



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final-revised Library Board

Tuesday, January 18, 2022

4:30 PM

City Hall Council Chambers 6 A / B

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[21-1791](#) December 14, 2021 Meeting Minutes

Attachments: [December 14 2021 Meeting Minutes.pdf](#)

4. Public Participation & Communication

Establish Order of the Day

5. Action Items

- [21-1792](#) Bill Register - December 2021 (Partial)

Attachments: [Bill Register -December 2021.pdf](#)
[YTD Budget _period ending 12-31-2021.pdf](#)
[Friends 4th Quart-2021.pdf](#)

- 21-1803** Temporary Library Location

Attachments: [2022 Temporary Library Lease Memo 1-18-2022.pdf](#)

- [21-1793](#) OWLS / APL 2022 Facilities Transition Agreement

Attachments: [OWLS_APL Building Projects Transition Plan FINAL 1-14-2022.pdf](#)

- [21-1794](#) Report of the Scholarship Committee

Attachments: [December 20 2021 Scholarship Committee Meeting Minutes.pdf](#)

6. Information Items

A. Administrative Report

[21-1795](#) Library Building Project Update

Attachments: [Building Project Update January 2022.pdf](#)

[21-1796](#) OWLS Updates

[21-1797](#) APL Hiring Processes

B. President's Report

[21-1798](#) Trustee Training: Who Uses the Library

[21-1799](#) Re-scheduled February 2022 Library Board Meeting Date and Time

Attachments: [APL Board Meeting Schedule 2022 REVISED 1-2022.pdf](#)

[21-1804](#) Upcoming Committee Meetings

C. Friends of Appleton Public Library Report

[21-1800](#) I Love My Library 2022

[21-1805](#) Judy and Austin Boncher Appleton Library Endowment Fund

D. Staff Updates

[21-1801](#) Children's Program Updates

[21-1802](#) Community Partnerships Updates

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

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



Meeting Minutes
Library Board

Tuesday, December 14, 2021

4:30 PM

City Hall, 6th Floor A/B

1. Call meeting to order

President Nancy Scheuerman called the meeting to order at 4:30pm

2. Roll call of membership

Others Present: Owen Anderson, Nicole Casner, Robert Edwards, Darrin Glad, Tina Krueger, Adriana McCleer, Dan McGinnis, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Kara Sullivan, Maureen Ward

Present: 10 - Hartjes, Looker, Kellner, Exarhos, Scheuerman, Mann, Nett, Van Zeeland, Keller and Brozek

Others : 1 - Sivasamy

3. Approval of minutes from previous meeting

[21-1708](#)

November 16, 2021 Meeting Minutes

Attachments: [November 16 2021 Meeting Minutes.pdf](#)

Mann moved, seconded by Hartjes, that the November 16, 2021 Meeting Minutes be approved. Voice Vote. Motion Carried. (10-0)

4. Public Participation and Communication

[21-1725](#)

Alex Niemi, APL Network Services Supervisor

Establish Order of the Day

President Scheuerman called for a motion to place Action Items 21-1709, 21-1710, 21-1711 and 21-1712 on a Consent Agenda.

Exarhos moved, seconded by Mann that Action Items 21-1709, 21-1710, 21-1711 and 21-1712 be placed on a Consent Agenda. Voice Vote. Motion Carried. (10-0)

5. Action Items

Hartjes moved, seconded by Keller that Consent Agenda Items 21-1709, 21-1710, 21-1711 and 21-1712 be approved. Voice Vote. Motion Carried. (10-0)

[21-1709](#) Bill Register - November 2021

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

This Report Action Item was approved

[21-1710](#) Library 2022 Budget:
- Operational Budget
- Special Revenue Fund
- CIP

Attachments: [Library Budget.pdf](#)
[Special Revenue Fund ROR.pdf](#)
[2022 Library CIP.pdf](#)

This Report Action Item was approved

[21-1711](#) Table of Organization Change Request

Attachments: [TO Change December 2021 memo.pdf](#)

This Report Action Item was approved

[21-1712](#) OWLS - APL Service Agreement

Attachments: [2022 Service Agreement FINAL.pdf](#)

This Report Action Item was approved

6. Information Items

A. Administrative Report

[21-1713](#) Library Building Project Update

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

[21-1715](#) OWLS Updates

[21-1716](#) APL Hiring Processes

B. President's Report

[21-1717](#) Trustee Training: Reflections from Welcome Survey

[21-1718](#) Trustee Training and Development Schedule

Attachments: [General Board Meeting Schedule \(12_2021\)s.pdf](#)

C. Friends Of Appleton Public Library Report

[21-1719](#) Endowments

[21-1720](#) Used Booksale

[21-1721](#) I Love My Library 2022

[21-1722](#) Upcoming Capital Campaign

D. Staff Updates

[21-1724](#) Community Partnerships Updates

[21-1723](#) Children's Program Updates

Attachments: [December 2021 Childrens Programming.pdf](#)

7. Adjournment

Exarhos moved, seconded by Hartjes, that the Meeting be adjourned. Voice Vote. Motion Carried. (10-0)

The Meeting was adjourned at 5:20pm

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
16010 Library Administration							
423200 Library Grants & Aids	-1,091,736	-1,091,736	-1,091,736.00	.00	.00	.00	100.0%
480100 General Charges for Service	-30,000	-30,000	-3,980.21	-55.40	.00	-26,019.79	13.3%
501500 Rental of City Property	-30,000	-30,000	-30,000.00	.00	.00	.00	100.0%
502000 Donations & Memorials	0	0	-1,279.29	-2.37	.00	1,279.29	100.0%
503500 Other Reimbursements	0	-67,500	-68,946.13	.00	.00	1,446.13	102.1%
610100 Regular Salaries	460,663	460,663	385,206.67	30,493.03	.00	75,456.33	83.6%
610400 Call Time Wages	0	0	600.00	.00	.00	-600.00	100.0%
610800 Part-Time Wages	8,790	8,790	6,375.04	193.90	.00	2,414.96	72.5%
611400 Sick Pay	0	0	1,831.47	.00	.00	-1,831.47	100.0%
611500 Vacation Pay	0	0	53,204.80	5,412.24	.00	-53,204.80	100.0%
615000 Fringes	179,508	179,508	.00	.00	.00	179,508.00	.0%
615100 FICA	0	0	33,404.06	2,644.43	.00	-33,404.06	100.0%
615200 Retirement	0	0	30,513.51	2,423.63	.00	-30,513.51	100.0%
615301 Health Insurance	0	0	88,785.07	8,211.69	.00	-88,785.07	100.0%
615302 Dental Insurance	0	0	7,596.72	694.85	.00	-7,596.72	100.0%
615400 Life Insurance	0	0	80.00	10.00	.00	-80.00	100.0%
620100 Training/Conferences	4,920	12,085	2,265.22	.00	.00	9,819.78	18.7%
620200 Mileage Reimbursement	0	0	90.00	30.00	.00	-90.00	100.0%
620600 Parking Permits	23,100	23,100	23,109.00	.00	.00	-9.00	100.0%
630100 Office Supplies	4,635	4,635	3,641.57	88.64	.00	993.43	78.6%
630300 Memberships & Licenses	2,200	2,200	1,978.33	.00	.00	221.67	89.9%
630500 Awards & Recognition	850	1,150	1,027.99	8.02	.00	122.01	89.4%
630700 Food & Provisions	1,135	3,135	609.65	.00	.00	2,525.35	19.4%
632002 Outside Printing	100	1,300	2,463.31	.00	.00	-1,163.31	189.5%
641200 Advertising	1,288	10,288	6,231.13	1.69	.00	4,056.87	60.6%
641307 Telephone	2,948	2,948	3,406.50	286.25	.00	-458.50	115.6%
641308 Cellular Phones	1,600	1,600	1,231.96	278.13	.00	368.04	77.0%
659900 Other Contracts/Obligation	76,537	133,037	66,826.87	3,867.00	.00	66,210.13	50.2%
TOTAL Library Administration	-383,462	-374,797	-475,462.76	54,585.73	.00	100,665.76	126.9%
16021 Library Children's Services							
503500 Other Reimbursements	0	-2,065	-2,732.79	-485.20	.00	667.79	132.3%
610100 Regular Salaries	369,371	369,371	313,794.58	24,984.39	.00	55,576.42	85.0%
610800 Part-Time Wages	30,528	30,528	32,232.90	3,119.97	.00	-1,704.90	105.6%
611400 Sick Pay	0	0	204.79	204.79	.00	-204.79	100.0%
611500 Vacation Pay	0	0	30,314.40	2,719.64	.00	-30,314.40	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
615000 Fringes	158,189	158,189	.00	.00	.00	158,189.00	.0%
615100 FICA	0	0	26,663.95	2,088.55	.00	-26,663.95	100.0%
615200 Retirement	0	0	24,080.81	1,883.86	.00	-24,080.81	100.0%
615301 Health Insurance	0	0	75,430.35	7,058.80	.00	-75,430.35	100.0%
615302 Dental Insurance	0	0	5,383.85	507.56	.00	-5,383.85	100.0%
615400 Life Insurance	0	0	169.20	14.10	.00	-169.20	100.0%
620100 Training/Conferences	4,405	4,405	3,354.08	.00	.00	1,050.92	76.1%
620200 Mileage Reimbursement	0	0	180.00	60.00	.00	-180.00	100.0%
630100 Office Supplies	2,812	21,379	6,913.81	261.80	.00	14,465.19	32.3%
630700 Food & Provisions	0	4,085	270.03	.00	.00	3,814.97	6.6%
659900 Other Contracts/Obligation	1,000	9,000	14,059.80	.00	.00	-5,059.80	156.2%
TOTAL Library Children's Services	566,305	594,892	530,319.76	42,418.26	.00	64,572.24	89.1%
16023 Library Public Services							
503500 Other Reimbursements	-400	-400	-28.46	.00	.00	-371.54	7.1%
610100 Regular Salaries	455,427	455,427	375,946.44	27,793.99	.00	79,480.56	82.5%
610800 Part-Time Wages	90,508	90,508	81,326.92	8,055.96	.00	9,181.08	89.9%
611400 Sick Pay	0	0	6,952.34	.00	.00	-6,952.34	100.0%
611500 Vacation Pay	0	0	40,325.21	3,587.42	.00	-40,325.21	100.0%
615000 Fringes	137,227	137,227	.00	.00	.00	137,227.00	.0%
615100 FICA	0	0	30,456.33	2,201.59	.00	-30,456.33	100.0%
615200 Retirement	0	0	26,610.83	1,918.06	.00	-26,610.83	100.0%
615301 Health Insurance	0	0	87,902.26	7,392.90	.00	-87,902.26	100.0%
615302 Dental Insurance	0	0	5,885.89	434.14	.00	-5,885.89	100.0%
615400 Life Insurance	0	0	213.90	21.00	.00	-213.90	100.0%
620100 Training/Conferences	2,565	2,565	390.84	.00	.00	2,174.16	15.2%
630100 Office Supplies	3,500	4,500	2,182.59	177.25	.00	2,317.41	48.5%
659900 Other Contracts/Obligation	8,524	23,751	.00	.00	.00	23,751.00	.0%
TOTAL Library Public Services	697,351	713,578	658,165.09	51,582.31	.00	55,412.91	92.2%
16024 Library Community Partnerships							
503500 Other Reimbursements	0	-2,844	-2,125.00	.00	.00	-719.00	74.7%
610100 Regular Salaries	344,212	344,212	309,378.79	24,732.01	.00	34,833.21	89.9%
610800 Part-Time Wages	0	12,000	17,859.14	1,524.56	.00	-5,859.14	148.8%
611500 Vacation Pay	0	0	27,885.53	2,143.08	.00	-27,885.53	100.0%
615000 Fringes	146,325	146,325	.00	.00	.00	146,325.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
615100 FICA	0	0	25,304.44	1,937.69	.00	-25,304.44	100.0%
615200 Retirement	0	0	23,578.82	1,814.06	.00	-23,578.82	100.0%
615301 Health Insurance	0	0	82,591.58	7,157.64	.00	-82,591.58	100.0%
615302 Dental Insurance	0	0	6,479.78	561.02	.00	-6,479.78	100.0%
615400 Life Insurance	0	0	116.40	9.70	.00	-116.40	100.0%
620100 Training/Conferences	4,450	4,450	2,510.20	44.68	.00	1,939.80	56.4%
620200 Mileage Reimbursement	0	0	396.00	132.00	.00	-396.00	100.0%
620600 Parking Permits	0	0	5.00	.00	.00	-5.00	100.0%
630100 Office Supplies	2,812	11,148	3,462.07	28.00	.00	7,685.93	31.1%
659900 Other Contracts/Obligation	0	16,000	9,736.66	2,000.00	.00	6,263.34	60.9%
TOTAL Library Community Partnersh	497,799	531,291	507,179.41	42,084.44	.00	24,111.59	95.5%

16031 Library Building Operations

500100 Fees & Commissions	0	0	-143.57	.00	.00	143.57	100.0%
503500 Other Reimbursements	-600	-600	-6.10	.00	.00	-593.90	1.0%
610100 Regular Salaries	76,128	76,128	65,628.67	5,223.35	.00	10,499.33	86.2%
610800 Part-Time Wages	3,912	3,912	6,192.40	1,036.30	.00	-2,280.40	158.3%
611500 Vacation Pay	0	0	8,962.80	720.52	.00	-8,962.80	100.0%
615000 Fringes	26,104	26,104	.00	.00	.00	26,104.00	.0%
615100 FICA	0	0	5,849.05	456.34	.00	-5,849.05	100.0%
615200 Retirement	0	0	5,212.93	401.20	.00	-5,212.93	100.0%
615301 Health Insurance	0	0	13,459.12	1,168.50	.00	-13,459.12	100.0%
615302 Dental Insurance	0	0	923.54	79.96	.00	-923.54	100.0%
620100 Training/Conferences	830	830	.00	.00	.00	830.00	.0%
630600 Building Maint./Janitorial	11,084	11,084	7,906.68	39.34	.00	3,177.32	71.3%
630902 Tools & Instruments	150	150	81.97	.00	.00	68.03	54.6%
632300 Safety Supplies	550	550	244.50	.00	.00	305.50	44.5%
632700 Miscellaneous Equipment	650	650	1,324.85	.00	.00	-674.85	203.8%
640700 Solid Waste/Recycling Pickup	4,005	4,005	3,564.00	.00	.00	441.00	89.0%
641301 Electric	95,890	95,890	88,236.73	5,819.73	.00	7,653.27	92.0%
641302 Gas	22,283	22,283	28,478.90	3,245.29	.00	-6,195.90	127.8%
641303 Water	5,125	5,125	2,052.66	.00	.00	3,072.34	40.1%
641304 Sewer	2,114	2,114	941.53	.00	.00	1,172.47	44.5%
641306 Stormwater	3,700	3,700	3,167.25	.00	.00	532.75	85.6%
641600 Build Repairs & Maint	2,000	2,000	15.06	.00	.00	1,984.94	.8%
641800 Equip Repairs & Maint	400	400	.00	.00	.00	400.00	.0%
642000 Facilities Charges	183,973	183,973	123,148.10	.00	.00	60,824.90	66.9%
TOTAL Library Building Operations	438,298	438,298	365,241.07	18,190.53	.00	73,056.93	83.3%

16032 Library Materials Management

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
503500 Other Reimbursements	0	-21,000	-35,242.55	-791.46	.00	14,242.55	167.8%
610100 Regular Salaries	524,489	524,489	450,786.60	31,282.82	.00	73,702.40	85.9%
610800 Part-Time Wages	70,268	70,268	67,864.16	5,599.21	.00	2,403.84	96.6%
611400 Sick Pay	0	0	1,449.78	79.64	.00	-1,449.78	100.0%
611500 Vacation Pay	0	0	40,923.71	8,187.43	.00	-40,923.71	100.0%
615000 Fringes	161,250	161,250	.00	.00	.00	161,250.00	.0%
615100 FICA	0	0	30,838.57	2,385.64	.00	-30,838.57	100.0%
615200 Retirement	0	0	27,250.42	2,103.58	.00	-27,250.42	100.0%
615301 Health Insurance	0	0	82,214.93	7,188.30	.00	-82,214.93	100.0%
615302 Dental Insurance	0	0	7,011.04	621.02	.00	-7,011.04	100.0%
615400 Life Insurance	0	0	96.00	9.50	.00	-96.00	100.0%
620100 Training/Conferences	3,324	3,324	1,003.33	153.00	.00	2,320.67	30.2%
630100 Office Supplies	30,522	30,522	18,157.17	617.09	.00	12,364.83	59.5%
631500 Books & Library Materials	597,644	637,889	611,139.45	99,401.11	.00	26,749.55	95.8%
659900 Other Contracts/Obligation	67,248	67,248	62,748.00	.00	.00	4,500.00	93.3%
TOTAL Library Materials Managemen	1,454,745	1,473,990	1,366,240.61	156,836.88	.00	107,749.39	92.7%
16033 Library Network Services							
503500 Other Reimbursements	-18,500	-18,500	-5,429.78	-365.49	.00	-13,070.22	29.4%
610100 Regular Salaries	107,321	107,321	72,656.22	6,659.84	.00	34,664.78	67.7%
611400 Sick Pay	0	0	231.68	231.68	.00	-231.68	100.0%
611500 Vacation Pay	0	0	4,043.37	192.00	.00	-4,043.37	100.0%
615000 Fringes	43,193	43,193	.00	.00	.00	43,193.00	.0%
615100 FICA	0	0	6,109.83	525.83	.00	-6,109.83	100.0%
615200 Retirement	0	0	5,452.13	478.14	.00	-5,452.13	100.0%
615301 Health Insurance	0	0	6,858.42	566.94	.00	-6,858.42	100.0%
615302 Dental Insurance	0	0	463.77	39.98	.00	-463.77	100.0%
615400 Life Insurance	0	0	70.50	5.00	.00	-70.50	100.0%
620100 Training/Conferences	2,740	2,740	35.84	35.84	.00	2,704.16	1.3%
630100 Office Supplies	1,500	1,500	245.61	31.99	.00	1,254.39	16.4%
632700 Miscellaneous Equipment	67,980	71,980	18,858.58	138.79	.00	53,121.42	26.2%
641800 Equip Repairs & Maint	84,531	84,531	77,858.81	1,809.94	.00	6,672.19	92.1%
659900 Other Contracts/Obligation	0	0	13,304.34	9,000.00	.00	-13,304.34	100.0%
681500 Software Acquisition	4,498	4,498	8,369.69	230.50	.00	-3,871.69	186.1%
TOTAL Library Network Services	293,263	297,263	209,129.01	19,580.98	.00	88,133.99	70.4%
TOTAL General Fund	3,564,299	3,674,515	3,160,812.19	385,279.13	.00	513,702.81	86.0%
TOTAL REVENUES	-1,171,236	-1,264,645	-1,241,649.88	-1,699.92	.00	-22,995.12	
TOTAL EXPENSES	4,735,535	4,939,160	4,402,462.07	386,979.05	.00	536,697.93	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	3,564,299	3,674,515	3,160,812.19	385,279.13	.00	513,702.81	86.0%

** END OF REPORT - Generated by Robert L. Edwards **

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
16010 Library Administration							
423200 Library Grants & Aids	-1,091,736	-1,091,736	-1,091,736.00	.00	.00	.00	100.0%
480100 General Charges for Service	-30,000	-30,000	-3,980.21	-55.40	.00	-26,019.79	13.3%
501500 Rental of City Property	-30,000	-30,000	-30,000.00	.00	.00	.00	100.0%
502000 Donations & Memorials	0	0	-1,279.29	-2.37	.00	1,279.29	100.0%
503500 Other Reimbursements	0	-67,500	-68,946.13	.00	.00	1,446.13	102.1%
610100 Regular Salaries	460,663	460,663	385,206.67	30,493.03	.00	75,456.33	83.6%
610400 Call Time Wages	0	0	600.00	.00	.00	-600.00	100.0%
610800 Part-Time Wages	8,790	8,790	6,375.04	193.90	.00	2,414.96	72.5%
611400 Sick Pay	0	0	1,831.47	.00	.00	-1,831.47	100.0%
611500 Vacation Pay	0	0	53,204.80	5,412.24	.00	-53,204.80	100.0%
615000 Fringes	179,508	179,508	.00	.00	.00	179,508.00	.0%
615100 FICA	0	0	33,404.06	2,644.43	.00	-33,404.06	100.0%
615200 Retirement	0	0	30,513.51	2,423.63	.00	-30,513.51	100.0%
615301 Health Insurance	0	0	88,785.07	8,211.69	.00	-88,785.07	100.0%
615302 Dental Insurance	0	0	7,596.72	694.85	.00	-7,596.72	100.0%
615400 Life Insurance	0	0	80.00	10.00	.00	-80.00	100.0%
620100 Training/Conferences	4,920	12,085	2,265.22	.00	.00	9,819.78	18.7%
620200 Mileage Reimbursement	0	0	90.00	30.00	.00	-90.00	100.0%
620600 Parking Permits	23,100	23,100	23,109.00	.00	.00	-9.00	100.0%
630100 Office Supplies	4,635	4,635	3,641.57	88.64	.00	993.43	78.6%
630300 Memberships & Licenses	2,200	2,200	1,978.33	.00	.00	221.67	89.9%
630500 Awards & Recognition	850	1,150	1,027.99	8.02	.00	122.01	89.4%
630700 Food & Provisions	1,135	3,135	609.65	.00	.00	2,525.35	19.4%
632002 Outside Printing	100	1,300	2,463.31	.00	.00	-1,163.31	189.5%
641200 Advertising	1,288	10,288	6,231.13	1.69	.00	4,056.87	60.6%
641307 Telephone	2,948	2,948	3,406.50	286.25	.00	-458.50	115.6%
641308 Cellular Phones	1,600	1,600	1,231.96	278.13	.00	368.04	77.0%
659900 Other Contracts/Obligation	76,537	133,037	66,826.87	3,867.00	.00	66,210.13	50.2%
TOTAL Library Administration	-383,462	-374,797	-475,462.76	54,585.73	.00	100,665.76	126.9%
16021 Library Children's Services							
503500 Other Reimbursements	0	-2,065	-2,732.79	-485.20	.00	667.79	132.3%
610100 Regular Salaries	369,371	369,371	313,794.58	24,984.39	.00	55,576.42	85.0%
610800 Part-Time Wages	30,528	30,528	32,232.90	3,119.97	.00	-1,704.90	105.6%
611400 Sick Pay	0	0	204.79	204.79	.00	-204.79	100.0%
611500 Vacation Pay	0	0	30,314.40	2,719.64	.00	-30,314.40	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
615000 Fringes	158,189	158,189	.00	.00	.00	158,189.00	.0%
615100 FICA	0	0	26,663.95	2,088.55	.00	-26,663.95	100.0%
615200 Retirement	0	0	24,080.81	1,883.86	.00	-24,080.81	100.0%
615301 Health Insurance	0	0	75,430.35	7,058.80	.00	-75,430.35	100.0%
615302 Dental Insurance	0	0	5,383.85	507.56	.00	-5,383.85	100.0%
615400 Life Insurance	0	0	169.20	14.10	.00	-169.20	100.0%
620100 Training/Conferences	4,405	4,405	3,354.08	.00	.00	1,050.92	76.1%
620200 Mileage Reimbursement	0	0	180.00	60.00	.00	-180.00	100.0%
630100 Office Supplies	2,812	21,379	6,913.81	261.80	.00	14,465.19	32.3%
630700 Food & Provisions	0	4,085	270.03	.00	.00	3,814.97	6.6%
659900 Other Contracts/Obligation	1,000	9,000	14,059.80	.00	.00	-5,059.80	156.2%
TOTAL Library Children's Services	566,305	594,892	530,319.76	42,418.26	.00	64,572.24	89.1%
16023 Library Public Services							
503500 Other Reimbursements	-400	-400	-28.46	.00	.00	-371.54	7.1%
610100 Regular Salaries	455,427	455,427	375,946.44	27,793.99	.00	79,480.56	82.5%
610800 Part-Time Wages	90,508	90,508	81,326.92	8,055.96	.00	9,181.08	89.9%
611400 Sick Pay	0	0	6,952.34	.00	.00	-6,952.34	100.0%
611500 Vacation Pay	0	0	40,325.21	3,587.42	.00	-40,325.21	100.0%
615000 Fringes	137,227	137,227	.00	.00	.00	137,227.00	.0%
615100 FICA	0	0	30,456.33	2,201.59	.00	-30,456.33	100.0%
615200 Retirement	0	0	26,610.83	1,918.06	.00	-26,610.83	100.0%
615301 Health Insurance	0	0	87,902.26	7,392.90	.00	-87,902.26	100.0%
615302 Dental Insurance	0	0	5,885.89	434.14	.00	-5,885.89	100.0%
615400 Life Insurance	0	0	213.90	21.00	.00	-213.90	100.0%
620100 Training/Conferences	2,565	2,565	390.84	.00	.00	2,174.16	15.2%
630100 Office Supplies	3,500	4,500	2,182.59	177.25	.00	2,317.41	48.5%
659900 Other Contracts/Obligation	8,524	23,751	.00	.00	.00	23,751.00	.0%
TOTAL Library Public Services	697,351	713,578	658,165.09	51,582.31	.00	55,412.91	92.2%
16024 Library Community Partnerships							
503500 Other Reimbursements	0	-2,844	-2,125.00	.00	.00	-719.00	74.7%
610100 Regular Salaries	344,212	344,212	309,378.79	24,732.01	.00	34,833.21	89.9%
610800 Part-Time Wages	0	12,000	17,859.14	1,524.56	.00	-5,859.14	148.8%
611500 Vacation Pay	0	0	27,885.53	2,143.08	.00	-27,885.53	100.0%
615000 Fringes	146,325	146,325	.00	.00	.00	146,325.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
615100 FICA	0	0	25,304.44	1,937.69	.00	-25,304.44	100.0%
615200 Retirement	0	0	23,578.82	1,814.06	.00	-23,578.82	100.0%
615301 Health Insurance	0	0	82,591.58	7,157.64	.00	-82,591.58	100.0%
615302 Dental Insurance	0	0	6,479.78	561.02	.00	-6,479.78	100.0%
615400 Life Insurance	0	0	116.40	9.70	.00	-116.40	100.0%
620100 Training/Conferences	4,450	4,450	2,510.20	44.68	.00	1,939.80	56.4%
620200 Mileage Reimbursement	0	0	396.00	132.00	.00	-396.00	100.0%
620600 Parking Permits	0	0	5.00	.00	.00	-5.00	100.0%
630100 Office Supplies	2,812	11,148	3,462.07	28.00	.00	7,685.93	31.1%
659900 Other Contracts/Obligation	0	16,000	9,736.66	2,000.00	.00	6,263.34	60.9%
TOTAL Library Community Partnersh	497,799	531,291	507,179.41	42,084.44	.00	24,111.59	95.5%

16031 Library Building Operations

500100 Fees & Commissions	0	0	-143.57	.00	.00	143.57	100.0%
503500 Other Reimbursements	-600	-600	-6.10	.00	.00	-593.90	1.0%
610100 Regular Salaries	76,128	76,128	65,628.67	5,223.35	.00	10,499.33	86.2%
610800 Part-Time Wages	3,912	3,912	6,192.40	1,036.30	.00	-2,280.40	158.3%
611500 Vacation Pay	0	0	8,962.80	720.52	.00	-8,962.80	100.0%
615000 Fringes	26,104	26,104	.00	.00	.00	26,104.00	.0%
615100 FICA	0	0	5,849.05	456.34	.00	-5,849.05	100.0%
615200 Retirement	0	0	5,212.93	401.20	.00	-5,212.93	100.0%
615301 Health Insurance	0	0	13,459.12	1,168.50	.00	-13,459.12	100.0%
615302 Dental Insurance	0	0	923.54	79.96	.00	-923.54	100.0%
620100 Training/Conferences	830	830	.00	.00	.00	830.00	.0%
630600 Building Maint./Janitorial	11,084	11,084	7,906.68	39.34	.00	3,177.32	71.3%
630902 Tools & Instruments	150	150	81.97	.00	.00	68.03	54.6%
632300 Safety Supplies	550	550	244.50	.00	.00	305.50	44.5%
632700 Miscellaneous Equipment	650	650	1,324.85	.00	.00	-674.85	203.8%
640700 Solid Waste/Recycling Pickup	4,005	4,005	3,564.00	.00	.00	441.00	89.0%
641301 Electric	95,890	95,890	88,236.73	5,819.73	.00	7,653.27	92.0%
641302 Gas	22,283	22,283	28,478.90	3,245.29	.00	-6,195.90	127.8%
641303 Water	5,125	5,125	2,052.66	.00	.00	3,072.34	40.1%
641304 Sewer	2,114	2,114	941.53	.00	.00	1,172.47	44.5%
641306 Stormwater	3,700	3,700	3,167.25	.00	.00	532.75	85.6%
641600 Build Repairs & Maint	2,000	2,000	15.06	.00	.00	1,984.94	.8%
641800 Equip Repairs & Maint	400	400	.00	.00	.00	400.00	.0%
642000 Facilities Charges	183,973	183,973	123,148.10	.00	.00	60,824.90	66.9%
TOTAL Library Building Operations	438,298	438,298	365,241.07	18,190.53	.00	73,056.93	83.3%

16032 Library Materials Management

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
503500 Other Reimbursements	0	-21,000	-35,242.55	-791.46	.00	14,242.55	167.8%
610100 Regular Salaries	524,489	524,489	450,786.60	31,282.82	.00	73,702.40	85.9%
610800 Part-Time Wages	70,268	70,268	67,864.16	5,599.21	.00	2,403.84	96.6%
611400 Sick Pay	0	0	1,449.78	79.64	.00	-1,449.78	100.0%
611500 Vacation Pay	0	0	40,923.71	8,187.43	.00	-40,923.71	100.0%
615000 Fringes	161,250	161,250	.00	.00	.00	161,250.00	.0%
615100 FICA	0	0	30,838.57	2,385.64	.00	-30,838.57	100.0%
615200 Retirement	0	0	27,250.42	2,103.58	.00	-27,250.42	100.0%
615301 Health Insurance	0	0	82,214.93	7,188.30	.00	-82,214.93	100.0%
615302 Dental Insurance	0	0	7,011.04	621.02	.00	-7,011.04	100.0%
615400 Life Insurance	0	0	96.00	9.50	.00	-96.00	100.0%
620100 Training/Conferences	3,324	3,324	1,003.33	153.00	.00	2,320.67	30.2%
630100 Office Supplies	30,522	30,522	18,157.17	617.09	.00	12,364.83	59.5%
631500 Books & Library Materials	597,644	637,889	611,139.45	99,401.11	.00	26,749.55	95.8%
659900 Other Contracts/Obligation	67,248	67,248	62,748.00	.00	.00	4,500.00	93.3%
TOTAL Library Materials Managemen	1,454,745	1,473,990	1,366,240.61	156,836.88	.00	107,749.39	92.7%
16033 Library Network Services							
503500 Other Reimbursements	-18,500	-18,500	-5,429.78	-365.49	.00	-13,070.22	29.4%
610100 Regular Salaries	107,321	107,321	72,656.22	6,659.84	.00	34,664.78	67.7%
611400 Sick Pay	0	0	231.68	231.68	.00	-231.68	100.0%
611500 Vacation Pay	0	0	4,043.37	192.00	.00	-4,043.37	100.0%
615000 Fringes	43,193	43,193	.00	.00	.00	43,193.00	.0%
615100 FICA	0	0	6,109.83	525.83	.00	-6,109.83	100.0%
615200 Retirement	0	0	5,452.13	478.14	.00	-5,452.13	100.0%
615301 Health Insurance	0	0	6,858.42	566.94	.00	-6,858.42	100.0%
615302 Dental Insurance	0	0	463.77	39.98	.00	-463.77	100.0%
615400 Life Insurance	0	0	70.50	5.00	.00	-70.50	100.0%
620100 Training/Conferences	2,740	2,740	35.84	35.84	.00	2,704.16	1.3%
630100 Office Supplies	1,500	1,500	245.61	31.99	.00	1,254.39	16.4%
632700 Miscellaneous Equipment	67,980	71,980	18,858.58	138.79	.00	53,121.42	26.2%
641800 Equip Repairs & Maint	84,531	84,531	77,858.81	1,809.94	.00	6,672.19	92.1%
659900 Other Contracts/Obligation	0	0	13,304.34	9,000.00	.00	-13,304.34	100.0%
681500 Software Acquisition	4,498	4,498	8,369.69	230.50	.00	-3,871.69	186.1%
TOTAL Library Network Services	293,263	297,263	209,129.01	19,580.98	.00	88,133.99	70.4%
TOTAL General Fund	3,564,299	3,674,515	3,160,812.19	385,279.13	.00	513,702.81	86.0%
TOTAL REVENUES	-1,171,236	-1,264,645	-1,241,649.88	-1,699.92	.00	-22,995.12	
TOTAL EXPENSES	4,735,535	4,939,160	4,402,462.07	386,979.05	.00	536,697.93	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	3,564,299	3,674,515	3,160,812.19	385,279.13	.00	513,702.81	86.0%

** END OF REPORT - Generated by Robert L. Edwards **

MAJOR PROJECT TITLE

***** Library - Friends of the Library

PROJECT TITLE

LIB-FRIENDLibrary - Friends of the Library

BEGINNING BALANCE -32,097.38

FUNDING SOURCES	TITLE	AMOUNT
LIB-FRIEND.CHILDSERV .OTHREIMB .	Children's Services	-485.20
	FUNDING SOURCE TOTAL	-485.20

EXPENSE STRINGS	TITLE	AMOUNT
LIB-FRIEND.CHILDSERV .SUPPLIES .	Children's Services	1,011.31
LIB-FRIEND.COMMPART .OTHCONTR .	Community Partnerships	2,870.00
LIB-FRIEND.COMMPART .PTWAGES .	Community Partnerships	4,635.03
LIB-FRIEND.COMMPART .SUPPLIES .	Community Partnerships	81.88
LIB-FRIEND.LIBADMIN .ADVERTISING.	Library - Friends advertising	714.00
LIB-FRIEND.LIBADMIN .AWARDREC .	Library Administration	45.00
LIB-FRIEND.LIBADMIN .OTHCONTR .	Library Administration	1,302.70
LIB-FRIEND.LIBADMIN .SUPPLIES .	Library Administration	33.99
	EXPENSE TOTAL	10,693.91

ENDING BALANCE -21,888.67

******* TOTALS**

BEGINNING BALANCE	-32,097.38
FUNDING SOURCE	-485.20
EXPENSE	10,693.91
ENDING BALANCE	-21,888.67

REPORT TOTAL: -21,888.67

** END OF REPORT - Generated by Robert L. Edwards **



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

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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

TO: Library Board

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management
Colleen Rortvedt, Library Director

DATE: 1/18/2022

RE: Action Item: Approve lease for Temporary Library

Over the past several months staff have spoken with various real estate professionals to identify a location to operate a temporary library during the construction of the existing library. We have negotiated a lease for the former Best Buy located at 2411 S. Kensington Drive and are requesting your approval.

The process consisted of identifying spaces that would provide a flexible open floor plan with enough square footage, be easily accessible including being on an existing bus route, have an existing fiber connection for computers and phones, adequate parking, require minimal modifications and be economical.

Staff narrowed our selection to three locations in which the Best Buy location was considered the most suitable and the most affordable. The lease is for 25,000 square feet. The monthly lease cost is \$12,500. In addition, we are responsible for electric, gas and snow removal. All maintenance is included in the base lease. This lease is approximately 50% of the cost of other sites visited.

Overall, the cost to operate the temporary library is less than the cost to operate the existing library due to the anticipated reductions you proposed in your budget in July and additional savings identified as the temporary library plans were more thoroughly developed so all lease expenses will be covered utilizing the 2022 library operations budget or carryover from 2021. The lease will go from 3/1/2022 to 8/31/2023.

Please feel free to contact Dean Gazza or Colleen Rortvedt with any questions.

2022 Facilities Transition Agreement
Outagamie Waupaca Library System
Appleton Public Library

Article I: General

The Outagamie Waupaca Library System Board and the Board of the Appleton Public Library do hereby enter into this agreement, for the purpose of defining the mutually agreed upon facilities transition plan between the Appleton Public Library and the Outagamie Waupaca Library System. This agreement shall become effective upon the approval by both Boards and shall work in concert with the approved Services Agreement and Resource Library Contract.

Article II: Definitions

For the purposes of this agreement:

- (1) Outagamie Waupaca Library System Board is the body established by the Boards of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) Outagamie Waupaca Library System, hereinafter OWLS, is the agency established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.
- (3) The Appleton Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes*, that administers the Appleton Public Library.
- (4) The Appleton Public Library, hereafter APL, is the agency established under Section 43.52 of the *Wisconsin Statutes* by the City of Appleton to provide municipal public library service.
- (5) OWLSnet is a program established by OWLS to provide a shared, integrated library automation system to OWLS and Nicolet Federated Library System member libraries.
- (6) The original OWLS and APL site, located at 225 N. Oneida Street, Appleton, WI 54911, will be referred to as the “Oneida” location.
- (7) OWLS offices will be relocated to 3373 W. Brewster Street, Appleton, WI 54914 and will be referred to as the “Brewster” location.
- (8) APL will be temporarily relocated to 2411 S. Kensington Drive, Appleton, WI 54915 and will be referred to as the “Kensington” location.

Article III: Data Phases

- (1) OWLS will work with APL to move APL from a copper connection to the OWLS firewall and data circuit and provide a Badgernet cloud connection at the Oneida location.
- (2) OWLS will establish a data connection for OWLSnet at the Brewster location.
- (3) OWLS and APL will establish a data connection at the Kensington location.
 - a. OWLS is responsible for coordinating with TEACH/AT&T to install fiber, install network hardware, and establish service.
 - b. APL is responsible for providing necessary infrastructure, including PVC conduit to run fiber from the entry point in the building to the server room, electrical outlets in the server room, and a rack or shelf for the network equipment.

- c. APL is responsible for moving their internal network hardware and servers.

Article IV: Delivery

- (1) OWLS shall continue sorting in APL until APL closes to the public at the Oneida location. APL will take over sorting at the Kensington location.

Article V: OWLS Operations

- (1) OWLS will move into the Brewster location as soon as is practical after the completion of their office set up.
- (2) OWLS will return APL property such as staff access cards.
- (3) APL will terminate OWLS staff access to the Oneida facility and remove OWLS staff from the security system when OWLS has completed their move.

Article VI: Lease

- (1) OWLS lease rate shall be prorated based on the current annual lease of \$30,000 resulting in a monthly lease of \$2,500 for the duration of their tenancy at the Oneida location. Partial months will be prorated at a lease rate of \$80/day.
- (2) Lease will be considered terminated upon APL receipt of OWLS access cards. The OWLS Network Manager will continue to have access to the Oneida facility until all OWLSnet and APL data services at that location are terminated.

Article VII: Mutual Understandings

It is mutually understood and agreed that:

- (1) Implementation of this agreement is consistent with the provisions of Wisconsin law. Should any part of this agreement become inconsistent with any state law, the State of Wisconsin law shall take precedence over this agreement.
- (2) This agreement may be amended at any time as is mutually agreeable to both parties.

SIGNATURES TO FOLLOW ON NEXT PAGE

For the Appleton Public Library:

(President)

(Date)

For the Outagamie Waupaca Counties
Federated Library System:

(President)

(Date)



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes - Draft Library Board

Monday, December 20, 2021

4:00 PM

225 N. Oneida Street

Scholarship Committee

1. Call meeting to order

Chairperson John Keller called the meeting to order at 4:09pm

2. Roll call of membership

Others Present: Ann Cooksey

Present: Erickson, Keller

Excused: Sivasamy

3. Action Items

[21-1729](#)

Friends of the Appleton Public Library / F. P. Young Scholarship Award

Attachments: [Scholarship Policy.pdf](#)

[APPLETON PUBLIC LIBRARY FPY LTR 2021.pdf](#)

Erickson moved, seconded by Keller that the Friends of the Appleton Public Library / F. P. Young Scholarship totaling \$1675 be split in two awards of \$837.50 each and be awarded to applicants Brenda Kolell and Johnathon Standiford be recommended for approval. Voice Vote. Motion Carried. (2-0)

4. Adjournment

Erickson moved, seconded by Keller that the meeting be Adjourned. Voice Vote. Motion Carried. (2-0)

The meeting was Adjourned at 4:26pm



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: January 14, 2022
RE: November 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:

Design, Community Engagement and Communication

SOM continues to work with staff on finalizing the design and will be doing workshops with staff at the end of January on collection, children's area and public floor layouts. The Library Building Project Advisory Committee is meeting virtually this month to get a design update and provide feedback.

Additional Site Assessment Updates

The site assessments identified contaminated soils in some locations of the library site. This means that any contaminated soils removed will require to be handled and disposed of properly. This was not a surprise since every project in the downtown area has included some level of contamination. The contamination is a result of the air pollution from smokestacks from various industries in the area. The City of Appleton owns a landfill that has housed these soils on numerous building and road projects over the years. Any soils from the library will be properly stored here also.

Parking

The Department of Public Works continues to work with our parking consultants and the architects on options for parking.

Interim library needs

Please refer to memo that covers the temporary library lease for details about the recommendation to approve a lease at 2411 S. Kensington Dr.

The Request for Proposals (RFP) for a moving company is scheduled to be released early February. The selected moving company will move all collections as well as staff items to designated places in the temporary location, including disassembling and reassembling the shelving and placing materials back in the correct order. This RFP also covers our move back to the new library in 2023.

Library staff have been working with the Finance Department on plans for appropriate disposal of items and are periodically listing some items on govdeals.com. We plan to use an auction service to complete the process furniture and no longer needed items. All revenue earned from city property goes to the City's general fund per our Procurement Policy.

The library has been identifying items of local significance that will be re-homed with other city departments or local non-profits. While some of these are not of significant financial value, they represent important aspects of local heritage and history. A Library Board Building and Equipment Committee meeting will be scheduled to discuss these items and the recommendations for gifting them to local organizations.

Library staff have developed a transition plan with the Outagamie Waupaca Library System that was included on this Board agenda for approval.

College Avenue North Neighborhood Planning

The Planappleton.com website and interactive map continues to be active. The Steering and Technical Review Committees will be meeting this month with RDG to get a progress update and provide feedback.

Funding

The Friends of Appleton Public Library are conducting a feasibility study. They have hired consultants with significant expertise in public library capital campaigns and they are wrapping up the remaining interviews with prospective donors to determine the potential for private support on this project. Results of this study will be shared when it is finalized.

The State's Neighborhood Investment Fund grants have not been announced yet. The recent grant announcements have been understandably running 1-2 months behind the scheduled date.

We remain confident that we will be able to assemble a diverse funding package for this project.

Stay up to date on the library project at apl.org/planning and sign up for email updates at apl.org/email and select "Building Process Updates."

Appleton Public Library Board
Meeting Dates 2022 - Revised

*Board Meetings are held the Tuesday before the 3rd Wednesday of each month
Meetings will be held in the City Hall Council Chambers and virtually by request in writing/email to the City Clerk's Office 24 hours in advance
of the meeting at klynch@appleton.org or 832-6443*

Any updates to the location of the meeting(s) will be provided well in advance

Tuesday, **January 18, 2022**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request

Thursday, February 24, 2022*

4:00 p.m.

City Hall 6th Floor A/B, Virtual by Request

*** note this meeting is normally the last Tuesday in February per compliance with DPI Annual Report submission but has been rescheduled due to a conflict.**

Tuesday, **March 15, 2022**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request

Tuesday, **April 19, 2022**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request

Tuesday, **May 17, 2022**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request

Tuesday, **June 14, 2022**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request

Tuesday, **July 19, 2022**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request

Tuesday, **August 16, 2022**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request

Tuesday, **September 20, 2022**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request

Tuesday, **October 18, 2022**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request

Tuesday, **November 15, 2022**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request

Tuesday, **December 20, 2022**

4:30 p.m.

City Hall 6th Floor A/B, Virtual by Request