



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, July 20, 2021

4:30 PM

City Hall, 6th Floor A/B

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[21-1003](#) June 15, 2021 Meeting Minutes

Attachments: [June 15 2021 Meeting Minutes.pdf](#)

4. Public Participation and Communications
[21-1004](#) Building Project Update by Architects Skidmore, Owings & Merrill

Establish Order of the Day

5. Action Items

- [21-1005](#) Bill Register - June 2021

Attachments: [June 2021 Bill Register.pdf](#)
[June 2021 Budget Report.pdf](#)
[Q2 2021 Friends Budget Report.pdf](#)

- [21-1006](#) July 2021 Budget Amendment

Attachments: [July 2021 Budget Amendment Request.pdf](#)

- [21-1007](#) United Way Agency Agreement Compliance Documents for 2022-2023
Funding for Reach Out and Read

Attachments: [Appleton Public Library Funding Letter for ROR 2022-2023.pdf](#)
[United Way Agency Agreement 2022-2023 Funding.pdf](#)

[21-1009](#) Finance Policy Updates

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

[21-1017](#) 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](#)

[21-1018](#) City Policy: Ergonomics Policy

Attachments: [Ergonomics Policy with Suggested Changes \(2021\).pdf](#)

6. Information Items

A. Administrative Report

[21-1010](#) Library Building Project Update

Attachments: [Building Project Update July 15 2021revised.pdf](#)

[21-1011](#) APL Teen Survey

[21-1012](#) APL Hiring Processes

[21-1013](#) State Budget Update

B. President's Report

[21-1014](#) Trustee Training: Trustee Essentials Chapter 8 - Developing the Library's Budget

Attachments: [Trustee Essentials Chapter 8 Library Budget.pdf](#)

[21-1015](#) Library Board Trustee Vacancy Appointments

[21-1016](#) Outagamie Waupaca Library System (OWLS) Update

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.



Meeting Minutes
Library Board

Tuesday, June 15, 2021

4:30 PM

City Hall, 6th Floor A/B

1. Call meeting to order

President Rebecca Kellner called the meeting to order at 4:32pm

2. Roll call of membership

Brian Looker arrived at 4:34pm

Others Present: Owen Anderson, Nicole Casner, Ann Cooksey, Tina Krueger, Adriana McCleer, Daniel McGinnis, Colleen Rortvedt, Tasha Saecker, Kara Sullivan, Nick Vande Castle, Michael Vang, Maureen Ward

Present: 10 - Bergman, Peterson, Hartjes, Looker, Kellner, Exarhos, Scheuerman, Mann, Nett and Van Zeeland

Others : 1 - Sivasamy

3. Approval of minutes from previous meeting

[21-0813](#)

May 18, 2021 Meeting Minutes

Attachments: [May 18 2021 Meeting Minutes.pdf](#)

Bergman moved, seconded by Peterson, that the May 18, 2021 Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)

4. Public Participation & Communications

The following person persons spoke during Public Participation on Action Item 21-0816 Proposal to Eliminate Overdue Fines for Appleton Public Library Materials

Nick Ross 933 E. Pacific Street

Establish Order of the Day

President Kellner called for a motion to place Action Items 21-0814, 21-0815 and 21-0817 on a Consent Agenda.

Peterson moved, seconded by Scheuerman that Action Items 21-0814, 21-0815 and 21-0817 be placed on a Consent Agenda. Voice Vote. Motion Carried. (10-0)

5. Action Items

Bergman moved, seconded by Exarhos that Consent Agenda Items 21-0814, 21-0815 and 21-0817 be approved. Voice Vote. Motion Carried. (10-0)

[21-0814](#)

Bill Register - May 2021

Attachments: [May 2021 Bill Register.pdf](#)
[May 2021 Budget Report.pdf](#)

This Report Action Item was approved

[21-0815](#)

City Policies - Harrassment & Discrimination in the Workplace Policy, Hearing Conservation Policy, Right To Know Policy

Attachments: [Harassment Discrimination in WorkplaceRoute.pdf](#)
[Hearing Conservation Policy - Suggested Changes.pdf](#)
[Right to Know changes 2021.pdf](#)

This Report Action Item was approved

[21-0817](#)

APL Automation Services Agreement 2021

Attachments: [APL Automation Agreement 2021.pdf](#)

This Report Action Item was approved

[21-0816](#)

Proposal to Eliminate Overdue Fines for Appleton Public Library Materials

Attachments: [Fine Free Proposal Memo 6-8-2021.pdf](#)

Scheurman moved, seconded by Mann, that the Proposal to Eliminate Overdue Fines for Appleton Public Library Materials be approved. Voice Vote. Motion Carried. (10-0)

6. Information Items

Brian Looker left the meeting at 5:15pm

A. Administrative Report

[21-0818](#)

Continuity of Operations and Library Service Update

[21-0819](#)

Library Building Project Update

Attachments: [Building Project Update June 2021 Draft.pdf](#)

[21-0820](#) Strategic Communications Plan

Attachments: [StrategicCommunicationsPlan.pdf](#)

B. Staff Updates

[21-0821](#) Children's Program Updates

[21-0822](#) Community Partnerships Updates

C. President's Report

[21-0823](#) Appointment of Trustee Greg Hartjes as Chairperson of the APL Board Finance Committee

Attachments: [Finance Committee Chair Appointment.pdf](#)

[21-0824](#) Recognition of Trustees Terry Bergman and John Peterson

7. **Adjournment**

Bergman moved, seconded by Peterson, that the meeting be adjourned . Voice Vote. Motion Carried. (9-0)

The meeting adjourned at 5:55pm

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/6 TO 2021/6	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
16010				Library Administration					
16010	620100			Training/Conferences					
999990	AMER LIB ASSOC-CAREE	58858	0	2021	6	INV P	205.00	pcard	AMER LIB ASSOCIATIO
				ACCOUNT TOTAL			205.00		
16010	630100			Office Supplies					
002034	OFFICE DEPOT	57206	0	2021	6	INV P	21.38	pcard	Sharpies, Paperclip
002034	OFFICE DEPOT	57207	0	2021	6	INV P	13.17	pcard	Suction Cups, Paper
002034	OFFICE DEPOT	58252	0	2021	6	INV P	48.16	pcard	Legal Pads, Noteboo
							82.71		
999990	USPS PO 5602500943	57789	0	2021	6	INV P	16.00	pcard	Postage Board Packe
999990	SIGNS.COM	58527	0	2021	6	INV P	25.18	pcard	Employment Opportun
999990	VISTAPR*VISTAPRINT.C	58606	0	2021	6	INV P	25.00	pcard	Business Cards - Ed
999990	WALMART.COM AY	58857	0	2021	6	INV P	-19.79	pcard	REFUND FOR INADVERT
							46.39		
				ACCOUNT TOTAL			129.10		
16010	630700			Food & Provisions					
999990	ORIENTAL FOOD MARKET	57361	0	2021	6	INV P	14.74	pcard	Engagement and Outr
999990	DAIRY QUEEN #19579	57757	0	2021	6	INV P	56.45	pcard	Staff Recognition
							71.19		
				ACCOUNT TOTAL			71.19		
16010	632002			Outside Printing					
999990	SIGNS.COM	57758	0	2021	6	INV P	100.88	pcard	Building Project Si
999990	SIGNS.COM	58526	0	2021	6	INV P	-5.26	pcard	Tax Refund
							95.62		
				ACCOUNT TOTAL			95.62		
16010	641200			Advertising					
999990	FACEBK *9SHAG53YX2	57192	0	2021	6	INV P	30.00	pcard	Program Advertising
				ACCOUNT TOTAL			30.00		
16010	641308			Cellular Phones					
002272	U.S. CELLULAR	58640	0	2021	6	INV P	96.25	pcard	Cell Phones
999990	U.S. CELLULAR	57205	0	2021	6	INV P	96.58	pcard	Cell Phones
				ACCOUNT TOTAL			192.83		
16010	659900			Other Contracts/Obligation					
002229	STAR PROTECTION AND	202289	0	2021	6	INV P	2,353.20	060921	548801 Security Guard

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/6 TO 2021/6		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
002229	STAR PROTECTION AND	202369	0	2021	6	INV	P	2,528.65	061621	548944 Security Guard	
002229	STAR PROTECTION AND	202406	0	2021	6	INV	P	824.00	062321	549031 Security Guard	
002229	STAR PROTECTION AND	202438	0	2021	6	INV	P	2,280.00	063021	549131 Security Guard	
								7,985.85			
999998	Troy Kinley	June 2021 AFD	0	2021	6	INV	P	255.00	060921	548785 AFD T-Shirts Red /	
ACCOUNT TOTAL								8,240.85			
ORG 16010 TOTAL								8,964.59			
16021	Library Children's Services										
16021	630100	Office Supplies									
001983	AMAZON	58257	0	2021	6	INV	P	7.58	pcard	Kit Supplies	
001983	AMAZON	58258	0	2021	6	INV	P	15.98	pcard	Program Supplies	
001983	AMAZON	58457	0	2021	6	INV	P	6.97	pcard	Amazon Magic Eraser	
001983	AMAZON	58664	0	2021	6	INV	P	31.98	pcard	Amazon Shredder	
001983	AMAZON	58865	0	2021	6	INV	P	115.98	pcard	BEAR Bingo Incentiv	
001983	AMAZON	58866	0	2021	6	INV	P	3.88	pcard	Fun with Finance su	
								182.37			
999990	VISTAPR*VISTAPRINT.C	58607	0	2021	6	INV	P	25.00	pcard	Business Cards - Ko	
ACCOUNT TOTAL								207.37			
16021	659900	Other Contracts/Obligation									
002656	ALYSSA LOVE TAYLOR	Taylor 2021	0	2021	6	INV	P	500.00	061621	548851 Community Chords pr	
002686	GER XIONG	Xiong 2686	0	2021	6	INV	P	100.00	063021	549095 Hmong American Day	
ACCOUNT TOTAL								600.00			
ORG 16021 TOTAL								807.37			
16023	Library Public Services										
16023	620100	Training/Conferences									
001645	WISCONSIN DEPARTMENT	58560	0	2021	6	INV	P	20.00	pcard	WI DFI WS2 CFI CC E	
ACCOUNT TOTAL								20.00			
16023	630100	Office Supplies									
000526	FOX STAMP, SIGN & SP	58253	0	2021	6	INV	P	163.15	pcard	Notary Stamps Boers	
001034	OUTAGAMIE WAUPACA LI	3680	0	2021	6	INV	P	61.00	061621	548928 Receipt Paper. Item	
001034	OUTAGAMIE WAUPACA LI	3701	0	2021	6	INV	P	61.00	063021	549123 Receipt Paper	
								122.00			
ACCOUNT TOTAL								285.15			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/6 TO 2021/6		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
				ORG 16023	TOTAL			305.15			
16024		Library Community Partnerships									
16024	620100	Training/Conferences									
999990	IL TOLLWAY -PAY BY P 57776			0	2021	6	INV P	9.40	pcard		Travel expense - to
				ACCOUNT TOTAL				9.40			
16024	630100	Office Supplies									
001003	NORTHSIDE HARDWARE, 57362			0	2021	6	INV P	4.94	pcard		Adult SLP Program
001003	NORTHSIDE HARDWARE, 57363			0	2021	6	INV P	39.53	pcard		Adult SLP Program
								44.47			
001983	AMAZON 57364			0	2021	6	INV P	59.50	pcard		Adult SLP Program
001983	AMAZON 58190			0	2021	6	INV P	110.09	pcard		Teen Summer Library
								169.59			
999990	DOLLARTREE 58189			0	2021	6	INV P	52.00	pcard		Teen Summer Library
				ACCOUNT TOTAL				266.06			
16024	659900	Other Contracts/Obligation									
002600	WENDI TURCHAN-MARTIN Turchan-Martin 2021			0	2021	6	INV P	300.00	062321	549056	Artist in Residence
002642	PAISLEY HARRIS Harris 2021			0	2021	6	INV P	50.00	062321	549022	Community Conversat
				ACCOUNT TOTAL				350.00			
				ORG 16024	TOTAL			625.46			
16031		Library Building Operations									
16031	630600	Building Maint./Janitorial									
000274	CINTAS CORPORATION 57787			0	2021	6	INV P	39.34	pcard		Mats and Towels Cle
000274	CINTAS CORPORATION 58251			0	2021	6	INV P	39.34	pcard		Mats and Towels Cle
000274	CINTAS CORPORATION 58639			0	2021	6	INV P	39.34	pcard		Rugs and Towels Cle
								118.02			
001333	TARTAN SUPPLY CO., I 57208			0	2021	6	INV P	148.50	pcard		Toilet Tissue
999990	WALGREENS #5102 57788			0	2021	6	INV P	13.98	pcard		Dishwasher Detergen
				ACCOUNT TOTAL				280.50			
16031	641301	Electric									
001575	WE ENERGIES 0701172433-00271 jun 0			0	2021	6	INV P	8,751.34	063021	549147	00262
				ACCOUNT TOTAL				8,751.34			
16031	641302	Gas									

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/6 TO 2021/6		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
001575	WE ENERGIES	0701172433-00271	jun 0		2021	6	INV P	1,960.62	063021	549147 00162	
ACCOUNT TOTAL								1,960.62			
ORG 16031 TOTAL								10,992.46			
16032	Library Materials Management										
16032	503500	Other Reimbursements									
001851	MARINETTE COUNTY	June 2021		0	2021	6	INV P	17.00	061621	548913 Patron Material Rei	
ACCOUNT TOTAL								17.00			
16032	620100	Training/Conferences									
999990	AMER LIB ASSOC-CAREE	58286		0	2021	6	INV P	285.00	pcard	AMER LIB ASSOC-CAREE	
999990	EB EVALUATING AUDITI	58287		0	2021	6	INV P	237.24	pcard	EB EVALUATING AUDIT	
								522.24			
ACCOUNT TOTAL								522.24			
16032	630100	Office Supplies									
001034	OUTAGAMIE WAUPACA LI	3680		0	2021	6	INV P	214.81	061621	548928 Receipt Paper. Item	
001983	AMAZON	58219		0	2021	6	INV P	22.99	pcard	Bags for Children's	
002259	DEMCO SOFTWARE	58610		0	2021	6	INV P	165.68	pcard	Book Tape	
999990	PREMIUM WATERS INC	57759		0	2021	6	INV P	118.89	pcard	Distilled water for	
ACCOUNT TOTAL								522.37			
16032	631500	Books & Library Materials									
000889	MIDWEST TAPE	57193		0	2021	6	INV P	584.19	pcard		
000889	MIDWEST TAPE	57764		0	2021	6	INV P	791.13	pcard		
000889	MIDWEST TAPE	57765		0	2021	6	INV P	6,485.68	pcard		
000889	MIDWEST TAPE	58226		0	2021	6	INV P	619.46	pcard		
000889	MIDWEST TAPE	58838		0	2021	6	INV P	894.63	pcard		
								9,375.09			
001590	STATE BAR OF WISCONS	58641		0	2021	6	INV P	235.35	pcard		
001983	AMAZON	58191		0	2021	6	INV P	26.98	pcard		
001983	AMAZON	58192		0	2021	6	INV P	19.98	pcard		
001983	AMAZON	58193		0	2021	6	INV P	14.95	pcard		
001983	AMAZON	58194		0	2021	6	INV P	39.98	pcard		
001983	AMAZON	58195		0	2021	6	INV P	11.99	pcard		
001983	AMAZON	58196		0	2021	6	INV P	25.50	pcard		
001983	AMAZON	58260		0	2021	6	INV P	16.34	pcard		
001983	AMAZON	58261		0	2021	6	INV P	49.98	pcard		
001983	AMAZON	58262		0	2021	6	INV P	38.79	pcard		
001983	AMAZON	58263		0	2021	6	INV P	12.27	pcard		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/6 TO 2021/6	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
	001983 AMAZON	58264	0	2021 6	INV	P	19.06	pcard	
	001983 AMAZON	58265	0	2021 6	INV	P	31.48	pcard	
	001983 AMAZON	58642	0	2021 6	INV	P	11.06	pcard	
	001983 AMAZON	58643	0	2021 6	INV	P	13.63	pcard	
	001983 AMAZON	58644	0	2021 6	INV	P	23.38	pcard	
							355.37		
	002396 INGRAM LIBRARY SERV	57194	0	2021 6	INV	P	158.84	pcard	
	002396 INGRAM LIBRARY SERV	57195	0	2021 6	INV	P	333.25	pcard	
	002396 INGRAM LIBRARY SERV	57196	0	2021 6	INV	P	217.37	pcard	
	002396 INGRAM LIBRARY SERV	57197	0	2021 6	INV	P	2,571.72	pcard	
	002396 INGRAM LIBRARY SERV	57766	0	2021 6	INV	P	493.21	pcard	
	002396 INGRAM LIBRARY SERV	57767	0	2021 6	INV	P	118.62	pcard	
	002396 INGRAM LIBRARY SERV	57768	0	2021 6	INV	P	1,525.37	pcard	
	002396 INGRAM LIBRARY SERV	57769	0	2021 6	INV	P	208.85	pcard	
	002396 INGRAM LIBRARY SERV	57770	0	2021 6	INV	P	558.66	pcard	
	002396 INGRAM LIBRARY SERV	57771	0	2021 6	INV	P	842.07	pcard	
	002396 INGRAM LIBRARY SERV	58227	0	2021 6	INV	P	-8.84	pcard	
	002396 INGRAM LIBRARY SERV	58228	0	2021 6	INV	P	454.08	pcard	
	002396 INGRAM LIBRARY SERV	58229	0	2021 6	INV	P	273.75	pcard	
	002396 INGRAM LIBRARY SERV	58230	0	2021 6	INV	P	378.21	pcard	
	002396 INGRAM LIBRARY SERV	58231	0	2021 6	INV	P	308.49	pcard	
	002396 INGRAM LIBRARY SERV	58232	0	2021 6	INV	P	1,204.44	pcard	
	002396 INGRAM LIBRARY SERV	58233	0	2021 6	INV	P	294.60	pcard	
	002396 INGRAM LIBRARY SERV	58234	0	2021 6	INV	P	323.00	pcard	
	002396 INGRAM LIBRARY SERV	58235	0	2021 6	INV	P	577.51	pcard	
	002396 INGRAM LIBRARY SERV	58840	0	2021 6	INV	P	208.62	pcard	
	002396 INGRAM LIBRARY SERV	58841	0	2021 6	INV	P	677.23	pcard	
	002396 INGRAM LIBRARY SERV	58842	0	2021 6	INV	P	244.34	pcard	
	002396 INGRAM LIBRARY SERV	58843	0	2021 6	INV	P	1,328.73	pcard	
	002396 INGRAM LIBRARY SERV	58844	0	2021 6	INV	P	186.03	pcard	
	002396 INGRAM LIBRARY SERV	58845	0	2021 6	INV	P	231.76	pcard	
	002396 INGRAM LIBRARY SERV	58846	0	2021 6	INV	P	566.59	pcard	
							14,276.50		
	999990 AB* ABEBOOKS.CO IQTE	57209	0	2021 6	INV	P	23.30	pcard	
	999990 HEARTHSTONE MUSEUM	57210	0	2021 6	INV	P	40.00	pcard	
	999990 OVERDRIVE DIST	58839	0	2021 6	INV	P	1,088.82	pcard	
							1,152.12		
				ACCOUNT TOTAL			25,394.43		
				ORG 16032 TOTAL			26,456.04		
16033				Library Network Services					
16033	632700			Miscellaneous Equipment					
	001583 UNITED STATES POSTAL	58087	0	2021 6	INV	P	22.30	pcard	USPS - CDW battery
	001619 CDW GOVERNMENT, INC.	58088	0	2021 6	INV	P	431.74	pcard	UPS Replacement bas

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/6 TO 2021/6		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
001619	CDW GOVERNMENT, INC.	58575	0	2021	6	INV	P	-162.62	pcard	CDW Battery return
								269.12		
001983	AMAZON	58512	0	2021	6	INV	P	46.57	pcard	Amazon charge part
001983	AMAZON	58659	0	2021	6	INV	P	20.66	pcard	Amazon purchase part
								67.23		
999990	TECHSOUP	58574	0	2021	6	INV	P	90.00	pcard	TECHSOUP - Admin Fe
999990	BEST BUY MHT 000002	58576	0	2021	6	INV	P	21.09	pcard	Best Buy USB Purcha
999990	WALGREENS #12019	58654	0	2021	6	INV	P	29.99	pcard	Flash Drive
999990	MOBILE BEACON	58658	0	2021	6	INV	P	774.00	pcard	MOBILE BEACON - ISP
999990	BEST BUY MHT 000002	58660	0	2021	6	INV	P	-21.09	pcard	BEST BUY Return
								893.99		
								ACCOUNT TOTAL		1,252.64
16033	641800									Equip Repairs & Maint
000911	MODERN BUSINESS MACH	58569	0	2021	6	INV	P	14.88	pcard	MODERN BUSINESS MAC
000911	MODERN BUSINESS MACH	58570	0	2021	6	INV	P	89.85	pcard	MODERN BUSINESS MAC
000911	MODERN BUSINESS MACH	58571	0	2021	6	INV	P	137.99	pcard	MODERN BUSINESS MAC
000911	MODERN BUSINESS MACH	58572	0	2021	6	INV	P	201.00	pcard	MODERN BUSINESS MAC
000911	MODERN BUSINESS MACH	58573	0	2021	6	INV	P	201.00	pcard	MODERN BUSINESS MAC
								644.72		
001619	CDW GOVERNMENT, INC.	58657	0	2021	6	INV	P	2,130.80	pcard	CDW - Veeam Renew
999990	CASPIO, INC.	58510	0	2021	6	INV	P	2,500.00	pcard	CASPIO, INC. - Comp
999990	DOCUSIGN	58511	0	2021	6	INV	P	300.00	pcard	DOCUSIGN - Signatur
								2,800.00		
								ACCOUNT TOTAL		5,575.52
								ORG 16033 TOTAL		6,828.16
								FUND 100 General Fund		TOTAL: 54,979.23

** END OF REPORT - Generated by Maureen ward **

YEAR-TO-DATE BUDGET REPORT

FOR 2021 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
100 General Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
423200 Library Grants & Aids	-1,091,736	0	-1,091,736	-610,019.00	.00	-481,717.00	55.9%	
480100 General Charges for Service	-30,000	0	-30,000	-2,871.46	.00	-27,128.54	9.6%	
500100 Fees & Commissions	0	0	0	-90.92	.00	90.92	100.0%	
501500 Rental of City Property	-30,000	0	-30,000	-30,000.00	.00	.00	100.0%	
502000 Donations & Memorials	0	0	0	-385.52	.00	385.52	100.0%	
503500 Other Reimbursements	-19,500	-58,500	-78,000	-69,069.82	.00	-8,930.18	88.6%	
610100 Regular Salaries	2,337,611	0	2,337,611	995,883.88	.00	1,341,727.12	42.6%	
610400 Call Time Wages	0	0	0	600.00	.00	-600.00	100.0%	
610800 Part-Time Wages	204,006	6,000	210,006	87,986.10	.00	122,019.90	41.9%	
611400 Sick Pay	0	0	0	2,246.68	.00	-2,246.68	100.0%	
611500 Vacation Pay	0	0	0	68,206.91	.00	-68,206.91	100.0%	
615000 Fringes	851,796	0	851,796	.00	.00	851,796.00	.0%	
615100 FICA	0	0	0	79,539.69	.00	-79,539.69	100.0%	
615200 Retirement	0	0	0	71,822.47	.00	-71,822.47	100.0%	
615301 Health Insurance	0	0	0	207,245.32	.00	-207,245.32	100.0%	
615302 Dental Insurance	0	0	0	16,116.53	.00	-16,116.53	100.0%	
615400 Life Insurance	0	0	0	346.10	.00	-346.10	100.0%	
620100 Training/Conferences	23,234	7,100	30,334	7,184.99	.00	23,149.01	23.7%	
620600 Parking Permits	23,100	0	23,100	23,102.00	.00	-2.00	100.0%	
630100 Office Supplies	45,781	18,159	63,940	16,207.63	.00	47,732.37	25.3%	
630300 Memberships & Licenses	2,200	0	2,200	1,066.08	.00	1,133.92	48.5%	
630500 Awards & Recognition	850	0	850	735.34	.00	114.66	86.5%	
630600 Building Maint./Janitorial	11,084	0	11,084	5,055.75	.00	6,028.25	45.6%	
630700 Food & Provisions	1,135	4,885	6,020	466.67	.00	5,553.33	7.8%	
630902 Tools & Instruments	150	0	150	81.97	.00	68.03	54.6%	
631500 Books & Library Materials	597,644	39,245	636,889	269,835.34	.00	367,053.66	42.4%	
632002 Outside Printing	100	600	700	2,154.51	.00	-1,454.51	307.8%	
632300 Safety Supplies	550	0	550	110.00	.00	440.00	20.0%	
632700 Miscellaneous Equipment	68,630	4,000	72,630	2,839.91	.00	69,790.09	3.9%	
640700 Solid Waste/Recycling Pickup	4,005	0	4,005	1,620.00	.00	2,385.00	40.4%	
641200 Advertising	1,288	7,000	8,288	4,291.61	.00	3,996.39	51.8%	
641301 Electric	95,890	0	95,890	38,790.61	.00	57,099.39	40.5%	
641302 Gas	22,283	0	22,283	15,794.82	.00	6,488.18	70.9%	
641303 Water	5,125	0	5,125	775.53	.00	4,349.47	15.1%	
641304 Sewer	2,114	0	2,114	304.92	.00	1,809.08	14.4%	
641306 Stormwater	3,700	0	3,700	1,562.05	.00	2,137.95	42.2%	
641307 Telephone	2,948	0	2,948	1,700.80	.00	1,247.20	57.7%	
641308 Cellular Phones	1,600	0	1,600	667.83	.00	932.17	41.7%	
641600 Build Repairs & Maint	2,000	0	2,000	.00	.00	2,000.00	.0%	
641800 Equip Repairs & Maint	84,931	0	84,931	66,834.54	.00	18,096.46	78.7%	
642000 Facilities Charges	183,973	0	183,973	59,247.00	.00	124,726.00	32.2%	
659900 Other Contracts/Obligation	153,309	81,727	235,036	108,991.09	.00	126,044.91	46.4%	
681500 Software Acquisition	4,498	0	4,498	.00	.00	4,498.00	.0%	
TOTAL General Fund	3,564,299	110,216	3,674,515	1,446,977.95	.00	2,227,537.05	39.4%	
TOTAL REVENUES	-1,171,236	-58,500	-1,229,736	-712,436.72	.00	-517,299.28		
TOTAL EXPENSES	4,735,535	168,716	4,904,251	2,159,414.67	.00	2,744,836.33		

YEAR-TO-DATE BUDGET REPORT

FOR 2021 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	3,564,299	110,216	3,674,515	1,446,977.95	.00	2,227,537.05	39.4%

** END OF REPORT - Generated by Maureen Ward **

MAJOR PROJECT TITLE

***** Library - Friends of the Library

PROJECT TITLE

LIB-FRIENDLibrary - Friends of the Library

BEGINNING BALANCE -33,116.76

FUNDING SOURCES	TITLE	AMOUNT
		.00
FUNDING SOURCE TOTAL		.00

EXPENSE STRINGS	TITLE	AMOUNT
LIB-FRIEND.CHILDSERV .OTHCONTR .	Children's Services	8,160.00
LIB-FRIEND.CHILDSERV .SUPPLIES .	Children's Services	561.96
LIB-FRIEND.COMMPART .OTHCONTR .	Community Partnerships	756.66
LIB-FRIEND.COMMPART .PTWAGES .	Community Partnerships	5,226.90
LIB-FRIEND.COMMPART .SUPPLIES .	Community Partnerships	596.60
LIB-FRIEND.LIBADMIN .ADVERTISNG .	Library - Friends advertising	1,950.00
LIB-FRIEND.LIBADMIN .FOOD/PROV .	Library Administration	14.74
LIB-FRIEND.LIBADMIN .OTHCONTR .	Library Administration	255.00
LIB-FRIEND.LIBADMIN .SUPPLIES .	Library Administration	161.22
EXPENSE TOTAL		17,683.08

ENDING BALANCE -15,433.68

******* TOTALS**

BEGINNING BALANCE	-33,116.76
FUNDING SOURCE	.00
EXPENSE	17,683.08
ENDING BALANCE	-15,433.68

REPORT TOTAL: -15,433.68

** END OF REPORT - Generated by Maureen Ward **

June 25, 2021

Colleen Rortved
Appleton Public Library
225 N Oneida St
Appleton, WI 54911



United Way Fox Cities

Dear Colleen,

On behalf of the United Way Fox Cities Board of Directors, the Community Impact Council and the four Impact Areas, we are writing to inform you of United Way Fox Cities' investment in Appleton Public Library for 2022 and 2023.

Impact Area volunteers reviewed funding requests from 40 partner agencies and 90 partner programs. This year's investment process included seven (7) new programs across the four impact areas.

Funding recommendations and any feedback or suggestions provided to the programs were arrived at after thoughtful discussion and deliberation. Specific program recommendations were based on several considerations including performance measures, alignment with United Way Fox Cities' goals and ranked issues, and the quality of the funding proposal.

The following page(s) contains a summary of your program funding for 2022 and 2023, along with any recommendations from the volunteers. As always, your level of funding is contingent on successful campaigns in 2021 and 2022.

Please acknowledge United Way Fox Cities' investment in all publications and correspondence as "(Program Name), a United Way supported program." We also ask that you please forward this acknowledgement to your organization's Board Chair.

If you have any questions regarding your 2022 and/or 2023 investments, please contact Peter Gianopoulos, Tony Gonzalez, Rhonda Hannemann or Lisa Severson at 954-7210.

In closing, we would like to express our appreciation to you, your staff and volunteers as we work together to build a stronger community.

Sincerely,

Suzanne VandenBroek

Suzanne VandenBroek
Chair
Community Impact Council
United Way Fox Cities

Melanie Miller

Melanie Miller
Vice Chair
Community Impact Council
United Way Fox Cities

UNITED WAY FOX CITIES

2022 and 2023 Investments

**Appleton Public Library
225 N Oneida St
Appleton, WI 54911**

Investment by Program:

Program Name	Award Year	Award Amount
Reach Out and Read Partners - Fox Cities	2021	\$40,356.00
Reach Out and Read Partners - Fox Cities	2022	\$53,109.00
Reach Out and Read Partners - Fox Cities	2023	\$54,171.00

Please Note:

Designated contributions to your agency will be applied to United Way Fox Cities funded programs. You will be informed of such contributions as soon as the information is compiled.

Impact Area Comments and Recommendations:

Developing Children and Youth

The Impact Area commends you on the success that has been achieved since launching this initiative in our community. As you continue to build upon your achievements, the Impact Area volunteers will be interested in learning more about the positive impact this initiative is having in our community.

Agency Agreement

I. Both UWFC and the Partner Agency agree to:

- A) Maintain a volunteer governing board that is representative of the community and meets regularly to establish policy and to exercise responsibility for the organization's administration and financial management.
- B) Work cooperatively and collaboratively with each other and with other agencies, both not-for-profit and public, in meeting the health and human service needs of the Fox Cities, in preventing duplication of services, and in promoting high standards of efficiency and effectiveness.
- C) Recognize, value and respect each other's autonomy while appreciating the mutual responsibilities and opportunities that exist in the relationship.
- D) Promote equal opportunity, diversity and community representation in employment practices and the composition of the governing board.
- E) Provide services to those in need of UWFC funded programs regardless of ability to pay, or race, religion, color, gender, nationality, sexual orientation, disability, age, or any other characteristic protected by law. We recognize that partner agencies may identify special needs in the community and target services to a specific population based on those needs; however, the programs must be open to all people in those targeted populations.
- F) Maintain sound condition and accurate financial records in accordance with generally accepted accounting principles. Submit all financial records to an annual audit by an independent auditor and consider audited financial statements to be public records. For partner agencies with total annual public support between \$200,000 and \$400,000, at least a review by an independent public accountant is required. For partner agencies with total annual public support that is less than \$200,000, at least a tax return, Form 990, is required. Financial accounting shall be on an accrual basis.
- G) Maintain appropriate organizational status in good standing, comply with all applicable laws and regulations, including laws relating to incorporation, charitable solicitation and collective bargaining, and be a tax exempt organization.

II. UWFC agrees to:

- A) Conduct fundraising efforts and invest in effective programs and initiatives aimed at addressing health and human service needs in the Fox Cities.
- B) Provide oversight and accountability for funds raised, funds invested in community programs, and community level impact and population-level indicators achieved.
- C) Improve the standard of health and human services in the Fox Cities by encouraging coordination of existing programs among partner agencies and identifying programs that positively impact health and human service issues.
- D) Conduct an assessment of the community, on a five-year cycle, for the purpose of identifying and reporting on critical health and human services needs.
- E) Promote public understanding of the role of UWFC and its partner agencies in improving the quality of life in the Fox Cities.
- F) Communicate regularly with partner agencies and respond to issues of concern that impact the partner agency relationship.
- G) Serve as a resource to partner agencies for services such as technical assistance, training or other needs to aid in better serving the community.
- H) Make the annual report and audit available to the public.

III. Partner Agency agrees to:

- A) Apply all funds received from UWFC in accordance with the program funding proposal and the funding notice and measure program impact with performance measures as stated in the funding proposal.
- B) Notify UWFC as soon as an agency anticipates significant changes in program delivery. In addition, agency agrees to notify UWFC in writing within 30 days of confirmation that a program is being discontinued, experiencing significant reduction (including number of clients served), or significant change in program service delivery (temporarily or permanently). Agencies are asked to contact UWFC staff to determine if a change in service delivery constitutes a "significant change". When in doubt, consult with UWFC staff.
- C) Support and collaborate with UWFC and its partner agencies in serving the residents of the Fox Cities and achieving and reporting on common measures, as applicable.
- D) Support and cooperate with UWFC and its partner agencies in the annual fundraising campaign, community investment process, program performance measurement, community initiatives, and communications activities.
- E) Actively participate in the annual UWFC fall fundraising campaign by providing workplace speakers or other services as requested.
- F) Conduct a United Way campaign within the partner agency's workplace.
- G) Prohibit, in any manner or form, an attempt to restrict, influence or create donor designations as part of the UWFC campaign.
- H) Refuse membership in or alignment with a federated workplace fundraising organization, other than United Way and/or the Combined Federal Campaign.
- I) Refrain from conducting or participating in any workplace payroll deduction campaign other than United Way.
- J) Comply with all United Way policies and procedures which will be distributed to the Partner Agencies on a biannual basis.
- K) Recognize UWFC's support by displaying the United Way logo in published materials of:
- 1) United Way funded programs (letterheads, annual reports, brochures, etc.) and at physical facilities, as appropriate. Communicate partnership with UWFC in publicity releases, publications and correspondence as "(program name), a United Way supported program."
- L) Provide program, financial and administrative information as prescribed by UWFC including, but not limited to the following reporting requirements:
- 1) Signed Partner Statement of Agreement,
 - 2) Board of Directors Roster,
 - 3) Annual Audit / Financial Statement (required for agencies with total annual public support exceeding \$400,000),
 - 4) Review by independent public accountant (minimum requirement for agencies with total annual public support between \$200,000 and \$400,000)
 - 5) Management Letter, if one was issued,
 - 6) Federal 990 Form (minimum requirement for agencies with total annual public support less than \$200,000),
 - 7) Change in Executive Director, Program Director and/or Board President,
 - 8) Mergers / Consolidations / Collaborations / Re-appropriations of funds,
 - 9) Mid-year Financial Report,
 - 10) Annual report on program services, clients, program performance measures and program budget.
- M) Obtain and maintain federal, state or local licenses or permits that are required to implement UWFC funded programs and achieve outcome indicator targets.

IV. Additional Provisions

A) Monthly payments of the investment will be made on the first of each month and will be prorated at one-twelfth of the total investment. The Partner Agency's investment is dependent upon the successful completion of the UWFC fundraising campaign.

B) The Partner Agency may terminate this Agreement and withdraw from its affiliation with UWFC by providing a thirty-day written notice to the Board of Directors of UWFC stating the reason(s) for withdrawal. UWFC funding will cease upon the effective date of termination. Funds intended for use after the date of termination shall be returned to UWFC.

C) UWFC reserves, in its sole discretion, the right to withhold, adjust or cancel investment payments as well as defund programs based upon the UWFC's President/CEO's determination of a Partner Agency's willful failure to comply with the terms of this Agreement. Non-compliance will result in the following:

- 1) The Partner Agency will be notified in writing of its failure to comply with this Agreement.
- 2) The Partner Agency may respond in writing and request to present its position orally before the Board of Directors of UWFC or its designees within thirty days of the date on the letter of notification.
- 3) After receiving the Partner Agency's written response and listening to the Partner Agency's oral presentation, if any, at its next scheduled meeting, the Board of Directors of UWFC will vote on the appropriate action to be taken.

Name of UWFC Chairperson Peter Gianopoulos
approving this agreement:

**Name of agency
representative approving
this agreement:**

By checking the box and submitting the form, I acknowledge that the terms of this Agreement have been reviewed and accepted by the Partner Agency, with the authority of their Board of Directors.



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
 - 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.

- 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.
- 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
- 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. 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.
 - 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.
 - v. Friends staff will provide semiannual disbursements upon receipt of a request from library administration.
 - vi. Expenditures and receipts will be recorded consistent with city policy and subject to carry over.
 - vii. Grants from the Friends of Appleton Library/Frank P. Young Scholarship Fund shall be made in accordance with the Scholarship Policy.
 - viii. Distributions from the FOCOL Fund will be made in accordance with the fund agreement.

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.
- 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



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

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 14th.

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%
Subtotal - Personnel	648,961	656,170	558,088	531,454	683,162	702,119	490,537	496,455	106,144	123,288	756,007	745,885	150,514	127,321	3,393,413	3,382,692	0%
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%
Subtotal - Supplies and Services	119,313	105,151	8,217	8,217	14,589	14,589	7,262	7,262	332,754	321,422	698,738	568,447	161,249	141,271	1,342,122	1,166,359	-13.10%
Total Library Expense	768,274	761,321	566,305	539,671	697,751	716,708	497,799	503,717	438,898	444,710	1,454,745	1,314,332	311,763	268,592	4,735,535	4,549,051	-3.94%

Utilities Breakdown	2021	2022	% change
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%
Total - Utilities	133,660	133,660	0%

Revenue	2021	2022	% change
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%
Total - Revenues	1,171,236	1,107,501	-5.44%

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	
Program Revenues		\$ 1,267,872	\$ 1,237,716	\$ 1,171,236	\$ 1,171,236	\$ 1,107,501	-5.44%
Program Expenses							
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%
TOTAL		\$ 4,663,070	\$ 4,493,629	\$ 4,735,535	\$ 4,845,751	\$ 4,549,051	-3.94%
Expenses Comprised Of:						(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%
Full Time Equivalent Staff:							
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
Client Benefits/Impacts					
Library activities, programs and services are responsive to community needs					
% of surveyed patrons who rate the library as satisfactory	97%	97%	97%	97%	97%
Strategic Outcomes					
A better educated community					
Collaborations with educational institutions	233	37	200	200	200
Work Process Outputs					
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
Revenues					
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	\$ 1,135,858	\$ 1,137,501	\$ 1,151,736	\$ 1,151,736	\$ 1,063,001
Expenses					
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	\$ 659,324	\$ 648,023	\$ 768,274	\$ 828,774	\$ 761,321

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

Other Contracts/Obligations

Security Guard	\$ 61,975
Piano Tuning	400
	<u>\$ 62,375</u>

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
Client Benefits/Impacts					
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
Strategic Outcomes					
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%
Work Process Outputs					
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>
Client Benefits/Impacts					
Convenient and fast access to accurate information					
Reference questions answered	39,962	25,994	25,000	30,000	30,000
Strategic Outcomes					
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%
Work Process Outputs					
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>
Client Benefits/Impacts					
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%
Strategic Outcomes					
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
Work Process Outputs					
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
Revenues					
503500 Other Reimbursements	\$ 17,500	\$ 32,000	\$ -	\$ -	\$ -
Total Revenue	\$ 17,500	\$ 32,000	\$ -	\$ -	\$ -
Expenses					
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	\$ 494,580	\$ 501,360	\$ 497,799	\$ 501,291	\$ 503,717

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>
Client Benefits/Impacts					
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%
Strategic Outcomes					
The community increasingly uses opportunities for meetings, programs and discussions					
# of meetings and programs	4,489	1,104	500	500	2,000
Work Process Outputs					
# 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
Revenues					
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>
Expenses					
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>
Client Benefits/Impacts					
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
Strategic Outcomes					
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
Work Process Outputs					
# 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
Revenues					
503500 Other Reimbursements	\$ 46,356	\$ 41,692	\$ -	\$ -	\$ 25,000
Total Revenue	\$ 46,356	\$ 41,692	\$ -	\$ -	\$ 25,000
Expenses					
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	\$ 1,495,776	\$ 1,436,398	\$ 1,454,745	\$ 1,469,490	\$ 1,314,332

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>
Client Benefits/Impacts					
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%
Strategic Outcomes					
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
Work Process Outputs					
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
Revenues					
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>
Expenses					
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	
TOTAL PROGRAM REVENUES	<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	
TOTAL PERSONNEL	<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	
TOTAL TRAINING / TRAVEL	<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	
TOTAL SUPPLIES	<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	
TOTAL PURCHASED SVCS	<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	
TOTAL CAPITAL OUTLAY	<u>2,304</u>	<u>4,576</u>	<u>-</u>	<u>4,498</u>	<u>4,498</u>	-
TOTAL EXPENSE	<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>	-

CITY OF APPLETON POLICY	TITLE: Ergonomics Policy/Program	
ISSUE DATE: July 2001	LAST UPDATE: December 18, 2002 April 5, 2007 February 2011 April 2017 May 2021	SECTION: Safety
POLICY SOURCE: Human Resources Department	POLICY APPLICATION: All City Employees	TOTAL PAGES: 4
Reviewed by Attorney's Office Date: June 2001 June 2011 May 2017	Committee Approval Date: June 26, 2001 August 22, 2011 July 26, 2017	Council Approval Date: July 18, 2001 September 17, 2011 August 2, 2017

I. PURPOSE

The purpose of this policy is to increase employee awareness of ergonomic issues and to proactively address the musculoskeletal disorders that employees may experience as a result of workplace conditions and job demands.

II. POLICY

The City is committed to providing a safe and healthy workplace free from recognized hazards or harmful conditions and to incorporate employee involvement in the prevention relating to safety and ergonomics in the workplace.

III. DISCUSSION

The City shall make every effort to increase ergonomic awareness and lessen the risk of injury due to design of equipment, tools or work motions.

IV. DEFINITIONS

- A. Ergonomics: The science of fitting workplace conditions and job demands to the capabilities of the work force.
- B. WMSD: Work Related Musculoskeletal Disorder.
- C. Ergonomics Program: Systematic process for anticipating, identifying, analyzing, and controlling WMSD hazards.
- D. Process: Activities, procedures and practices set up to control WMSD hazards.
- E. MSD: Musculoskeletal Disorders. These are disorders of the muscles, nerves, tendons, ligaments, joints, cartilage, or spinal discs that are not typically the result of any instantaneous or acute event (such as a slip, trip, or fall) but reflect a more gradual or chronic development. ~~Musculoskeletal disorders include those with several distinct features, such as carpal tunnel syndrome, as well as those defined primarily by the location of the pain, as with low back pain.~~

Formatted: Strikethrough

- F. WMSD Management – The process of ensuring that employees with work related musculoskeletal disorders receive effective evaluation.
- G. Symptoms Survey Form – the form used to ~~initiate perform~~ an ergonomic assessment (~~Exhibit Attachment A~~).

V. PROCEDURES

A. Policy Responsibilities

1. Human Resources (H.R.) shall:
 - a. Develop, evaluate and periodically review the policy and program.
 - b. Coordinate training.
 - c. Respond promptly to reported MSD problems.
 - d. Perform and/or coordinate ergonomic evaluations as needed.
 - e. Research new products in the field of ergonomics.
 - f. Maintain records relating to the ergonomics program.
 - g. Review all injury reports.
 - h. Solicit employee input for possible solutions to ergonomic problems.
 - i. Provide input for solutions to ergonomic problems.
 - j. Check with the Parks, Recreation and Facilities Management Department ~~Facilities department~~ to explore workstation structural changes when necessary.

2. Department Directors/Supervisors shall:
 - a. Solicit employee input for possible solutions to ergonomic problems.
 - b. Prohibit practices that discourage employees from participating in the policy/program and making reports or recommendations.
 - c. Report any problem areas to the H.R. Generalist. Provide input for possible solutions to ergonomic problems.
 - d. Address any potential ergonomic problems. Consult with H.R., as necessary.
 - e. Review the Symptoms Survey form completed by their department employees.
 - f. Implement and follow recommendations made by H.R. or outside consultant.
 - ~~e.g.~~ Attend ergonomics training and ensure employees attend scheduled training.

- ~~3. Department Safety Coordinator or Central Safety Committee Member shall:~~
 - ~~a. Review the Symptoms Survey form completed by their department employees.~~
 - ~~b. Report any problems to the H.R. Generalist.~~
 - ~~c. Address any potential ergonomic problems.~~
 - ~~d. Provide input for possible solutions to ergonomic problems.~~
 - ~~e. Implement and follow recommendations made by the H.R. Generalist or outside consultant.~~
 - ~~f. Attend applicable training involved with the ergonomics policy/program.~~

~~4.3~~ Employees shall:

- a. Complete a Symptoms Survey Form if requested.

Formatted: Indent: Left: 1.75", No bullets or numbering

- b. ~~Attend all applicable training involved with the ergonomics policy/program.~~ Attend applicable ergonomics training and apply the knowledge and skills acquired to actual jobs, tasks, processes, and work activities.
- c. Provide input for possible solutions to ergonomic problems.
- d. Assist with ergonomic evaluations as needed.
- e. Notify the Supervisor or H.R. ~~Generalist, as early as possible,~~ of any problems related to ergonomics.
- f. Implement and follow the recommendations provided through the ergonomic assessment.

B. Program ~~Responsibilities~~ Sections

1. Records Retention:

- a. Completed Symptoms Survey Forms shall be sent to the H.R. Generalist who will keep them on file.
- b. Accident/Injury records will be reviewed by the H.R. Generalist and/or the Risk Manager to note any trends in incidents or any possible cumulative trauma or musculoskeletal related injuries.

2. Ergonomic Evaluations: Various methods may be used to evaluate workstations or tasks posing ergonomic issues including, but not limited to, the following:

- a. Observational assessments
- b. Ergonomic checklists
- c. Employee interviews
- d. Detailed worksite evaluations, including a formal job hazard analysis
- e. Surveys and questionnaires (e.g., symptoms survey analysis)

3. Ergonomic Control Methods: Once the workstation has been evaluated and the potential ergonomic issues identified, the following control methods may be recommended:

- a. Engineering controls – focuses on the physical modifications of jobs, workstations, tools, equipment, or processes.
- b. Administrative controls – worker education, job rotation, etc.
- c. Personal protective equipment – ex: knee pads, anti-vibration gloves, etc.

After implementing any of these control methods, the appropriate H.R. Generalist will follow up to determine if the changes have improved the condition. This follow-up might include a verbal interview with the employee(s) performing the work task, performing a re-evaluation of the workstation, work area or tool and/or observing the work task being performed. If it is determined that the changes have not improved the work situation, then further internal ergonomic evaluations will be performed and/or obtaining outside ergonomic professional assistance.

2.4. Symptoms Survey Analysis Form follow-up:

- a. ~~Supervisors, department Safety Coordinators or H.R. Generalist should ask employees having WMSD concerns the following:~~

- ~~Are they experiencing signs or symptoms of MSDs?~~

Formatted: Strikethrough

- ~~Are they having difficulty performing the physical work activities of the job?~~
- ~~Can they describe which physical work activities they associate with the problem?~~
- ~~Have they observed employees performing the jobs in order to identify factors that need to be evaluated?~~
- ~~Have they evaluated those job factors to determine which ones are reasonably likely to be causing or contributing to the problem?~~
- ~~Have they controlled the cause of the problem?~~

C. Training

1. ~~Training will be provided upon hire and periodically either by in-person training by Human Resources or by on-line training. This training will include information on what ergonomics is, what to watch for, reporting ergonomic issues and methods to minimize or eliminate problem areas if they are found. Initially upon hire, and periodically thereafter the H. R. Generalist will provide training to include what ergonomics is, what to watch for and steps to eliminate problem areas if they are found.~~

~~D. Program Evaluation~~

Formatted: Strikethrough

1. ~~After implementing changes in tools, work areas or workstations, the H.R. Generalist will follow up on any changes to determine if the changes have improved the condition.

 - a. ~~Follow up shall include a verbal interview with person(s) performing the work task.~~
 - b. ~~Re-evaluation of the workstation, work area or tool.~~
 - e. ~~Observing the work being performed.~~~~
2. ~~If it is determined that the changes have not improved the work situation then further evaluations shall be performed following the same process and/or obtaining outside ergonomic professional assistance.~~

~~D. Attachments~~

1. ~~Attachment A - Symptoms Survey Form~~
2. ~~Attachment B – Suggested Ergonomics for Telecommuters~~

Attachment A

Symptoms Survey: Ergonomics Program

Employee Name _____ Department _____

Supervisor _____ Date ____/____/____

Job Title _____

Hours worked/week _____ Time on THIS job: _____ years _____ months

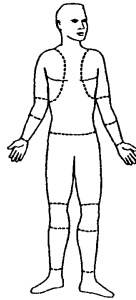
Other jobs you have done in the last year (for more than 2 weeks):

Job Title _____ Time on this job: _____ months _____ weeks

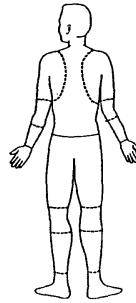
Job Title _____ Time on this job: _____ months _____ weeks
(If more than 2 jobs, include those you worked on the MOST)

Have you had any pain or discomfort during the last year?
____ YES ____ NO (If NO, stop here)

If YES, carefully shade in the area of the drawing which bothers you the MOST.



Front



Back

Check area: ____ Neck ____ Shoulder ____ Elbow/Forearm ____ Hand/Wrist ____ Fingers ____ Eyes
____ Upper back ____ Low back ____ Thigh/Knee ____ Low leg ____ Ankle/Foot

*Fill out a separate page for each area that bothers you

1. Put a check by the word(s) that best describe your problem:

____ Aching ____ Burning ____ Cramping ____ Dry ____ Loss of Color ____ Numbness(asleep)

____ Pain ____ Stiffness ____ Swelling ____ Tingling ____ Weakness ____ Other –

F:\PERSON\WPWIN\Policies\Ergonomics Symptoms Survey.doc

Attachment B







Suggested Ergonomics for Telecommuters

Keep computer items in front of you.





How To Set Up Your Workstation

To improve comfort, safety, and productivity anywhere


-  Raise the top of your monitor to eye level or below
-  Screen distance should be an arm's length away (18-30")
-  Keep elbows at your sides and rest gently on armrests
-  Maintain neutral wrists and forearms parallel to ground
-  Rest feet flat on the floor with knees at or below hip level
-  Leave 1" to 2" space between calves and the seat's edge

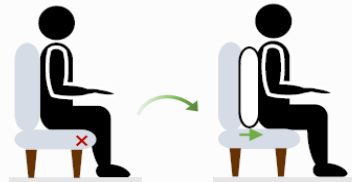
Using A Laptop?



-  Raise your laptop to eye level
Try a stand, box, or step stool
-  And use a separate keyboard and mouse



-  Or use a monitor and type on your laptop
If you have a keyboard, mouse, and monitor, raise your laptop off to the side for dual monitors





Sinking In Your Deep Couch?

- Use a pillow to shorten the seat
A pillow or towel roll can also be used for lumbar support





Work Surface Too High?

- Use a taller chair or raise your seat with a cushion
-  Use a footrest or box to support your legs from dangling
-  Type on a lower surface like a keyboard tray, lap desk, or side table



Prefer To Stand?

-  Find a counter or tall surface
-  Wear comfortable shoes
- Try standing on a kitchen mat



Take A (micro) Break

Every 30 minutes
For at least 10 Seconds



Get Moving

Try Microbreak Exercises

When you exercise and move around, you activate your muscles and help improve circulation, energy, and mood. This can help you feel refreshed when you resume your work. Giving your body a break from prolonged and/or repetitive activities can help reduce your risk of injuries.



Change Positions

The Next Position is the Best Position

No matter how good your posture is, if you have not moved in an hour, you are still loading the same structures in your body in the same direction for an hour.

Switch It Up

Take active breaks by changing how you perform a task to reduce risk of repetitive motion injuries. *If able, try standing, varying your sitting positions, standing with one leg forward, switching hands, changing locations or alternating tasks.*



Check Your Posture

Check In With Yourself

Bring your equipment to you instead of conforming your body to your equipment. Try setting a timer every 30 minutes to identify and correct any awkward postures. *Have you been hunched over your laptop? Leaning on your elbow? Crossing your legs? Rotating your neck to the right? Holding your fingers up when mousing?*



Be Well

Stay Hydrated

Remember to keep drinking plenty of fluids. Take opportunities for water breaks.

Take Care of Yourself

You can work more effectively and comfortable when take care of all aspects of your health and wellness.

Reduce Eye Strain and Fatigue



Protect Your Eyes

20 Every 20 minutes of screen time **20** Look away for ≥ 20 seconds **20** At something ≥ 20 feet away



Hydrate Your Eyes
Remember to blink



Minimize glare
Avoid facing or having your back to a window

Questions?

[If you have any questions or are experiencing discomfort related to your remote workstation or are interested in a virtual ergonomics consult, please contact Human Resources.](#)



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
Members of the City of Appleton Common Council**
**FROM: Dean Gazza, Director of Parks Recreation and Facilities Management
Colleen Rortvedt, Library Director**
DATE: July 14, 2021
RE: July Library Building Project Update

City staff continue to work with architects Skidmore, Owings and Merrill (SOM) on the library project. The following progress has been made in the past month:

1. SOM recommends a renovation/expansion of the existing library building.

While the decision was made in fall of 2020 to focus on the library's existing site, in seeking architectural and engineering services there had not been any decisions about whether the library project would be a new facility or a renovation to allow the selected architects to provide a recommendation after a thorough assessment.

SOM has shared the following reasons for their recommendation:

- Renovation is the right thing to do for the environment. The reduced waste and embodied energy of renovating an existing building is the most sustainable design solution, setting an example for the community.
- It is their belief that buildings should have a lifespan of at least 100 years. The current building, only 40 years old, is in excellent structural shape and its flexible floor plates allow for future adaptability, added programming, and improved functionality.
- The library is located within the heart of downtown and is an institution that represents Appleton's dedication to learning, knowledge, and social responsibility. Renovating, reimagining, and reviving the building reflects the values and strength of the library as the heart of the community.

SOM has demonstrated a passion and expertise in adaptive reuse. Staff are enthusiastic about the potential to meet the needs of the community in a renovation.

2. Additional Site Assessment Updates

Work continues on subsurface environmental investigations as well as additional inspections of the existing facility for lead, asbestos.

3. **Concept Design**

With the additional focus that the library project will be one of renovation/expansion, work continues with staff on the library building program. Additional virtual and in person meetings are continuing as we receive and prepare for additional public input and continued progress on concept design.

The architects came to Appleton for two days of workshops with library staff leading staff discussions and activities to continue to inform space planning.

4. **Community input**

- a. Appointments have been finalized for the Library Building Project Advisory Committee (LBPAC). This committee is composed of 28 community members who have volunteered to bring their expertise and experiences in an advisory capacity. Their first meeting was held virtually on Wednesday, July 14. The Library Board Building and Equipment Chair Nancy Scheuerman and Common Council Alderperson Katie Van Zeeland are serving on this committee as liaison representatives. The first meeting provided the committee with background and context for the project and began to solicit input about what they hope to see as an outcome of this project.

The Library Director has reached out to all applicants that were not selected for the LBPAC and offered to have personal conversations about what they are hoping to see as a result of the library building project. Several of those conversations have occurred or are scheduled and the feedback will be provided to the architects.

- b. A public survey was released and closed on July 9. Over 700 people completed the survey. This input is being reviewed by the architects.
- c. A public town hall is being scheduled to provide the community with an update.
- d. The architects will provide a status update to the Library Board of Trustees at the meeting on Tuesday, July 20.

Developing the Library Budget

The library budget is a tool for turning library dreams into reality. The budget determines the services that will be offered by your library and the resources devoted to each library program. A carefully developed budget will ensure that available funds are effectively utilized to realize your library's service objectives.

The Budget Development Process

The first step in developing a library budget is to look at what the library hopes to accomplish in the next year. The availability of a current strategic plan will make this step much easier, because the plan should already document your community's library service needs and the library activities necessary to meet those needs. So, at the point that the board wishes to begin planning the budget for the coming year, it should review the strategic plan and its chosen objectives, reflecting on the financial implications of the objectives for the coming year.

The second step is to determine the total financial resources necessary for what the library wants to accomplish in the coming year. Often, increased funding is necessary because of increased costs, increased usage, and/or new services that will be offered. Additional resources for new services can also be made available by shifting resources from a lower priority to a higher priority service.

Draft budget documents are prepared by the library director and library staff (following the format required by the municipality or county). (See attached [Sample Format of a Minimal Library Budget](#) for an example.) The library board and/or library board finance committee may have input into development of budget drafts. The board of trustees will then review the draft budget(s) with the director, propose changes, and finally approve a finished budget.

After the written budget documents are approved by the board and submitted to the municipality or county, the final step in the budget process is securing the funding needed to carry out the planned service program. Trustees, as volunteer public representatives, are especially effective budget advocates. Trustees should be involved in presenting, explaining, and supporting the library budget that was approved by the library board. (See also [Trustee Essential #13: Library Advocacy](#).)

The board may need to make budget changes if the funding needed to balance the budget is not secured. Budget changes may also be required during the budget year if, for example, certain expenditures are higher than expected, or costs are lower than expected.

Sources of Funding

One of the most important responsibilities for library trustees is determining the appropriate level of funding for the library and working to secure that funding.

8

In This Trustee Essential

- Goals of budgeting
- Steps in the budget development process
- Sources of library funding
- Budget terminology

Public library service in Wisconsin is provided through cooperative efforts at the state, public library system, and county and local level. The bulk of the funding for most Wisconsin public libraries is provided by the municipality or county that established the library.

Counties must reimburse libraries within the county or in an adjacent county for at least 70% of the cost of service to county residents who do not live in a library municipality. Payment requests must be submitted by July 1. Requests should be submitted to the county clerk, but some library system or county library services coordinate the requests. Municipalities can exempt themselves from the county library tax if they tax themselves for library service at a higher tax levy rate than the county.

Fines may be a source of library revenue, but the policy of charging fines is the subject of debate concerning their effectiveness in encouraging the return of materials, and concerning their public relations effects. In establishing a fine policy, a library board should consider not only the possible revenue but also the potential negative public relations effects.

Under Wisconsin law, public libraries may not charge fees for information-providing services. Fees and charges for such things as making computer printouts and using a copy machine are legal. Most fees, charges, and sales by public libraries are subject to the Wisconsin sales tax and any county and special sales taxes. For details, see <http://dpi.wi.gov/pld/boards-directors/administration/faq-pt5#sales-tax>.

Grants and gifts can be an excellent source of supplementary funds for special projects. In addition, community citizens are often willing to make significant donations to cover part or all of the costs of a new or remodeled library building.

Grants or donations should never be used to justify reducing or replacing the community's commitment to public funding. Donors will quit donating, volunteers will quit working, and granting organizations will quit awarding grants to your library if they see that their efforts are resulting in reduced public funding for the library instead of improved service. (See also [*Trustee Essential #24: Library Friends and Library Foundations*](#).)

Desirable Budget Characteristics

There are four practical characteristics that your budget document should include.

1. **Clarity:** The budget presentation should be clear enough so every board member, every employee, and every municipal governing body member can understand what is being represented.
2. **Accuracy:** Budget documentation must support the validity of budget figures, and figures must be transcribed and reported carefully, without variation from the documentation.
3. **Consistency:** Budget presentations should retain the same format from period to period so that comparisons can be easily made. All budgets are comparative devices, used to show how what is being done now compares with what happened in the past and what is projected to happen in the future.

4. **Comprehensiveness:** Budget reports should include as complete a picture of fiscal activities as is possible. The only way to know the true cost of the library operation is to be certain that all revenue and expenditure categories are included within the budget.

Terms and Distinctions

Line item and program budgets

These are two of the most popular styles of budgets. The line item budget is organized around categories or lines of expenditures, and shows how much is spent on the various products and services that the library acquires. The program budget, designed to assist with planning, is organized around service programs (such as children's services, young adult services, reference services) and helps the library board and director see how much is spent on these individual areas. A program budget is usually sub-arranged in a line item style, so that the individual categories of expenditures for each program are also presented.

Operating vs. capital costs

In planning for the financial needs of the library and recording financial activities, it is important to keep operating and capital activities separated for reporting purposes. Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. Capital activities, in contrast, are those that occur irregularly and usually require special fundraising efforts. These would include new or remodeled library buildings, major upgrades of technology, and usually the purchase of computer hardware. You should present the operating and capital activities separately within your library budget. (See attached *Sample Library Budget* for an example.)

Income vs. expenditures

In both operating and capital budgets, you will need to show income (or revenues) and expenditures. Income should be broken down by the source of the funding—for instance, municipal appropriation, county reimbursement, system state aid, grant projects, gifts and donations, fines and fees. Expenditures are shown in categories (or lines) representing similar kinds of products or services—for instance, wages, benefits, print materials, audio and video materials, telecommunications, staff and board continuing education.

Municipal accounting vs. library accounting

As specified in state law, library boards must deposit most of their funds with their municipality. Since the municipality holds the funds, it will also keep records of how those funds are used. This municipal accounting should be available to the library board upon request. However, even though your city, village, or county is performing this accounting function, it is advisable for the library to also maintain its own set of records. This will allow the board and director to know the status of finances in a timely manner (if there is a delay in getting figures from the municipality) and to have a check to assure that the municipality is not inadvertently confusing transactions and balances. In addition, there are types of funds (gifts, bequests, devises, and endowments) which can be managed directly by the library board; if the board chooses to manage these funds it must, of course, keep records for accountability. (See also [Trustee Essential #9: Managing the Library's Money](#).)

Discussion Questions

1. What factors will contribute to the size of the appropriation the library board will request from the municipality?
2. What should a trustee's role be in presenting the request for funding from the municipality?
3. How does the library's strategic plan affect budget decisions?
4. In your library, how formal is the pursuit of gifts and donations, and how are these funds most often used?

Sources of Additional Information

- Sample Format of a Minimal Library Budget (attached)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- [Wisconsin Public Library Standards](#)
- [Wisconsin Public Library Service Data](#)

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

© 2002, 2012, 2015, 2016
Wisconsin Department
of Public Instruction.
Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

Sample Format of a Minimal Library Budget

Note: This simplified budget roughly corresponds to the *Wisconsin Public Library Standards* 2011 minimum operating budget of \$67,000. Actual amounts will vary depending on local needs.

Operating Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 47,500	\$ 48,200	\$ 48,925
County	\$ 13,400	\$ 13,600	\$ 13,800
State / library system	\$ 1,340	\$ 1,360	\$ 1,380
Federal (LSTA)	\$ 1,340	\$ 1,360	\$ 1,380
Funds carried forward	\$ 700	\$ 700	\$ 700
Fines	\$ 1,200	\$ 1,225	\$ 1,240
Donations	\$ 700	\$ 700	\$ 700
Fees/other*	\$ 150	\$ 175	\$ 175
Transfer from gift fund	\$ 670	\$ 680	\$ 700
Operating Income Total	\$ 67,000	\$ 68,000	\$ 69,000

Operating Expenditures	2011 Actual	2012 Budget	2013 Budget
Salaries and wages	\$ 30,820	\$ 31,280	\$ 31,740
Employee benefits	\$ 9,380	\$ 9,520	\$ 9,660
Books	\$ 9,000	\$ 9,110	\$ 9,250
Periodicals (including electronic)	\$ 1,800	\$ 1,880	\$ 1,930
Video materials	\$ 1,440	\$ 1,460	\$ 1,480
Audio materials	\$ 600	\$ 610	\$ 620
Software and other electronic materials	\$ 670	\$ 680	\$ 690
Contracted services	\$ 1,340	\$ 1,360	\$ 1,380
Staff and board continuing education	\$ 1,340	\$ 1,360	\$ 1,380
Public programming	\$ 670	\$ 680	\$ 690
Telecommunications	\$ 2,010	\$ 2,040	\$ 2,070
Utilities	\$ 5,250	\$ 5,300	\$ 5,350
Equipment repair	\$ 670	\$ 680	\$ 690
Supplies	\$ 2,010	\$ 2,040	\$ 2,070
Operating Expenditures Total	\$ 67,000	\$ 68,000	\$ 69,000

Capital Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 2,000	\$ 3,000	\$ 3,000

Capital Expenditures	2011 Actual	2012 Budget	2013 Budget
Computer equipment replacement	\$ 2,000	\$ 2,000	\$ 2,000
New shelving		\$ 1,000	\$ 1,000
Capital Expenditures Total	\$ 2,000	\$ 3,000	\$ 3,000

Total of All Expenditures	\$ 69,000	\$ 71,000	\$ 72,000
----------------------------------	------------------	------------------	------------------

*State law requires that all information-providing public library services be provided free of charge. (See [Trustee Essential #8: Developing the Library Budget](#) for details.)