



City of Appleton

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

Meeting Agenda - Final Library Board

Thursday, July 25, 2024

5:00 PM

Council Chambers, 6th Floor

Library Board Finance Committee

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership

4. Action Items

[24-0922](#) Library 2025 Operational Budget

Attachments: [Budget Memo Trustees 7-17-2024.pdf](#)

[Library Board Working Document.pdf](#)

[Library 2025 Narrative all pages.pdf](#)

[24-0963](#) Library Special Revenue Funds

Attachments: [Library Grants 278.pdf](#)

5. Adjournment

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



CITY OF APPLETON

Appleton Public Library
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Appleton, WI 54915
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To: Library Board Finance Committee, Library Board of Trustees
From: Colleen Rortvedt, Library Director
Date: July 17, 2024
Subject: 2025 Budget Proposal

As we prepare for the 2025 budget, I want to share a brief refresher about the budget adoption process as well as context for the budget proposal that will be presented to the library board finance committee on Thursday, July 25.

THE BUDGET DEVELOPMENT PROCESS: Library staff develop the library's budget proposal in coordination with other city departments to ensure alignment with citywide priorities and financial constraints.

The library is unique in that our budget is required to be the library board of trustees' budget prior to being submitted to the city; therefore, the library is the only department whose budget proposal becomes a public document prior to the release of the executive budget the first Wednesday in October. Ultimately, the common council approves the final amount budgeted for the city, including the library, so if any changes occur, library staff and trustees may need to make budget or operational changes to ensure that the library's operations can be accomplished with the resources allocated.

CONSIDERATIONS IN THE 2025 BUDGET: The library's budget was decreased when we moved to the temporary library in 2022, and this reduction has been noted in every budget since that time. As we plan for the reopening of the new library in early 2025, we have proposed restored funding for supplies and services areas that were reduced: materials, supplies, and equipment repair and maintenance to the levels they were at prior to scaling down services.

Please note an increase in Facilities Department charges, which restores contracted cleaning services and anticipates full Facilities Department service now that the library facility is no longer in a rental property managed by a landlord/property manager.

In addition, a significant change like opening a new library is obviously an opportunity to reflect on changes to staff roles and responsibilities. We have been proactive in identifying priorities that allow us to anticipate needs while incorporating flexibility and quality of service. The following additions are not included in the budget document but have been submitted by staff for consideration to be included in the 2025 budget.

Increasing volunteerism, transitioning our security approach to a method that will provide consistent personnel and provide us with the skills and customer service approach that match the library's values, leveraging a half-time clerk vacancy to develop a full-time library assistant flex role that will be able to work in adult and children's areas in response to needs, and lastly, a minor increase in operations clerks' sub staff hours to ensure coverage with library operating hours in response to meeting room setup needs and day-to-day cleaning.

There are two new revenues included in the library's 2025 budget: intergovernmental revenue for billing Winnebago County per Act 420 (\$107,484) and rental of city property for revenue generated by renting the library's meeting rooms (\$15,000). The rental revenue was not incorporated into the budget documents you are receiving so I request that you approve the budget with the amended addition of the (\$15,000) meeting room rental revenue.

This budget is aimed at ensuring a smooth transition and optimizing our services to meet the evolving needs of our community.

I want to thank the library staff, especially Tasha Saecker and Missy Sawicki, and all the supervisors, for their efforts in preparing this budget proposal. The past few years have been especially interesting given first the twists and turns of the pandemic, and then our building project and temporary library operations.

We look forward to future years after we have time in our new library under our belts and have a more consistent history to use in developing the library's budget. In the meantime, I encourage open discussion and feedback on these priorities as we work together to ensure our new library is fully equipped to serve our community effectively.

	2024 Admin (16010)	2025 Admin (16010)	2024 Children's (16021)	2025 Children's (16021)	2024 Public Services (16023)	2025 Public Services (16023)	2024 Community Partnerships (16024)	2025 Community Partnerships (16024)	2024 Operations (16031)	2025 Operations (16031)	2024 Materials Management (16032)	2025 Materials Management (16032)	2024 Network Services (16033)	2025 Network Services (16033)	2024 TOTAL	2025 TOTAL
Personnel																
610100-610700 Salaries	439,157	452,333	391,792	382,448	498,737	517,828	385,346	401,201	135,824	145,670	524,242	518,572	116,975	120,484	2,492,073	2,538,536
610800 Part-time	11,913	12,271	34,250	35,278	103,645	105,727			22,218	22,554	73,642	80,178			245,668	256,008
615000 Fringes	159,455	166,635	142,467	151,817	173,515	190,394	156,853	140,760	57,585	60,370	153,183	123,519	46,390	48,030	889,448	881,525
Subtotal - Personnel	610,525	631,239	568,509	569,543	775,897	813,949	542,199	541,961	215,627	228,594	751,067	722,269	163,365	168,514	3,627,189	3,676,069
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
620600 Parking Permits	5,000	24,480													5,000	24,480
630100 Supplies	3,000	3,000	2,000	3,000	3,000	3,000	2,500	2,500			24,417	35,000	600	600	35,517	47,100
630300 Memberships	2,200	2,200													2,200	2,200
630500 Awards and Recognition	850	850													850	850
630600 Janitorial									7,210	11,417					7,210	11,417
630700 Food and Provisions	1,135	1,135													1,135	1,135
630900.2 Tools									150	150					150	150
631500 Library Materials											475,000	597,644			475,000	597,644
632000.2 Printing		1,288													0	1,288
632300 Safety Supplies									550	550					550	550
632700 Misc. Equipment									650	1,000			29,980	67,630	30,630	68,630
640700 Recycling/Trash									5,200	5,611					5,200	5,611
641200 Advertising	1,288														1,288	0
641300.1-.8 Utilities (see breakdown)	6,598	6,954							66,000	102,345					72,598	109,299
641600 Building Repair and Maint.									2,000	500					2,000	500
641800 Equipment Repair and Maint													63,227		63,227	0
642000 Facilities Charges									97,551	305,391					97,551	305,391
644000 Snowplowing									50,000						50,000	0
650200 Leases									150,000						150,000	0
681500 Software													4,498		4,498	0
659900 Other Contracts	640	1,000	1,000	2,000	7,624	7,948		3,000	43,262	88,750	63,692	66,356		98,078	116,218	267,132
Subtotal - Supplies and Services	25,631	45,827	7,405	9,405	13,189	13,513	6,950	9,950	423,403	516,544	566,433	702,324	101,045	169,048	1,144,056	1,466,611
Total Library Expense	636,156	677,066	575,914	578,948	789,086	827,462	549,149	551,911	639,030	745,138	1,317,500	1,424,593	264,410	337,562	4,771,245	5,142,680

CITY OF APPLETON 2025 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Assistant Library Director: Tasha M. Saecker

CITY OF APPLETON 2025 BUDGET LIBRARY

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2024 EVENTS

Maintain high quality library services

Relocated temporary library to 3000 E. College Avenue and continued experimenting with programming and services. Leveraged relationships with community partners for programming throughout community.

Summer Reading Program

Offered for all ages utilizing online and in-person options; **Participation numbers will be updated in late August.**

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

New self-checkout machines were selected to replace the outdated ones with unsupported operating systems.

A new meeting room booking system was selected to prepare for new meeting room needs in new library.

Developed an agreement with area libraries to begin billing Winnebago County per Act 420 in 2025 for residents of Winnebago County that live in un-librariated communities that use APL.

Worked with a Federal e-rate consultant to receive discounts on qualified technology installed in new building.

Grants include:

- Friends of the APL provided \$96,000 in grants supporting programs and services including providing a summer teen internship. The goal is to encourage 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 during internships. Friends grants also funded a branding update in advance of the move to the new library and to be in alignment with city branding.
- Appleton Rotary Foundation Helen Thom Roemer Fund within the Community Foundation of the Fox Valley Librarians provided a grant to continue providing storytimes with ASL interpreters.
- Engaged in initiatives at the State level, including the City Library Collective, System and Resource Library Administrators Association of Wisconsin, Wisconsin Library Services (WILS), Department of Public Instruction (DPI) Data Team, Wisconsin State Genealogical Society, and Reach Out and Read's Wisconsin Executive Committee.

Continue to explore facility needs and options

In 2024 the library worked closely with the Facilities Department, Boldt and SOM to complete the construction of the library. Reopening is scheduled for the first quarter of 2025.

Continue cooperation with schools and other community organizations

- The Fox Cities Reads received a National Endowment for the Arts Big Read grant of \$20,000. The selection, Infinite Country, by Patricia Engel was used as the basis for book discussions, community events, and dialog. The Fox Cities Book Festival was offered featuring two authors of high-interest fiction: J. Ryan Stradal and Brendan Slocumb.
- Collaborated with numerous educational institutions, businesses, non-profits, and civic groups. Collaborations include the Appleton Historical Society, Building for Kids, Atlas Science Center, Fox Valley Literacy, Fox Valley Symphony, and Boys & Girls Club.
- The library wrapped up its role as the coordinator of the Reach Out and Read - Fox Cities program and transitioned it to Reach Out and Read - Wisconsin ending its partnership with the United Way Fox Cities for this initiative.

Utilize volunteers more effectively

In 2024, volunteerism at the temporary library continued providing services in the areas of: greeting, technology help, delivering materials to homebound patrons, shelving and straightening, assistance with children's programs in the community and some clerical local history projects.

Continuously work to improve website and online service delivery

- Implemented new mobile app.
- Offered select programming online including the very popular Find Your Ancestors series.
- E-circulation increased 25% from previous year (Q1), including e-books, audiobooks, videos, comics, magazines, music and games.

CITY OF APPLETON 2025 BUDGET LIBRARY

MAJOR 2025 OBJECTIVES

Apply the 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. Move back to new library. Provide training and orientation necessary for staff to provide high-quality service in the new library.

Provide library service that is responsive to community needs during construction and implement new processes, procedures and systems for the new library.

Support the completion of the capital campaign and celebrate this extraordinary community achievement.

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 and circulation services to the community in nontraditional locations; and collaborate with schools and community organizations to provide options for different levels of engagement.

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 restores some budget lines to their levels before our temporary relocation and reduced operations.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	Change *
Program Revenues		\$ 1,195,930	\$ 1,190,652	\$ 1,186,628	\$ 1,186,628	\$ 1,283,646	8.18%
Program Expenses							
16010	Administration	817,121	691,995	636,156	639,751	677,066	6.43%
16021	Children's Services	559,829	576,489	575,914	584,237	578,948	0.53%
16023	Public Services	659,767	704,838	789,086	793,086	827,462	4.86%
16024	Community Partnerships	562,575	548,111	549,149	572,712	551,911	0.50%
16031	Building Operations	764,788	636,792	640,030	640,030	745,138	16.42%
16032	Materials Management	1,337,667	1,279,895	1,317,500	1,319,840	1,424,593	8.13%
16033	Network Services	323,925	253,736	260,670	262,670	337,562	29.50%
TOTAL		\$ 5,025,672	\$ 4,691,856	\$ 4,768,505	\$ 4,812,326	\$ 5,142,680	7.85%
Expenses Comprised Of:							
Personnel		3,406,823	3,439,465	3,627,189	3,633,877	3,676,069	1.35%
Training & Travel		37,011	21,399	26,494	27,194	47,714	80.09%
Supplies & Materials		614,087	573,978	552,530	569,062	730,964	32.29%
Purchased Services		961,064	634,737	557,794	577,695	687,933	23.33%
Capital Outlay		6,687	22,277	4,498	4,498	-	-100.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		45.00	45.00	45.00	45.00	45.00	

CITY OF APPLETON 2025 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 the completed library, with an emphasis on continuous improvement and innovation in service delivery.

Refine and maintain the new library's infrastructure and facilities. Provide a safe and welcoming environment.

Foster strong public and private partnerships to sustain ongoing support and collaboration for the library's initiatives.

Be responsible stewards of grant funds and provide appropriate recognition for donors.

Review library policies, collections, programs, and services to address new and emerging needs.

Leverage volunteers in support of helping the community adapt to the new library services and spaces.

Ensure staff have the resources, planning, and training necessary to provide high-quality services and adapt to changes in the library environment.

Major changes in Revenue, Expenditures, or Programs:

The library will begin billing Winnebago County in 2025 for reimbursement for the use of the library by patrons who live in un-librariated communities in accordance with Wisconsin Act 420. The library already bills Outagamie, Calumet, and Brown County.

Parking Permits (620600) has been restored to its level before our temporary relocation and reduced operations.

CITY OF APPLETON 2025 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
423200 Library Grants & Aids	\$ 1,063,001	\$ 1,064,805	\$ 1,166,028	\$ 1,166,028	\$ 1,268,046
480100 Charges for Services	742	788	-	-	-
501500 Rental of City Property	6,467	-	-	-	-
502000 Donations & Memorials	155	325	-	-	-
503500 Other Reimbursements	53,399	46,000	-	-	-
Total Revenue	<u>\$ 1,123,764</u>	<u>\$ 1,111,918</u>	<u>\$ 1,166,028</u>	<u>\$ 1,166,028</u>	<u>\$ 1,268,046</u>
Expenses					
610100 Regular Salaries	\$ 470,756	\$ 469,430	\$ 439,157	\$ 439,157	\$ 452,333
610400 Call Time Wages	200	225	-	-	-
610800 Part-Time Wages	8,578	11,730	11,913	11,913	12,271
615000 Fringes	183,849	169,111	159,455	159,455	166,635
620100 Training/Conferences	10,029	5,477	4,920	5,620	4,920
620600 Parking Permits	8,886	1,853	5,000	5,000	24,480
630100 Office Supplies	2,702	1,664	3,000	3,000	3,000
630300 Memberships & Licenses	3,053	1,566	2,200	2,200	2,200
630500 Awards & Recognition	819	3,690	850	850	850
630700 Food & Provisions	3,820	3,689	1,135	1,135	1,135
632001 City Copy Charges	-	-	-	-	-
632002 Outside Printing	1,132	418	-	2,488	1,288
641200 Advertising	7,040	9,385	1,288	1,695	-
641307 Telephone	4,630	6,703	5,298	5,298	5,654
641308 Cellular Phones	1,387	1,083	1,300	1,300	1,300
641800 Equip Repairs & Maint	-	399	-	-	-
659900 Other Contracts/Obligation	110,240	5,572	640	640	1,000
Total Expense	<u>\$ 817,121</u>	<u>\$ 691,995</u>	<u>\$ 636,156</u>	<u>\$ 639,751</u>	<u>\$ 677,066</u>

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2025 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. Coordinate programming with community organizations to bring ELL book clubs, literacy classes, and other cultural celebrations to targeted families.

Major changes in Revenue, Expenditures, or Programs:

In 2025, the new library will be open to the public. Supervisors and staff in this section will be implementing changes to most of their work, including new spaces, software, equipment, policies, and practices. This will be done with a focus on how best to serve our community into the future.

The library will no longer be the umbrella organization supporting Reach Out and Read - Fox Cities. This program has transitioned to Reach Out and Read Wisconsin. This will also be reflected in the Library Grants Special Revenue Fund (2550)

CITY OF APPLETON 2025 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
503500 Other Reimbursements	4,656	3,080	-	-	-
Total Revenue	<u>\$ 4,656</u>	<u>\$ 3,080</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 356,975	\$ 385,798	\$ 391,792	\$ 391,792	\$ 382,448
610800 Part-Time Wages	39,073	33,244	34,250	34,250	35,278
615000 Fringes	142,668	136,814	142,467	142,467	151,817
620100 Training/Conferences	5,540	4,751	4,405	4,405	4,405
630100 Office Supplies	12,634	9,032	2,000	7,712	3,000
630300 Memberships & Licenses	164	-	-	-	-
630700 Food & Provisions	64	419	-	-	-
659900 Other Contracts/Obligation	2,711	6,431	1,000	3,611	2,000
Total Expense	<u>\$ 559,829</u>	<u>\$ 576,489</u>	<u>\$ 575,914</u>	<u>\$ 584,237</u>	<u>\$ 578,948</u>

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2025 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 57,000 users.

Process holds in conjunction with the Materials Management section (approx. 145,000 items).

Send out overdue, billing and reserve notices, and 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:

In 2025, the new library will open to the public. Supervisors and staff in this section will be implementing changes to most of their work, including new spaces, software, equipment, policies, and practices. This will be done with a focus on how best to serve our community into the future.

CITY OF APPLETON 2025 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
503500 Other Reimbursements	\$ 9,386	\$ 23	\$ 100	\$ 100	\$ 100
Total Revenue	<u>\$ 9,386</u>	<u>\$ 23</u>	<u>\$ 100</u>	<u>\$ 100</u>	<u>\$ 100</u>
Expenses					
610100 Regular Salaries	\$ 428,860	\$ 462,941	\$ 498,737	\$ 498,737	\$ 517,828
610800 Part-Time Wages	61,461	59,876	103,645	103,645	105,727
615000 Fringes	167,103	170,921	173,515	173,515	190,394
620100 Training/Conferences	838	551	2,565	2,565	2,565
630100 Office Supplies	1,505	2,925	3,000	3,000	3,000
659900 Other Contracts/Obligation	-	7,624	7,624	11,624	7,948
Total Expense	<u>\$ 659,767</u>	<u>\$ 704,838</u>	<u>\$ 789,086</u>	<u>\$ 793,086</u>	<u>\$ 827,462</u>

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2025 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:

In 2025, the new library will open to the public. Supervisors and staff in this section will be implementing changes to most of their work, including new spaces, software, equipment, policies, and practices. This will be done with a focus on how best to serve our community into the future.

The poet laureate program was previously included in the Mayor's Citizen Engagement budget for 2024 (10520.659900). In 2025, it will be located in the Library's Community Partnership's budget(16024.659900). No changes have been made to the funding amount.

CITY OF APPLETON 2025 BUDGET

LIBRARY

Community Partnerships

Business Unit 16024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
503500 Other Reimbursements	\$ 8,482	\$ 32,454	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 8,482</u>	<u>\$ 32,454</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 356,173	\$ 361,298	\$ 385,346	\$ 385,346	\$ 401,201
610800 Part-Time Wages	17,980	18,560	-	6,688	-
615000 Fringes	155,952	141,130	156,853	156,853	140,760
620100 Training/Conferences	8,226	4,905	4,450	4,450	4,450
620600 Parking Permits	-	-	-	-	-
630100 Office Supplies	14,281	3,413	2,500	7,780	2,500
659900 Other Contracts/Obligation	9,963	18,805	-	11,595	3,000
Total Expense	<u>\$ 562,575</u>	<u>\$ 548,111</u>	<u>\$ 549,149</u>	<u>\$ 572,712</u>	<u>\$ 551,911</u>

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2025 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 timely, accurate and customer-focused meeting room set up and service.

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 Facilities Management Department by performing cleaning, basic facility and equipment maintenance, and reporting building needs or concerns to management.

Provide continued assistance to the Library staff and community.

Major changes in Revenue, Expenditures, or Programs:

In 2025, the new library will open to the public. Supervisors and staff in this section will be implementing changes to most of their work, including new spaces, software, equipment, policies, and practices. This will be done with a focus on how best to serve our community into the future.

Upon terminating the temporary library lease, there will no longer be snowplowing and rent expenses.

Facilities will resume previous level of facility oversight and services in 2025 prior to operating in a rented location.

Building Maint./Janitorial (630600) has been restored to its level before our temporary relocation and reduced operations.

Utilities lines are based on estimates. Increases will be anticipated based on a larger space, while others will be reduced or eliminated. Gas is eliminated due to geothermal.

CITY OF APPLETON 2025 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
500100 Fees & Commissions	\$ 358	\$ -	\$ -	\$ -	\$ -
503500 Other Reimbursements	-	-	-	-	-
Total Revenue	<u>\$ 358</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 77,999	\$ 102,407	\$ 135,824	\$ 135,824	\$ 145,670
610500 Overtime Wages	11	1,328	-	-	-
610800 Part-Time Wages	12,460	14,121	22,218	22,218	22,554
615000 Fringes	28,152	38,959	57,585	57,585	60,370
620100 Training/Conferences	120	-	830	830	830
630100 Office Supplies	36	42	-	-	-
630600 Building Maint./Janitorial	9,931	8,519	7,210	7,210	11,417
630902 Tools & Instruments	-	70	150	150	150
632101 Uniforms	-	161	-	-	-
632300 Safety Supplies	230	(132)	550	550	550
632700 Miscellaneous Equipment	-	-	650	650	1,000
640700 Solid Waste/Recycling	6,246	5,188	5,200	5,200	5,611
641300 Utilities	161,447	115,373	66,000	66,000	102,345
641600 Building Repairs & Maint.	512	-	2,000	2,000	500
641800 Equipment Repairs & Maint.	445	-	1,000	1,000	-
642000 Facilities Charges	157,199	46,166	97,551	97,551	305,391
644000 Snow Removal Services	-	72,193	50,000	50,000	-
650200 Leases	310,000	179,816	150,000	150,000	-
659900 Other Contracts/Obligation	-	52,581	43,262	43,262	88,750
Total Expense	<u>\$ 764,788</u>	<u>\$ 636,792</u>	<u>\$ 640,030</u>	<u>\$ 640,030</u>	<u>\$ 745,138</u>

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligation

Security guard	\$ 88,750
	<u>\$ 88,750</u>

CITY OF APPLETON 2025 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:

Create entries and database records for approximately 25,000 new titles in the online catalog. Process 27,500 items annually, including labels, RFID tags and jacket protectors. 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 100,000 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:

In 2025, the new library will open to the public. Supervisors and staff in this section will be implementing changes to most of their work, including new spaces, software, equipment, policies, and practices. This will be done with a focus on how best to serve our community into the future.

The Office Supplies (630100) and Library Books and Materials budget (631500) has been restored to their levels before our temporary relocation and reduced operations.

CITY OF APPLETON 2025 BUDGET

LIBRARY

Materials Management

Business Unit 16032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
503500 Other Reimbursements	\$ 36,314	\$ 33,749	\$ 5,000	\$ 5,000	\$ -
Total Revenue	<u>\$ 36,314</u>	<u>\$ 33,749</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 516,147	\$ 497,536	\$ 524,242	\$ 524,242	\$ 518,572
610800 Part-Time Wages	69,856	81,230	73,642	73,642	80,178
615000 Fringes	163,268	120,918	153,183	153,183	123,519
620100 Training/Conferences	3,252	3,742	3,324	3,324	3,324
630100 Office Supplies	22,619	21,151	24,417	24,417	35,000
631500 Books & Library Materials	498,418	489,421	475,000	477,340	597,644
641200 Advertising	-	155	-	-	-
659900 Other Contracts/Obligation	64,107	65,742	63,692	63,692	66,356
Total Expense	<u>\$ 1,337,667</u>	<u>\$ 1,279,895</u>	<u>\$ 1,317,500</u>	<u>\$ 1,319,840</u>	<u>\$ 1,424,593</u>

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

Office Supplies

General office supplies	\$ 4,000
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	21,000
RFID supplies	10,000
	<u>\$ 35,000</u>

Books & Library Materials

Children's materials	\$ 144,000
Adult materials	413,644
Digital content consortia	40,000
	<u>\$ 597,644</u>

Other Contracts/Obligations

OWLSnet contract	\$ 62,356
Collection agency	4,000
	<u>\$ 66,356</u>

**CITY OF APPLETON 2025 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 and access control systems.

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:

In 2025, the new library will open to the public. Supervisors and staff in this section will be implementing changes to most of their work, including new spaces, software, equipment, policies, and practices. This will be done with a focus on how best to serve our community into the future.

Based on the object definitions provided, expenditures for software monthly and annual subscriptions will be moved from the Equipment Repairs and Maintenance object line to the Other Contracts/Obligations object line.

The Miscellaneous Equipment budget (632700) has been restored to its level before our temporary relocation and reduced operations.

CITY OF APPLETON 2025 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
Revenues					
503500 Other Reimbursements	\$ 12,970	\$ 9,428	\$ 15,500	\$ 15,500	\$ 15,500
Total Revenue	<u>\$ 12,970</u>	<u>\$ 9,428</u>	<u>\$ 15,500</u>	<u>\$ 15,500</u>	<u>\$ 15,500</u>
Expenses					
610100 Regular Salaries	\$ 111,505	\$ 117,025	\$ 116,975	\$ 116,975	\$ 120,484
610500 Overtime	258	-	-	-	-
615000 Fringes	37,539	44,863	46,390	46,390	48,030
620100 Training/Conferences	120	120	1,000	1,000	2,740
630100 Office Supplies	719	-	600	600	600
632700 Miscellaneous Equipment	41,960	27,930	27,980	29,980	67,630
641800 Equipment Repairs & Maint.	85,954	41,453	63,227	63,227	-
659900 Other Contracts/Obligation	39,183	68	-	-	98,078
681500 Software Acquisition	6,687	22,277	4,498	4,498	-
Total Expense	<u>\$ 323,925</u>	<u>\$ 253,736</u>	<u>\$ 260,670</u>	<u>\$ 262,670</u>	<u>\$ 337,562</u>

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

DETAILED SUMMARY OF 2025 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Computer replacements	\$ 37,630
Network hardware, wiring, etc.	30,000
	<u>\$ 67,630</u>

Equipment Repairs & Maint.

Photocopier lease & maintenance	\$ 13,000
Automated material handling equipment	25,000
Self-checks and RFID pad contract	6,221
Other Contracts/Obligations	53,857
	<u>\$ 98,078</u>

**CITY OF APPLETON 2025 BUDGET
LIBRARY**

	2022 <u>ACTUAL</u>	2023 <u>ACTUAL</u>	2024 <u>YTD ACTUAL</u>	2024 <u>ORIG BUD</u>	2024 <u>REVISED BUD</u>	2025 <u>BUDGET</u>
Program Revenues						
423200 Library Grants & Aids	1,063,001	1,064,805	-	1,166,028	1,166,028	1,268,046
480100 General Charges for Service	742	788	190	-	-	-
500100 Fees & Commissions	358	-	-	-	-	-
501500 Rental of City Property	6,467	-	-	-	-	-
502000 Donations & Memorials	155	325	14	-	-	-
503500 Other Reimbursements	<u>125,207</u>	<u>124,734</u>	<u>87,851</u>	<u>20,600</u>	<u>20,600</u>	<u>15,600</u>
TOTAL PROGRAM REVENUES	1,195,930	1,190,652	88,055	1,186,628	1,186,628	1,283,646
Personnel						
610100 Regular Salaries	2,104,220	2,159,468	699,370	2,492,073	2,492,073	2,538,536
610400 Call Time Wages	200	225	-	-	-	-
610500 Overtime Wages	269	1,537	751	-	-	-
610800 Part-Time Wages	209,408	218,761	66,209	245,668	252,356	256,008
611400 Sick Pay	(517)	1,810	276	-	-	-
611500 Vacation Pay	214,712	234,948	56,196	-	-	-
615000 Fringes	<u>878,531</u>	<u>822,716</u>	<u>256,327</u>	<u>889,448</u>	<u>889,448</u>	<u>881,525</u>
TOTAL PERSONNEL	3,406,823	3,439,465	1,079,129	3,627,189	3,633,877	3,676,069
Training~Travel						
620100 Training/Conferences	28,125	19,546	11,380	21,494	22,194	23,234
620600 Parking Permits	<u>8,886</u>	<u>1,853</u>	<u>1,440</u>	<u>5,000</u>	<u>5,000</u>	<u>24,480</u>
TOTAL TRAINING / TRAVEL	37,011	21,399	12,820	26,494	27,194	47,714
Supplies						
630100 Office Supplies	54,496	38,227	8,521	35,517	46,509	47,100
630300 Memberships & Licenses	3,217	1,566	1,194	2,200	2,200	2,200
630500 Awards & Recognition	819	3,690	421	850	850	850
630600 Building Maint./Janitorial	9,931	8,519	2,670	7,210	7,210	11,417
630700 Food & Provisions	3,884	4,108	900	1,135	1,135	1,135
630902 Tools & Instruments	-	70	-	150	150	150
631500 Books & Library Materials	498,418	489,421	184,173	475,000	477,340	597,644
632001 City Copy Charges	-	-	-	-	-	-
632002 Outside Printing	1,132	418	211	1,288	2,488	1,288
632101 Uniforms	-	161	-	-	-	-
632300 Safety Supplies	230	(132)	220	550	550	550
632700 Miscellaneous Equipment	<u>41,960</u>	<u>27,930</u>	<u>6,173</u>	<u>28,630</u>	<u>30,630</u>	<u>68,630</u>
TOTAL SUPPLIES	614,087	573,978	204,483	552,530	569,062	730,964
Purchased Services						
640700 Solid Waste/Recycling Pickup	6,246	5,188	1,098	5,200	5,200	5,611
641200 Advertising	7,040	9,540	981	-	1,695	-
641301 Electric	113,796	81,756	5,865	42,000	42,000	91,472
641302 Gas	40,889	29,510	3,759	24,000	24,000	-
641303 Water	2,399	742	449	-	-	4,636
641304 Sewer	1,213	215	139	-	-	3,087
641306 Stormwater	3,150	3,150	2,921	-	-	3,150
641307 Telephone	4,630	6,703	2,820	5,298	5,298	5,654
641308 Cellular Phones	1,387	1,083	126	1,300	1,300	1,300
641600 Building Repairs & Maint.	512	-	-	2,000	2,000	500
641800 Equipment Repairs & Maint.	86,399	41,852	29,348	64,227	64,227	-
642000 Facilities Charges	157,199	46,166	21,842	97,551	97,551	305,391
644000 Snow Removal Services	-	72,193	4,589	50,000	50,000	-
650200 Leases	310,000	179,816	41,757	150,000	150,000	-
659900 Other Contracts/Obligation	<u>226,204</u>	<u>156,823</u>	<u>98,659</u>	<u>116,218</u>	<u>134,424</u>	<u>267,132</u>
TOTAL PURCHASED SVCS	961,064	634,737	214,353	557,794	577,695	687,933
Capital Outlay						
681500 Software Acquisition	<u>6,687</u>	<u>22,277</u>	<u>972</u>	<u>4,498</u>	<u>4,498</u>	<u>-</u>
TOTAL CAPITAL OUTLAY	6,687	22,277	972	4,498	4,498	-
TOTAL EXPENSE	<u>5,025,672</u>	<u>4,691,856</u>	<u>1,511,757</u>	<u>4,768,505</u>	<u>4,812,326</u>	<u>5,142,680</u>

**CITY OF APPLETON 2025 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 with information on how important it is to read to their small children. The books are provided to children aged birth to five years 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.

Major changes in Revenue, Expenditures, or Programs:

The library will no longer be the coordinating organization for Reach Out and Read - Fox Cities. This program has been transitioned to Reach Out and Read Wisconsin.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2022	2023	Adopted 2024	Amended 2024	2025	
	Program Revenues	\$ 104,363	\$ 110,423	\$ 148,124	\$ 148,124	\$ -	-100.00%
	Program Expenses	\$ 109,941	\$ 125,048	\$ 148,124	\$ 255,965	\$ -	-100.00%
Expenses Comprised Of:							
	Personnel	40,061	50,490	43,630	43,630	-	-100.00%
	Training & Travel	488	1,883	2,000	2,000	-	-100.00%
	Supplies & Materials	61,094	71,007	94,726	199,884	-	-100.00%
	Purchased Services	8,298	1,668	7,768	10,451	-	-100.00%
Full Time Equivalent Staff:							
	Personnel allocated to programs	0.50	0.50	0.50	0.50	-	