



City of Appleton

2411 S. Kensington Drive
Appleton, WI 54915

Meeting Agenda - Final Library Board

Tuesday, December 20, 2022

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[22-1603](#) November 15, 2022 Meeting Minutes

Attachments: [November 15 2022 Library Board Meeting Minutes.pdf](#)

4. Public Participation and Communications

- [22-1616](#) Missy Sawicki - Administrative Support Specialist- Financials

Establish Order of the Day

5. Action Items

- [22-1604](#) Bill Register - November 2022

Attachments: [Nov 2022 Bill Register.pdf](#)

[APL Financial Cash Flow YTD-Nov-2022.pdf](#)

- [22-1605](#) Budget Amendment - December 2022

Attachments: [December 2022 Budget Amendment.pdf](#)

- [22-1606](#) 2023 Library Board Meeting Schedule

Attachments: [APL Board Meeting Schedule 2023.pdf](#)

[22-1607](#) Approval of 2023 Library Budgets

Attachments: [2023 Library Budget.pdf](#)
[2023 Library Special Revenue Grant Fund.pdf](#)
[2023 Library Capital Improvement Project.pdf](#)

6. Information Items

A. Administrative Report

[22-1608](#) Library Building Project Update

[22-1609](#) APL Hiring Process Update

[22-1610](#) Library Legislative Day - February 7, 2023

[22-1611](#) Temporary Library - End of Year 2022 Update

B. Friends Report

[22-1612](#) Friends Annual Overview

C. President's Report

[22-1613](#) Committee Meetings 2023 First Quarter: Finance Committee, Personnel & Policy Committee and Planning Committee

D. Staff Updates

[22-1614](#) Children's Services Program Updates

[22-1615](#) Community Partnerships Updates

Attachments: [2022-12 Board Report - CP Updates.pdf](#)

7. Adjournment

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



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, November 15, 2022

4:30 PM

225 N. Oneida Street

1. Call meeting to order

President Scheuerman called the meeting to order at 4:32pm

2. Roll call of membership

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

Present: 9 - Looker, Kellner, Scheuerman, Mann, Nett, Van Zeeland, Keller, Brozek and Bunnow

Excused: 2 - Exarhos and Sivasamy

3. Approval of minutes from previous meeting

[22-1469](#)

October 18, 2022 Meeting Minutes

Attachments: [October 18 2022 Library Board Meeting Minutes.pdf](#)

Mann moved, seconded by Looker that the October 18, 2022 Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)

Public Participation and Communication

Establish Order of the Day

President Scheuerman called for a motion to place Action Items 22-1470, 22-1471, 22-1472, 22-1473, 22-1474 and 22-1478 on a Consent Agenda.

Kellner moved, seconded by Mann to move Action Items 22-1470, 22-1471, 22-1472, 22-1473. 22-1474 and 22-1478 to a Consent Agenda. Voice Vote. Motion Carried. (9-0)

5. Action Items

Brozek moved, seconded by Bunnow that the Consent Agenda be approved. Voice Vote. Motion Carried. (9-0)

[22-1470](#)

Bill Register - October 2022

Attachments: [October 2022 Bill Register.pdf](#)
[MTD-Report-October-2022.pdf](#)
[APL Financial Cash Flow YTD-Oct-2022.pdf](#)

This Report Action Item was approved

[22-1471](#)

November 2022 Budget Amendment

Attachments: [November 2022 Budget Amendment.pdf](#)

This Report Action Item was approved

[22-1472](#)

United Way Compliance Documents 2021/2022

Attachments: [United Way Compliance Documents 2021-2022.pdf](#)

This Report Action Item was approved

[22-1473](#)

2023 Proposed Library Closed Dates

Attachments: [Proposed Closures 2023.pdf](#)

This Report Action Item was approved

[22-1474](#)

Report of the Personnel & Policy Committee

Attachments: [November 8 2022 Personnel & Policy Committee Meeting Minutes.pdf](#)
[Baker Tilly Memo Summary.pdf](#)
[HR Comp Memo.pdf](#)
[Salary Admin Policy \(1\).pdf](#)
[Seasonal Policy.pdf](#)
[Naming Opportunities Policy 11-2022 AMENDED \(Draft\).pdf](#)
[Financial Policy \(Draft 11-2022\).pdf](#)

This Report Action Item was

[22-1478](#)

Library Director's 2022 End of Year Performance Evaluation

This Report Action Item was approved

6. Information Items

A. Administrative Report

[22-1475](#) Library Building Project Update

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

[22-1476](#) City Budget Process Update

[22-1477](#) APL Hiring Process Update

[22-1479](#) Friends / F. P. Young Scholarship

[22-1480](#) Friends Grant Funded Program Summaries 3rd Quarter 2022

Attachments: [Friends Grant Funded Program Summaries 3rd Quarter 2022 FINAL.pdf](#)

B. President's Report

[22-1482](#) Trustee Development Innovation - Part 2: Staff

C. Staff Updates

[22-1483](#) Children's Program Updates

[22-1484](#) Community Partnerships Updates

Closed Session

7. Adjournment

**Mann moved, seconded by Kellner that the meeting be Adjourned. Voice Vote.
Motion Carried. (9-0)**

The meeting was adjourned at 5:43pm

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/11 TO 2022/11		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
16010										Library Administration
16010	620100									Training/Conferences
	999990	CCI*HOTEL RES	90326	0	2022 11	INV	P	798.27	pcard	LJ Directors Summit
	999990	DELTA AIR 00623481	90327	0	2022 11	INV	P	597.20	pcard	Flight to Baltimore
	999990	HYATT REGENCY INDIAN	90740	0	2022 11	INV	P	663.39	pcard	Library Marketing a
								2,058.86		
								ACCOUNT TOTAL		2,058.86
16010	630100									Office Supplies
	001583	UNITED STATES POSTAL	89134	0	2022 11	INV	P	4.32	PCARD	P & P Committee Pa
	001583	UNITED STATES POSTAL	90240	0	2022 11	INV	P	16.80	pcard	Postage Board Packe
								21.12		
	001983	AMAZON	90347	0	2022 11	INV	P	8.07	pcard	Holiday Breakfast D
	001983	AMAZON	90348	0	2022 11	INV	P	35.61	pcard	Holiday Breakfast D
	001983	AMAZON	90349	0	2022 11	INV	P	14.39	pcard	Cardboard Easel Bac
								58.07		
	002034	OFFICE DEPOT	90237	0	2022 11	INV	P	53.06	pcard	Batteries, Document
	002034	OFFICE DEPOT	90238	0	2022 11	INV	P	27.89	pcard	Padded Envelopes
	002034	OFFICE DEPOT	90345	0	2022 11	INV	P	76.60	pcard	Scotch Tape, Post I
	002034	OFFICE DEPOT	90346	0	2022 11	INV	P	14.59	pcard	Post It Notes - Pop
								172.14		
								ACCOUNT TOTAL		251.33
16010	630300									Memberships & Licenses
	999990	WPY*WISCONSIN VOLUNT	90673	0	2022 11	INV	P	26.12	pcard	WPY*WISCONSIN VOLUN
								ACCOUNT TOTAL		26.12
16010	630500									Awards & Recognition
	999990	WALGREENS #5102	90344	0	2022 11	INV	P	14.98	pcard	Hershey Chocolate B
	999990	BAUDVILLE INC.	90876	0	2022 11	INV	P	27.73	pcard	Cards for Staff Rec
								42.71		
								ACCOUNT TOTAL		42.71
16010	630700									Food & Provisions
	999990	WM SUPERCENTER #2958	90167	0	2022 11	INV	P	22.71	pcard	Refreshments for St
	999990	SQ *COPPER ROCK COFF	90355	0	2022 11	INV	P	33.48	pcard	TAP November 2022 R
	999990	IN *IL BAR COFFEEHOU	90383	0	2022 11	INV	P	80.50	pcard	Hispanic Heritage M
								136.69		
								ACCOUNT TOTAL		136.69

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/11 TO 2022/11									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
16010 641200			Advertising						
999990 DRI*SIGNS	90797	0	2022 11	INV	P	59.88		pcard	Book Drop Signs
			ACCOUNT TOTAL			59.88			
16010 641308			Cellular Phones						
000250 CELLCOM APPLETON PCS	89135	0	2022 11	INV	P	103.75		PCARD	Monthly Cell Phones
			ACCOUNT TOTAL			103.75			
16010 659900			Other Contracts/Obligation						
002229 STAR PROTECTION AND	203401	0	2022 11	INV	P	7,087.07	112322	556554	Security Guard - AP
999990 PAYPAL *IVY.LICHEN	90169	0	2022 11	INV	P	8,024.99		pcard	Payment for 15 wate
999990 SURVEYMONK* T 434850	90741	0	2022 11	INV	P	99.00		pcard	Public Survey
						8,123.99			
			ACCOUNT TOTAL			15,211.06			
			ORG 16010	TOTAL		17,890.40			
16021			Library Children's Services						
16021 630100			Office Supplies						
000866 MENARDS	90234	0	2022 11	INV	P	10.95		pcard	Children's Program
001983 AMAZON	89136	0	2022 11	INV	P	21.98		PCARD	Stickers for winter
001983 AMAZON	89801	0	2022 11	INV	P	12.99		pcard	Origami Paper
001983 AMAZON	90289	0	2022 11	INV	P	18.99		pcard	clear tote
001983 AMAZON	90338	0	2022 11	INV	P	55.99		pcard	Play Campfire for C
001983 AMAZON	90384	0	2022 11	INV	P	25.97		pcard	Step Stool
001983 AMAZON	90385	0	2022 11	INV	P	14.10		pcard	Craft Supplies
001983 AMAZON	90386	0	2022 11	INV	P	147.48		pcard	MagnaTiles
001983 AMAZON	90387	0	2022 11	INV	P	10.39		pcard	Parade glitter
001983 AMAZON	90879	0	2022 11	INV	P	19.36		pcard	winterbreak worksho
001983 AMAZON	90880	0	2022 11	INV	P	10.60		pcard	winterbreak worksho
001983 AMAZON	90908	0	2022 11	INV	P	13.87		pcard	black construction
001983 AMAZON	90909	0	2022 11	INV	P	12.99		pcard	orange printer pape
001983 AMAZON	90910	0	2022 11	INV	P	4.89		pcard	googly eyes
						369.60			
999990 DOLLAR TREE	90178	0	2022 11	INV	P	5.00		pcard	Children's Program
999990 DOLLAR TREE	90233	0	2022 11	INV	P	5.00		pcard	Children's Program
999990 FUN EXPRESS	90337	0	2022 11	INV	P	664.93		pcard	Rugs for Children's
999990 LOWES #02486*	90382	0	2022 11	INV	P	42.90		pcard	Parade Paint
999990 VISTAPRINT	90867	0	2022 11	INV	P	43.99		pcard	Chang Business Card
999990 LOWES #02486*	90915	0	2022 11	INV	P	-29.92		pcard	Parade Paint Refund
						731.90			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/11 TO 2022/11									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
					ACCOUNT TOTAL				1,112.45
16021 630100 3955					Office Supplies ELL				
999990 DOLLARTREE	89795	0	2022 11	INV	P	3.75		pcard	Tablecloth
					ACCOUNT TOTAL				3.75
					ORG 16021 TOTAL				1,116.20
					Library Public Services				
16023 630100					Office Supplies				
001034 OUTAGAMIE WAUPACA LI 4032		0	2022 11	INV	P	140.00	110922		556336 FortiToken, Online
001034 OUTAGAMIE WAUPACA LI 4037		0	2022 11	INV	P	416.50	113022		556613 Envelopes and Recei
									556.50
					ACCOUNT TOTAL				556.50
					ORG 16023 TOTAL				556.50
					Library Community Partnerships				
16024 620100					Training/Conferences				
999990 RENAISSANCE BALTIMOR 90275		0	2022 11	INV	P	399.50		pcard	Hotel for YALSA 202
999990 DELTA AIR BAGGAGE 90276		0	2022 11	INV	P	30.00		pcard	DELTA AIR BAGGAGE F
999990 DELTA AIR BAGGAGE 90277		0	2022 11	INV	P	30.00		pcard	DELTA AIR BAGGAGE
999990 APPLETON INTERNATION 90278		0	2022 11	INV	P	24.00		pcard	Airport Parking for
									483.50
					ACCOUNT TOTAL				483.50
					Office Supplies				
16024 630100									
001983 AMAZON	90166	0	2022 11	INV	P	37.87		pcard	Teen craft supplies
999990 THE HOME DEPOT #4928 90771		0	2022 11	INV	P	33.94		pcard	Lumber art supplies
					ACCOUNT TOTAL				71.81
					Other Contracts/Obligation				
16024 659900									
002728 ELYSE-KRISTA MISCHÉ Mische 2022		0	2022 11	INV	P	900.00	112322		556492 Honorarium Tales an
002997 PAULA STUART WARREN November 2022		0	2022 11	INV	P	450.00	111622		556429 FYA Native American
003003 STORYCATCHERS INC November 2022		0	2022 11	INV	P	300.00	113022		556626 Community Powered s
					ACCOUNT TOTAL				1,650.00
					ORG 16024 TOTAL				2,205.31
					Library Building Operations				
16031 630600					Building Maint./Janitorial				
002818 ARAMARK	90239	0	2022 11	INV	P	74.16		pcard	Floor Mats, Towels

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/11 TO 2022/11									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
999990 THE HOME DEPOT #4928	90783	0	2022 11	INV	P			Drain cleaner, 3M H	39.04
999990 MENARDS APPLETON EAS	90901	0	2022 11	INV	P			Shovel, Ice Melt, B	47.95
999990 FLEET FARM 100	90902	0	2022 11	INV	P			Snow Shovel - Tax t	21.09
999990 THE HOME DEPOT #4928	90903	0	2022 11	INV	P			Shelving	1,794.00
									1,902.08
								ACCOUNT TOTAL	1,976.24
16031 640700								Solid waste/Recycling Pickup	
001593 PFEFFERLE COMPANIES	1985361-1796-5	0	2022 11	INV	P		111622	556431 Nov 2022 Trash Kens	112.00
								ACCOUNT TOTAL	112.00
16031 641301								Electric	
001575 WE ENERGIES	701172433-00271	1022 0	2022 11	INV	P		110322	556269 00262	5,644.02
								ACCOUNT TOTAL	5,644.02
16031 641302								Gas	
001575 WE ENERGIES	701172433-00271	1022 0	2022 11	INV	P		110322	556269 00162	360.00
								ACCOUNT TOTAL	360.00
16031 650200								Leases	
001593 PFEFFERLE COMPANIES	F2411-2411-CU	Nov 22 0	2022 11	INV	P		110922	556337 NOV 2022 Lease	12,500.00
								ACCOUNT TOTAL	12,500.00
								ORG 16031 TOTAL	20,592.26
16032								Library Materials Management	
16032 503500								Other Reimbursements	
001604 VILLAGE OF HORTONVIL	November 2022	0	2022 11	INV	P		111622	556458 Patron Material Rei	16.00
001851 MARINETTE COUNTY	November 2022	0	2022 11	INV	P		110922	556323 Patron Material Rei	28.00
002251 SURING AREA PUBLIC L	10012022	0	2022 11	INV	P		110922	556343 Patron Material Rei	38.00
999998 Claire Merryweather	Merryweather 2022	0	2022 11	INV	P		113022	556605 Patron Material Rei	55.00
								ACCOUNT TOTAL	137.00
16032 620100								Training/Conferences	
001034 OUTAGAMIE WAUPACA LI	4032	0	2022 11	INV	P		110922	556336 FortiToken, Online	280.50
								ACCOUNT TOTAL	280.50
16032 630100								Office supplies	
001765 BAYSCAN TECHNOLOGIES	90246	0	2022 11	INV	P			Hub labels and prin	371.77

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/11 TO 2022/11									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
001983 AMAZON	89750	0	2022 11	INV	P	13.59	pcard	Book Bag Tags	
ACCOUNT TOTAL						385.36			
16032 631500			Books & Library Materials						
000889 MIDWEST TAPE	89762	0	2022 11	INV	P	1,105.91	pcard	502893526	
000889 MIDWEST TAPE	89763	0	2022 11	INV	P	8,912.18	pcard	502901692	
000889 MIDWEST TAPE	90258	0	2022 11	INV	P	545.69	pcard	502915345	
000889 MIDWEST TAPE	90817	0	2022 11	INV	P	1,237.12	pcard	502962738	
						11,800.90			
001265 SOO LINE HISTORICAL	90262	0	2022 11	INV	P	-8.50	pcard	33R60001L9422132V	
001402 UNITED PARCEL SERVIC	89125	0	2022 11	INV	P	16.16	PCARD	UPS*1ZR449350399481	
001508 WILS	497771	0	2022 11	INV	P	2,194.92	113022	556643 Inv. 497771	
001983 AMAZON	89765	0	2022 11	INV	P	15.19	pcard	112-6879092-8320255	
001983 AMAZON	89767	0	2022 11	INV	P	45.96	pcard	113-8071563-6800230	
001983 AMAZON	89768	0	2022 11	INV	P	18.84	pcard	112-6462853-1805062	
001983 AMAZON	89769	0	2022 11	INV	P	38.97	pcard	111-5332066-3392215	
001983 AMAZON	90263	0	2022 11	INV	P	13.99	pcard	111-1196012-7030662	
001983 AMAZON	90271	0	2022 11	INV	P	50.37	pcard	111-7521275-1237863	
001983 AMAZON	90272	0	2022 11	INV	P	16.48	pcard	111-7443559-1952214	
001983 AMAZON	90273	0	2022 11	INV	P	40.94	pcard	112-5158706-7577821	
001983 AMAZON	90274	0	2022 11	INV	P	13.50	pcard	114-0236145-7033817	
001983 AMAZON	90827	0	2022 11	INV	P	32.99	pcard	114-4171668-2722665	
001983 AMAZON	90828	0	2022 11	INV	P	34.99	pcard	111-5683870-1185802	
001983 AMAZON	90829	0	2022 11	INV	P	31.00	pcard	114-2173064-7793864	
001983 AMAZON	90830	0	2022 11	INV	P	47.97	pcard	114-2211254-4519446	
001983 AMAZON	90831	0	2022 11	INV	P	50.00	pcard	114-0834235-2281824	
001983 AMAZON	90832	0	2022 11	INV	P	18.85	pcard	113-3141524-4877841	
001983 AMAZON	90884	0	2022 11	INV	P	30.68	pcard	114-2807867-3022612	
001983 AMAZON	90885	0	2022 11	INV	P	10.95	pcard	114-1036094-1451418	
001983 AMAZON	90886	0	2022 11	INV	P	18.85	pcard	114-8918384-6252222	
001983 AMAZON	90887	0	2022 11	INV	P	99.42	pcard	113-5205681-0603465	
						629.94			
002042 PROQUEST LLC	90256	0	2022 11	INV	P	4,234.45	pcard	70743167	
002042 PROQUEST LLC	90257	0	2022 11	INV	P	3,516.45	pcard	62709899	
						7,750.90			
002396 INGRAM LIBRARY SERV	89126	0	2022 11	INV	P	522.89	PCARD	72358261	
002396 INGRAM LIBRARY SERV	89127	0	2022 11	INV	P	981.04	PCARD	72365519	
002396 INGRAM LIBRARY SERV	89128	0	2022 11	INV	P	268.63	PCARD	72383542	
002396 INGRAM LIBRARY SERV	89129	0	2022 11	INV	P	41.35	PCARD	72395398	
002396 INGRAM LIBRARY SERV	89130	0	2022 11	INV	P	449.94	PCARD	72404933	
002396 INGRAM LIBRARY SERV	89131	0	2022 11	INV	P	365.49	PCARD	72311798	
002396 INGRAM LIBRARY SERV	89132	0	2022 11	INV	P	167.73	PCARD	72321051	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/11 TO 2022/11									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
002396 INGRAM LIBRARY SERV	89133	0	2022 11	INV	P	138.38		PCARD	72335804
002396 INGRAM LIBRARY SERV	90222	0	2022 11	INV	P	45.13		pcard	72441122
002396 INGRAM LIBRARY SERV	90223	0	2022 11	INV	P	257.98		pcard	72479945
002396 INGRAM LIBRARY SERV	90260	0	2022 11	INV	P	528.82		pcard	72428882
002396 INGRAM LIBRARY SERV	90261	0	2022 11	INV	P	833.11		pcard	72451957
002396 INGRAM LIBRARY SERV	90264	0	2022 11	INV	P	874.66		pcard	72489457
002396 INGRAM LIBRARY SERV	90265	0	2022 11	INV	P	446.19		pcard	72508300
002396 INGRAM LIBRARY SERV	90266	0	2022 11	INV	P	604.24		pcard	72543297
002396 INGRAM LIBRARY SERV	90267	0	2022 11	INV	P	52.97		pcard	72532169
002396 INGRAM LIBRARY SERV	90268	0	2022 11	INV	P	226.75		pcard	72532170
002396 INGRAM LIBRARY SERV	90269	0	2022 11	INV	P	407.72		pcard	72543298
002396 INGRAM LIBRARY SERV	90270	0	2022 11	INV	P	548.94		pcard	72532168
002396 INGRAM LIBRARY SERV	90818	0	2022 11	INV	P	117.05		pcard	72553462
002396 INGRAM LIBRARY SERV	90819	0	2022 11	INV	P	20.55		pcard	72553463
002396 INGRAM LIBRARY SERV	90820	0	2022 11	INV	P	294.13		pcard	72578177
002396 INGRAM LIBRARY SERV	90821	0	2022 11	INV	P	493.35		pcard	72578176
002396 INGRAM LIBRARY SERV	90822	0	2022 11	INV	P	223.30		pcard	72631875
002396 INGRAM LIBRARY SERV	90823	0	2022 11	INV	P	197.27		pcard	72631874
002396 INGRAM LIBRARY SERV	90824	0	2022 11	INV	P	255.20		pcard	72660404
002396 INGRAM LIBRARY SERV	90825	0	2022 11	INV	P	551.63		pcard	72674494
002396 INGRAM LIBRARY SERV	90826	0	2022 11	INV	P	219.31		pcard	72660405
002396 INGRAM LIBRARY SERV	90881	0	2022 11	INV	P	284.11		pcard	72685901
002396 INGRAM LIBRARY SERV	90882	0	2022 11	INV	P	91.09		pcard	72700281
002396 INGRAM LIBRARY SERV	90883	0	2022 11	INV	P	468.19		pcard	72711297
002396 INGRAM LIBRARY SERV	90888	0	2022 11	INV	P	258.17		pcard	72772557
002396 INGRAM LIBRARY SERV	90889	0	2022 11	INV	P	636.12		pcard	72747886
002396 INGRAM LIBRARY SERV	90890	0	2022 11	INV	P	183.53		pcard	72786816
002396 INGRAM LIBRARY SERV	90891	0	2022 11	INV	P	683.13		pcard	72801229
002396 INGRAM LIBRARY SERV	90892	0	2022 11	INV	P	395.13		pcard	72786817
002396 INGRAM LIBRARY SERV	90893	0	2022 11	INV	P	79.96		pcard	72813596
						13,213.18			
002583 BLACKSTONE PUBLISHIN	2068384	0	2022 11	INV	P	463.05	111622	556387	Inv. 2068384 / CusI
002583 BLACKSTONE PUBLISHIN	2070503	0	2022 11	INV	P	234.00	111622	556387	Inv. 2070503 / CusI
002583 BLACKSTONE PUBLISHIN	2071819	0	2022 11	INV	P	75.45	111622	556387	Inv. 2071819 / CusI
002583 BLACKSTONE PUBLISHIN	2073178	0	2022 11	INV	P	34.99	111622	556387	Inv. 2073178 / CusI
002583 BLACKSTONE PUBLISHIN	2073302	0	2022 11	INV	P	14.99	111622	556387	Inv. 2073302 / CusI
						822.48			
002830 KANOPY, INC	321484	0	2022 11	INV	P	356.25	110922	556316	Inv. 321484
999990 DATA AXLE-CITYDIRECT	89764	0	2022 11	INV	P	495.00		pcard	10004036140
999990 OVERDRIVE DIST	89766	0	2022 11	INV	P	3,126.35		pcard	00669CO22402361
999990 CHOPCHOP FAMILY, INC	90255	0	2022 11	INV	P	42.00		pcard	43750881288
999990 THOMSON WEST*TCD	90259	0	2022 11	INV	P	1,076.05		pcard	847259804
						4,739.40			
ACCOUNT TOTAL						41,515.63			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/11 TO 2022/11		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
16032	659900									Other Contracts/Obligation
001398	UNIQUE MANAGEMENT SE	6106452		0	2022 11	INV	P	236.40	111622	556451 Materials Recovery
								ACCOUNT TOTAL		236.40
					ORG 16032		TOTAL			42,554.89
16033	630100									Library Network Services
16033	630100									Office Supplies
001619	CDW GOVERNMENT, INC.	90283		0	2022 11	INV	P	505.08	pcard	Printer - Friends o
001619	CDW GOVERNMENT, INC.	90284		0	2022 11	INV	P	60.79	pcard	Printer Warranty -
								565.87		
								ACCOUNT TOTAL		565.87
16033	632700									Miscellaneous Equipment
000362	DELL MARKETING L.P.	90282		0	2022 11	INV	P	3,550.00	pcard	Laptops
001619	CDW GOVERNMENT, INC.	89794		0	2022 11	INV	P	-1,294.72	pcard	Return - Chrome Boo
001983	AMAZON	89792		0	2022 11	INV	P	26.59	pcard	USB Adapter
001983	AMAZON	89793		0	2022 11	INV	P	86.12	pcard	Network Cables
001983	AMAZON	90907		0	2022 11	INV	P	49.83	pcard	Laptop Bags
								162.54		
999990	DMI* DELL K-12/GOVT	90906		0	2022 11	INV	P	1,145.00	pcard	Dell Docking Statio
								ACCOUNT TOTAL		3,562.82
16033	659900									Other Contracts/Obligation
000428	ENVISIONWARE, INC.	90842		0	2022 11	INV	P	2,844.10	pcard	Bldg Bundle & Clie
000428	ENVISIONWARE, INC.	90843		0	2022 11	INV	P	1,422.05	pcard	Building Bundle & C
								4,266.15		
001961	WELLS FARGO FINANCIA	5022441670		0	2022 11	INV	P	399.74	111622	556461 Copier Lease
999990	FS *TECHSMITH	90844		0	2022 11	INV	P	13.17	pcard	Snagit Upgrade Main
								ACCOUNT TOTAL		4,679.06
16033	681500									Software Acquisition
001034	OUTAGAMIE WAUPACA LI	4032		0	2022 11	INV	P	2,500.00	110922	556336 FortiToken, Online
999990	ZOOM.US 888-799-9666	90905		0	2022 11	INV	P	40.00	pcard	Zoom Cloud Recordin
								ACCOUNT TOTAL		2,540.00
					ORG 16033		TOTAL			11,347.75

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/11 TO 2022/11	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
FUND 100 General Fund			TOTAL:		96,263.31				

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



Appleton Public Library Cash Flow Report NOV-2022 Year to Date				JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV		
GL		ORIGINAL	REVISED													
Account	ACCOUNT DESCRIPTION	APPROP	BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	YTD TOTAL	% USED
423200	Library Grants & Aids	\$1,063,001.00	\$1,063,001.00	\$0.00	\$0.00	\$0.00	\$0.00	\$576,312.50	\$0.00	\$0.00	\$0.00	\$486,688.50	\$0.00	\$0.00	\$1,063,001.00	100.0%
480100	General Charges for Service	\$0.00	\$0.00	\$52.85	\$48.03	\$97.63	\$83.29	\$31.80	\$56.00	\$131.07	\$33.82	\$108.86	\$37.41	\$0.49	\$681.25	100.0%
500100	Fees & Commissions	\$600.00	\$600.00	\$121.97	(\$4.10)	\$112.78	\$27.87	\$34.36	(\$3.82)	\$69.23	\$0.00	\$0.00	\$0.00	\$0.00	\$358.29	59.7%
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,440.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27.69	\$6,467.69	100.0%
502000	Donations & Memorials	\$0.00	\$0.00	\$0.32	\$80.35	\$0.70	\$1.50	\$0.00	\$0.01	\$1.83	\$4.16	\$1.19	\$50.95	\$0.00	\$141.01	100.0%
503500	Other Reimbursements	\$43,900.00	\$122,756.00	\$1,766.70	\$2,710.20	\$41,914.37	\$28,956.61	\$1,221.96	\$1,327.81	\$12,452.39	\$8,909.58	\$3,290.75	\$10,148.46	\$1,946.54	\$114,645.37	93.4%
Total Revenue		\$1,107,501.00	\$1,186,357.00	\$1,941.84	\$2,834.48	\$42,125.48	\$35,509.27	\$577,600.62	\$1,380.00	\$12,654.52	\$8,947.56	\$490,089.30	\$10,236.82	\$1,974.72	\$1,185,294.61	99.9%

Expense				JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	YTD TOTAL	
610100	Regular Salaries	(\$2,322,874.00)	(\$2,322,874.00)	(\$83,283.51)	(\$168,976.32)	(\$247,492.05)	(\$172,831.61)	(\$174,205.93)	(\$166,871.46)	(\$156,518.64)	(\$151,359.53)	(\$234,829.66)	(\$156,533.84)	(\$160,351.51)	(\$1,873,254.06)	80.6%
610400	Call Time Wages	\$0.00	\$0.00	(\$200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$200.00)	100.0%
610500	Overtime Wages	\$0.00	\$0.00	\$0.00	\$0.00	(\$258.30)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$10.93)	\$0.00	(\$269.23)	100.0%
610800	Part-Time Wages	(\$191,499.00)	(\$197,499.00)	(\$9,318.19)	(\$18,939.47)	(\$29,964.89)	(\$14,003.18)	(\$2,463.35)	(\$15,617.47)	(\$17,379.07)	(\$18,345.67)	(\$25,076.56)	(\$17,184.31)	(\$16,475.48)	(\$184,767.64)	93.6%
611400	Sick Pay	\$0.00	\$0.00	(\$3,180.97)	(\$1,264.44)	(\$529.66)	(\$455.46)	(\$1,018.40)	(\$173.08)	\$0.00	(\$510.71)	\$0.00	\$0.00	(\$255.36)	(\$7,388.08)	100.0%
611500	Vacation Pay	\$0.00	\$0.00	(\$4,628.74)	(\$8,623.93)	(\$19,860.61)	(\$8,296.14)	(\$6,696.20)	(\$13,849.64)	(\$22,814.78)	(\$26,117.68)	(\$29,232.01)	(\$18,716.76)	(\$13,289.21)	(\$172,125.70)	100.0%
615000	Fringes	(\$819,743.00)	(\$819,743.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
615100	FICA	\$0.00	\$0.00	(\$12,389.47)	(\$12,453.44)	(\$19,172.76)	(\$12,624.16)	(\$12,431.94)	(\$12,514.65)	(\$12,459.06)	(\$12,538.42)	(\$18,825.93)	(\$12,223.03)	(\$12,119.72)	(\$149,752.58)	100.0%
615200	Retirement	\$0.00	\$0.00	(\$10,921.04)	(\$10,941.80)	(\$16,470.58)	(\$11,139.63)	(\$11,105.51)	(\$11,040.61)	(\$10,987.56)	(\$10,925.94)	(\$16,156.07)	(\$10,754.17)	(\$10,666.13)	(\$131,109.04)	100.0%
615301	Health Insurance	\$0.00	\$0.00	(\$19,454.35)	(\$37,785.21)	(\$37,807.23)	(\$38,092.93)	(\$38,933.16)	(\$38,648.48)	(\$38,832.77)	(\$38,870.46)	(\$37,528.10)	(\$37,716.07)	(\$37,327.73)	(\$400,996.49)	100.0%
615302	Dental Insurance	\$0.00	\$0.00	(\$1,535.97)	(\$2,965.05)	(\$2,965.04)	(\$2,984.68)	(\$3,005.02)	(\$2,984.58)	(\$2,998.51)	(\$3,002.76)	(\$2,911.23)	(\$2,925.07)	(\$2,895.83)	(\$31,173.74)	100.0%
615400	Life Insurance	\$0.00	\$0.00	(\$72.70)	(\$74.30)	(\$74.30)	(\$74.30)	(\$79.00)	(\$81.40)	(\$79.80)	(\$78.53)	(\$72.40)	(\$74.10)	(\$74.10)	(\$834.93)	100.0%
Personnel Services		(\$3,334,116.00)	(\$3,340,116.00)	(\$144,984.94)	(\$262,023.96)	(\$374,595.42)	(\$260,502.09)	(\$249,938.51)	(\$261,781.37)	(\$262,070.19)	(\$261,749.70)	(\$364,631.96)	(\$256,138.28)	(\$253,455.07)	(\$2,951,871.49)	88.4%

Expense				JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	YTD TOTAL	
620100	Training/Conferences	(\$23,234.00)	(\$26,234.00)	(\$628.76)	(\$152.59)	(\$92.59)	(\$3,399.21)	(\$1,273.54)	(\$874.00)	(\$2,110.00)	(\$2,343.99)	(\$2,321.07)	(\$1,160.68)	(\$5,576.50)	(\$19,932.93)	76.0%
620200	Mileage Reimbursement	\$0.00	\$0.00	(\$180.00)	(\$180.00)	(\$180.00)	(\$192.00)	(\$282.00)	(\$282.00)	(\$222.00)	(\$1,257.00)	(\$387.00)	(\$387.00)	(\$387.00)	(\$3,936.00)	100.0%
620600	Parking Permits	(\$12,000.00)	(\$12,000.00)	(\$1,820.00)	\$0.00	(\$1,820.00)	(\$1,855.00)	(\$1,260.00)	(\$1,540.00)	\$0.00	\$0.00	(\$543.01)	(\$48.34)	\$0.00	(\$8,886.35)	74.1%
630100	Office Supplies	(\$39,676.00)	(\$61,678.00)	(\$785.39)	(\$1,665.33)	(\$1,673.91)	(\$332.59)	(\$2,014.28)	(\$6,840.12)	(\$1,434.39)	(\$2,341.87)	(\$8,153.08)	(\$11,317.82)	(\$4,422.42)	(\$40,981.20)	66.4%
630300	Memberships & Licenses	(\$2,200.00)	(\$2,200.00)	(\$475.00)	(\$300.00)	(\$400.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	(\$164.00)	(\$47.25)	(\$26.12)	(\$2,412.37)	109.7%
630500	Awards & Recognition	(\$850.00)	(\$1,850.00)	(\$87.53)	(\$60.95)	\$0.00	(\$100.00)	(\$19.98)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$42.71)	(\$363.17)	19.6%
630600	Building Maint./Janitorial	(\$7,000.00)	(\$7,000.00)	\$0.00	(\$78.68)	(\$184.41)	(\$881.86)	(\$928.06)	\$0.00	\$0.00	(\$1,749.74)	(\$1,166.07)	(\$110.77)	(\$2,822.13)	(\$7,921.72)	113.2%
630700	Food & Provisions	(\$1,135.00)	(\$3,071.00)	(\$12.00)	\$0.00	(\$230.20)	(\$803.95)	(\$578.21)	(\$35.81)	(\$137.12)	(\$155.44)	(\$157.10)	(\$186.15)	(\$136.69)	(\$2,432.67)	79.2%
630902	Tools & Instruments	(\$150.00)	(\$150.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
631500	Books & Library Materials	(\$475,000.00)	(\$513,429.00)	(\$42,557.13)	(\$48,877.14)	(\$16,513.05)	(\$25,294.50)	(\$12,828.34)	(\$27,900.09)	(\$19,208.85)	(\$22,730.79)	(\$65,296.81)	(\$52,310.51)	(\$47,889.56)	(\$381,406.77)	74.3%
632001	City Copy Charges	(\$100.00)	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
632002	Outside Printing	\$0.00	(\$1,200.00)	\$0.00	\$0.00	(\$479.63)	(\$194.32)	(\$39.22)	(\$251.58)	(\$132.64)	(\$34.62)	\$0.00	\$0.00	\$0.00	(\$1,132.01)	94.3%
632300	Safety Supplies	(\$550.00)	(\$550.00)	\$0.00	\$0.00	\$0.00	(\$110.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$110.00)	20.0%
632700	Miscellaneous Equipment	(\$53,630.00)	(\$94,368.00)	\$0.00	(\$3,250.57)	(\$4,300.23)	\$0.00	(\$403.50)	\$0.00	\$0.00	(\$6,307.52)	(\$3,100.60)	(\$7,821.94)	(\$3,562.82)	(\$28,747.18)	30.5%
640700	Solid Waste/Recycling Pickup	(\$4,125.00)	(\$4,125.00)	(\$665.76)	\$0.00	(\$732.88)	(\$1,140.76)	(\$884.91)	\$0.00	\$0.00	(\$404.88)	(\$404.88)	(\$404.88)	(\$516.88)	(\$5,155.83)	125.0%
641200	Advertising	(\$1,288.00)	(\$19,288.00)	(\$350.84)	\$0.00	(\$130.00)	(\$1,360.22)	(\$1,449.63)	(\$294.29)	(\$177.61)	(\$285.19)	\$0.00	(\$2,273.14)	(\$313.48)	(\$6,634.40)	34.4%
641301	Electric	(\$24,778.00)	(\$24,778.00)	(\$6,742.00)	\$0.00	(\$13,625.90)	\$0.00	(\$6,742.43)	(\$12,895.11)	(\$23,146.31)	\$0.00	(\$6,945.72)	(\$8,307.89)	(\$5,644.02)	(\$84,049.38)	339.2%
641302	Gas	(\$4,283.00)	(\$4,283.00)	(\$4,462.50)	\$0.00	(\$8,208.31)	\$0.00	(\$2,956.09)	(\$8,691.92)	(\$4,280.48)	(\$1,141.36)	(\$207.47)	\$0.00	(\$360.00)	(\$30,308.13)	707.6%
641303	Water	(\$5,125.00)	(\$5,125.00)	\$0.00	(\$703.62)	\$0.00	\$0.00	(\$812.46)	\$0.00	\$0.00	(\$697.54)	\$0.00	\$0.00	(\$185.00)	(\$5,398.62)	46.8%
641304	Sewer	(\$2,114.00)	(\$2,114.00)	\$0.00	(\$356.93)	\$0.00	\$0.00	(\$438.00)	\$0.00	\$0.00	(\$367.13)	\$0.00	\$0.00	(\$51.00)	(\$1,213.06)	57.4%
641306	Stormwater	(\$3,700.00)	(\$3,700.00)	\$0.00	(\$793.97)	\$0.00	\$0.00	(\$776.71)	\$0.00	\$0.00	(\$785.34)	\$0.00	\$0.00	(\$793.97)	(\$3,149.99)	85.1%
641307	Telephone	(\$2,948.00)	(\$2,948.00)	(\$295.55)	(\$288.12)	(\$285.80)	(\$286.84)	(\$284.92)	(\$286.79)	(\$290.87)	(\$289.09)	(\$293.18)	(\$285.95)	(\$289.02)	(\$3,176.13)	107.7%
641308	Cellular Phones	(\$1,600.00)	(\$1,600.00)	(\$206.72)	\$0.00	(\$83.75)	\$0.00	(\$166.00)	\$0.00	\$0.00	(\$411.91)	(\$103.75)	(\$103.75)	(\$103.75)	(\$1,179.63)	73.7%
641600	Build Repairs & Maint	(\$2,000.00)	(\$2,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$465.15)	\$0.00	(\$47.34)	\$0.00	(\$512.49)	25.6%
641800	Equip Repairs & Maint	(\$79,953.00)	(\$79,953.00)	(\$18,518.84)	(\$261.44)	(\$2,010.16)	(\$1,253.96)	(\$9,254.44)	(\$421.73)	(\$605.25)	(\$1,922.76)	(\$509.52)	(\$1,328.52)	\$0.00	(\$36,086.62)	45.1%
642000	Facilities Charges	(\$100,000.00)	(\$160,825.00)	(\$12,912.06)	(\$12,862.62)	(\$34,819.15)	(\$15,419.51)	(\$44,129.05)	(\$5,283.38)	\$0.00	(\$61.23)	(\$9,598.53)	(\$5,901.63)	(\$4,762.98)	(\$145,750.14)	90.6%
650200	Leases	(\$258,663.00)	(\$492,910.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$12,998.90)	\$0.00	(\$41,697.95)	(\$17,468.29)	(\$4,408.53)	(\$50,194.98)	(\$126,768.65)	25.7%
659900	Other Contracts/Obligation	(\$87,605.00)	(\$149,555.00)	(\$6,933.85)	(\$27,133.27)	(\$72,204.52)	(\$900.00)	(\$12,214.78)	(\$2,397.90)	(\$4,037.31)	(\$34,921.23)	(\$15,166.51)	(\$14,878.96)	(\$21,776.52)	(\$212,564.85)	142.1%
681500	Software Acquisition	(\$4,498.00)	(\$4,498.00)	(\$2,039.50)	(\$5,780.31)	(\$40.00)	(\$782.50)	\$0.00	\$0.00	\$0.00	(\$13,352.33)	(\$1,456.50)	(\$6,096.98)	(\$2,580.00)	(\$32,128.12)	714.3%

Operating Expense	(\$1,198,205.00)	(\$1,681,532.00)	(\$99,007.67)	(\$103,411.30)	(\$157,281.61)	(\$53,899.34)	(\$100,044.40)	(\$81,878.53)	(\$55,782.83)	(\$134,724.06)	(\$133,443.09)	(\$117,428.03)	(\$152,437.55)	(\$1,189,338.41)	70.7%
Personnel Services	(\$3,334,116.00)	(\$3,340,116.00)	(\$144,984.94)	(\$262,023.96)	(\$374,595.42)	(\$260,502.09)	(\$249,938.51)	(\$261,781.37)	(\$262,070.19)	(\$261,749.70)	(\$364,631.96)	(\$256,138.28)	(\$253,455.07)	(\$2,951,871.49)	
Operating Expense	(\$1,198,205.00)	(\$1,681,532.00)	(\$99,007.67)	(\$103,411.30)	(\$157,281.61)	(\$53,899.34)	(\$100,044.40)	(\$81,878.53)	(\$55,782.83)	(\$134,724.06)	(\$133,443.09)	(\$117,428.03)	(\$152,437.55)	(\$1,189,338.41)	
Total Expense	(\$4,532,321.00)	(\$5,021,648.00)	(\$243,992.61)	(\$365,435.26)	(\$531,877.03)	(\$314,401.43)	(\$349,982.91)	(\$343,659.90)	(\$317,853.02)	(\$396,473.76)	(\$498,075.05)	(\$373,566.31)	(\$405,892.62)	(\$4,141,209.90)	
Total Revenue	\$1,107,501.00	\$1,186,357.00	\$1,941.84	\$2,834.48	\$42,125.48	\$35,509.27	\$577,600.62	\$1,380.00	\$12,654.52	\$8,947.56	\$490,089.30	\$10,236.82	\$1,974.72	\$1,185,294.61	

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2022

<i>Description</i>	ORG	OBJECT	PROJ (in GL)		<i>Amount</i>
	PROJECT	SEG 1	SEG 2	SEG 3	
NETSVCS OTHER REIMBURSEMENTS	16033	503500			\$ 2,998.48
Net Svcs Misc. Equipment	16033	632700			\$ 2,998.48
LIBFRIENDCHILDSEV SUPPLIES	16021	630100			\$ 678.13
CHILDRENS SERVICES SUPPLIES	2550	630100			\$ 678.13
MTLS MGT OTHER REIMBURSEMENTS	16032	503500			\$ 15,027

For the purpose of:

Childrens Court Improvement Program Funding Opportunity for Remote Access Points
 Funding for purchase of iPads and cases for Children's Services / Circulation
 8 9th Gen iPads = 2624.00
 8 Protective Cases = 374.48
 Total Purchase = 2,998.48
ROR Supplies purchased and charged to wrong account

Requested by:

 Department Head

 Date

Information:

Action:

 Finance Director

 Date

 Mayor

 Date

Reported to Finance Committee:

 Date

 Date

Finance comments:

Budget Entry (BE) No.: _____

Appleton Public Library Board
Meeting Dates 2023

*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 Board President and Library Director 24
hours in advance of the meeting.
Any updates to the location of the meeting(s) will be provided well in advance*

Tuesday, **January 17, 2023**
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday, February 28, 2023
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.**

Tuesday, **March 14, 2023**
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday, **April 18, 2023**
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday, **May 16, 2023**
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday, **June 20, 2023**
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday, **July 18, 2023**
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday, **August 15, 2023**
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday, **September 19, 2023**
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday, **October 17, 2023**
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday, **November 14, 2023**
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

Tuesday, **December 19, 2023**
4:30 p.m.
City Hall 6th Floor A/B, Virtual by Request

CITY OF APPLETON 2023 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Assistant Library Director: Tasha M. Saecker

CITY OF APPLETON 2023 BUDGET LIBRARY

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2022 EVENTS

Maintain high quality library services

Relocated and reestablished library service into temporary library ("Kensington") within less than six weeks. Extended due dates, offered exterior materials return, and continued telephone service throughout the closure. Leveraged relationships with community partners for programming throughout community. Positive community feedback regarding temporary library.

Summer Reading Program

- Offered for all ages utilizing online and in-person options; 1,056 children, 78 teens, and 260 adults participated.

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

- Grants include:

- The completion of Small Business – Big Impact grant, an initiative to support business startup, retention, and expansion for people of color and immigrants, was launched with grant funding from the American Library Association. Appleton Public Library (APL) staff were among five libraries in the country chosen to serve as coaches for American Library Association's (ALA) ongoing Libraries Build Business initiative.
- Friends of the APL provided \$42,500 in grants.

- Librarians engaged in initiatives at the State level, including serving as a mentor for Wisconsin Libraries - Transforming Communities.

- Recipient of Wisconsin Humanities Community Powered grant, funding a project coordinator for one year to harness stories, histories and the strength of communities to build community resilience.

Continue to explore facility needs and options

In 2022, staff worked with architects on:

- completing design of the renovated library,
- identifying, designing and budgeting for service at temporary location,
- relocating to the temporary location and setting up alternative service models during construction.

Continue cooperation with schools and other community organizations

- As part of the Fox Cities Reads program, "There There" by Tommy Orange (the primary selection) and "Apple in the Middle" by Dawn Quigly (for school aged readers) were read and discussed throughout the community - author presentation was virtual; Fox Cities Book Festival included in person and virtual events.

- Collaborated with numerous educational institutions, businesses, and non-profit and civic groups. Collaborations include English Language Learner programs, Building for Kids, Appleton Downtown, Inc. (ADI), Fox Valley Symphony, and Boys & Girls Club.

- Staff continued to serve on Imagine Fox Cities Leadership and Belonging Teams.

- As a United Way Agency, the library coordinates the Reach Out and Read - Fox Cities program.

Utilize volunteers more effectively

In 2022, volunteer engagement continued through preparation for the move. At Kensington, volunteers will continue providing services in the areas of: greeting, computer help, delivery materials to homebound patrons, shelving and straightening, assistance with Children's programs in the community and some clerical local history projects. Outreach support continues with Reach Out and Read, and recently, with JJ's Laundromat's Read Play Learn space where volunteers set up passive literacy activities and replenish the books.

Continuously work to improve website and online service delivery

- Expanded access to digital content, increasing titles and services offered. Added Kanopy streaming film service.
- Offered programming in-person and online via video conferencing when meeting in person was not feasible.
- Implemented new app and created Book Matchmaker service.
- e-circulation increased 17% from previous year including e-books, audiobooks, videos, comics, magazines, music and games.

CITY OF APPLETON 2023 BUDGET LIBRARY

MAJOR 2023 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 the library building project. Provide library service that is responsive to community needs during construction and develop new processes, procedures and systems for the new library. Support the work of the capital campaign.

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 to 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; and continue efforts to extend outreach and circulation services out into the community.

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 to access and advance equity and inclusion for library policies, collections, programs and services.

Promote 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 while the library operates in a temporary location during construction.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 1,237,716	\$ 1,241,646	\$ 1,107,501	\$ 1,171,230	\$ 1,110,405	0.26%
Program Expenses							
16010	Administration	648,023	744,086	696,009	729,509	678,708	-2.49%
16021	Children's Services	542,351	552,126	533,616	551,567	572,650	7.31%
16023	Public Services	680,116	680,716	704,889	735,189	754,213	7.00%
16024	Community Partnerships	501,360	526,658	500,775	518,775	529,106	5.66%
16031	Building Operations	406,380	380,755	525,935	821,007	574,837	9.30%
16032	Materials Management	1,436,398	1,439,720	1,302,967	1,341,546	1,351,777	3.75%
16033	Network Services	279,001	236,393	268,130	308,928	232,198	-13.40%
TOTAL		\$ 4,493,629	\$ 4,560,454	\$ 4,532,321	\$ 5,006,521	\$ 4,693,489	3.56%
Expenses Comprised Of:							
Personnel		3,211,801	3,288,863	3,334,116	3,340,116	3,579,902	7.37%
Training & Travel		39,904	33,568	35,234	38,234	28,234	-19.87%
Supplies & Materials		756,462	707,838	580,291	680,469	551,132	-5.02%
Purchased Services		480,886	518,651	578,182	943,204	529,723	-8.38%
Capital Outlay		4,576	11,534	4,498	4,498	4,498	0.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		45.00	45.00	45.00	45.00	45.00	

* % change from prior year adopted budget
Library.xls

CITY OF APPLETON 2023 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:

Oversee the Library's long-range plan and ensure the Library is responsive to community needs.

Promote collections, programs and services.

Ensure integrity in quality library services for the public at Kensington, while developing long term strategies for service when the new library is completed.

Complete design of renovated/expanded library.

Work with the Friends of the Appleton Public Library to develop strong public/private partnership and implement a successful capital campaign. Be good stewards of grant funds.

Eliminate barriers to access and advance equity and inclusion for library policies, collections, programs and services.

Continue identifying ways to leverage volunteers in the provision of library services as well as proactively plan for new operational models upon the completion of the new library.

Ensure staff have the resources, planning and training to be prepared to serve the community in the new library when it is completed.

Major changes in Revenue, Expenditures, or Programs:

In 2021, the Library eliminated overdue fines (charges for services) and developed a four year transition plan to offset the loss of revenue through lost and paid funds. The offsetting revenue is recorded in the Materials Management budget.

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

During 2022, changes were made to move the Library Building Supervisor, formally the Safety Supervisor, from the Administration budget to the Operations budget, decreasing both the Regular Salaries and Fringes lines in this section.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
423200 Library Grants & Aids	\$ 1,070,138	\$ 1,091,736	\$ 1,063,001	\$ 1,063,001	\$ 1,064,805
480100 Charges for Services	14,728	3,980	-	-	-
501500 Rental of City Property	30,000	30,000	-	-	-
502000 Donations & Memorials	553	1,279	-	-	-
503500 Other Reimbursements	22,082	68,946	-	42,500	15,000
Total Revenue	<u>\$ 1,137,501</u>	<u>\$ 1,195,941</u>	<u>\$ 1,063,001</u>	<u>\$ 1,105,501</u>	<u>\$ 1,079,805</u>
Expenses					
610100 Regular Salaries	\$ 430,382	\$ 458,195	\$ 466,769	\$ 466,769	\$ 447,467
610400 Call Time Wages	15	600	-	-	-
610500 Overtime Wages	48	-	-	-	-
610800 Part-Time Wages	4,599	6,724	7,500	7,500	5,208
615000 Fringes	142,050	164,126	177,689	177,689	158,542
620100 Training/Conferences	5,440	2,355	4,920	7,920	4,920
620600 Parking Permits	22,823	23,109	12,000	12,000	5,000
630100 Office Supplies	2,300	3,777	4,635	4,635	3,000
630300 Memberships & Licenses	3,393	2,202	2,200	2,200	2,200
630500 Awards & Recognition	879	1,073	850	1,850	850
630700 Food & Provisions	319	610	1,135	1,935	1,135
632001 City Copy Charges	302	-	100	100	100
632002 Outside Printing	1,033	2,463	-	1,200	-
641200 Advertising	2,477	6,330	1,288	19,288	1,288
641307 Telephone	3,358	3,407	2,948	2,948	5,298
641308 Cellular Phones	615	1,232	1,600	1,600	1,300
659900 Other Contracts/Obligation	27,990	67,883	12,375	21,875	42,400
Total Expense	<u>\$ 648,023</u>	<u>\$ 744,086</u>	<u>\$ 696,009</u>	<u>\$ 729,509</u>	<u>\$ 678,708</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Security Guard	\$ 42,000
Piano Tuning	400
	<u>\$ 42,400</u>

CITY OF APPLETON 2023 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 25,000 children and caregivers, including field trips and group visits, age-appropriate programs for children birth to age 12, 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 Appleton Area School District 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 one-on-one 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:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	18,800	2,732	-	19	-
Total Revenue	\$ 18,800	\$ 2,732	\$ -	\$ 19	\$ -
Expenses					
610100 Regular Salaries	\$ 361,433	\$ 388,268	\$ 362,814	\$ 362,814	\$ 385,447
610800 Part-Time Wages	27,648	3,307	28,085	28,085	31,881
615000 Fringes	128,929	134,961	134,500	134,500	147,917
620100 Training/Conferences	5,480	3,759	4,405	4,405	4,405
630100 Office Supplies	16,460	7,101	2,812	16,627	2,000
630700 Food & Provisions	690	270	-	1,136	-
659900 Other Contracts/Obligation	1,711	14,460	1,000	4,000	1,000
Total Expense	\$ 542,351	\$ 552,126	\$ 533,616	\$ 551,567	\$ 572,650

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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 over 69,000 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:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	\$ 1,814	\$ 28	\$ 400	\$ 400	\$ 100
Total Revenue	\$ 1,814	\$ 28	\$ 400	\$ 400	\$ 100
Expenses					
610100 Regular Salaries	\$ 458,777	\$ 439,164	\$ 449,189	\$ 449,189	\$ 469,258
610500 Overtime Wages	1	-	-	-	-
610800 Part-Time Wages	74,200	84,680	83,267	83,267	88,022
615000 Fringes	138,466	154,298	157,844	157,844	182,844
620100 Training/Conferences	2,167	391	2,565	2,565	2,565
630100 Office Supplies	2,243	2,183	3,500	3,500	3,000
659900 Other Contracts/Obligation	4,262	-	8,524	38,824	8,524
Total Expense	\$ 680,116	\$ 680,716	\$ 704,889	\$ 735,189	\$ 754,213

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Community Partnerships

Business Unit 16024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	\$ 32,000	\$ 2,125	\$ -	\$ -	\$ -
Total Revenue	\$ 32,000	\$ 2,125	\$ -	\$ -	\$ -
Expenses					
610100 Regular Salaries	\$ 346,580	\$ 350,702	\$ 349,375	\$ 349,375	\$ 372,436
610800 Part-Time Wages	13,321	18,621	-	6,000	-
615000 Fringes	126,676	141,221	144,138	144,138	149,720
620100 Training/Conferences	3,990	2,910	4,450	4,450	4,450
620600 Parking Permits	-	5	-	-	-
630100 Office Supplies	3,149	3,462	2,812	5,812	2,500
630300 Memberships & Licenses	74	-	-	-	-
659900 Other Contracts/Obligation	7,570	9,737	-	9,000	-
Total Expense	\$ 501,360	\$ 526,658	\$ 500,775	\$ 518,775	\$ 529,106

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 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 cleanliness and sanitization, and perform light maintenance of the Library building.

Provide continued assistance to the Library staff and community.

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

Facilitate work done in Library in conjunction with the City Facilities Management Department by performing cleaning, basic facility and equipment maintenance, and reporting building needs or concerns to supervision.

Major changes in Revenue, Expenditures, or Programs:

Operations will support facility and operational needs while at the temporary facility, including cleaning services usually done by contracted cleaning services.

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

During 2022, changes were made to move the Library Building Supervisor, formally the Safety Supervisor, from the Administration budget to the Operations budget, increasing both the Regular Salaries and Fringes lines in this section.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
500100 Fees & Commissions	\$ 337	\$ 143	\$ 600	\$ 600	\$ -
503500 Other Reimbursements	-	6	-	-	-
Total Revenue	<u>\$ 337</u>	<u>\$ 149</u>	<u>\$ 600</u>	<u>\$ 600</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 77,876	\$ 77,563	\$ 77,270	\$ 77,270	\$ 138,634
610500 Overtime Wages	703	-	-	-	-
610800 Part-Time Wages	3,915	6,867	8,000	8,000	17,430
615000 Fringes	23,898	25,969	26,297	26,297	54,828
620100 Training/Conferences	4	-	830	830	830
630600 Building Maint./Janitorial	6,416	7,907	7,000	7,000	7,000
630902 Tools & Instruments	14	82	150	150	150
632101 Uniforms	180	-	-	-	-
632300 Safety Supplies	1,039	245	550	550	550
632700 Miscellaneous Equipment	238	1,325	650	650	650
640700 Solid Waste/Recycling	4,219	3,897	4,125	4,125	1,200
641300 Utilities	106,777	122,878	40,000	40,000	50,000
641600 Building Repairs & Maint.	1,788	15	2,000	2,000	2,000
641800 Equipment Repairs & Maint.	-	-	400	400	1,000
642000 Facilities Charges	179,313	134,007	100,000	160,825	100,565
644000 Snow Removal Services	-	-	-	-	50,000
650200 Leases	-	-	258,663	492,910	150,000
Total Expense	<u>\$ 406,380</u>	<u>\$ 380,755</u>	<u>\$ 525,935</u>	<u>\$ 821,007</u>	<u>\$ 574,837</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Leases

Temporary library facility	\$ 150,000
	<u>\$ 150,000</u>

Snow Removal Services

Pfefferle Management	\$ 50,000
	<u>\$ 50,000</u>

CITY OF APPLETON 2023 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:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

Other Reimbursements represents amounts that are received from patrons for lost materials. These budgeted funds are part of a four year plan to offset the lost revenue in Charges for Services, within the Administration budget, as a result of no longer charging overdue fines.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Materials Management

Business Unit 16032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	\$ 41,692	\$ 35,242	\$ 25,000	\$ 46,150	\$ 15,000
Total Revenue	\$ 41,692	\$ 35,242	\$ 25,000	\$ 46,150	\$ 15,000
Expenses					
610100 Regular Salaries	\$ 523,499	\$ 512,901	\$ 513,223	\$ 513,223	\$ 546,979
610800 Part-Time Wages	63,614	70,389	64,647	64,647	70,046
615000 Fringes	139,627	149,888	156,650	156,650	165,118
620100 Training/Conferences	-	1,003	3,324	3,324	3,324
630100 Office Supplies	21,602	18,157	24,417	24,417	24,417
631500 Books & Library Materials	623,914	623,739	475,000	513,429	475,000
659900 Other Contracts/Obligation	64,142	63,643	65,706	65,856	66,893
Total Expense	\$ 1,436,398	\$ 1,439,720	\$ 1,302,967	\$ 1,341,546	\$ 1,351,777

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

<u>Office Supplies</u>			<u>Books & Library Materials</u>	
General office supplies	\$ 3,128		Children's materials	\$ 115,000
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	16,084		Adult materials	330,000
RFID supplies	5,205		Digital content consortia	30,000
	<u>\$ 24,417</u>			<u>\$ 475,000</u>
			<u>Other Contracts/Obligations</u>	
			OWLSnet contract	\$ 62,393
			Collection agency	4,500
				<u>\$ 66,893</u>

CITY OF APPLETON 2023 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:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	\$ 5,572	\$ 5,429	\$ 18,500	\$ 18,560	\$ 15,500
Total Revenue	\$ 5,572	\$ 5,429	\$ 18,500	\$ 18,560	\$ 15,500
Expenses					
610100 Regular Salaries	\$ 96,849	\$ 81,178	\$ 104,234	\$ 104,234	\$ 115,861
610500 Overtime	46	-	-	-	-
615000 Fringes	28,650	19,238	22,625	22,625	32,264
620100 Training/Conferences	-	36	2,740	2,740	2,740
630100 Office Supplies	15	676	1,500	1,560	600
632700 Miscellaneous Equipment	72,201	32,568	52,980	93,718	27,980
641800 Equipment Repairs & Maint.	76,664	77,859	79,553	79,553	48,255
659900 Other Contracts/Obligation	-	13,304	-	-	-
681500 Software Acquisition	4,576	11,534	4,498	4,498	4,498
Total Expense	\$ 279,001	\$ 236,393	\$ 268,130	\$ 308,928	\$ 232,198

Note: The costs above reflect the needs while located in the temporary space during renovations.

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Computer replacements	\$ 20,000
Network hardware, wiring, etc.	7,980
	<u>\$ 27,980</u>

Equipment Repairs and Maintenance

Photocopier lease & maintenance	\$ 11,600
Automated material handling equipment	4,000
Self checks and security gate contract	9,000
Software license and maintenance fees	22,278
Other equipment repairs and maintenance	1,377
	<u>\$ 48,255</u>

**CITY OF APPLETON 2023 BUDGET
LIBRARY**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
423200 Library Grants & Aids	1,070,138	1,091,736	576,313	1,063,001	1,063,001	1,064,805
480100 General Charges for Service	14,728	3,980	314	-	-	-
500100 Fees & Commissions	337	144	259	600	600	-
501500 Rental of City Property	30,000	30,000	6,440	-	-	-
502000 Donations & Memorials	553	1,279	83	-	-	-
503500 Other Reimbursements	121,960	114,511	76,311	43,900	107,629	45,600
TOTAL PROGRAM REVENUES	<u>1,237,716</u>	<u>1,241,650</u>	<u>659,720</u>	<u>1,107,501</u>	<u>1,171,230</u>	<u>1,110,405</u>
Personnel						
610100 Regular Salaries	2,104,094	2,038,393	761,331	2,322,874	2,322,874	2,476,082
610400 Call Time Wages	15	600	200	-	-	-
610500 Overtime Wages	798	-	258	-	-	-
610800 Part-Time Wages	187,297	220,589	73,140	191,499	197,499	212,587
611400 Sick Pay	4,338	11,953	5,668	-	-	-
611500 Vacation Pay	186,964	227,631	43,384	-	-	-
615000 Fringes	728,295	789,697	282,841	819,743	819,743	891,233
TOTAL PERSONNEL	<u>3,211,801</u>	<u>3,288,863</u>	<u>1,166,822</u>	<u>3,334,116</u>	<u>3,340,116</u>	<u>3,579,902</u>
Training~Travel						
620100 Training/Conferences	17,081	10,454	3,620	23,234	26,234	23,234
620600 Parking Permits	22,823	23,114	6,755	12,000	12,000	5,000
TOTAL TRAINING / TRAVEL	<u>39,904</u>	<u>33,568</u>	<u>10,375</u>	<u>35,234</u>	<u>38,234</u>	<u>28,234</u>
Supplies						
630100 Office Supplies	45,770	35,354	4,733	39,676	56,551	35,517
630300 Memberships & Licenses	3,467	2,202	1,175	2,200	2,200	2,200
630500 Awards & Recognition	879	1,073	248	850	1,850	850
630600 Building Maint./Janitorial	6,416	7,907	267	7,000	7,000	7,000
630700 Food & Provisions	1,009	880	1,102	1,135	3,071	1,135
630902 Tools & Instruments	14	82	-	150	150	150
631500 Books & Library Materials	623,914	623,739	133,242	475,000	513,429	475,000
632001 City Copy Charges	302	-	-	100	100	100
632002 Outside Printing	1,033	2,463	674	-	1,200	-
632101 Uniforms	180	-	-	-	-	-
632300 Safety Supplies	1,039	245	110	550	550	550
632700 Miscellaneous Equipment	72,439	33,893	6,456	53,630	94,368	28,630
TOTAL SUPPLIES	<u>756,462</u>	<u>707,838</u>	<u>148,007</u>	<u>580,291</u>	<u>680,469</u>	<u>551,132</u>
Purchased Services						
640700 Solid Waste/Recycling Pickup	4,219	3,897	2,539	4,125	4,125	1,200
641200 Advertising	2,477	6,330	3,201	1,288	19,288	1,288
641301 Electric	83,151	88,237	27,110	24,778	24,778	30,000
641302 Gas	16,437	28,479	15,627	4,283	4,283	20,000
641303 Water	2,895	2,053	704	5,125	5,125	-
641304 Sewer	1,144	942	357	2,114	2,114	-
641306 Stormwater	3,150	3,167	794	3,700	3,700	-
641307 Telephone	3,358	3,407	1,441	2,948	2,948	5,298
641308 Cellular Phones	615	1,232	290	1,600	1,600	1,300
641600 Building Repairs & Maint.	1,788	15	-	2,000	2,000	2,000
641800 Equipment Repairs & Maint.	76,664	77,859	22,700	79,953	79,953	49,255
642000 Facilities Charges	179,313	134,007	60,594	100,000	160,825	100,565
644000 Snow Removal Services	-	-	-	-	-	50,000
650200 Leases	-	-	-	258,663	492,910	150,000
659900 Other Contracts/Obligation	105,675	169,026	116,621	87,605	139,555	118,817
TOTAL PURCHASED SVCS	<u>480,886</u>	<u>518,651</u>	<u>251,978</u>	<u>578,182</u>	<u>943,204</u>	<u>529,723</u>
Capital Outlay						
681500 Software Acquisition	4,576	11,534	7,820	4,498	4,498	4,498
TOTAL CAPITAL OUTLAY	<u>4,576</u>	<u>11,534</u>	<u>7,820</u>	<u>4,498</u>	<u>4,498</u>	<u>4,498</u>
TOTAL EXPENSE	<u>4,493,629</u>	<u>4,560,454</u>	<u>1,585,002</u>	<u>4,532,321</u>	<u>5,006,521</u>	<u>4,693,489</u>

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Library Grants

Business Unit 2550

PROGRAM MISSION

This program accounts for the receipt of Library grants and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to Strategy:

Implements Key Strategy #4: "Continually assess trends affecting the community and proactively respond".

Objectives:

Reach Out and Read (ROR) is a research-based and evidence-based national program that puts books in the hands of families and children through their pediatricians. The doctors use the books to help facilitate developmental screenings and also to provide families information on how important it is to read to their small children. The books are provided to children aged birth to five and the program in the Fox Cities includes Appleton, Neenah, Menasha and the surrounding region.

The Library is a United Way Agency for the ROR program, which has been supported by grants from the United Way since its inception in 2016. A strategic planning process involving the participating clinics and a professional facilitator was completed in 2017 to establish an ongoing funding model for the program. The United Way will continue to support ROR overall but the various clinics have begun to reimburse the program for the books they distribute to patients. The physician liaison working for this program continues to coordinate the selection and purchase of all books and all clinics sign an MOU committing to fund the books they distribute in well-child visits.

Program funds are also included for a short-term grant from the American Library Association's Libraries Build Business Grant. This program officially ended in 2022, however, remaining funds from the grant will be expended in 2023.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	
	Program Revenues	\$ 150,670	\$ 158,138	\$ 112,396	\$ 112,396	\$ 126,868	12.88%
	Program Expenses	\$ 113,801	\$ 126,820	\$ 126,411	\$ 140,070	\$ 126,868	0.36%
Expenses Comprised Of:							
	Personnel	39,098	57,566	39,771	39,771	41,268	3.76%
	Training & Travel	49	10	2,350	2,350	2,000	-14.89%
	Supplies & Materials	52,420	51,079	77,690	77,690	77,000	-0.89%
	Purchased Services	22,234	18,165	6,600	20,259	6,600	0.00%
Full Time Equivalent Staff:							
	Personnel allocated to programs	0.50	0.50	0.50	0.50	0.50	

**CITY OF APPLETON 2023 BUDGET
SPECIAL REVENUE FUNDS**

Library Grants

Business Unit 2550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	\$ 150,670	\$ 158,138	\$ 112,396	\$ 112,396	\$ 126,868
Total Revenue	\$ 150,670	\$ 158,138	\$ 112,396	\$ 112,396	\$ 126,868
Expenses					
610100 Regular Salaries	\$ 24,213	\$ 25,370	\$ 25,881	\$ 25,881	\$ 27,175
610800 Part Time	3,581	19,030	-	-	-
615000 Fringes	11,304	13,166	13,890	13,890	14,093
620100 Training/Conferences	49	10	2,350	2,350	2,000
630100 Office Supplies	654	1,281	3,500	3,500	3,000
631500 Books & Library Materials	51,766	49,798	74,190	74,190	74,000
640400 Consulting Services	3,999	3,600	3,600	3,600	3,600
641200 Advertising	1,885	1,015	3,000	3,000	3,000
659900 Other Contracts	16,350	13,550	-	13,659	-
Total Expense	\$ 113,801	\$ 126,820	\$ 126,411	\$ 140,070	\$ 126,868

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Books & Library Materials

Books for well-child visits	\$ 74,000
	\$ 74,000

**CITY OF APPLETON 2023 BUDGET
LIBRARY GRANTS**

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Revenues					
Other Reimbursements	\$ 150,670	\$ 158,138	\$ 112,396	\$ 112,396	\$ 126,868
Total Revenues	<u>150,670</u>	<u>158,138</u>	<u>112,396</u>	<u>112,396</u>	<u>126,868</u>
Expenses					
Program Costs	113,801	126,820	126,411	140,070	126,868
Total Expenses	<u>113,801</u>	<u>126,820</u>	<u>126,411</u>	<u>140,070</u>	<u>126,868</u>
Other Financing Sources (Uses)					
Transfer In - General Fund	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues over (under) Expenses	36,869	31,318	(14,015)	(27,674)	-
Fund Balance - Beginning	<u>59,854</u>	<u>96,723</u>	<u>128,041</u>	<u>128,041</u>	<u>100,367</u>
Fund Balance - Ending	<u>\$ 96,723</u>	<u>\$ 128,041</u>	<u>\$ 114,026</u>	<u>\$ 100,367</u>	<u>\$ 100,367</u>

CITY OF APPLETON 2023 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Library

PROJECT DESCRIPTION	
<p>Justification:</p> <p>Studies done over the past ten years have concluded that the library needs more space to accommodate large meetings, more efficient circulation practices and flexible space. Considering the findings of these studies and community input already received, rebuilding or renovating the library at its current location was determined to be the best option. The lot at 225 N. Oneida Street is currently owned and managed by the City of Appleton. Remaining at this location will simplify, or eliminate altogether, multi-party agreements and site acquisition issues, which will remove key barriers to the project and will likely yield cost savings as well. A project at the current site supports stewardship of existing investments in parking and other public infrastructure, including an opportunity to retain accessible parking on-site and to maximize use of the 1200-stall Yellow Ramp. A reconstruction or renovation of the existing site will put the library at the center of neighborhood revitalization efforts, encouraging other businesses, organizations and homeowners to move into an area ripe for reactivation.</p> <p>The planning process will employ the following principles:</p> <ul style="list-style-type: none"> • Treat APL as the focal point in an overall neighborhood revitalization effort • Create opportunities for public input and collaboration at each step of the process • Steward existing community investments wherever possible – this includes considerations into the full or partial reuse of the current building and maximizing use of the 1200-stall Yellow Ramp • Ensure the project incorporates accessible parking for those with mobility needs • Design a project that minimizes environmental impact; ideally lowering operating expenses while doing so • Deliver a cost-effective plan, maximizing taxpayer value while meeting community needs • Use as much information from previous studies, design work, and community input as possible <p>In September, the bids were approved and construction is underway. It is anticipated the project will be completed early 2024. Inflation has impacted the cost of the project significantly. It is estimated that construction inflation rose over 20%. Despite the inflationary impact, the team of SOM, Boldt and the City of Appleton worked diligently and proactively to analyze supply chains, product selection and alternates to ensure the goals of the Library construction were met.</p> <p>Discussion of operating cost impact:</p> <p>A larger facility may increase maintenance and utility expenses, but those will be at least partially offset by more efficient mechanical systems, lighting, and general building design. The net impact on operating expenses is, therefore, not presently quantifiable.</p>	

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2023	2024	2025	2026	2027	Total
PRFMD	Design	-	-	-	-	-	\$ -
	Library reconstruction / Renovation	13,542,500	-	-	-	-	\$ 13,542,500
Total - Facilities Capital Projects		<u>\$ 13,542,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,542,500</u>

COST ANALYSIS						
Estimated Cash Flows						
Components	2023	2024	2025	2026	2027	Total
Planning	-	-	-	-	-	\$ -
Construction	13,542,500	-	-	-	-	\$ 13,542,500
Other	-	-	-	-	-	\$ -
Total	<u>\$ 13,542,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,542,500</u>
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	NQ *

* N/Q = Not Quantifiable

Community Partnerships Update – December 2022

Teen Ambassador Program

The Teen Ambassador Program (TAP) engages youth ages 13-17 to learn about and inform library programs, services, and outreach. TAP meetings typically include 4-6 participants and are facilitated by the Teen Services & Engagement Librarian, Emely Villanueva, and the Teen Services Library Assistant, Kathleen Hanke. The program began in November 2021 and is offered during spring and fall semesters, as virtual sessions and at Copper Rock coffee shop. 2023 programs will be held at the library.

Teens share their input and discuss ideas, benefiting from building relationships with other young people and caring staff. TAP members discuss library news and brainstorm ideas for future programs and events. The TAP members are exploring a service project for this spring and sharing input for 2023 programs.

The program has been a bridge to additional service and employment opportunities for participating teens, including one teen speaking at a City Council meeting and two teens being hired as library staff in Materials Management.



Photo: December 2022 TAP meeting and end-of-year celebration, sponsored by Friends of Appleton Public Library



Photo: April 2022 TAP meeting