



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final Library Board

Tuesday, July 11, 2023

8:00 AM

THIS MEETING WILL BE HELD AT THE
TEMPORARY LIBRARY LOCATED AT 2411 S.
KENSINGTON DRIVE, APPLETON WI 54915

Library Board Finance Committee

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. **Action Items**

[23-0797](#) Library 2024 Operational Budget

Attachments: [Budget Memo for Board 7-5-2023.pdf](#)
[Budget Process Infographic.pdf](#)
[2024 Budget for Library Board July 5 2023.pdf](#)
[Utilities and Revenue Breakdown 2024.pdf](#)
[2024 Library.pdf](#)

7. Adjournment

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



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

TO: Members of the Appleton Public Library Board of Trustees Finance Committee
FROM: Colleen Rortvedt, Library Director
DATE: July 5, 2023
RE: 2024 Budget Proposal

The following provides context regarding the budget proposal that will be presented at the Finance Committee meeting on Tuesday, July 11 at 8 am at the temporary library:

- Our budget proposal has been developed in coordination with other city departments, ensuring alignment with citywide priorities and financial constraints.
- The budget maintains current levels, with no increases apart from those related to personnel costs and projected common costs. Any necessary increase, such as 16033.641800, will be provided to the city as a separate request as instructed. All other increases are part of common cost projections.
- Keep in mind, our budget was decreased when we moved to the temporary library in 2022. The 2024 budget that we have prepared reflects the current construction timeline, anticipating a reopening of our main library in early 2025.
- The budget doesn't yet factor in a pending internal adjustment. We plan to shift the security guard budget from administration to operations, causing no overall increase and aligning with oversight of guards.
- Due to timing of receiving updated payroll information, we have not had the time to list each business unit separately and the payroll projection is provided as a total including salary and fringes. This is reflected in the spreadsheet, but not the longer budget narrative document.

I am looking forward to discussing the budget at our meeting, but feel free to reach out in advance with any questions you have.

Library staff budget proposal



Library board budget



Executive budget



Council finance committee budget



City of Appleton adopted budget

	2023 Admin (16010)	2024 Admin (16010)	2023 Children's (16021)	2024 Children's (16021)	2023 Public Services (16023)	2024 Public Services (16023)	2023 Community Partnerships (16024)	2024 Community Partnerships (16024)	2023 Operations (16031)	2024 Operations (16031)	2023 Materials Management (16032)	2024 Materials Management (16032)	2023 Network Services (16033)	2024 Network Services (16033)	2023 TOTAL	2024 TOTAL	% CHANGE
Personnel																	
610100-610700 Salaries	447,467		385,447		469,258		372,436		138,634		546,979		115,861		2,476,082	0	-100%
610800 Part-time	5,208		31,881		88,022				17,430		70,046				212,587	0	-100%
615000 Fringes	158,542		147,917		182,844		149,720		54,828		165,118		32,264		891,233	0	-100%
Subtotal - Personnel	611,217	0	565,245	0	740,124	0	522,156	0	210,892	0	782,143	0	148,125	0	3,579,902	\$3,680,609.00	3%
Supplies and Services																	
620100 Training and Travel	4,920	4,920	4,405	4,405	2,565	2,565	4,450	4,450	830	830	3,324	3,324	2,740	2,740	23,234	23,234	0.00%
620600 Parking Permits	5,000	5,000													5,000	5,000	0.00%
630100 Supplies	3,000	3,000	2,000	2,000	3,000	3,000	2,500	2,500			24,417	24,417	600	600	35,517	35,517	0.00%
630300 Memberships	2,200	2,200													2,200	2,200	0.00%
630500 Awards and Recognition	850	850													850	850	0.00%
630600 Janitorial									7,000	7,210					7,000	7,210	3.00%
630700 Food and Provisions	1,135	1,135													1,135	1,135	0.00%
630900.2 Tools									150	150					150	150	0.00%
631500 Library Materials											475,000	475,000			475,000	475,000	0.00%
632000.2 Printing	100	100													100	100	0.00%
632300 Safety Supplies									550	550					550	550	0.00%
632700 Misc. Equipment									650	650			27,980	27,980	28,630	28,630	0.00%
640700 Recycling/Trash									1,200	5,200					1,200	5,200	333.33%
641200 Advertising	1,288	1,288													1,288	1,288	0.00%
641300.1-.8 Utilities (see breakdown)	6,598	6,598							50,000	72,600					56,598	79,198	39.93%
641600 Building Repair and Maint.									2,000	2,000					2,000	2,000	0.00%
641800 Equipment Repair and Maint									1,000	1,000			48,255	63,227	49,255	64,227	30.40%
642000 Facilities Charges									100,565	104,501					100,565	104,501	3.91%
644000 Snowplowing									50,000	50,000					50,000	50,000	0.00%
650200 Leases									150,000	150,000					150,000	150,000	0.00%
681500 Software													4,498	4,498	4,498	4,498	0.00%
659900 Other Contracts	42,400	42,400	1,000	1,000	8,524	7,624					66,893	63,692			118,817	114,716	-3.45%
Subtotal - Supplies and Services	67,491	67,491	7,405	7,405	14,089	13,189	6,950	6,950	363,945	394,691	569,634	566,433	84,073	99,045	1,113,587	1,155,204	3.74%
Total Library Expense	678,708	67,491	572,650	7,405	754,213	13,189	529,106	6,950	574,837	394,691	1,351,777	566,433	232,198	99,045	4,693,489	4,835,813	3.03%

Utilities Breakdown	2023	2024	% change
16031.641300.1 Electric	30,000	42,000	40%
16031.641300.2 Gas	20,000	24,000	20%
16031.641300.3 Water	-		#DIV/0!
16031.641300.4 Sewer	-		#DIV/0!
16031.641300.6 Storm water	-		#DIV/0!
16010.641300.7 Telephone	5,298	5,298	0%
16010.641300.8 Cellphone	1,300	1,300	0%
Total - Utilities	56,598	72,598	28%

Revenue	2023	2024	% change
16010.423200 Library Grants and Aids (County Reimbursement)	1,064,805	1,166,028	10%
16023.503500 Reader/Printer (Public Services as of 2017)	100	100	0%
16032.503500 Other Reimbursements (L&P)	15,000	5,000	-67%
16033.503500 Internet Printing (Network Services)	15,500	15,500	0%
Total - Revenues	1,095,405	1,186,628	8%

CITY OF APPLETON 2024 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Assistant Library Director: Tasha M. Saecker

CITY OF APPLETON 2024 BUDGET LIBRARY

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2023 EVENTS

Maintain high quality library services

Continued to provide service at the temporary library, began experimenting with programming at that site. Leveraged relationships with community partners for programming throughout community. Continue to receive positive community feedback regarding temporary library as well as interest in returning downtown quickly.

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 receipt of two grants funding limited term part-time employees from Libraries in Bloom and the Library Services and Technology Act grant-funded projects are made possible in part by the Institute of Museum and Library Services

These initiatives will allow us to encourage individuals, specifically young people, to consider a career in libraries as well as to further our understanding of audiences that are impacted by the projects that are developed.

- Friends of the APL provided \$42,500 in grants

- New North in partnership with The Business Council (TBC) and The Ethnic & Diverse Business Coalition (EDBC)

-Appleton Rotary Foundation Helen Thom Roemer Fund within the Community Foundation of the Fox Valley - Librarians engaged in initiatives at the State level, including the City Library Collective, System and Resource Library Administrators Association of Wisconsin, Wisconsin Library Services (WiLS), Wisconsin Leadership Development Institute, DPI Data Team, Wisconsin State Genealogical Society, Reach Out and Read Wisconsin Executive Committee

- Completion of Wisconsin Humanities Community Powered grant, a project designed to harness stories, histories and the strength of communities to build community resilience.

Continue to explore facility needs and options

In 2023, staff worked with architects and construction manager on completing redesign of the renovated library with resulting design coming in budget and beginning construction on the new library.

Continue cooperation with schools and other community organizations

- Fox Cities Reads program, "Bird Box" by Josh Malerman, offered a high interest, popular title in a genre never covered before in the Fox Cities Reads, horror. The discussions focused on deeper issues of fear and resilience.

- 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 committees

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

Utilize volunteers more effectively

In 2023 volunteerism at the temporary library continues with volunteers providing services in the areas of: greeting, technology 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 with JJ's Laundromat's Read Play Learn space, where a volunteer assists at librarian-led story times and a library card sign up event, passive literacy activities and replenishes the books.

Continuously work to improve website and online service delivery

- Expanded access to digital content, increasing titles and services offered

- Offered programming in-person at remote sites, the temporary library and online via video conferencing

- Implemented new app

- **e-circulation increased 9% from previous year (Q1) including e-books, audiobooks, videos, comics, magazines, music and games.**

***due to timing, to be updated prior to publishing the Executive Budget.**

CITY OF APPLETON 2024 BUDGET LIBRARY

MAJOR 2024 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	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 1,241,646	\$ 1,195,930	\$ 1,110,405	\$ 1,170,676	\$ 1,186,628	6.86%
Program Expenses							
16010	Administration	744,086	817,121	678,708	695,488		
16021	Children's Services	552,126	559,829	572,650	587,692		
16023	Public Services	680,716	659,767	754,213	758,213		
16024	Community Partnerships	526,658	562,575	529,106	544,406		
16031	Building Operations	380,755	764,788	574,837	574,837		
16032	Materials Management	1,439,720	1,337,667	1,351,777	1,375,984		
16033	Network Services	236,393	323,925	232,198	234,198		
TOTAL		\$ 4,560,454	\$ 5,025,672	\$ 4,693,489	\$ 4,770,818		
Expenses Comprised Of:							
Personnel		3,288,863	3,406,823	3,579,902	3,585,902		
Training & Travel		33,568	37,011	28,234	32,734		
Supplies & Materials		707,838	614,087	551,132	594,705		
Purchased Services		518,651	961,064	529,723	552,979		
Capital Outlay		11,534	6,687	4,498	4,498		
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 2024 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 quality library services for the public at Kensington, while developing long term strategies for service when the new library is completed.

Complete renovated 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, advance equity and inclusion for library policies, collections, programs & 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. 2024 is the final year of the transition plan.

Throughout 2024, 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.

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. In addition, the contracted security guard expenses in Other Contracts have been moved to the Operations budget.

CITY OF APPLETON 2024 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
423200 Library Grants & Aids	\$ 1,091,736	\$ 1,063,001	\$ 1,064,805	\$ 1,064,805	\$ 1,166,028
480100 Charges for Services	3,980	742	-	-	-
501500 Rental of City Property	30,000	6,467	-	-	-
502000 Donations & Memorials	1,279	155	-	-	-
503500 Other Reimbursements	68,946	53,399	15,000	53,780	-
Total Revenue	<u>\$ 1,195,941</u>	<u>\$ 1,123,764</u>	<u>\$ 1,079,805</u>	<u>\$ 1,118,585</u>	<u>\$ 1,166,028</u>
Expenses					
610100 Regular Salaries	\$ 458,195	\$ 470,756	\$ 447,467	\$ 447,467	\$ -
610400 Call Time Wages	600	200	-	-	-
610500 Overtime Wages	-	-	-	-	-
610800 Part-Time Wages	6,724	8,578	5,208	5,208	-
615000 Fringes	164,126	183,849	158,542	158,542	-
620100 Training/Conferences	2,355	10,029	4,920	9,420	4,920
620600 Parking Permits	23,109	8,886	5,000	5,000	5,000
630100 Office Supplies	3,777	2,702	3,000	3,280	3,000
630300 Memberships & Licenses	2,202	3,053	2,200	2,200	2,200
630500 Awards & Recognition	1,073	819	850	1,850	850
630700 Food & Provisions	610	3,820	1,135	1,935	1,135
632001 City Copy Charges	-	-	100	100	100
632002 Outside Printing	2,463	1,132	-	1,200	-
641200 Advertising	6,330	7,040	1,288	9,288	1,288
641307 Telephone	3,407	4,630	5,298	5,298	5,298
641308 Cellular Phones	1,232	1,387	1,300	1,300	1,300
659900 Other Contracts/Obligation	67,883	110,240	42,400	43,400	42,400
Total Expense	<u>\$ 744,086</u>	<u>\$ 817,121</u>	<u>\$ 678,708</u>	<u>\$ 695,488</u>	<u>\$ 67,491</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

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

CITY OF APPLETON 2024 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 2024, 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 2024 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503500 Other Reimbursements	2,732	4,656	-	140	-
Total Revenue	\$ 2,732	\$ 4,656	\$ -	\$ 140	\$ -
Expenses					
610100 Regular Salaries	\$ 388,268	\$ 356,975	\$ 385,447	\$ 385,447	\$ -
610800 Part-Time Wages	3,307	39,073	31,881	31,881	-
615000 Fringes	134,961	142,668	147,917	147,917	-
620100 Training/Conferences	3,759	5,540	4,405	4,405	4,405
630100 Office Supplies	7,101	12,634	2,000	9,307	2,000
630300 Memberships & Licenses	-	164	-	-	-
630700 Food & Provisions	270	64	-	3,779	-
659900 Other Contracts/Obligation	14,460	2,711	1,000	4,956	1,000
Total Expense	\$ 552,126	\$ 559,829	\$ 572,650	\$ 587,692	\$ 7,405

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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 72,000 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 2024, 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 2024 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503500 Other Reimbursements	\$ 28	\$ 9,386	\$ 100	\$ 100	\$ 100
Total Revenue	<u>\$ 28</u>	<u>\$ 9,386</u>	<u>\$ 100</u>	<u>\$ 100</u>	<u>\$ 100</u>
Expenses					
610100 Regular Salaries	\$ 439,164	\$ 428,860	\$ 469,258	\$ 469,258	\$ -
610500 Overtime Wages	-	-	-	-	-
610800 Part-Time Wages	84,680	61,461	88,022	88,022	-
615000 Fringes	154,298	167,103	182,844	182,844	-
620100 Training/Conferences	391	838	2,565	2,565	2,565
630100 Office Supplies	2,183	1,505	3,000	3,000	3,000
659900 Other Contracts/Obligation	-	-	8,524	12,524	7,624
Total Expense	<u>\$ 680,716</u>	<u>\$ 659,767</u>	<u>\$ 754,213</u>	<u>\$ 758,213</u>	<u>\$ 13,189</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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 2024, 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 2024 BUDGET

LIBRARY

Community Partnerships

Business Unit 16024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503500 Other Reimbursements	\$ 2,125	\$ 8,482	\$ -	\$ 300	\$ -
Total Revenue	<u>\$ 2,125</u>	<u>\$ 8,482</u>	<u>\$ -</u>	<u>\$ 300</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 350,702	\$ 356,173	\$ 372,436	\$ 372,436	\$ -
610800 Part-Time Wages	18,621	17,980	-	6,000	-
615000 Fringes	141,221	155,952	149,720	149,720	-
620100 Training/Conferences	2,910	8,226	4,450	4,450	4,450
620600 Parking Permits	5	-	-	-	-
630100 Office Supplies	3,462	14,281	2,500	5,500	2,500
630300 Memberships & Licenses	-	-	-	-	-
659900 Other Contracts/Obligation	9,737	9,963	-	6,300	-
Total Expense	<u>\$ 526,658</u>	<u>\$ 562,575</u>	<u>\$ 529,106</u>	<u>\$ 544,406</u>	<u>\$ 6,950</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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:

Throughout 2024, 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.

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. In addition, the contracted security guard expenses in Other Contracts have been moved to the Operations budget.

CITY OF APPLETON 2024 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
500100 Fees & Commissions	\$ 143	\$ 358	\$ -	\$ -	\$ -
503500 Other Reimbursements	6	-	-	-	-
Total Revenue	<u>\$ 149</u>	<u>\$ 358</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 77,563	\$ 77,999	\$ 138,634	\$ 138,634	\$ -
610500 Overtime Wages	-	11	-	-	-
610800 Part-Time Wages	6,867	12,460	17,430	17,430	-
615000 Fringes	25,969	28,152	54,828	54,828	-
620100 Training/Conferences	-	120	830	830	830
630100 Office Supplies	-	36	-	-	-
630600 Building Maint./Janitorial	7,907	9,931	7,000	7,000	7,210
630902 Tools & Instruments	82	-	150	150	150
632101 Uniforms	-	-	-	-	-
632300 Safety Supplies	245	230	550	550	550
632700 Miscellaneous Equipment	1,325	-	650	650	650
640700 Solid Waste/Recycling	3,897	6,246	1,200	1,200	5,200
641300 Utilities	122,878	161,447	50,000	50,000	72,600
641600 Building Repairs & Maint.	15	512	2,000	2,000	2,000
641800 Equipment Repairs & Maint.	-	445	1,000	1,000	1,000
642000 Facilities Charges	134,007	157,199	100,565	100,565	104,501
644000 Snow Removal Services	-	-	50,000	50,000	50,000
650200 Leases	-	310,000	150,000	150,000	150,000
659900 Other Contracts/Obligation	-	-	-	-	-
Total Expense	<u>\$ 380,755</u>	<u>\$ 764,788</u>	<u>\$ 574,837</u>	<u>\$ 574,837</u>	<u>\$ 394,691</u>

DETAILED SUMMARY OF 2024 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 2024 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 2024, 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. 2024 is the final year of this plan.

CITY OF APPLETON 2024 BUDGET

LIBRARY

Materials Management

Business Unit 16032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503500 Other Reimbursements	\$ 35,242	\$ 36,314	\$ 15,000	\$ 36,051	\$ 5,000
Total Revenue	\$ 35,242	\$ 36,314	\$ 15,000	\$ 36,051	\$ 5,000
Expenses					
610100 Regular Salaries	\$ 512,901	\$ 516,147	\$ 546,979	\$ 546,979	\$ -
610800 Part-Time Wages	70,389	69,856	70,046	70,046	-
615000 Fringes	149,888	163,268	165,118	165,118	-
620100 Training/Conferences	1,003	3,252	3,324	3,324	3,324
630100 Office Supplies	18,157	22,619	24,417	24,468	24,417
631500 Books & Library Materials	623,739	498,418	475,000	499,156	475,000
659900 Other Contracts/Obligation	63,643	64,107	66,893	66,893	63,692
Total Expense	\$ 1,439,720	\$ 1,337,667	\$ 1,351,777	\$ 1,375,984	\$ 566,433

DETAILED SUMMARY OF 2024 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	\$ 59,192
			Collection agency	4,500
				<u>\$ 63,692</u>

CITY OF APPLETON 2024 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 2024, 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 2024 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503500 Other Reimbursements	\$ 5,429	\$ 12,970	\$ 15,500	\$ 15,500	\$ 15,500
Total Revenue	<u>\$ 5,429</u>	<u>\$ 12,970</u>	<u>\$ 15,500</u>	<u>\$ 15,500</u>	<u>\$ 15,500</u>
Expenses					
610100 Regular Salaries	\$ 81,178	\$ 111,505	\$ 115,861	\$ 115,861	\$ -
610500 Overtime	-	258	-	-	-
615000 Fringes	19,238	37,539	32,264	32,264	-
620100 Training/Conferences	36	120	2,740	2,740	2,740
630100 Office Supplies	676	719	600	600	600
632700 Miscellaneous Equipment	32,568	41,960	27,980	29,980	27,980
641800 Equipment Repairs & Maint.	77,859	85,954	48,255	48,255	63,227
659900 Other Contracts/Obligation	13,304	39,183	-	-	-
681500 Software Acquisition	11,534	6,687	4,498	4,498	4,498
Total Expense	<u>\$ 236,393</u>	<u>\$ 323,925</u>	<u>\$ 232,198</u>	<u>\$ 234,198</u>	<u>\$ 99,045</u>

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

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Computer replacements	\$ 15,000
Network hardware, wiring, etc.	12,980
	<u>\$ 27,980</u>

Equipment Repairs and Maintenance

Photocopier lease & maintenance	\$ 12,123
Automated material handling equipment	2,000
Self checks and RFID pad contract	13,035
Software license and maintenance fees	24,910
Other equipment repairs and maintenance	11,159
	<u>\$ 63,227</u>