryover policies and procedures.

### 3. Expenditures

- a. Staff will follow the city's Procurement and Contract Management Policy for purchases and processing of payments.
- b. On a monthly basis, staff shall present the bill register, a list of all expenditures, to the library board for review and approval. Staff will also present a monthly financial report showing the status of all accounts and funds.

### 4. Receipts

- a. Revenue received by the library from overdue fines, rent and utility payments, printing/copying, reader-printer copies, vending machine commissions, and county reimbursements for library service will be submitted to the city as general revenue. Non-sufficient fund charges will be submitted to the city as general revenue.

b. Reimbursements for lost or damaged materials will be added to the materials budget via budget adjustments to be used to purchase replacement materials. These funds will be eligible for carryover.

b-c. There is a multi-year variance as part of the elimination of overdue fines approved in 2021. For a limited time, a portion of the revenue earned from lost and paid materials will be treated in the manner of items in 4.a and will be submitted to the city as a general revenue based on the following schedule:

2022: \$25,000  
2023: \$15,000  
2024: \$5,000

e-d. Should the library utilize petty cash, staff will implement petty cash procedures consistent with city procedures, for use when immediate payment or reimbursement for a purchase or service is required.

e-e. Staff will work with the city's Finance Department to ensure appropriate journal entries and necessary budget adjustments are prepared to reflect all additional revenues and expenditures.

### 5. Gifts and Donations

- a. Gifts and donations are subject to the library's Gifts and Donations Policy
- b. Staff will track donations for the express purpose of purchasing library materials or supporting a specific program. The purchase of specifically identified titles or the funding of specifically dictated programs or services with such funds cannot be guaranteed, nor

does the donor have the right of approval of titles or services before purchase. However, donors are encouraged to recommend subject or service areas.

- c. Staff will request carryover of any unexpended donated funds, so that funds shall be used to purchase materials or support programs consistent with donor wishes.
- d. Any cash found in the library and unclaimed after thirty (30) days will be considered donated funds.

## 6. Grants

- a. The library board shall have the right to approve or deny library utilization of grant or contract funds on behalf of the library by any organization or individual.
- b. Grants received are subject to the city's Grant Policy and approval of the library board.
- c. Friends' grants will be administered as follows:

- ~~i.~~ Staff present a spending plan for Friends grants at the beginning of the library's fiscal year projecting funding based on the previous year's distribution.
- ~~ii.~~ Friends will inform the library in spring of the grant allocation for their upcoming July to June fiscal year.
- ~~iii.~~ Should the City of Appleton budget require amendments, staff will present amendments and updated spending plans upon approval of the Friends annual budget to the library board.
- ~~ii.~~ Staff will present a spending plan for Friends' grants to the library board for approval.
- ~~iii.~~ iv. Staff will present grant expenditures via the bill register and monthly reports. They will also provide quarterly report narratives of grant programs to the library board and Friends board.
- ~~iv.~~ v. Friends staff will provide semiannual disbursements upon receipt of the prior half of the years reconciliation report; a request from library administration.
- ~~v.~~ vi. Expenditures and receipts will be recorded consistent with city policy and subject to carry over.
- ~~vii.~~ vii. Grants from the Friends of Appleton Library/Frank P. Young Scholarship Fund shall be made in accordance with the Scholarship Policy.
- ~~vi.~~ viii. Distributions from the FOCOL Fund will be made in accordance with the fund agreement.

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## 7. Disposal of Property

- a. Withdrawn library materials, materials donated but not added to the collection, and other computer equipment no longer needed for library services may be given to the Friends for sale in the Friends Book Sale.
- b. Other surplus or obsolete supplies or equipment will be disposed of in compliance with the city's Procurement and Contract Management Policy.

## 8. Review and Reporting

- a. All library funds, expenditures and revenues will be audited as part of the city's annual audit. Staff shall report to the library board any notes or communications from the city's auditor regarding the library.
- b. Library finances will be reported annually to the State of Wisconsin's Department of Public Instruction.

| -12/96, 12/99, 12/02, 10/04, 11/10, 2/2016, 12/2018, 7/2021



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

**TO: Members of the Appleton Public Library Board of Trustees Finance Committee**

**FROM: Colleen Rortvedt, Library Director**

**DATE: July 5, 2021**

**RE: 2022 Library Operational Budget Proposal**

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I wanted to provide some additional information about the library's operational budget proposal to assist you in your review prior to the Finance Committee meeting on Wednesday, July 14 at 1 pm. Please reach out with any questions you have prior to our meeting, or we can discuss them on the 14<sup>th</sup>.

#### **Operational Budget**

The Mayor has provided guidance for city departments to present a status quo budget proposal for 2022. However, our budget proposal includes some temporary reductions that anticipate that the library will be functioning in a reduced capacity out of a temporary facility for at least half of 2022 and throughout the period of construction of the renovated and expanded library which is expected to last most of 2023.

The budget lines that are impacted appear in red on the spreadsheet entitled 2022 Budget for the Library Board and include:

- Supplies
- Library Materials
- Miscellaneous Equipment
- Equipment Repair and Maintenance
- Other Contracts

#### **Reach Out and Read Special Revenue Fund**

The Special Revenue Fund for Reach Out and Read will be brought to the Board in September. Due to the Business Manager Vacancy and retirement and transition to a new City Budget Manager, this information is delayed at this time. It is a distinct grant fund used only for Reach Out and Read and will not have any impact on the library's operational budget request.

#### **The Building Project**

Finally, there will be a large Capital request for the building process, and this will be brought to the Board at a future meeting as well.

**NOTE: This budget reflects temporary anticipated reductions in some budget lines (shown in red) due to service limitations that will occur due to the library operating in a temporary library during the 18 months period of construction.**

	2021 Admin (16010)	2022 Admin (16010)	2021 Children's (16021)	2022 Children's (16021)	2021 Public Services (16023)	2022 Public Services (16023)	2021 Community Partnerships (16024)	2022 Community Partnerships (16024)	2021 Operations (16031)	2022 Operations (16031)	2021 Materials Management (16032)	2022 Materials Management (16032)	2021 Network Services (16033)	2022 Network Services (16033)	2021 TOTAL	2022 TOTAL	% CHANGE
Personnel																	
610100-610700 Salaries	460,663	466,769	369,371	362,814	455,427	449,189	344,212	349,375	76,128	77,270	524,489	513,223	107,321	104,234	2,337,611	2,322,874	-1%
610800 Part-time	8,790	8,086	30,528	31,395	90,508	91,865	0	0	3,912	19,184	70,268	72,815	0	0	204,006	223,345	9%
615000 Fringes	179,508	181,315	158,189	137,245	137,227	161,065	146,325	147,080	26,104	26,834	161,250	159,847	43,193	23,087	851,796	836,473	-2%
<b>Subtotal - Personnel</b>	<b>648,961</b>	<b>656,170</b>	<b>558,088</b>	<b>531,454</b>	<b>683,162</b>	<b>702,119</b>	<b>490,537</b>	<b>496,455</b>	<b>106,144</b>	<b>123,288</b>	<b>756,007</b>	<b>745,885</b>	<b>150,514</b>	<b>127,321</b>	<b>3,393,413</b>	<b>3,382,692</b>	<b>0%</b>
Supplies and Services																	
620100 Training and Travel	4,920	4,920	4,405	4,405	2,565	2,565	4,450	4,450	830	830	3,324	3,324	2,740	2,740	23,234	23,234	0.00%
620600 Parking Permits	23,100	23,100													23,100	23,100	0.00%
630100 Supplies	4,635	4,635	2,812	2,812	3,500	3,500	2,812	2,812			30,522	24,417	1,500	1,500	45,781	39,676	-13.34%
630300 Memberships	2,200	2,200													2,200	2,200	0.00%
630500 Awards and Recognition	850	850													850	850	0.00%
630600 Janitorial									11,084	11,417					11,084	11,417	3.00%
630700 Food and Provisions	1,135	1,135													1,135	1,135	0.00%
630900.2 Tools									150	150					150	150	0.00%
631500 Library Materials											597,644	475,000			597,644	475,000	-20.52%
632000.2 Printing	100	100													100	100	0.00%
632300 Safety Supplies									550	550					550	550	0.00%
632700 Misc. Equipment									650	650			67,980	52,980	68,630	53,630	-21.86%
640700 Recycling/Trash									4,005	4,125					4,005	4,125	3.00%
641200 Advertising	1,288	1,288													1,288	1,288	0.00%
641300.1-.8 Utilities (see breakdown)	4,548	4,548							129,112	129,112					133,660	133,660	0.00%
641600 Building Repair and Maint.									2,000	2,000					2,000	2,000	0.00%
641800 Equipment Repair and Maint									400	400			84,531	79,553	84,931	79,953	-5.86%
642000 Facilities Charges									183,973	172,188					183,973	172,188	-6.41%
681500 Software													4,498	4,498	4,498	4,498	0.00%
659900 Other Contracts	76,537	62,375	1,000	1,000	8,524	8,524					67,248	65,706			153,309	137,605	-10.24%
<b>Subtotal - Supplies and Services</b>	<b>119,313</b>	<b>105,151</b>	<b>8,217</b>	<b>8,217</b>	<b>14,589</b>	<b>14,589</b>	<b>7,262</b>	<b>7,262</b>	<b>332,754</b>	<b>321,422</b>	<b>698,738</b>	<b>568,447</b>	<b>161,249</b>	<b>141,271</b>	<b>1,342,122</b>	<b>1,166,359</b>	<b>-13.10%</b>
<b>Total Library Expense</b>	<b>768,274</b>	<b>761,321</b>	<b>566,305</b>	<b>539,671</b>	<b>697,751</b>	<b>716,708</b>	<b>497,799</b>	<b>503,717</b>	<b>438,898</b>	<b>444,710</b>	<b>1,454,745</b>	<b>1,314,332</b>	<b>311,763</b>	<b>268,592</b>	<b>4,735,535</b>	<b>4,549,051</b>	<b>-3.94%</b>

<b>Utilities Breakdown</b>	<b>2021</b>	<b>2022</b>	<b>% change</b>
16031.641300.1 Electric	95,890	95,890	0%
16031.641300.2 Gas	22,283	22,283	0%
16031.641300.3 Water	5,125	5,125	0%
16031.641300.4 Sewer	2,114	2,114	0%
16031.641300.6 Storm water	3,700	3,700	0%
16010.641300.7 Telephone	2,948	2,948	0%
16010.641300.8 Cellphone	1,600	1,600	0%
<b>Total - Utilities</b>	<b>133,660</b>	<b>133,660</b>	<b>0%</b>

<b>Revenue</b>	<b>2021</b>	<b>2022</b>	<b>% change</b>
16010.423200 Library Grants and Aids (County Reimbursement)	1,091,736	1,063,001	-3%
16010.480100 Charges for Service (Fines and Fees)	30,000	-	#DIV/0!
16010.501500 Rental of City Property	30,000	-	#DIV/0!
16023.503500 Reader/Printer (Public Services as of 2017)	400	400	0%
16031.500100 Fees and Commissions (Vending)	600	600	0%
16032.503500 Other Reimbursements (L&P)	-	25,000	
16033.503500 Internet Printing (Network Services)	18,500	18,500	0%
<b>Total - Revenues</b>	<b>1,171,236</b>	<b>1,107,501</b>	<b>-5.44%</b>



**CITY OF APPLETON 2022 BUDGET**

**LIBRARY**

**Library Director: Colleen T. Rortvedt**

**Assistant Library Director: Tasha M. Saecker**

# CITY OF APPLETON 2022 BUDGET LIBRARY

## MISSION STATEMENT

Learn, know, gather and grow - your center of community life.

## DISCUSSION OF SIGNIFICANT 2021 EVENTS

### Maintain high quality library services

- 2021 was impacted by the pandemic resulting in redesigning library service in methods that are safe and slowly restoring services. By the start of summer nearly all library services have been restored.
- Served as a vaccination site over the summer focusing on vaccinating youth.
- Eliminated overdue fines and cleared patron accounts of existing fines for materials that have been returned.

### Summer Reading Program

- Offered for all ages utilizing online and in person options. 1,099 children and 305 adults participated (2021 numbers to be updated upon completion of program)
- Summer programming was initially planned outdoors and as COVID and vaccination rates improved indoor programming occurred.

### Increase marketing and advocacy, fund development, technology for efficiency, staffing levels and training, library environment and neighborhood

- Grants obtained include:
  - "Small Business – Big Impact," an initiative to support business startup, retention, and expansion for people of color and immigrants, is launched with grant funding from the American Library Association for 2020/2021
  - WiLS Ideas to Action grant for Community Chords Project
  - East Asia in Wisconsin Grant from UW Madison's Center for East Asian Studies
  - READ Africa Grant from UW Madison's African Studies Program
  - Implemented grant with OWLS and Friends of the APL to provide circulating laptops throughout the system from the WI Public Services Commission
  - Friends of the APL provided \$64,000 in grants
- Librarians engaged in initiatives at the State level including serving as a mentor for Wisconsin Libraries - Transforming Communities and staff were among five libraries in the country chosen to serve as coaches for ALA's ongoing Libraries Build Business initiative

### Continue to explore facility needs and options

- Selected architects Skidmore, Owings and Merrill to design library renovation/expansion and began work on design
- Created multiple methods for public participation including working with the Mayor to establish a Library Building Project Advisory Committee
- Began developing plans for temporary library during construction
- Modified building to provide safe service to the public during the pandemic

### Continue cooperation with schools and other community organizations

- Maintained and enhanced relationships with partners throughout the year finding new ways to collaborate during the pandemic
- Fox Cities Reads, George, was read and discussed throughout the community - author presentation was virtual; Fox Cities Book Festival includes in person and virtual events
- Collaborated with 37 local educational institutions, businesses, and non-profit and civic groups; Collaborations include English Language Learner programs, Building for Kids, ADI, Fox Valley Symphony, Boys & Girls Club
- Staff served on Imagine Fox Cities Leadership and Belonging Teams. Hosted community conversations
- As a United Way Agency the library coordinates the Reach Out and Read - Fox Cities program

### Utilize volunteers more effectively

- In 2021 we have reinstated volunteers based on how services have been evolving surrounding the pandemic including shelving, children's program support, Reach Out and Read, obituary database entry and local history projects, Job Connection support and Walking Books delivery service to homebound individuals.

### Continuously work to improve website and online service delivery

- Expanded access to digital content, increasing titles and services offered
- Offered programming in person and online via synchronous and asynchronous videoconferencing when meeting in person was not feasible
- Implemented new App and created Book Matchmaker service
- e-circulation increased 17% from previous year: e-books, audiobooks, videos, comics, magazines, music and games

# CITY OF APPLETON 2022 BUDGET LIBRARY

## MAJOR 2022 OBJECTIVES

Apply Library's mission, vision, values and strategic pillars to accomplish objectives that serve our community.

**APL Vision:** Where potential is transformed into reality.

**VALUES:**

**WELCOMING** - Everyone belongs here.

**LITERACY** - The City of Appleton is the city of literacy and learning.

**ACCESS** - The Library is accessible physically, culturally, and intellectually.

**COMMUNITY** - The Library is essential to every person and organization achieving their goals.

**STRATEGIC PILLARS:**

**Hub of Learning and Literacy** - We support and sustain education for all ages.

**Collaborative Environment** – We connect with many partners to share knowledge and information.

**Educate and Inspire Youth**– We ensure that children and teens find a supportive place for their futures.

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

**Engaged and Connected**– We focus on how to make a difference in people's lives.

**Enriched Experiences** - We provide experiences that are timely, inclusive and aligned with community interests.

**Services and Programs for All**– We give our community opportunities for growth, self-instruction and inquiry.

**Other specific objectives include:**

Complete design of renovated/expanded library, finalize and implement and interim library service model to that is responsive to community needs during the 18 month construction process.

As a core component of public education for all, cultivate quality collections and develop and provide quality programs for all ages, including outreach and group visits, age-appropriate programs for various developmental stages with inclusive programs; continue explore ways to develop and support outreach to the community in nontraditional locations; collaborate with schools and community organizations to provide options for different levels of engagement; continue efforts to extend outreach and circulation services out into the community.

Monitor continued impact and public health needs due to the pandemic; leverage resources to support economic recovery focusing on job loss, families struggling with educational needs, marginalized communities, individuals/families suffering from social isolation and those who rely on the library to mitigate the impact of the digital divide.

Eliminate barriers by utilizing the State inclusive services assessment and other City, community and library initiatives to advance equity and inclusion for library policies, collections, programs and services.

Market collections, programs and services; continue to develop the "digital branch" and virtual services

**NOTE: This budget reflects temporary anticipated reductions in some budget lines due to service limitations that will occur due to the library operating in a temporary library during the 18 months period of construction.**

## DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 1,267,872	\$ 1,237,716	\$ 1,171,236	\$ 1,171,236	\$ 1,107,501	-5.44%
<b>Program Expenses</b>							
16010	Administration	659,324	648,023	768,274	828,774	761,321	-0.91%
16021	Children's Services	548,499	542,351	566,305	578,557	539,671	-4.70%
16023	Public Services	730,368	680,116	697,751	712,978	716,708	2.72%
16024	Community Partnerships	494,580	501,360	497,799	501,291	503,717	1.19%
16031	Building Operations	467,278	406,380	438,898	438,898	444,710	1.32%
16032	Materials Management	1,495,776	1,436,398	1,454,745	1,469,490	1,314,332	-9.65%
16033	Network Services	267,245	279,001	311,763	315,763	268,592	-13.85%
<b>TOTAL</b>		\$ 4,663,070	\$ 4,493,629	\$ 4,735,535	\$ 4,845,751	\$ 4,549,051	-3.94%
<b>Expenses Comprised Of:</b>						(4,549,051)	
Personnel		3,296,550	3,211,800	3,393,413	3,393,413	-	-100.00%
Training & Travel		43,267	39,904	46,334	49,334	-	-100.00%
Supplies & Materials		787,295	756,463	728,124	759,613	-	-100.00%
Purchased Services		533,654	480,886	563,166	638,893	-	-100.00%
Capital Outlay		2,304	4,576	4,498	4,498	-	-100.00%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		46.00	45.00	45.00	45.00	45.00	

# CITY OF APPLETON 2022 BUDGET

## LIBRARY

**Administration**

**Business Unit 16010**

### PROGRAM MISSION

To ensure delivery of library programs and services to patrons for the benefit of the community, the Administration program plans, organizes and develops resources, and facilitates effective and responsible staff efforts.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies #2: "Encourage active community participation and involvement"; #3: "Recognize and grow everyone's talents"; #4: "Continually assess trends affecting the community and proactively respond"; #5: "Promote an environment that is respectful and inclusive"; #6: "Create opportunities and learn from successes and failures"; and #7: "Communicate our success through stories and testimonials".

**Objectives:**

Complete design of renovated/expanded library. Finalize and implement and interim library service model to that is responsive to community needs during the 18 month construction process.

Oversee the Library's long-range plan and ensure Library is responsive to community needs, adapting as appropriate for the construction process and pandemic.

Work with the Outagamie Waupaca Library System in their relocation from the library building.

Share information about library programs, services and resources via effective marketing and communications.

Utilize the State of Wisconsin Inclusive Services Assessment, GARE and other community and library initiatives to advance equity and inclusion for library policies, collections, programs and services.

Work with Friends to develop strong public/private partnership; be good stewards of grant funds.

Continue identifying ways to leverage volunteers in the provision of library service.

**Major changes in Revenue, Expenditures, or Programs:**

- The pandemic created significant disruption and modifications to Library service that result in dramatic variances in current and projected outputs. 2022 outputs will be impacted by the library operating in temporary library.
- In 2021 the library eliminated overdue fines and developed a four year transition plan to offset the loss of revenue.
- No Rental of City Property (OWLS rent) projected for 2022 as OWLS is moving to new offices.
- The Other Contracts budget reflects a temporary reduction in the security guard contract due to temporary closures while moving to a temporary location.
- Increase in grant funds awarded impacted by Reach Out and Read diversified funding from clinics.

### PERFORMANCE INDICATORS

	Actual 2019	Actual 2020	Target 2021	Projected 2021	Target 2022
<b>Client Benefits/Impacts</b>					
Library activities, programs and services are responsive to community needs					
% of surveyed patrons who rate the library as satisfactory	97%	97%	97%	97%	97%
<b>Strategic Outcomes</b>					
A better educated community					
Collaborations with educational institutions	233	37	200	200	200
<b>Work Process Outputs</b>					
Grant funds awarded	\$ 152,126	\$ 221,470	\$ 180,000	\$ 200,000	\$ 200,000
State-level meetings attended	38	55	40	40	40
Surveys conducted	1	1	1	3	1
Hours worked by library volunteers	7,437	2,002	3,000	2,500	2,500
Annual door count	408,532	105,816	250,000	200,000	200,000

# CITY OF APPLETON 2022 BUDGET

## LIBRARY

Administration

Business Unit 16010

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
423200 Library Grants & Aids	\$ 1,045,947	\$ 1,070,138	\$ 1,091,736	\$ 1,091,736	\$ 1,063,001
480100 General Charges for Svc	44,646	14,728	30,000	30,000	
501500 Rental of City Property	30,012	30,000	30,000	30,000	-
502000 Donations & Memorials	587	553	-	-	-
503500 Other Reimbursements	14,666	22,082	-	-	-
Total Revenue	<u>\$ 1,135,858</u>	<u>\$ 1,137,501</u>	<u>\$ 1,151,736</u>	<u>\$ 1,151,736</u>	<u>\$ 1,063,001</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 394,145	\$ 430,430	\$ 460,663	\$ 460,663	\$ 466,769
610400 Call Time Wages	45	15	-	-	
610500 Overtime Wages	-	-	-	-	
610800 Part-Time Wages	8,446	4,599	8,790	8,790	8,086
615000 Fringes	132,534	142,050	179,508	179,508	181,315
620100 Training/Conferences	9,327	5,440	4,920	7,920	4,920
620600 Parking Permits	20,729	22,823	23,100	23,100	23,100
630100 Office Supplies	4,273	2,300	4,635	4,635	4,635
630300 Memberships & Licenses	3,065	3,393	2,200	2,200	2,200
630500 Awards & Recognition	1,157	879	850	850	850
630700 Food & Provisions	4,076	319	1,135	1,135	1,135
632001 City Copy Charges	-	302	100	100	100
632002 Outside Printing	1,031	1,033	-	-	
641200 Advertising	2,409	2,477	1,288	6,288	1,288
641307 Telephone	3,069	3,358	2,948	2,948	2,948
641308 Cellular Phones	1,517	615	1,600	1,600	1,600
659900 Other Contracts/Obligation	73,501	27,990	76,537	129,037	62,375
Total Expense	<u>\$ 659,324</u>	<u>\$ 648,023</u>	<u>\$ 768,274</u>	<u>\$ 828,774</u>	<u>\$ 761,321</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Other Contracts/Obligations

Security Guard	\$ 61,975
Piano Tuning	400

\$ 62,375

# CITY OF APPLETON 2022 BUDGET

## LIBRARY

**Children's Services**

**Business Unit 16021**

### PROGRAM MISSION

In collaboration with the community, we educate, inspire, engage, motivate and provide access to resources for all children.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies #1: "Responsibly deliver excellent services"; #2: "Encourage active community participation and involvement"; #4: "Continually assess trends affecting the community and proactively respond"; #5: "Promote an environment that is respectful and inclusive"; and #6: "Create opportunities and learn from successes and failures".

**Objectives:**

Cultivate quality children's materials collections to support both education and recreation. Provide responsive customer service, including reference, readers' advisory and directional assistance. Explore staff mobility and examine new ways to staff service desks to better serve patrons.

Develop and provide quality programs for more than 25000 children and caregivers, including fieldtrips and group visits, age-appropriate programs for children birth to age 12, inclusive programs for children with sensory challenges, specialized programs and services to minority and low income families, and reading incentive programs.

Explore ways to develop and support outreach to the community in nontraditional locations. Work directly with Hmong and Hispanic families and coordinate with AASD Birth to 5 Programs, Outagamie County Birth to 3 Early Intervention, Fox Valley Literacy Council and Head Start by using a referral system to link families with needed resources, providing in-home visits to families and building towards their full use of the library and its services.

Provide specialized programs directed at families and children to include refugees, newcomers and those from culturally diverse backgrounds including coordination with community organizations to bring ELL book clubs, literacy classes, and other cultural celebrations.

**Major changes in Revenue, Expenditures, or Programs:**

The Children's Department continues to develop ways to provide programming and services during the building process including planning for a temporary location. These plans include: in-person & virtual programming, the exploration and experimentation of non-traditional and traditional outreach programming, outdoor programs & the continuation of services such as Book Packs that grew in popularity during the pandemic.

### PERFORMANCE INDICATORS

	Actual 2019	Actual 2020	Target 2021	Projected 2021	Target 2022
<b>Client Benefits/Impacts</b>					
Children have access to a wide range of quality programs					
Attendance at children's programs	45,473	13,000	10,000	15,000	25,000
Drop-in activity participants	6,667	1,732	2,000	2,000	5,000
<b>Strategic Outcomes</b>					
Children discover joy of reading & develop love of learning					
Summer Library program participants	3,775	1,099	1,500	1,500	2,000
Members of the Appleton community find high quality programs at the library					
% of attendees satisfied with programs (survey done in odd years)	96%	96%	80%	80%	80%
<b>Work Process Outputs</b>					
Reference transactions	15,984	3,218	1,200	3,500	3,500
Number of children's programs	968	500	500	500	500

**CITY OF APPLETON 2022 BUDGET**

**LIBRARY**

**Children's Services**

**Business Unit 16021**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
503500 Other Reimbursements	31,600	18,800	-	-	-
Total Revenue	\$ 31,600	\$ 18,800	\$ -	\$ -	\$ -
Expenses					
610100 Regular Salaries	\$ 350,454	\$ 361,433	\$ 369,371	\$ 369,371	\$ 362,814
610800 Part-Time Wages	38,718	27,648	30,528	30,528	31,395
615000 Fringes	127,636	128,929	158,189	158,189	137,245
620100 Training/Conferences	3,996	5,480	4,405	4,405	4,405
630100 Office Supplies	21,003	16,460	2,812	10,979	2,812
630300 Memberships & Licenses	153	-	-	-	-
630700 Food & Provisions	1,444	690	-	4,085	-
659900 Other Contracts/Obligation	5,095	1,711	1,000	1,000	1,000
Total Expense	\$ 548,499	\$ 542,351	\$ 566,305	\$ 578,557	\$ 539,671

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2022 BUDGET

## LIBRARY

**Public Services**

**Business Unit 16023**

### PROGRAM MISSION

Public Services is at the front-line, providing excellent customer service by helping the community use library resources.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies #1: "Responsibly deliver excellent services"; #4: "Continually assess trends affecting the community and proactively respond"; #5: "Promote an environment that is respectful and inclusive"; and #6: "Create opportunities and learn from successes and failures".

**Objectives:**

Work with patrons in support of the strategic pillars of Hub of Learning and Literacy, Engaged and Connected, Enriched Experiences, and Services and Programs for All; work with other system libraries and state libraries in a collaborative environment; embrace new technologies and best library practices; improve staff mobility and examine new ways to staff service desks to better serve patrons.

Respond to reference, readers' advisory, technological and directional questions in person, via phone, email, and online social media and work to create consistent customer service levels at all service desks in the library; use technology competencies for the adult service desk staff for increased consistency between desks and focused training; provide quality service to our patrons in person, via phone and remotely.

Register new patrons and maintain a database of 75,000 users; process holds in conjunction with the Materials Management section (approx. 145,000 items); send out overdue, billing and reserve notices; utilize the Tax Refund Intercept Program (TRIP) and a collection agency for the collection of long overdue items and bills.

Promote and educate the public on the use of the self-check machines.

Prepare and maintain displays of new and/or popular materials. Continue to work with Materials Management and OWLS to improve functionality of library catalog and discovery layer; oversee the inter-library loan process.

Explore ways to develop and support outreach to the community in non-traditional locations.

**Major changes in Revenue, Expenditures, or Programs:**

Public Services continues to develop ways to provide resources and services during the building process including planning for a temporary location.

### PERFORMANCE INDICATORS

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Convenient and fast access to accurate information					
Reference questions answered	39,962	25,994	25,000	30,000	30,000
<b>Strategic Outcomes</b>					
Members of the Appleton community who will use the library and encourage others to do so					
Number of registered patrons	79,729	74,131	80,000	75,000	75,000
Members of the Appleton community find high quality service at the library					
% of respondents satisfied with library service (survey done on odd years)	94%	94%	75%	75%	75%
<b>Work Process Outputs</b>					
Adult materials circulation	545,136	199,472	300,000	300,000	300,000
Children's materials circulation	345,935	132,982	180,000	180,000	180,000
Reserves filled for APL patrons	146,567	78,160	90,000	75,000	75,000



# CITY OF APPLETON 2022 BUDGET

## LIBRARY

**Public Services**

**Business Unit 16023**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
503500 Other Reimbursements	\$ 12,494	\$ 1,814	\$ 400	\$ 400	\$ 400
Total Revenue	<u>\$ 12,494</u>	<u>\$ 1,814</u>	<u>\$ 400</u>	<u>\$ 400</u>	<u>\$ 400</u>
Expenses					
610100 Regular Salaries	\$ 475,860	\$ 458,777	\$ 455,427	\$ 455,427	\$ 449,189
610500 Overtime Wages	4	1	-	-	-
610800 Part-Time Wages	91,753	74,200	90,508	90,508	91,865
615000 Fringes	150,514	138,466	137,227	137,227	161,065
620100 Training/Conferences	2,443	2,167	2,565	2,565	2,565
630100 Office Supplies	2,960	2,243	3,500	3,500	3,500
659900 Other Contracts/Obligation	6,834	4,262	8,524	23,751	8,524
Total Expense	<u>\$ 730,368</u>	<u>\$ 680,116</u>	<u>\$ 697,751</u>	<u>\$ 712,978</u>	<u>\$ 716,708</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2022 BUDGET

## LIBRARY

**Community Partnerships**

**Business Unit 16024**

### PROGRAM MISSION

Community Partnerships: Engage, Educate, Entertain, Elevate.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies #1: "Responsibly deliver excellent services"; #2: "Encourage active community participation and involvement"; #4: "Continually assess trends affecting the community and proactively respond"; #5: "Promote an environment that is respectful and inclusive"; and #6: "Create opportunities and learn from successes and failures".

**Objectives:**

Connect members of the Appleton community with opportunities for growth, self-instruction, and inquiry in the library, online, and throughout the Appleton area; provide enriched entertainment opportunities for teen and adult community members by maintaining a broad range of materials and programs.

Provide access to local history materials, services, and programs; preserve Appleton and APL history by increasing and improving access to digital materials.

Collaborate with partner agencies utilizing the Community Partnerships Framework to provide options for different levels of engagement; serve on local boards and participate in various organizations to increase collaboration, build shared capacity, and connect patrons with local resources.

Foster partnerships and celebrate our diverse community by providing lifelong learning opportunities through services and programs for all. Develop relationships and services focused on economic development.

Work with Public Services and Children's Services staff to bring circulation services to the community.

**Major changes in Revenue, Expenditures, or Programs:**

Community partnerships staff will work in partnership with other community agencies and institutions to coordinate off-site programs and services during the building process including planning for a temporary location.

### PERFORMANCE INDICATORS

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Members of the Appleton community find high quality programs at the library					
% of attendees satisfied with library programs (survey done on odd years)					
Adult programs	97%	97%	75%	75%	75%
Young adult programs	93%	93%	75%	75%	75%
<b>Strategic Outcomes</b>					
Members of the Appleton community engage with the library as a hub of learning and literacy					
Young adult program attendance	3,243	376	750	750	750
Adult program attendance	5,162	6,961	1,500	5,000	5,000
<b>Work Process Outputs</b>					
Web page "hits" (page accesses)	875,356	609,266	650,000	650,000	650,000
Number of locally produced databases or digital collections available via web	10	10	10	10	10

# CITY OF APPLETON 2022 BUDGET

## LIBRARY

**Community Partnerships**

**Business Unit 16024**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
503500 Other Reimbursements	\$ 17,500	\$ 32,000	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 17,500</u>	<u>\$ 32,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 318,218	\$ 346,580	\$ 344,212	\$ 344,212	\$ 349,375
610800 Part-Time Wages	17,714	13,321	-	-	-
615000 Fringes	138,006	126,676	146,325	146,325	147,080
620100 Training/Conferences	4,545	3,990	4,450	4,450	4,450
620600 Parking Permits	-	0	-	-	-
630100 Office Supplies	5,010	3,149	2,812	3,304	2,812
630300 Memberships & Licenses	-	74	-	-	-
659900 Other Contracts/Obligation	11,087	7,570	-	3,000	-
Total Expense	<u>\$ 494,580</u>	<u>\$ 501,360</u>	<u>\$ 497,799</u>	<u>\$ 501,291</u>	<u>\$ 503,717</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2022 BUDGET

## LIBRARY

**Building Operations**

**Business Unit 16031**

### PROGRAM MISSION

Support the community and the library's role as a hub of learning and literacy by maintaining a welcoming environment that promotes and contributes to lifelong learning.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies #1: "Responsibly deliver excellent services"; #4: "Continually assess trends affecting the community and proactively respond"; #5: "Promote an environment that is respectful and inclusive"; and #6: "Create opportunities and learn from successes and failures".

**Objectives:**

Maintain increased cleanliness, sanitization and perform light maintenance of the library building while providing assistance to Library staff and the community.

Ensure library meeting room needs are met.

Explore new ways to support workflows and service throughout APL; proactively meet the needs of the community through quality customer service and incorporating sustainable and cost-effective practices in our day-to-day operations.

Facilitate the work done in the library in conjunction with the City Facilities Management Department and the contracted cleaning service by performing basic facility and equipment maintenance and informing the appropriate person of building needs or concerns.

**Major changes in Revenue, Expenditures, or Programs:**

Operations will support facility needs during the building process including preparing and moving to a temporary location.

### PERFORMANCE INDICATORS

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
The public enjoys a safe and clean facility					
% of patrons satisfied with public meeting rooms (surveyed on odd years)	93%	93%	90%	90%	90%
% of patrons satisfied with safety in the library (surveyed on odd years)	85%	85%	90%	90%	90%
<b>Strategic Outcomes</b>					
The community increasingly uses opportunities for meetings, programs and discussions					
# of meetings and programs	4,489	1,104	500	500	2,000
<b>Work Process Outputs</b>					
# of satisfactory monthly inspections completed	12	12	12	12	12
# of staff training opportunities completed	22	14	20	20	20

# CITY OF APPLETON 2022 BUDGET

## LIBRARY

**Building Operations**

**Business Unit 16031**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
500100 Fees & Commissions	\$ 1,005	\$ 337	\$ 600	\$ 600	\$ 600
503500 Other Reimbursements	111	-	-	-	-
Total Revenue	<u>\$ 1,116</u>	<u>\$ 337</u>	<u>\$ 600</u>	<u>\$ 600</u>	<u>\$ 600</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 112,716	\$ 77,876	\$ 76,128	\$ 76,128	\$ 77,270
610400 Call Time Wages	-	-	-	-	-
610500 Overtime Wages	57	703	-	-	-
610800 Part-Time Wages	4,619	3,915	3,912	3,912	19,184
615000 Fringes	47,020	23,898	26,104	26,104	26,834
620100 Training/Conferences	-	4	830	830	830
630100 Office Supplies	29	0	-	-	-
630600 Building Maint./Janitorial	12,560	6,416	11,084	11,084	11,417
630902 Tools & Instruments	-	14	150	150	150
632101 Uniforms	-	180	-	-	-
632300 Safety Supplies	500	1,039	550	550	550
632700 Miscellaneous Equipment	279	238	650	650	650
640700 Solid Waste/Recycling	2,563	4,219	4,005	4,005	4,125
641300 Utilities	120,401	106,777	129,112	129,112	129,112
641600 Build Repairs & Maint	2,424	1,788	2,000	2,000	2,000
641800 Equip Repairs & Maint	160	-	400	400	400
642000 Facilities Charges	163,950	179,313	183,973	183,973	172,188
Total Expense	<u>\$ 467,278</u>	<u>\$ 406,380</u>	<u>\$ 438,898</u>	<u>\$ 438,898</u>	<u>\$ 444,710</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2022 BUDGET

## LIBRARY

**Materials Management**

**Business Unit 16032**

### PROGRAM MISSION

To develop, organize, and maintain well-rounded collections. Collections are built in anticipation of and response to Appleton residents' informational, educational & recreational needs.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies #1: "Responsibly deliver excellent services"; #4: "Continually assess trends affecting the community and proactively respond"; and #6: "Create opportunities and learn from successes and failures".

**Objectives:**

Materials Management creates entries and database records for approximately 25,000 new titles in the online catalog. We process 27,500 items annually, including labels, RFID tags and jacket protectors. We receive 1,800 newspapers, periodicals and standing order subscriptions and process over 5,000 magazine issues for circulation and storage.

Other specific objectives include:

Collect and route approximately 140,000 items to fill reserves at other OWLSnet libraries; accurately check-in, sort and re-shelve over a million returned materials using the automated materials handling system; expand staff participation in displays.

Continue to enhance and evaluate the "digital branch" with access to e-courses for lifelong learning and mobile content.

Implement collection development procedures focused on high-interest, popular materials, including utilizing collection management data tools.

Actively work with OWLSnet on implementation of the integrated library system, as well as ways to reduce barriers to access.

**Major changes in Revenue, Expenditures, or Programs:**

Develop and implement plan for relocation of entire APL physical collection (approximately 245,000 items) to interim service and/or storage location(s) in advance of building construction project.

Materials Management continues to develop ways to provide access to collections during the building process including planning for a temporary location.

The Library Materials and Supplies budgets reflect temporary reductions due to limitations that will occur because of the library operating in a temporary library during the 18 months period of construction

### PERFORMANCE INDICATORS

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
People can obtain the materials they need quickly					
% of holds filled within 1 week of being placed		January-August			
	60%	22%	50%	50%	60%
Improved efficiencies in delivering service					
Number of volunteer hours in Materials Management	3,259	491	1,000	500	1,000
<b>Strategic Outcomes</b>					
People have reading, viewing and listening materials that stimulate their thinking, enhance their knowledge of the world, and improve the quality of their leisure time					
# of unique titles owned at end of year	240,888	248,531	235,000	230,000	225,000
<b>Work Process Outputs</b>					
# of volumes processed	31,159	28,219	27,000	27,000	25,000
# of volumes weeded	75,687	14,649	30,000	45,000	45,000

**CITY OF APPLETON 2022 BUDGET**

**LIBRARY**

**Materials Management**

**Business Unit 16032**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
503500 Other Reimbursements	\$ 46,356	\$ 41,692	\$ -	\$ -	\$ 25,000
Total Revenue	<u>\$ 46,356</u>	<u>\$ 41,692</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,000</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 506,768	\$ 523,499	\$ 524,489	\$ 524,489	\$ 513,223
610500 Overtime Wages	2	-	-	-	-
610800 Part-Time Wages	98,336	63,614	70,268	70,268	72,815
615000 Fringes	149,405	139,627	161,250	161,250	159,847
620100 Training/Conferences	1,029	-	3,324	3,324	3,324
630100 Office Supplies	31,152	21,602	30,522	30,522	24,417
631500 Books & Library Materials	641,651	623,914	597,644	612,389	475,000
659900 Other Contracts/Obligation	67,433	64,142	67,248	67,248	65,706
Total Expense	<u>\$ 1,495,776</u>	<u>\$ 1,436,398</u>	<u>\$ 1,454,745</u>	<u>\$ 1,469,490</u>	<u>\$ 1,314,332</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Office Supplies

General office supplies	\$ 3,128
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	16,084
RFID supplies	5,205
	<u>\$ 24,417</u>

Books & Library Materials

Children's materials	\$ 115,603
Adult materials	331,194
Digital content consortia	28,203
	<u>\$ 475,000</u>

Other Contracts/Obligations

OWLSnet contract	\$ 61,206
Collection agency	4,500
	<u>\$ 65,706</u>

# CITY OF APPLETON 2022 BUDGET

## LIBRARY

**Network Services**

**Business Unit 16033**

### PROGRAM MISSION

Providing high-quality technology, in the most cost-effective manner, to best serve our community.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies #1: "Responsibly deliver excellent services"; #4: "Continually assess trends affecting the community and proactively respond"; and #6: "Create opportunities and learn from successes and failures".

**Objectives:**

Develop multi-year schedule of technology projects and replacements; replace 20% of staff and public computing devices annually to maintain usability and update the network hardware and software to ensure responsiveness to patron and staff need; replace aging network switches to increase uptime and reliability; maintain warranties on production servers and utilize the Federal government program e-rate to attain the best rates and reimbursements for eligible items.

Maintain online public access catalogs, public workstations, AV equipment, digital signage, RFID and automated materials handling equipment; filter and protect internet connections to keep library staff and public technology reasonably safe.

Support the video security system; maintain reliable data communication between the library's and OWLS' networks.

Work to improve staff mobile access to Library systems to enable them to move about the building assisting patrons and provide remote access for laptops as appropriate.

Assist staff in technical aspects of providing electronic services to the public and support staff computer users; seek out and evaluate technologies to provide increased efficiencies for staff and operations; partner with OWLS to reduce costs and increase efficiencies when providing services to both the public and staff.

**Major changes in Revenue, Expenditures, or Programs:**

Support staff who are working from home due to COVID, including providing access to Office 365 and VPN connectivity, and consulting with staff doing online programming and events.

Network Services continues to develop ways to provide access to technology during the building process including planning and implementing in a temporary location.

The Equipment Repair and Maintenance and Misc. Equipment budgets reflect temporary reductions due to limitations that will occur because of the library operating in a temporary library during the 18 months period of construction. Fewer PCs will be replaced during this period and some service contracts will be terminated.

### PERFORMANCE INDICATORS

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
People will have reliable access to up-to-date technology					
% surveyed who are satisfied with the library website (survey done in odd years)	88%	88%	90%	90%	90%
<b>Strategic Outcomes</b>					
Hours of public internet computer use	39,440	8,140	20,000	20,000	20,000
Sessions on public computers	50,269	10,233	25,000	20,000	20,000
Community enjoys a high level of access to electronic information resources					
# of referrals to InfoSoup online catalog	140,366	71,867	100,000	100,000	100,000
Database sessions	1,288,401	1,140,140	1,350,000	1,300,000	1,300,000
<b>Work Process Outputs</b>					
PC workstations & other devices installed	40	40	40	40	30



# CITY OF APPLETON 2022 BUDGET

## LIBRARY

**Network Services**

**Business Unit 16033**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
503500 Other Reimbursements	\$ 22,948	\$ 5,572	\$ 18,500	\$ 18,500	\$ 18,500
Total Revenue	<u>\$ 22,948</u>	<u>\$ 5,572</u>	<u>\$ 18,500</u>	<u>\$ 18,500</u>	<u>\$ 18,500</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 95,343	\$ 96,849	\$ 107,321	\$ 107,321	\$ 104,234
610500 Overtime	225	46	-	-	-
615000 Fringes	38,011	28,650	43,193	43,193	23,087
620100 Training/Conferences	1,198	-	2,740	2,740	2,740
630100 Office Supplies	82	15	1,500	1,500	1,500
632700 Miscellaneous Equipment	56,870	72,201	67,980	71,980	52,980
641800 Equip Repairs & Maint	73,211	76,664	84,531	84,531	79,553
681500 Software Acquisition	2,305	4,576	4,498	4,498	4,498
Total Expense	<u>\$ 267,245</u>	<u>\$ 279,001</u>	<u>\$ 311,763</u>	<u>\$ 315,763</u>	<u>\$ 268,592</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Miscellaneous Equipment

Workstation replacements	\$ 20,000
Network hardware, wiring, etc.	18,000
Network Attached Storage	14,980
	<u>\$ 52,980</u>

Equipment Repairs and Maintenance

Photocopier lease & maintenance	\$ 11,840
Automated material handling equipment	20,000
Self checks and security gate contract	18,927
Software license and maintenance fees	25,199
Other equipment repairs and maintenance	3,587
	<u>\$ 79,553</u>

**CITY OF APPLETON 2022 BUDGET  
LIBRARY**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
Program Revenues						
423200 Library Grants & Aids	1,045,947	1,070,138	-	1,091,736	1,091,736	
480100 General Charges for Service	44,646	14,728	1,296	30,000	30,000	
500100 Fees & Commissions	1,005	337	-	-	-	-
501500 Rental of City Property	30,013	30,000	30,000	30,000	30,000	
502000 Donations & Memorials	587	553	148	-	-	-
503500 Other Reimbursements	145,674	121,960	64,958	19,500	19,500	
<b>TOTAL PROGRAM REVENUES</b>	<u>1,267,872</u>	<u>1,237,716</u>	<u>96,402</u>	<u>1,171,236</u>	<u>1,171,236</u>	-
Personnel						
610100 Regular Salaries	2,026,765	2,104,094	678,950	2,337,611	2,337,611	
610400 Call Time Wages	45	15	600	-	-	-
610500 Overtime Wages	284	798	-	-	-	-
610800 Part-Time Wages	259,586	187,296	55,869	204,006	204,006	
611000 Other Compensation	-	-	-	-	-	-
611400 Sick Pay	5,064	4,338	1,833	-	-	-
611500 Vacation Pay	221,679	186,964	30,414	-	-	-
615000 Fringes	783,127	728,295	247,811	851,796	851,796	
<b>TOTAL PERSONNEL</b>	<u>3,296,550</u>	<u>3,211,800</u>	<u>1,015,477</u>	<u>3,393,413</u>	<u>3,393,413</u>	-
Training-Travel						
620100 Training/Conferences	22,538	17,081	2,537	23,234	26,234	
620600 Parking Permits	20,729	22,823	23,100	23,100	23,100	
<b>TOTAL TRAINING / TRAVEL</b>	<u>43,267</u>	<u>39,904</u>	<u>25,637</u>	<u>46,334</u>	<u>49,334</u>	-
Supplies						
630100 Office Supplies	64,508	45,770	9,744	45,781	54,440	
630300 Memberships & Licenses	3,218	3,467	1,066	2,200	2,200	
630500 Awards & Recognition	1,157	879	168	850	850	
630600 Building Maint./Janitorial	12,560	6,416	3,481	11,084	11,084	
630700 Food & Provisions	5,520	1,009	230	1,135	5,220	
630902 Tools & Instruments	-	14	82	150	150	
631500 Books & Library Materials	641,651	623,914	204,953	597,644	612,389	
632001 City Copy Charges	-	303	-	-	-	
632002 Outside Printing	1,031	1,033	2,059	100	100	
632101 Uniforms	-	180	-	-	-	
632300 Safety Supplies	500	1,039	110	550	550	
632700 Miscellaneous Equipment	57,150	72,439	753	68,630	72,630	
<b>TOTAL SUPPLIES</b>	<u>787,295</u>	<u>756,463</u>	<u>222,646</u>	<u>728,124</u>	<u>759,613</u>	-
Purchased Services						
640700 Solid Waste/Recycling Pickup	2,563	4,219	1,296	4,005	4,005	
641200 Advertising	2,409	2,477	4,151	1,288	6,288	
641301 Electric	88,808	83,151	24,010	95,890	95,890	
641302 Gas	22,352	16,437	10,244	22,283	22,283	
641303 Water	4,363	2,895	384	5,125	5,125	
641304 Sewer	1,803	1,144	134	2,114	2,114	
641306 Stormwater	3,075	3,150	811	3,700	3,700	
641307 Telephone	3,069	3,358	1,125	2,948	2,948	
641308 Cellular Phones	1,517	615	285	1,600	1,600	
641600 Build Repairs & Maint	2,424	1,788	-	2,000	2,000	
641800 Equip Repairs & Maint	73,371	76,664	51,658	84,931	84,931	
642000 Facilities Charges	163,950	179,313	23,395	183,973	183,973	
659900 Other Contracts/Obligation	163,950	105,675	90,299	153,309	224,036	
<b>TOTAL PURCHASED SVCS</b>	<u>533,654</u>	<u>480,886</u>	<u>207,792</u>	<u>563,166</u>	<u>638,893</u>	-
Capital Outlay						
681500 Software Acquisition	2,304	4,576	-	4,498	4,498	
<b>TOTAL CAPITAL OUTLAY</b>	<u>2,304</u>	<u>4,576</u>	<u>-</u>	<u>4,498</u>	<u>4,498</u>	-
<b>TOTAL EXPENSE</b>	<u>4,663,070</u>	<u>4,493,629</u>	<u>1,471,552</u>	<u>4,735,535</u>	<u>4,845,751</u>	-