



# City of Appleton

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

## Meeting Agenda - Final Library Board

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Tuesday, August 20, 2024

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting  
[24-1075](#) July 16, 2024 Meeting Minutes

**Attachments:** [7-16-2024 Library Board Meeting Minutes.pdf](#)

### 5. Public Participation & Communications

### 6. Action Items

[24-1076](#) Bill Register - August 2024

**Attachments:** [July 24 Bill Register.pdf](#)  
[APL Financial Cash Flow-July 2024.pdf](#)

[24-1077](#) August 2024 Budget Amendment

**Attachments:** [Aug 24 Budget Amendment.pdf](#)

[24-1078](#) City of Appleton Policies: Generative AI Technology Policy, Security Card Access Key - ID Badge and Visitor Security Policy, Privacy Policy, Workplace Violence Policy

**Attachments:** [Generative AI Technology Policy SB 2024.pdf](#)  
[Security Card Access Key-Identification Badge and Visitor Security Policy SB 2024.pdf](#)  
[Privacy Policy Draft SB 2024.pdf](#)  
[Workplace Violence SB 2024.pdf](#)

[24-1079](#) 2025 OWLS Resource Library Agreement

**Attachments:** [2025 Resource Library Agreement.pdf](#)

[24-1080](#) 2025 OWLS Services Agreement

**Attachments:** [2025 Service Agreement.pdf](#)

[24-1081](#) Report of the Finance Committee

**Attachments:** [7-25-2024 Finance Committee Meeting Minutes.pdf](#)

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

[Library Board Working Document.pdf](#)

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

[Library Grants 278.pdf](#)

[24-1082](#) Report of the Nominating Committee

**Attachments:** [7-26-2024 Nominating Committee Meeting Minutes.pdf](#)

## 7. Information Items

### A. Administrative Report

[24-1083](#) Building Project Update

**Attachments:** [July 2024 Building Project Update.pdf](#)

[24-1084](#) APL Hiring Process Updates

[24-1085](#) Statistics - 2nd Quarter 2024 (April - June)

**Attachments:** [APRIL 2024.pdf](#)

[May 2024.pdf](#)

[JUNE 2024.pdf](#)

[24-1086](#) 2nd Quarter 2024 Friends Grant Funded Program Summaries

**Attachments:** [2nd Quarter 2024 Friends Grant Funded Program Summaries FINAL.pdf](#)

### B. Staff Updates

[24-1088](#) Children's Program Updates

[24-1089](#) Community Partnerships Updates

8. Adjournment

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

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



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## Meeting Minutes Library Board

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Tuesday, July 16, 2024

4:30 PM

Council Chambers, 6th Floor

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

*Sivasamy - Excused*

**Others Present:** Owen Anderson, Nicole Casner, Ann Cooksey, Darrin Gladd, Adriana McCleer, Daniel McGinnis, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Missy Sawicki, Bradley, Shipps, Maureen Ward

**Present:** 8 - Looker, Kellner, Scheuerman, Mann, Nett, Keller, Brozek and Lee

**Excused:** 2 - Van Zeeland and Bunnow

4. Approval of minutes from previous meeting

[24-0904](#)

June 18, 2024 Library Board Meeting Minutes

**Attachments:** [06-18-2024 Library Board Meeting Minutes.pdf](#)

**Kellner moved, seconded by Looker, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 8 - Looker, Kellner, Scheuerman, Mann, Nett, Keller, Brozek and Lee

**Absent:** 2 - Van Zeeland and Bunnow

5. **Public Participation & Communications**

### **Establish Order of the Day**

**President Margret Mann call for a motion to place Action Items 24-0905, 24-0906, 24-0907, 20-0908 and 24-0909 on a Consent Agenda.**

**Scheuerman moved, seconded by Kellner that Action Items 24-0905, 24-0906, 24-0907, 24-0908, and 24-0909 be placed on a Consent Agenda. Voice Vote. Motion Carried. (8-0)**

## 6. Action Items

Looker moved, seconded by Keller that the Consent Agenda be approved.  
Voice Vote. Motion Carried. (8-0)

[24-0905](#)

Bill Register - June 2024

**Attachments:**     [June 24 Bill Register.pdf](#)  
[APL Financial Cash Flow-June 2024.pdf](#)  
[Friends Q4 2024 Summary Report.pdf](#)

This Report Action Item was approved

[24-0906](#)

July 2024 Budget Amendment

**Attachments:**     [July 24 Budget Amendment.pdf](#)

This Report Action Item was approved

[24-0907](#)

City Of Appleton Fall Protection Policy

**Attachments:**     [Fall Protection Policy SB 5-16-24.pdf](#)

This Report Action Item was approved

[24-0908](#)

Report of the Personnel & Policy Committee

**Attachments:**     [6-25-2024 Personnel & Policy Committee Meeting Minutes.pdf](#)  
[Policy Policy.pdf](#)  
[Library Emergency Policy DRAFT 7-2024.pdf](#)  
[Policy Review and Update Schedule June 2024.pdf](#)

This Report Action Item was approved

[24-0909](#)

Approve Library Director's Mid-Year 2024 Performance Evaluation

This Report Action Item was approved

## 7. Information Items

### A. Administrative Report

[24-0910](#)

Building Project Update

**Attachments:**     [June 2024 Building Project Update.pdf](#)

[24-0911](#) APL Hiring Process Update

**B. OWLS Report**

[24-0912](#) County Library Service Planning

**Attachments:** [County Library Planning memo to Boards 2024 Out.pdf](#)

[24-0913](#) Billing Counties with Act 420

**Attachments:** [Adjacent County Funding - APL.pdf](#)  
[Outagamie summary data.pdf](#)

**B. President's Report**

[24-0915](#) Trustee Training - State Trustee Training Manual Topics

**Attachments:** [Trustee Essentials: A Handbook for Wisconsin Public Library Trustees](#)

[24-0916](#) Trustee Updates

**C. Staff Updates**

[24-0917](#) Community Partnerships Updates

[24-0918](#) Children's Program Updates

**Attachments:** [2023 FINAL RESULTS BASED ACCOUNTABILITY GRID. docx \(002\).pdf](#)

**Closed Session**

**8. Adjournment**

**Kellner moved, seconded by Keller, that the meeting be adjourned. Roll Call. Motion carried by the following vote:**

**The meeting was Adjourned at 5:08pm**

**Aye:** 8 - Looker, Kellner, Scheurman, Mann, Nett, Keller, Brozek and Lee

**Absent:** 2 - Van Zeeland and Bunnow

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/7 TO 2024/7		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
16010										Library Administration		
16010	630100									Office Supplies		
	001583	UNITED STATES POSTAL	127968	0	2024	7	INV P		28.25	pcard	Postage Board Mtg P	
	001583	UNITED STATES POSTAL	128426	0	2024	7	INV P		10.20	pcard	Postage - Finance C	
	001583	UNITED STATES POSTAL	128506	0	2024	7	INV P		7.63	pcard	Postage - selfcheck	
									<b>46.08</b>			
	002034	ODP BUSINESS SOLUTIO	127516	0	2024	7	INV P		28.74	pcard	Scissors, Sheet Pro	
	002034	ODP BUSINESS SOLUTIO	127635	0	2024	7	INV P		92.50	pcard	Pens, Tab Dividers,	
									<b>121.24</b>			
									ACCOUNT TOTAL		167.32	
16010	630700										Food & Provisions	
	000835	MANDERFIELD'S BAKERY	128090	0	2024	7	INV P		84.25	073124	565552	Dougnuts, Muffins S
	001983	AMAZON	128034	0	2024	7	INV P		18.84	pcard		Fall 2024 Teen Prog
	999990	SQ *COFFEE WIZARDZ -	128382	0	2024	7	INV P		7.00	pcard		Books and Brews Jul
									ACCOUNT TOTAL			110.09
16010	641307											Telephone
	999990	SPECTRUM	128024	0	2024	7	INV P		229.98	pcard		SPECTRUM 7/2024 APL
									ACCOUNT TOTAL			229.98
16010	641308											Cellular Phones
	000250	CELLCOM APPLETON PCS	127998	0	2024	7	INV P		62.25	pcard		Staff Cellphones
									ACCOUNT TOTAL			62.25
16010	659900											Other Contracts/Obligation
	001181	ROTARY CLUB OF APPLE	127030	0	2024	7	INV P		1,180.00	071024	565265	Membership Dues CR
	003132	SHOWCASE CONSULTING	127722	0	2024	7	INV P		7,000.00	072424	565470	Brand Identity Proj
									ACCOUNT TOTAL			8,180.00
									ORG 16010 TOTAL			8,749.64
16021												Library Children's Services
16021	630100											Office Supplies
	001983	AMAZON	127501	0	2024	7	INV P		52.08	pcard		Program Supplies- B
	001983	AMAZON	127536	0	2024	7	INV P		5.98	pcard		July School-Age STE
	001983	AMAZON	127537	0	2024	7	INV P		19.99	pcard		Roaming Ruckus
	001983	AMAZON	128380	0	2024	7	INV P		6.89	pcard		red balloons
									<b>84.94</b>			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/7 TO 2024/7		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
ACCOUNT TOTAL									84.94
16021	659900							Other Contracts/Obligation	
003175	ASL PARTNERS LLC	127086	0	2024	7 INV P	222.00	071724	565293	June Storytime
003175	ASL PARTNERS LLC	127808	0	2024	7 INV P	360.00	073124	565505	July Storytime
									582.00
ACCOUNT TOTAL									582.00
ORG 16021 TOTAL									666.94
16023									Library Public Services
16023	630100							Office Supplies	
001034	OUTAGAMIE WAUPACA LI	126846	0	2024	7 INV P	346.50	071024	565254	Barcodes, Envelopes
002034	ODP BUSINESS SOLUTIO	127967	0	2024	7 INV P	49.20	pcard		Thermal Cash Regist
ACCOUNT TOTAL									395.70
ORG 16023 TOTAL									395.70
16024									Library Community Partnerships
16024	620100							Training/Conferences	
001835	WISCONSIN HISTORICAL	128016	0	2024	7 INV P	155.00	pcard		Local History and H
ACCOUNT TOTAL									155.00
16024	630100							Office Supplies	
001983	AMAZON	128034	0	2024	7 INV P	128.64	pcard		Fall 2024 Teen Prog
ACCOUNT TOTAL									128.64
16024	659900							Other Contracts/Obligation	
002926	MELISSA BARKER	127119	0	2024	7 INV P	100.00	071724	565346	PATRON MATERIAL REI
003363	LEAH QUINN	127022	0	2024	7 INV P	100.00	071024	565233	Teen Summer Library
ACCOUNT TOTAL									200.00
ORG 16024 TOTAL									483.64
16031									Library Building Operations
16031	630600							Building Maint./Janitorial	
001333	TARTAN SUPPLY CO., I	127997	0	2024	7 INV P	329.28	pcard		Hand Towels
002818	VESTIS	127691	0	2024	7 INV P	32.84	pcard		Mats, Mops
002818	VESTIS	127692	0	2024	7 INV P	32.84	pcard		Mats, Mops
002818	VESTIS	127999	0	2024	7 INV P	32.84	pcard		Mats, Mops
002818	VESTIS	128504	0	2024	7 INV P	32.84	pcard		Mats, Mops
									131.36



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/7 TO 2024/7									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
999990 VESTIS SERVICES LLC	127499	0	2024 7	INV	P				
						32.84	pcard	Mats, Mops	
						ACCOUNT TOTAL			493.48
16031 640700									
001880 WASTE MANAGEMENT OF	127693	0	2024 7	INV	P			Solid waste/Recycling Pickup	
						357.05	pcard	College Trash & Rec	
						ACCOUNT TOTAL			357.05
16031 641301									
001575 WE ENERGIES	570	0	2024 7	INV	P			Electric	
						1,999.57	071024	565280 0701172433-00271 E1	
						ACCOUNT TOTAL			1,999.57
16031 641302									
001575 WE ENERGIES	570	0	2024 7	INV	P			Gas	
						38.30	071024	565280 0701172433-00271 E1	
						ACCOUNT TOTAL			38.30
16031 650200									
003245 AMERICAN MANAGEMENT	127747	0	2024 7	INV	P			Leases	
						10,614.61	072424	565403 August 2024 Lease -	
						ACCOUNT TOTAL			10,614.61
16031 659900									
002229 STAR PROTECTION AND	126992	0	2024 7	INV	P			Other Contracts/Obligation	
						5,708.75	071024	565267 Security Guard - AP	
						ACCOUNT TOTAL			5,708.75
						ORG 16031 TOTAL			19,211.76
16032								Library Materials Management	
16032 503500								Other Reimbursements	
000694 IOLA VILLAGE LIBRARY	126813	0	2024 7	INV	P				
						9.95	071024	565223 Patron Material Rei	
000743 KEWAUNEE PUBLIC LIBR	126814	0	2024 7	INV	P				
						6.99	071024	565229 Patron Material Rei	
001447 VILLAGE OF LITTLE CH	127080	0	2024 7	INV	P				
						5.01	071724	565391 PATRON MATERIAL REI	
001478 WAUPACA COUNTY	126974	0	2024 7	INV	P				
						8.00	071024	565278 Patron Material Rei	
999998 MARY TELLOCK	127754	0	2024 7	INV	P				
						9.00	072424	565454 PATRON MATERIAL REI	
						ACCOUNT TOTAL			38.95
16032 620100									
999990 UWCC REGISTRATIONS	127933	0	2024 7	INV	P			Training/Conferences	
						-1.38	pcard	Refund of tax charg	
						ACCOUNT TOTAL			-1.38
16032 630100								office supplies	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/7 TO 2024/7		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
001034	OUTAGAMIE WAUPACA LI	126846		0	2024	7	INV P	538.38	071024	565254 Barcodes, Envelopes
001983	AMAZON	127938		0	2024	7	INV P	17.17	pcard	Release Date Paper
001983	AMAZON	127939		0	2024	7	INV P	33.96	pcard	Magnetic Frames and
								51.13		
999990	ONLINE LABELS, INC.	128006		0	2024	7	INV P	239.64	pcard	spine Labels
ACCOUNT TOTAL								829.15		
16032	631500	Books & Library Materials								
000836	MANGO LANGUAGES OF C	128049		0	2024	7	INV P	5,706.45	073124	565553 INV. INV014488
000889	MIDWEST TAPE	127571		0	2024	7	INV P	606.66	pcard	505637944
000889	MIDWEST TAPE	128010		0	2024	7	INV P	1,274.87	pcard	505691771, 50571555
000889	MIDWEST TAPE	128011		0	2024	7	INV P	5,163.34	pcard	505701387
								7,044.87		
001402	UNITED PARCEL SERVIC	128556		0	2024	7	INV P	20.25	pcard	1ZR449350396347996
001983	AMAZON	127581		0	2024	7	INV P	31.88	pcard	114-9200961-0767458
001983	AMAZON	127582		0	2024	7	INV P	19.95	pcard	114-9982403-6106611
001983	AMAZON	127583		0	2024	7	INV P	83.87	pcard	114-2830309-1733822
001983	AMAZON	127584		0	2024	7	INV P	25.13	pcard	114-5761466-0074634
001983	AMAZON	127671		0	2024	7	INV P	18.99	pcard	114-4615831-7554627
001983	AMAZON	127672		0	2024	7	INV P	9.99	pcard	114-1237275-4045061
001983	AMAZON	127673		0	2024	7	INV P	14.06	pcard	114-1913487-4618614
001983	AMAZON	128383		0	2024	7	INV P	109.29	pcard	114-2939650-5949810
001983	AMAZON	128387		0	2024	7	INV P	40.98	pcard	114-1559097-9824209
001983	AMAZON	128388		0	2024	7	INV P	24.95	pcard	114-5850681-7879409
001983	AMAZON	128458		0	2024	7	INV P	32.46	pcard	114-2160042-1553000
001983	AMAZON	128459		0	2024	7	INV P	17.96	pcard	114-0170953-6171440
001983	AMAZON	128460		0	2024	7	INV P	55.30	pcard	114-3361392-2969861
001983	AMAZON	128466		0	2024	7	INV P	149.70	pcard	114-8488789-4065869
001983	AMAZON	128557		0	2024	7	INV P	59.85	pcard	114-2752113-5271443
001983	AMAZON	128558		0	2024	7	INV P	37.91	pcard	114-7350364-6776205
001983	AMAZON	128559		0	2024	7	INV P	37.60	pcard	114-6572347-8778662
001983	AMAZON	128560		0	2024	7	INV P	51.84	pcard	114-6572347-8778662
001983	AMAZON	128561		0	2024	7	INV P	22.96	pcard	114-0553218-5296249
001983	AMAZON	128562		0	2024	7	INV P	151.60	pcard	114-6733881-4917823
								996.27		
002396	INGRAM LIBRARY SERV	127563		0	2024	7	INV P	636.46	pcard	82431397
002396	INGRAM LIBRARY SERV	127564		0	2024	7	INV P	1,126.41	pcard	82477124
002396	INGRAM LIBRARY SERV	127565		0	2024	7	INV P	759.23	pcard	82477125
002396	INGRAM LIBRARY SERV	127566		0	2024	7	INV P	394.24	pcard	82494488
002396	INGRAM LIBRARY SERV	127567		0	2024	7	INV P	406.25	pcard	82504117
002396	INGRAM LIBRARY SERV	127568		0	2024	7	INV P	223.53	pcard	82494489
002396	INGRAM LIBRARY SERV	127569		0	2024	7	INV P	300.61	pcard	82521783

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/7 TO 2024/7		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
002396	INGRAM LIBRARY SERV	127570	0	2024	7	INV	P			315.04 pcard 82516477	
002396	INGRAM LIBRARY SERV	127948	0	2024	7	INV	P			-10.61 pcard 82486916	
002396	INGRAM LIBRARY SERV	127949	0	2024	7	INV	P			396.65 pcard 82554470	
002396	INGRAM LIBRARY SERV	127950	0	2024	7	INV	P			282.68 pcard 82549074	
002396	INGRAM LIBRARY SERV	127951	0	2024	7	INV	P			279.61 pcard 82565906	
002396	INGRAM LIBRARY SERV	127952	0	2024	7	INV	P			316.04 pcard 82572044	
002396	INGRAM LIBRARY SERV	127953	0	2024	7	INV	P			1,676.01 pcard 82572043	
002396	INGRAM LIBRARY SERV	127954	0	2024	7	INV	P			329.26 pcard 82598364	
002396	INGRAM LIBRARY SERV	127955	0	2024	7	INV	P			443.43 pcard 82610516	
002396	INGRAM LIBRARY SERV	127969	0	2024	7	INV	P			1,333.31 pcard 82646312	
002396	INGRAM LIBRARY SERV	127970	0	2024	7	INV	P			242.40 pcard 82625576	
002396	INGRAM LIBRARY SERV	127971	0	2024	7	INV	P			339.13 pcard 82625575	
002396	INGRAM LIBRARY SERV	128012	0	2024	7	INV	P			251.17 pcard 82757515	
002396	INGRAM LIBRARY SERV	128013	0	2024	7	INV	P			196.04 pcard 82775910	
002396	INGRAM LIBRARY SERV	128014	0	2024	7	INV	P			542.66 pcard 82671534	
002396	INGRAM LIBRARY SERV	128015	0	2024	7	INV	P			402.91 pcard 82671535	
002396	INGRAM LIBRARY SERV	128384	0	2024	7	INV	P			205.52 pcard 82663380	
002396	INGRAM LIBRARY SERV	128385	0	2024	7	INV	P			655.68 pcard 82663381	
002396	INGRAM LIBRARY SERV	128461	0	2024	7	INV	P			306.77 pcard 82700474	
002396	INGRAM LIBRARY SERV	128462	0	2024	7	INV	P			403.22 pcard 82734128	
002396	INGRAM LIBRARY SERV	128463	0	2024	7	INV	P			1,042.07 pcard 82740078	
002396	INGRAM LIBRARY SERV	128464	0	2024	7	INV	P			355.28 pcard 82740079	
002396	INGRAM LIBRARY SERV	128465	0	2024	7	INV	P			258.52 pcard 82768107	
										<b>14,409.52</b>	
002722	RABBLE LLC	126817	0	2024	7	INV	P	4,440.00	071024	565261 INV. 1221	
002830	KANOPY, INC	126816	0	2024	7	INV	P	560.70	071024	565226 INV. 406371	
003011	LIBRARY IDEAS, LLC	126815	0	2024	7	INV	P	131.88	071024	565238 INV. 114474	
999990	OVERDRIVE DIST	127572	0	2024	7	INV	P	1,013.42	pcard	00669C024189642	
999990	BCHS/VOYAGEUR	128386	0	2024	7	INV	P	22.00	pcard	197	
999990	THOMSON WEST*TCD	128389	0	2024	7	INV	P	1,229.28	pcard	850392132	
999990	MULTI MEDIA CHANNELS	128390	0	2024	7	INV	P	61.00	pcard	15674	
										<b>2,325.70</b>	
ACCOUNT TOTAL										35,635.64	
16032	659900			Other Contracts/Obligation							
001398	UNIQUE MANAGEMENT SE	126990	0	2024	7	INV	P	265.95	071024	565272 Materials Recovery	
ACCOUNT TOTAL										265.95	
ORG 16032 TOTAL										36,768.31	
16033	Library Network Services										
16033	632700	Miscellaneous Equipment									
001619	CDW GOVERNMENT, INC.	128440	0	2024	7	INV	P	118.71	pcard	Dell laptop power s	
001619	CDW GOVERNMENT, INC.	128530	0	2024	7	INV	P	55.77	pcard	RAM for computer up	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/7 TO 2024/7		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
001619	CDW GOVERNMENT, INC.	128531		0	2024	7	INV P			RAM for computer up
										30.90 pcard
										205.38
001983	AMAZON	127707		0	2024	7	INV P			CMOS batteries for
001983	AMAZON	127708		0	2024	7	INV P			RAM for desktop PCs
001983	AMAZON	127709		0	2024	7	INV P			AMZN MKTP US*RY36U4
										281.26
999990	MONOPRICE, INC.	127652		0	2024	7	INV P			New HDMI and networ
										195.58 pcard
										ACCOUNT TOTAL
										682.22
16033	659900									Other Contracts/Obligation
000446	FAITH TECHNOLOGIES,	126976		0	2024	7	INV P			54,984.00 071024
										565210 Erate Library Netwo
000911	MODERN BUSINESS MACH	127201		0	2024	7	INV P			177.92 072424
000911	MODERN BUSINESS MACH	128045		0	2024	7	INV P			201.00 073124
										378.92
001961	WELLS FARGO FINANCIA	126977		0	2024	7	INV P			399.74 071024
001961	WELLS FARGO FINANCIA	128164		0	2024	7	INV A			399.74
										799.48
999990	ZOOM.US 888-799-9666	127555		0	2024	7	INV P			40.00 pcard
999990	SITEGROUND HOSTING	127557		0	2024	7	INV P			959.76 pcard
999990	ZOOM.US 888-799-9666	128529		0	2024	7	INV P			40.00 pcard
										1,039.76
										ACCOUNT TOTAL
										57,202.16
										ORG 16033 TOTAL
										57,884.38
										FUND 100 General Fund
										TOTAL:
										124,160.37

\*\* END OF REPORT - Generated by Melissa E. Sawicki \*\*



Appleton Public Library Cash Flow Report July-2024 YTD				JAN	FEB	MAR	APR	MAY	JUNE	JULY		% USED
GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	YTD TOTAL	
423200	Library Grants & Aids	\$1,064,805.00	\$1,166,028.00	\$0.00	\$0.00	\$0.00	\$668,676.50	\$0.00	\$0.00	\$0.00	\$668,676.50	57%
480100	General Charges for Service	\$0.00	\$0.00	\$32.37	\$3.82	\$138.11	\$15.51	\$45.80	\$96.89	\$23.00	\$355.50	100%
500100	Fees & Commissions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
502000	Donations & Memorials	\$0.00	\$0.00	\$0.00	\$12.02	\$0.74	\$1.86	\$1.71	(\$3.82)	\$0.45	\$12.96	100%
503500	Other Reimbursements	\$45,600.00	\$100,300.00	\$56,102.70	(\$52,765.06)	\$82,075.98	\$2,951.00	(\$5,394.33)	\$46,143.82	\$3,903.35	\$133,017.46	133%
<b>Total Revenue</b>		<b>\$1,110,405.00</b>	<b>\$1,266,328.00</b>	<b>\$56,135.07</b>	<b>(\$52,749.22)</b>	<b>\$82,214.83</b>	<b>\$671,644.87</b>	<b>(\$5,346.82)</b>	<b>\$46,236.89</b>	<b>\$3,926.80</b>	<b>\$802,062.42</b>	<b>63%</b>

Expense		JAN	FEB	MAR	APR	MAY	JUNE	JULY	YTD TOTAL	% USED		
610100	Regular Salaries	(\$2,476,082.00)	(\$2,492,073.00)	(\$84,623.54)	(\$180,799.87)	(\$265,052.03)	(\$168,895.61)	(\$175,375.92)	(\$171,113.82)	(\$171,751.36)	(\$1,217,612.15)	49%
610400	Call Time Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
610500	Overtime Wages	\$0.00	\$0.00	\$0.00	(\$1,119.61)	\$1,119.61	(\$750.96)	(\$409.01)	\$0.00	\$0.00	(\$1,159.97)	100%
610800	Part-Time Wages	(\$212,587.00)	(\$254,356.00)	(\$5,422.70)	(\$22,248.77)	(\$21,287.96)	(\$17,249.37)	(\$17,453.79)	(\$14,085.46)	(\$15,894.11)	(\$113,642.16)	45%
611400	Sick Pay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$276.17)	\$0.00	(\$1,208.23)	\$0.00	(\$1,484.40)	100%
611500	Vacation Pay	\$0.00	\$0.00	(\$6,171.48)	(\$9,635.05)	(\$19,460.81)	(\$20,927.62)	(\$14,325.54)	(\$20,245.59)	(\$17,406.97)	(\$108,173.06)	100%
615000	Fringes	(\$891,233.00)	(\$889,448.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
615100	FICA	\$0.00	\$0.00	(\$11,971.57)	(\$13,580.08)	(\$19,875.22)	(\$13,305.66)	(\$13,256.64)	(\$13,391.11)	(\$13,116.08)	(\$98,496.36)	100%
615200	Retirement	\$0.00	\$0.00	(\$11,263.46)	(\$12,276.91)	(\$18,088.53)	(\$12,160.46)	(\$12,192.67)	(\$12,304.93)	(\$12,047.76)	(\$90,334.72)	100%
615301	Health Insurance	\$0.00	\$0.00	(\$17,578.60)	(\$42,654.66)	(\$34,588.50)	(\$38,954.19)	(\$39,275.60)	(\$40,037.50)	(\$39,312.53)	(\$252,401.58)	100%
615302	Dental Insurance	\$0.00	\$0.00	(\$1,281.65)	(\$3,169.23)	(\$2,442.02)	(\$2,760.59)	(\$2,726.64)	(\$2,766.59)	(\$2,672.78)	(\$17,819.50)	100%
615400	Life Insurance	\$0.00	\$0.00	(\$87.60)	(\$63.00)	(\$120.40)	(\$102.70)	(\$96.00)	(\$100.90)	(\$103.60)	(\$674.20)	100%
<b>Personnel Services</b>		<b>(\$3,579,902.00)</b>	<b>(\$3,635,877.00)</b>	<b>(\$138,400.60)</b>	<b>(\$285,547.18)</b>	<b>(\$379,795.86)</b>	<b>(\$275,383.33)</b>	<b>(\$275,111.81)</b>	<b>(\$275,254.13)</b>	<b>(\$272,305.19)</b>	<b>(\$1,901,798.10)</b>	<b>52%</b>

Expense		JAN	FEB	MAR	APR	MAY	JUNE	JULY	YTD TOTAL	% USED		
620100	Training/Conferences	(\$23,234.00)	(\$25,694.00)	(\$3,864.19)	\$3,367.04	(\$5,414.46)	(\$5,227.91)	(\$571.50)	(\$498.27)	(\$268.46)	(\$12,477.75)	49%
620200	Mileage Reimbursement	\$0.00	\$0.00	(\$60.00)	(\$714.00)	\$594.00	(\$60.00)	(\$60.00)	(\$60.00)	(\$142.56)	(\$502.56)	100%
620600	Parking Permits	(\$5,000.00)	(\$5,000.00)	(\$1,440.00)	\$1,057.00	(\$1,057.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,440.00)	29%
630100	Office Supplies	(\$35,517.00)	(\$58,909.00)	(\$2,152.77)	(\$1,218.19)	(\$1,608.20)	(\$4,774.81)	(\$3,623.02)	(\$746.94)	(\$3,272.76)	(\$17,396.69)	30%
630300	Memberships & Licenses	(\$2,200.00)	(\$2,200.00)	(\$162.00)	\$7.00	(\$665.07)	(\$374.00)	\$0.00	\$0.00	\$0.00	(\$1,194.07)	54%
630500	Awards & Recognition	(\$850.00)	(\$3,850.00)	\$0.00	(\$769.15)	\$348.35	\$0.00	(\$465.11)	\$0.00	\$0.00	(\$885.91)	23%
630600	Building Maint./Janitor	(\$7,000.00)	(\$7,210.00)	(\$714.25)	(\$1,603.86)	\$969.19	(\$1,320.65)	(\$750.09)	(\$830.39)	(\$750.28)	(\$5,000.33)	69%
630700	Food & Provisions	(\$1,135.00)	(\$3,135.00)	(\$345.70)	\$14.97	(\$485.29)	(\$84.25)	(\$233.90)	(\$10.33)	(\$110.09)	(\$1,254.59)	40%
630902	Tools & Instruments	(\$150.00)	(\$150.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
631500	Books & Library Materials	(\$475,000.00)	(\$500,540.00)	(\$85,946.96)	(\$24,058.04)	(\$48,998.46)	(\$30,570.09)	(\$32,086.15)	(\$34,989.51)	(\$45,487.90)	(\$302,137.11)	60%
632001	City Copy Charges	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
632002	Outside Printing	\$0.00	(\$3,688.00)	(\$210.96)	\$210.96	(\$210.96)	\$0.00	\$0.00	\$0.00	\$0.00	(\$210.96)	6%
632101	Uniforms	\$0.00	\$0.00	\$0.00	(\$161.25)	\$161.25	\$0.00	(\$169.30)	\$0.00	\$0.00	(\$169.30)	100%
632300	Safety Supplies	(\$550.00)	(\$550.00)	(\$165.22)	(\$68.54)	\$13.54	\$0.00	(\$55.00)	\$0.00	\$0.00	(\$275.22)	50%
632700	Miscellaneous Equipment	(\$28,630.00)	(\$35,630.00)	(\$3,505.42)	\$3,037.22	(\$3,928.31)	(\$1,776.50)	(\$2,121.15)	(\$2,255.49)	(\$775.66)	(\$11,325.31)	32%
640700	Solid Waste/Recycling	(\$1,200.00)	(\$5,200.00)	(\$311.79)	(\$556.21)	(\$229.50)	\$0.00	(\$718.40)	(\$360.12)	(\$357.05)	(\$2,533.07)	49%
641200	Advertising	(\$1,288.00)	(\$5,695.00)	(\$106.98)	(\$2,500.30)	\$1,866.37	(\$239.75)	(\$4,451.75)	(\$72.45)	(\$17.65)	(\$5,522.51)	97%
641301	Electric	(\$30,000.00)	(\$42,000.00)	(\$2,418.39)	(\$8,663.76)	\$7,076.93	(\$1,859.89)	(\$3,448.53)	\$0.00	(\$1,999.57)	(\$11,313.21)	27%
641302	Gas	(\$20,000.00)	(\$24,000.00)	(\$1,884.70)	(\$8,815.31)	\$7,805.25	(\$864.63)	(\$644.62)	\$0.00	(\$38.30)	(\$4,442.31)	19%
641303	Water	\$0.00	\$0.00	\$0.00	(\$185.00)	(\$264.05)	\$0.00	(\$185.00)	(\$360.20)	\$0.00	(\$994.25)	100%
641304	Sewer	\$0.00	\$0.00	\$0.00	(\$51.00)	(\$87.76)	\$0.00	(\$58.40)	(\$156.64)	\$0.00	(\$353.80)	100%
641306	Stormwater	\$0.00	\$0.00	\$0.00	(\$793.97)	(\$2,127.14)	\$0.00	(\$785.34)	(\$1,665.61)	\$0.00	(\$5,372.06)	100%
641307	Telephone	(\$5,298.00)	(\$5,298.00)	(\$794.11)	(\$313.86)	(\$849.58)	(\$742.95)	(\$596.94)	(\$592.05)	(\$596.66)	(\$4,486.15)	85%
641308	Cellular Phones	(\$1,300.00)	(\$1,300.00)	(\$62.25)	(\$41.50)	\$40.50	(\$62.25)	(\$62.25)	(\$62.25)	(\$62.25)	(\$312.25)	24%
641600	Build Repairs & Maint	(\$2,000.00)	(\$2,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
641800	Equip Repairs & Maint	(\$49,255.00)	(\$64,227.00)	(\$3,715.59)	\$314.11	(\$14,373.14)	(\$11,973.11)	(\$397.91)	(\$824.39)	\$0.00	(\$30,970.03)	48%
642000	Facilities Charges	(\$100,565.00)	(\$97,551.00)	\$0.00	(\$5,738.34)	(\$13,722.42)	(\$2,381.09)	(\$2,920.37)	(\$3,562.33)	(\$3,256.77)	(\$31,581.32)	32%
644000	Snow Removal Services	(\$50,000.00)	(\$50,000.00)	\$0.00	\$0.00	(\$4,589.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,589.00)	9%
650200	Leases	(\$150,000.00)	(\$150,000.00)	(\$17,472.56)	(\$7,527.44)	(\$16,757.06)	\$0.00	(\$22,904.43)	(\$10,351.72)	(\$10,614.61)	(\$85,627.82)	57%
659900	Other Contracts/Obligation	(\$118,817.00)	(\$157,824.00)	(\$9,898.02)	(\$7,916.09)	(\$8,725.95)	(\$72,117.67)	(\$57,240.50)	(\$41,509.32)	(\$72,247.41)	(\$269,654.96)	171%
681500	Software Acquisition	(\$4,498.00)	(\$4,498.00)	(\$40.00)	(\$3,414.31)	\$3,224.61	(\$742.50)	(\$4,847.83)	(\$7,223.38)	\$0.00	(\$13,043.41)	290%
<b>Operating Expense</b>		<b>(\$1,113,587.00)</b>	<b>(\$1,256,149.00)</b>	<b>(\$135,271.86)</b>	<b>(\$67,101.82)</b>	<b>(\$101,993.36)</b>	<b>(\$135,172.05)</b>	<b>(\$139,397.49)</b>	<b>(\$106,131.39)</b>	<b>(\$139,997.98)</b>	<b>(\$825,065.95)</b>	<b>66%</b>
<b>Personnel Services</b>		<b>(\$3,579,902.00)</b>	<b>(\$3,635,877.00)</b>	<b>(\$138,400.60)</b>	<b>(\$285,547.18)</b>	<b>(\$379,795.86)</b>	<b>(\$275,383.33)</b>	<b>(\$275,111.81)</b>	<b>(\$275,254.13)</b>	<b>(\$272,305.19)</b>	<b>(\$1,901,798.10)</b>	
<b>Operating Expense</b>		<b>(\$1,113,587.00)</b>	<b>(\$1,256,149.00)</b>	<b>(\$135,271.86)</b>	<b>(\$67,101.82)</b>	<b>(\$101,993.36)</b>	<b>(\$135,172.05)</b>	<b>(\$139,397.49)</b>	<b>(\$106,131.39)</b>	<b>(\$139,997.98)</b>	<b>(\$825,065.95)</b>	
<b>Total Expense</b>		<b>(\$4,693,489.00)</b>	<b>(\$4,892,026.00)</b>	<b>(\$273,672.46)</b>	<b>(\$352,649.00)</b>	<b>(\$481,789.22)</b>	<b>(\$410,555.38)</b>	<b>(\$414,509.30)</b>	<b>(\$381,385.52)</b>	<b>(\$412,303.17)</b>	<b>(\$2,726,864.05)</b>	
<b>Total Revenue</b>		<b>\$1,110,405.00</b>	<b>\$1,266,328.00</b>	<b>\$56,135.07</b>	<b>(\$52,749.22)</b>	<b>\$82,214.83</b>	<b>\$671,644.87</b>	<b>(\$5,346.82)</b>	<b>\$46,236.89</b>	<b>\$3,926.80</b>	<b>\$802,062.42</b>	

**CITY OF APPLETON**  
**BUDGET AMENDMENT REQUEST**  
**Budget Year 2024**

<u>Description</u>	ORG      OBJECT      PROJ (in GL)			<u>Amount</u>
	<u>PROJECT</u>	<u>SEG 1</u>	<u>SEG 2</u> <u>SEG 3</u>	
<b>Children's - Other Reim</b>	<b>16021</b>	<b>. 503500</b>		<b>\$ 700</b>
Children's - Office Supplies	16021	. 630100		\$ 700
<b>Friends Grant Distribution</b>	<b>LIB-FRIEND</b>	<b>. LIBADMIN</b>	<b>. OTHREIMB</b>	<b>\$ 41,000</b>
Admin: Contracts	LIB-FRIEND	. LIBADMIN	. OTHCONTR	\$ 23,000
Childrens: Supplies	LIB-FRIEND	. CHILDSERV	. SUPPLIES	\$ 9,000
CP: Supplies	LIB-FRIEND	. COMMPART	. SUPPLIES	\$ 9,000
<b>Network Svcs - Other Reimbursemen</b>	<b>16033</b>	<b>. 503500</b>		<b>\$ 886</b>
Network Svcs - Misc Equipment	16033	. 632700		\$ 886

For the purpose of:

- \*OWLS reimbursement for Children's Program Grant
- \*Friends Disbursement
- \*Friends Laptop Purchase reimbursement

Requested by:

\_\_\_\_\_  
 Department Head

\_\_\_\_\_  
 Date

**Information:**

**Action:**

\_\_\_\_\_  
 Finance Director

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Date

Reported to Finance Committee: \_\_\_\_\_

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

Finance comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Budget Entry (BE) No.: \_\_\_\_\_

City of Appleton Human Resources Policy	TITLE: <b>Generative AI (Artificial Intelligence) Technology Policy</b>	
Issue Date June 17, 2024	Last Update:	Section: Human Resources
Policy Source: Human Resources Department	Audience: All City Departments	Total Pages: 2 pages
Reviewed by Legal Services:	Committee Approval Date:	Council Approval Date:

## I. PURPOSE

The purpose of this policy is to outline the responsible use of generative artificial intelligence (AI) such as Open AI’s ChatGPT, Microsoft Copilot, and Google’s Gemini within our organization. The City values public service innovation to meet our residents’ needs and is committed to adopting new technologies, such as generative AI to aid our mission while ensuring responsible use. In addition, the City values transparency and accountability and understands the importance of these values in our use of AI systems.

The risks in using this technology are not limited to the following: accuracy of the content, bias, misinformation, ownership and copyrights (intellectual property rights of others), security risks, transparency, privacy of personal and sensitive information (e.g. about employees, clients, customers, etc.), and existential risk.

## II. SCOPE

This policy applies to all City employees and volunteers who have access to generative AI technology or are involved in using generative AI technology tools or platforms on behalf of our organization. Any violations of this policy may result in disciplinary action, up to and including termination.

## III. DEFINITIONS

Generative Artificial Intelligence (Generative AI): a class of computer software and systems, or functionality within systems, that use large language models, algorithms, deep-learning, and machine-learning models, and can generate new content, including but not limited to text, images, video, and audio, based on patterns and structures of input data.

## IV. POLICY

### Use of Generative AI Technology

Use of generative AI technology will be allowed while performing work for the City of Appleton with the prior approval of your Department Director (or designee). Employees wishing to use generative AI technology should discuss the parameters of their use with their Department Director (or designee) prior to use. The Department Director (or designee) may verbally approve, deny, or modify those parameters that best meets City policy, legal requirements, or

other business needs. With prior approval, City email addresses, credentials or phone numbers may be used to create an account for use with these technologies.

All AI-generated content must be reviewed for accuracy and possible intellectual property right (copyright) infringement prior to each use in an official City capacity. If a reliable source cannot be found to verify information generated by the AI, that information cannot be used for work purposes.

Utilization of generative AI technology must be in accordance with all applicable City policies and procedures.

Acceptable uses include, but are not limited to, the following:

- For general-knowledge questions meant to enhance your understanding on a work-related topic.
- To brainstorm ideas related to projects that are being worked on.
- To create formulas for Excel spreadsheets or similar programs.
- To draft a correspondence (e.g. an email, letter, memo, etc.).
- To create outlines for content projects to assist in full coverage of a topic.

Unacceptable uses include, but are not limited to, the following:

- Copying and pasting, typing or in any way submitting City content or data of any kind into AI technology that discloses personal identifiable information.
- Failing to properly cite AI technology when used as a resource.

#### Attribution, Accountability and Transparency of Authorship

All images and videos created by generative AI systems must be attributed to the appropriate generative AI system. Wherever possible, attributions and citations to the City of Appleton should be embedded in the image or video (e.g., via digital watermark). If text generated by an AI system is used substantially in a final product, attribution to the relevant AI system is required. All attributions should include the name of the AI system used plus an assertion which should include the department or group who reviewed/edited the content. *For example: "Some material in this brochure was generated using ChatGPT version 4.0 and was reviewed for accuracy by a member of the Health Department before publication."*

#### V. ACCESS

The City reserves the right to revoke access to specific resources should they determine that a particular tool presents too much risk that cannot be mitigated with responsible use.

#### VII. POLICY REVIEW

This policy will be reviewed periodically and updated as necessary to address emerging risks, technological advancements, regulatory changes, etc. Any questions regarding this policy should be directed to your supervisor.





<b>Security: Access Cards/Keys/Identification Badges/Visitor Access to Secured Areas</b>			
<b>CITY OF APPLETON POLICY</b>		<b>SECTION:</b>	Human Resources
<b>ISSUE DATE:</b>	May 2006	<b>LAST UPDATE:</b>	August 2020
<b>POLICY SOURCE:</b>	Human Resources Department		
<b>POLICY AUDIENCE:</b>	All Departments		

**I. PURPOSE**

To maintain a safe and secure workplace to protect City staff, visitors and assets by ensuring the proper usage of access cards, keys and identification badges and implementing procedures for unvetted visitors that access secured areas of any city buildings.

- Access cards required for the Appleton Police Department and Library will be issued and managed by the department themselves.
- Facility keys will be provided by the Parks & Recreation Department. Departmental keys will be issued and managed by the department themselves.
- City of Appleton Employee Identification badges will be printed by the City Clerk’s office with door accessibility added by the Human Resources department. Some departments have specific departmental badges/fobs, which will be issued by those departments.
- Access cards for all other departments will be issued under the direction of the Human Resources department. Employee requests to access the City Hall building for after-hours should be made by Department Heads or their designee(s) to the Human Resources department.

**II. DEFINITIONS**

- A. Access Cards – an electronic key, generally the size of a credit card, that allows access to restricted areas. Access cards add more security than keys through programming that can restrict access by both location and time and maintain a record of the location and time the access card is used. Access cards allow entry by presenting the card in close proximity of a card reader next to an entryway.
- B. Identification Badges – a plastic card the same size of a credit card that identifies the person to whom it was assigned. The identification

badge can be combined with the Access Card to serve both functions or be issued as a separate card. Cards issued to employees will include a photograph of the employee, their first name, department and City of Appleton logo.

- C. Keys – a metal key provided as a means of entry designed to open or close a lock. Areas are restricted and access is granted to those that require entry to perform their job.
  - Facilities Keys – are those keys issued for the entry of buildings or department spaces. Generally, these keys would allow access to interior and exterior doors of a facility.
  - Departmental Keys – are those keys issued for non-building related spaces such as cabinets, toolboxes, equipment operation, etc.
- D. Secured Areas – Those areas beyond common areas of which visitors do not readily have access to. Common areas include, but are not limited to the following: public elevators, public bathrooms, council chambers (when public meetings are occurring), lobby areas, etc.
- E. Unvetted Visitor – A visitor that has not previously undergone a background check, pre-approval process or screening process by the City. Note: City volunteers are considered vetted visitors (for more information, see the “Volunteer Policy”).

### III. **POLICY**

#### A. General Responsibilities

1. Access cards, keys and identification badges will be issued directly by, and returned directly to, authorized personnel. The person receiving the access card, key or identification badge will follow the employee responsibilities as outlined in this policy. This includes access cards or keys being requested on behalf of contractors and vendors. It will remain the responsibility of the requestor to ensure compliance with this policy.
2. Department Heads or their designee(s) are the only staff with authorization to request an access card, key or identification badge, request modifications, or to request the deletion of an access card for an employee within their department or for an outside contractor.
3. It is necessary at times that access cards or keys be issued to vendors or contractors to perform work within a City of Appleton facility. Access cards and keys can be obtained and will be issued

directly by authorized personnel to the department head or designee whom requested the access card or key. It is the department head's or designee's responsibility to inform the vendor or contractor of the access card or key terms, to report lost access cards or keys immediately, to ensure proper usage and to ensure the access card, identification badge or key is returned. The Human Resources Department will assist city departments with conducting periodic audits to determine if there are any access issues as well as any outstanding access cards, keys, or identification badges due back from employees, vendors or contractors. Contractors or vendors may be charged for the cost of lost replacement cards, keys and/or replacement of the applicable locks.

- a. Contractors with short-term work are to pick-up and return the access card daily from the department head or designee they are doing City business with. A contractor is never to leave City of Appleton premises with access cards unless arranged with the department head or designee they obtained the card from.
  - b. Contractors with long-term contracts, who return on a daily, weekly or monthly basis, may be issued access cards for the duration of the contract. For example, this may be necessary when work is to be completed on an ongoing basis. Cards are to be given back to the department head or designee they obtained the access card from at the termination of the contract or when no longer required.
4. Tampering, duplication of any component or any other inappropriate use relating to any City of Appleton security system, access cards, keys or identification badges may result in discipline up to and including termination of employment.

#### B. Employee Responsibilities

1. Ensure that any unvetted visitor(s) that is conducting business within a secured area in a city building is always accompanied by a city employee.
2. Identification badges, access cards and/or key(s) are issued to employees for the purposes of employment and are to be used only by the person they were issued to. The card(s) or key(s) will be used only for employment with the City and for employment-related purposes.
3. Identification badges and access cards must be in possession of the employee at all times during working hours and the employee is

responsible for any use of card(s) and/or key(s). Access cards and keys are an integral part of security for City facilities. Allowing others to use an access card or key or allowing others unaccompanied/unauthorized access to any secured area is prohibited.

4. If an identification badge, access card and/or key(s) are lost, employees will immediately report the lost card(s) or key(s) to their supervisor and will make a written request to the Department Director (or designee) for authorization of a replacement. Waiting to report lost access cards, keys or identification badges allows for a greater potential for security to be jeopardized. Employees may be charged for the cost of a replacement card and/or key.
5. Employees will report malfunctions of an access card immediately to the Human Resources department.
6. Failure to comply with the provisions outlined herein may result in disciplinary action up to and including termination.

#### IV. **PROCEDURES**

A. To request, modify or return an access card/identification badge or key:

1. Location: All facilities and departments other than the **Appleton** Police Department and Library.

The employee's department head or designee shall submit a card access request to authorized human resources personnel or key request to the **Parks and Recreation Department**. Access is to be granted only for those areas required to perform an employee's normal duties. If the request for access is to a location other than the employee's department in which they are employed, it is necessary to obtain authorization from that department head or designee for that location.

- Access cards/identification badges - will be programmed and will be available for pick-up from the Human Resources office or will be sent by inner-office mail. If an employee picture has not been previously taken or is outdated, a picture will be taken in the City Clerk's office which will be on the front of the access card and serve as the employee's ID.
- Keys – will be cut and issued to the department head or designee that submitted the request.

- Return all cards, identification badges and keys to your immediate supervisor who will return the access cards/identification badges to Human Resources and keys to the Parks and Recreation Department or to the authorized representative for all other facilities if no longer required to perform your job functions or employment is terminated with the City of Appleton. Access cards/identification badges are to be destroyed when no longer needed.

2. Location: Appleton Police Department or Library.

Please follow established departmental procedure(s).

#### B. Unvetted Visitor Access to Secure Areas within City buildings:

This process outlines the procedures that should be followed anytime visitors access secured areas of city buildings. These procedures do not apply to City contractors or vendors as this is covered elsewhere within this policy.

1. Upon arrival, visitors that will be accessing a secure area should proceed to the designated visitor check-in area. For example, in city hall, the visitor check-in areas are as follows: 1<sup>st</sup> Floor – Finance Customer Service, 5<sup>th</sup> Floor – DPW Customer Service and 6<sup>th</sup> Floor – City Clerk.
2. Visitors should be asked to state the purpose of their visit and who they are scheduled to see. This information will help direct customer service to the appropriate contact person.
3. Visitors entering secured areas must be accompanied always by a city employee of the appropriate host department(s). This includes walking the visitor out of the secured area after their business is complete.
4. The host department is responsible for visitor safety, including leading the visitor through any sort of emergency event (e.g. severe weather or fire emergency procedures, etc.).



Privacy			
CITY OF APPLETON POLICY		SECTION:	Human Resources
ISSUE DATE:	August 2000	LAST UPDATE:	June 2019 2024
POLICY SOURCE:	Human Resources Department		
POLICY AUDIENCE:	All Employees		

**I. PURPOSE**

To respect the privacy rights of the City of Appleton and its employees while maintaining a safe and professional workplace.

**II. POLICY**

All City of Appleton facilities and equipment are to be used for **City-related** business. All information or materials stored on City of Appleton premises is presumed to be related to City business. The City reserves the right to inspect and monitor any documents, computer data/history, electronic media or devices, social media or **third-party** applications, voice mail messages, facsimiles, mail, packages, desks, offices, lockers, general working areas and **City-provided** vehicles and equipment at any time and without notice. Employees found to be in violation of this policy will be subject to disciplinary action up to and including discharge.

**III. DISCUSSION**

- A. The City of Appleton may search/inspect facilities, desks, lockers, **offices, work areas** or equipment without prior notice or work-related justification.
- B. The City of Appleton reserves the right to use video equipment to monitor areas of its facilities. Images, electronic media or devices may be monitored as a security measure to ensure employee compliance with City policies.
- C. Employees should not have any expectations of privacy with respect to passwords, combinations, desk drawers, key locks, lockers, etc. Employees will be required to provide supervisors with passwords and keys upon request. Employees may only use personal locks on City of Appleton property if approved by their ~~department's supervisor/department head~~ **supervisor or department director**.
- D. Employees will be required to immediately comply with a request from management to inspect or access any City facility or City property.
- E. The City of Appleton Human Resources Department will maintain personnel files for all employees. Supervisors may have access to such records only on a "need-to-know" basis. Any supervisor who has access to these files will maintain this information in confidence. Information in the City of Appleton personnel and medical files may be used for business purposes subject to any limitations by applicable Federal or State law. As outlined in the Privacy Act of 1986, information contained in an employee's medical file will be strictly confidential and will not be used in any manner which could discriminate towards an employee.

The City has an obligation to comply with State laws protecting access to records of library use by patrons. Access to library records should be requested through Library Administration.

- F. Personal belongings such as wallets, purses, cell phones and electronic devices, pockets, coats, etc. will be subject to inspection if reasonable suspicion exists. Employees should limit the amount of personal belongings that are carried or kept on City of Appleton premises.
- G. All personal mail and e-mail should be directed to the employee's residence or private accounts unless an emergency exists. Employees will be allowed to make and receive a reasonable amount of personal phone calls or e-mails during breaks and standby times.
- H. A supervisor may access any documents, computer data/history, electronic media or device, social media or **third-party** applications, voice mail messages, facsimiles, mail, packages, desks, offices, lockers, general working areas or City provided vehicles/equipment to locate work related materials needed, including during an employee's absence.

#### **IV. PROCEDURE**

- A. An inspection or search may be initiated due to an investigation or may simply occur if a supervisor is attempting to locate materials related to City business that are believed to be in the area being searched. A supervisor may also periodically inspect locker rooms, work areas and materials, or electronic files.
- B. The City has an obligation to comply with open records requests. This means information regarding an employee may have to be disclosed pursuant to Wisconsin Statute section 19.35. Employees who **share store** City related files in a personal hard drive/home computer or any other personal electronic device (e.g. cell or Smartphone) may be subjecting their personal computers/devices to an open records request inspection. **If an employee connects their personal social media account to a City-sponsored account, they may be subjecting their personal social media account(s) to an open records request inspection as well.**
- C. Refusal to cooperate in a search or inspection, or obstructing or preventing access to facilities, equipment or property, may lead to disciplinary action up to and including discharge, or the involvement of the appropriate authorities. Employees will be offered an opportunity to explain their actions.
- D. To protect the privacy interest of individuals who use a locker room, only authorized investigators may enter and remain in the locker room to interview or seek information from any individual in the locker room.
- E. When others are present, audio recording devices may be used in the locker room when conducting an investigation. If no person other than the investigators are present, then audio/visual recording devices may not be used.
- F. No person may use a cell phone or recording devices to capture, record or transfer images in **a the** locker room **or bathroom.**
- G. Supervisory Responsibilities
  1. Periodically complete a visual inspection of work areas and materials.
  2. Contact Human Resources or the **City Attorney's Legal Services** Office prior to beginning a search of any documents, computer data/history, computer disks, voice mail messages, facsimiles, mail, packages, desks, offices, locker rooms/lockers, general working areas or City provided vehicles/equipment.

#### H. Employee Responsibilities

1. Cooperate fully in any request to inspect or search any documents, data/history, computer disks, voice mail messages, facsimiles, mail, packages, desks, offices, lockers, cell phones/electronic devices, general working areas, or City provided vehicles/equipment.
2. Provide combinations, keys, and pass codes for City electronic systems to their supervisors or Information Services **Technology** staff upon request. If a password is so provided or compromised in any fashion, it should immediately be reported to Information Services **Technology**.
3. Contact Human Resources **immediately** if this policy has not been followed in the course of a search or inspection.





<b>Workplace Violence</b>			
<b>CITY OF APPLETON POLICY</b>		<b>SECTION:</b>	Human Resources
<b>ISSUE DATE:</b>	November 1999	<b>LAST UPDATE:</b>	May 2024
<b>POLICY SOURCE:</b>	Human Resources Department		
<b>POLICY AUDIENCE:</b>	All City Employees		

**I. PURPOSE**

The purpose of this policy is to provide a preventive plan to protect all employees, visitors, and customers from aggressive behavior and violent acts.

**II. POLICY**

It is the policy of the City of Appleton to provide an environment free from violence. All aggressive behavior and violent acts are unacceptable conduct and will not be tolerated. Under this policy, no acts or threats of physical or verbal violence which affect City of Appleton employees, visitors or customers will be tolerated. Employees who demonstrate such conduct will be subject to corrective action up to and including termination and/or possible civil/criminal prosecution.

The City of Appleton will take appropriate steps to prevent workplace violence from occurring, to enable employees to respond appropriately in the event of workplace violence, and to provide for follow up in the event workplace violence does occur.

**III. DEFINITIONS**

- A. Violent behavior or conduct – any action or threat which is intended to harm or intimidate any person. Violent behavior is also any action or threat to damage property. It does not matter who owns the property that was damaged.
- B. Aggressive behavior or conduct – any action that is threatening in nature and includes, but is not limited, to: verbal assaults, harassment and intimidation, threats, hazing and other forms of verbal abuse.
- C. Weapons – something used to injure, defeat, or destroy (e.g., any type of gun, archery or hunting equipment, non-household purpose knife with a blade more than 3” long, electronic weapons, brass knuckles, throwing stars, billy club, etc.).

**IV. PROCEDURES**

- A. Prevention
  - 1. City of Appleton employees are expected to conduct themselves in a manner conducive to positive relationships and effective teamwork. Behavior that escalates a situation toward aggressive or violent acts is not appropriate for employees or visitors.
  - 2. City of Appleton employees are required to report all restraining orders that they file. The report should be made to any supervisor or the Human Resources (H.R.) Department. The restraining order will be kept in the employee’s confidential personnel file and disposed of when it expires.
  - 3. City of Appleton employees are prohibited from bringing firearms or weapons into any City-owned or occupied building or facility, or carrying firearms or weapons in/on any City-owned vehicle or City equipment during the course of their job duties unless a weapon is part of the standard equipment required for the job. If a City employee chooses to bring a firearm in their personal vehicle on to City grounds, the firearm must be unloaded and stored out of sight in the vehicle.

Notes: Employees may carry pepper spray or other similar legal products for purposes of personal protection. With the Department Director's authorization, members of the Appleton Fire Department, Appleton Police Department-Facilities, Grounds and Construction Management Department Operations staff may carry a non-household purpose knife with a blade up to 4" long to assist in performing their job responsibilities.

## B. Awareness

City of Appleton employees should be aware of behaviors that may be early warning signals of potentially aggressive or violent conduct. Training will be provided to help all employees understand potential warning signs. Such behaviors may include but are not limited to:

1. Verbal or written threats
2. Threatening actions to intimidate or instill fear in ~~coworkers~~ others
3. Bizarre or obsessive behavior.

A sign prohibiting employees and visitors from bringing firearms and weapons into City buildings and facilities shall be posted at the entrances of every City-owned or occupied building.

## C. Reporting

### All Civilian Employees:

1. For any situation that involves an immediate threat of violence, an employee should notify local law enforcement immediately.
2. Employees who believe they have been or are currently subjected to aggressive or violent conduct should report the occurrences to any available supervisor or H.R. immediately.
3. An employee who receives information of a potential occurrence involving aggressive or violent conduct towards them or another employee should contact any available supervisor or H.R. immediately.
4. An employee who is threatened outside of work is advised to report the occurrence to law enforcement. The employee is also encouraged to contact any available supervisor or H.R. immediately regarding the threat.
5. If an employee sees another employee or visitor with a firearm or dangerous weapon and there is an imminent threat, the employee should call 911 immediately. If there is not an immediate threat, the employee should contact the police department non-emergency number (832-5500) as soon as possible to report the incident, and notify his/her supervisor. The supervisor should then contact H.R.

### Sworn Employees:

#### 1. Citizen vs. Employee Violence

City of Appleton police officers have the statutory authority and responsibility to investigate crimes committed against them. If the investigating officer determines that a violation of the law has occurred, then the officer may make a custodial arrest, refer the complaint to the district attorney's office, or issue a municipal summons. He/she should follow the reporting procedures set by the Appleton Police Department to report such crimes.

#### 2. Employee vs. Employee Violence

- a. Employees who believe they have been or are currently subjected to aggressive or violent conduct or for any situation that involves an immediate threat of violence should call 911, then report the occurrences promptly to an on-duty supervisor or H.R.
- b. An employee who receives information of a potential occurrence involving aggressive or violent conduct towards them or another employee should contact an on-duty supervisor or H.R. immediately.
- c. If an employee is threatened outside of work, the employee should notify an on-duty supervisor or H.R. immediately.

#### D. Response and follow-up

The nature and circumstances of each occurrence involving aggressive or violent conduct will dictate the response.

1. If an employee is injured (physically or psychologically) by aggressive or violent conduct, ~~he/she~~ they should seek appropriate medical care. The employee will be required to complete an accident investigation report to be given to ~~his/her~~ their immediate supervisor. A copy of this report should be forwarded to H.R. within 48 hours of the incident.
2. Employees who have been affected by aggressive or violent conduct will be encouraged to utilize the City's Employee Assistance Program (EAP).
3. Employees who are victims of aggressive or violent behavior should report the incident to a supervisor or H.R. so that steps may be taken to protect the employee and co-workers from further aggressive or violent behavior. Depending on the circumstance, considerations will be given to notifying law enforcement. Supervisors should notify H.R of any threats made towards ~~his/her~~ their employees.
4. With the assistance of the Appleton Police Department, the H.R. Director will evaluate the need for additional security measures after an incident. (The Appleton Police Department will evaluate and determine the need for additional security measures for all sworn personnel incidents.)
5. All victims will also receive information regarding the options available to them, both civil and criminal.

**2025 Resource Library Agreement**  
Outagamie Waupaca Library System • Appleton Public Library

THIS AGREEMENT is by and between the Outagamie Waupaca Counties Federated Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called “OWLS,” and the Appleton Public Library, hereinafter called “APL.”

WHEREAS, OWLS is organized under the authority of chapter 43 to provide for the improvement of public library services to residents of Outagamie and Waupaca Counties, and annually adopts a Plan of Library Service, and

WHEREAS, Section 43.16 Wisconsin Statutes requires that “each public library system shall have at least one system resource library,” and

WHEREAS, APL is a member of OWLS and meets all of the statutory requirements to serve as a resource library,

NOW THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED as follows:

1. APL shall serve as the resource library for OWLS.

As the resource library, APL shall remain in compliance with Wisconsin State Statutes by providing backup reference and information and interlibrary loan services including the development of and access to specialized collections. This agreement meets the requirement of Section 43.24(2)(b) Wisconsin Statutes.

2. As resource library, APL shall name an APL library board member to the OWLS Board of Trustees.
3. This agreement shall be in effect as of January 1, 2025 and shall remain in effect until December 31, 2025. This agreement may be amended at any time by mutual agreement of both parties.

For the Appleton Public Library:

For the Outagamie Waupaca Counties  
Federated Library System:

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Date)

**2025 Services Agreement**  
Outagamie Waupaca Library System  
Appleton Public Library

**Article I: General**

The Outagamie Waupaca Library System Board and the Board of the Appleton Public Library do hereby enter into this agreement, for the purpose of defining the mutually agreed upon fees and services between the Appleton Public Library and the Outagamie Waupaca Library System. This agreement shall become effective January 1, 2025 or upon the approval by both Boards and shall work in concert with the approved resource library contract.

**Article II: Definitions**

For the purposes of this agreement:

- (1) Outagamie Waupaca Library System Board is the body established by the Boards of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) Outagamie Waupaca Library System, hereinafter known as OWLS, is the agency established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.
- (3) The Appleton Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes*, that administers the Appleton Public Library.
- (4) The Appleton Public Library, also known as APL, is the agency established under Section 43.52 of the *Wisconsin Statutes* by the City of Appleton to provide municipal public library service.
- (5) OWLSnet is a program established by OWLS to provide a shared, integrated library automation system to OWLS and Nicolet Federated Library System member libraries.

**Article III: Appleton Public Library Responsibilities**

It is mutually agreed that the Appleton Public Library shall:

- (1) Select and add up to \$21,000 worth of materials, paid for by OWLS, to the collection to enhance the Resource Library's ability to serve as a resource for the entire system and OWLSnet.
- (2) Contribute at least \$5,000 toward the purchase of digital content through the Overdrive Advantage program. This can be modified by mutual agreement should there be budgetary constraints. In addition to the \$5,000, APL is authorized to spend 50% of the OverDrive

holds reduction amount assigned by WPLC to OWLS to purchase copies of digital titles with high holds ratios.

- (3) Provide \$25,000 in cataloging services to OWLSnet.
- (4) Allow OWLS to use library meeting spaces whenever available, for staff, board, or other library-related meetings. OWLS will have priority access to meeting space after APL programs and events.
- (5) Promote innovation and best practices in library service among other OWLS libraries by sharing staff expertise and new knowledge gained through OWLS-funded continuing education.

#### **Article IV: OWLS Responsibilities**

It is mutually agreed that OWLS shall:

- (1) Fund the acquisition of up to \$21,000 worth of materials to be added to APL's collection to enhance APL's ability to serve as a resource for the entire system and OWLSnet.
- (2) Contribute at least \$5,000 toward the purchase of digital content through the Overdrive Advantage program. This can be modified by mutual agreement should there be budgetary constraints. In addition to the \$5,000, OWLS will spend 50% of the OverDrive holds reduction amount assigned by WPLC to OWLS to purchase copies of digital titles with high holds ratios. OWLS authorizes APL to spend the other 50%.
- (3) Provide a credit of \$25,000 toward APL's OWLSnet fee for cataloging services provided.
- (4) Provide APL with up to \$6,000 of printing and photocopying services. Additional printing or photocopying will be billed at OWLS prevailing rates.
- (5) Provide Appleton Public Library staff with at least \$3,500 in continuing education funds.

#### **Article V: Mutual Understandings**

It is mutually understood and agreed that:

- (1) Implementation of this agreement is consistent with the provisions of Wisconsin law. Should any part of this agreement become inconsistent with any state law, the State of Wisconsin law shall take precedence over this agreement.
- (2) This contract shall continue in force through December 31, 2025. In the event that a new contract has not been signed by December 31, 2025, the term of the previous agreement shall be automatically extended through April 30, 2026 or until an agreement is approved

by both Boards.

(3) This contract may be amended at any time as is mutually agreeable to both parties.

For the Appleton Public Library:

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(President)

(Date)

For the Outagamie Waupaca Counties  
Federated Library System:

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(President)

(Date)



# City of Appleton

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

## Meeting Minutes Library Board

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Thursday, July 25, 2024

5:00 PM

Council Chambers, 6th Floor

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### Library Board Finance Committee

1. Call meeting to order

Chairperson John Keller called the meeting to order at 5:04pm

2. Pledge of Allegiance

3. Roll call of membership

**Others Present:** Colleen Rortvedt, Tasha Saecker, Missy Sawicki

**Present:** 3 - Nett, Keller and Lee

**Excused:** 1 - Van Zeeland

**Others :** 1 - Mann

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](#)

Nett moved, seconded by Lee, that the Library 2025 Operational Budget be recommended for approval. Voice Vote. Motion Carried. (3-0)

[24-0963](#)

Library Special Revenue Funds

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

Nett moved, seconded by Lee, that the Library 2025 Special Revenue Funds be recommended for approval. Voice Vote. Motion Carried. (3-0)

5. Adjournment

Lee moved, seconded by Nett that the Finance Committee Meeting be Adjourned. Voice Vote. Motion Carried. (3-0)

The meeting was Adjourned at 5:56pm





# CITY OF APPLETON

**Appleton Public Library**  
3000 E. College Ave., Suite B  
Appleton, WI 54915  
p: 920.832.6173  
[www.apl.org](http://www.apl.org)

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

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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
<b>Subtotal - Personnel</b>	<b>610,525</b>	<b>631,239</b>	<b>568,509</b>	<b>569,543</b>	<b>775,897</b>	<b>813,949</b>	<b>542,199</b>	<b>541,961</b>	<b>215,627</b>	<b>228,594</b>	<b>751,067</b>	<b>722,269</b>	<b>163,365</b>	<b>168,514</b>	<b>3,627,189</b>	<b>3,676,069</b>
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
<b>Subtotal - Supplies and Services</b>	<b>25,631</b>	<b>45,827</b>	<b>7,405</b>	<b>9,405</b>	<b>13,189</b>	<b>13,513</b>	<b>6,950</b>	<b>9,950</b>	<b>423,403</b>	<b>516,544</b>	<b>566,433</b>	<b>702,324</b>	<b>101,045</b>	<b>169,048</b>	<b>1,144,056</b>	<b>1,466,611</b>
<b>Total Library Expense</b>	<b>636,156</b>	<b>677,066</b>	<b>575,914</b>	<b>578,948</b>	<b>789,086</b>	<b>827,462</b>	<b>549,149</b>	<b>551,911</b>	<b>639,030</b>	<b>745,138</b>	<b>1,317,500</b>	<b>1,424,593</b>	<b>264,410</b>	<b>337,562</b>	<b>4,771,245</b>	<b>5,142,680</b>

**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 *
<b>Program Revenues</b>		\$ 1,195,930	\$ 1,190,652	\$ 1,186,628	\$ 1,186,628	\$ 1,283,646	8.18%
<b>Program Expenses</b>							
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%
<b>TOTAL</b>		\$ 5,025,672	\$ 4,691,856	\$ 4,768,505	\$ 4,812,326	\$ 5,142,680	7.85%
<b>Expenses Comprised Of:</b>							
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%
<b>Full Time Equivalent Staff:</b>							
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
<b>Revenues</b>					
503500 Other Reimbursements	\$ 8,482	\$ 32,454	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 8,482</u>	<u>\$ 32,454</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenses</b>					
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
<b>Revenues</b>					
500100 Fees & Commissions	\$ 358	\$ -	\$ -	\$ -	\$ -
503500 Other Reimbursements	-	-	-	-	-
Total Revenue	<u>\$ 358</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenses</b>					
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	<u>1,195,930</u>	<u>1,190,652</u>	<u>88,055</u>	<u>1,186,628</u>	<u>1,186,628</u>	<u>1,283,646</u>
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	<u>3,406,823</u>	<u>3,439,465</u>	<u>1,079,129</u>	<u>3,627,189</u>	<u>3,633,877</u>	<u>3,676,069</u>
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	<u>37,011</u>	<u>21,399</u>	<u>12,820</u>	<u>26,494</u>	<u>27,194</u>	<u>47,714</u>
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	<u>614,087</u>	<u>573,978</u>	<u>204,483</u>	<u>552,530</u>	<u>569,062</u>	<u>730,964</u>
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	<u>961,064</u>	<u>634,737</u>	<u>214,353</u>	<u>557,794</u>	<u>577,695</u>	<u>687,933</u>
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	<u>6,687</u>	<u>22,277</u>	<u>972</u>	<u>4,498</u>	<u>4,498</u>	<u>-</u>
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	
	<b>Program Revenues</b>	\$ 104,363	\$ 110,423	\$ 148,124	\$ 148,124	\$ -	-100.00%
	<b>Program Expenses</b>	\$ 109,941	\$ 125,048	\$ 148,124	\$ 255,965	\$ -	-100.00%
<b>Expenses Comprised Of:</b>							
	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%
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	0.50	0.50	0.50	0.50	-	



# City of Appleton

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

## Meeting Minutes Library Board

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Friday, July 26, 2024

9:00 AM

Council Chambers, 6th Floor

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### Library Board Nominating Committee

1. Call meeting to order

**Chairperson Jason Brozek called the meeting to order at 9:02am**

2. Pledge of Allegiance

3. Roll call of membership

**Others Present: Colleen Rortvedt**

**Present:** 4 - Scheuerman, Keller, Brozek and Lee

6. **Action Items**

[24-0923](#)

Selection of Nominees for Library Board President and Library Board Vice President

**Scheuerman moved, seconded by Lee, that the following slate of officers be recommended for approval : President- Margret Mann, Vice-President - Jason Brozek. Voice Vote. Motion Carried. (4-0)**

8. Adjournment

**Keller moved, seconded by Scheuerman that the meeting be Adjourned. Voice Vote. Motion Carried. (4-0)**

**The meeting was adjourned at 9:13am**



# July 2024 Building Project Update



Tina Krueger  
Communication Coordinator

## Construction Updates

The last month's key building project progress points from Boldt include:

- Geothermal drilling and grouting complete.
- Geothermal header work has begun.
- Installed new incoming water and sewer.
- Pouring east stair and north stair/ramp at loading dock.
- Poured concrete at commons and existing elevator opening on upper level.
- Installed dense glass on back of parapet walls on west roof.
- Installed building roof expansion joint.
- Installed new roof drain and mechanical, electrical, plumbing and fire protection in north stair tower.
- Installed roof drains and sprinkler system in east stair tower.
- Installing air and water barrier on north and east sides.
- Installing new roofing on the west side.
- Installed roof curbs on the main roof.
- Installed window frames on west and southeast sides.
- Installed insulated metal panels on west side.
- Began installing wall washing light fixtures.
- Completed mechanical, electrical and plumbing work in the north stairs.
- Installing casework on lower and ground levels.
- Painted upper-level mechanical room, ground level ceilings at front of house, ground level door frames, north stair ceiling, front of house northeast area, and flex box room.



- Ductwork insulation ongoing on ground and upper levels.
- Demoed new opening for HVAC air intake in upper-level mechanical room.
- Installing mechanical, electrical, plumbing and fire protection continues.
- Masons installing block in various areas of the building.

Opening day for the new library is on track for early 2025.

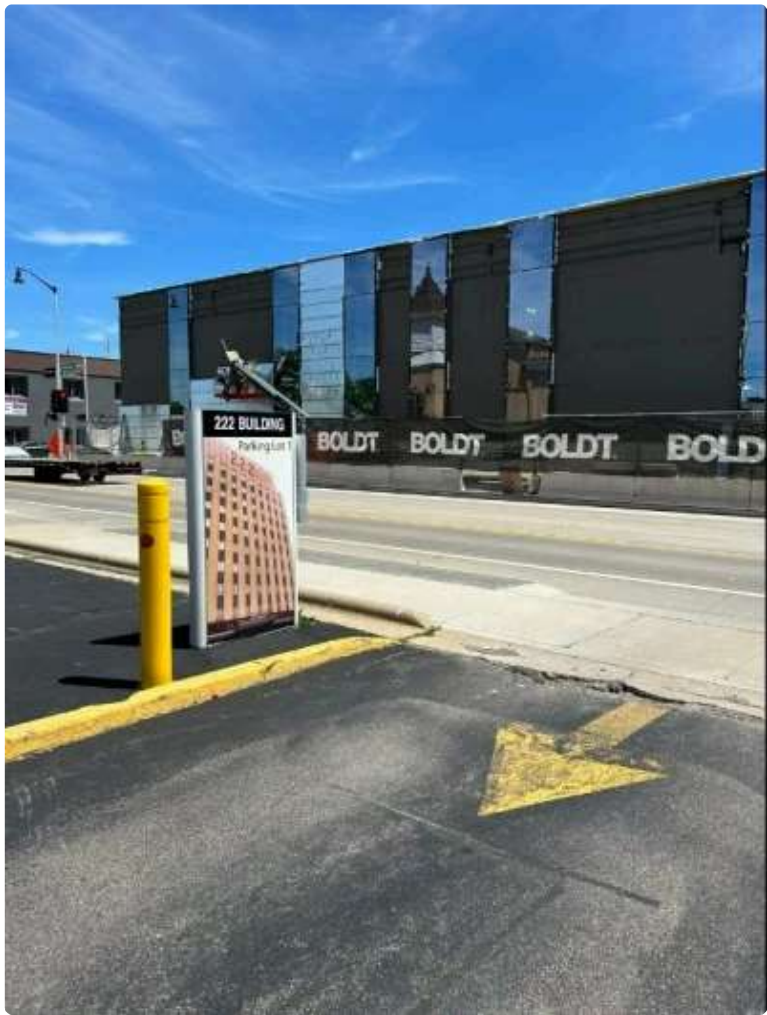
## Additional Updates

- Skidmore, Owings & Merrill has shared [architectural fly through animations](#). [Floor plans](#) and [renderings are available for viewing online](#). Please note furnishing colors in the animations and renderings are subject to change.
- [Friends of Appleton Public Library](#) and the Capital Campaign Committee continue to make strong fundraising progress. To date they have raised \$11.2 M of their \$12 M goal.

To learn more about the campaign and how you can participate, visit the [Friends website](#).



Learning stair view from upper level



West side of building with glazing installation



Upper-level staff offices and work area



View of commons area from upper level



South side of building with common area and geothermal drilling

Upper-level community meeting room north wall

Geothermal header work

South skylight





APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 APRIL 2024

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>I. Circulation</b>						
Adult Circulation	27,522	29,741	106,283	118,860	-7%	-11%
Children's Circulation	20,302	25,471	79,803	101,831	-20%	-22%
<b>Total Circulation</b>	<b>47,824</b>	<b>55,212</b>	<b>186,086</b>	<b>220,691</b>	<b>-13%</b>	<b>-16%</b>
Adult AV/nonbook (included in above)	8,212	9,430	31,482	37,472	-13%	-16%
Children's AV/non-book (included in above)	1,696	2,558	6,562	9,241	-34%	-29%
E-Book Circulation	8,170	7,886	33,100	31,673	4%	5%
E-Audiobook Circulation	10,159	9,555	42,299	36,815	6%	15%
E-Video Circulation	995	416	4,819	1,698	139%	184%
E-Comics Circulation	186	170	817	724	9%	13%
E-Magazine / E-Serial Circulation	1,751	1,051	10,567	4,249	67%	149%
E-Music Circulation	185	122	712	531	52%	34%
<b>Total E-Circulation</b>	<b>21,446</b>	<b>19,200</b>	<b>92,314</b>	<b>75,690</b>	<b>12%</b>	<b>22%</b>
ILL items received (received from)	10,446	10,266	38,043	40,798	2%	-7%
ILL items loaned (provided to)	9,262	9,171	33,865	38,031	1%	-11%
Total Registered Patrons (quarterly)	57,238	66,849	n/a	n/a	-14%	n/a
Door Count	16,735	16,739	61,130	67,688	0%	-10%
Percentage of Total Circulation on Self Check Machines	62.3%	61.2%	n/a	n/a	2%	n/a

<b>II. Customer Assistance</b>						
Reference Transactions - Adult	1,730	1,851	7,125	8,059	-7%	-12%
Reference Transactions - Children's	625	617	2,189	3,180	1%	-31%
<b>Total Reference</b>	<b>2,355</b>	<b>2,468</b>	<b>9,314</b>	<b>11,239</b>	<b>-5%</b>	<b>-17%</b>
Volunteer Hours	373	238	1,340	818	57%	64%

<b>III. Collections &amp; Processing</b>						
Volumes Added	1,825	2,067	6,844	7,387	-12%	-7%
Volumes Withdrawn	367	947	13,650	4,337	-61%	215%
Total Titles	174,029	192,082	n/a	n/a	-9%	n/a
Total Volumes	194,600	215,420	n/a	n/a	-10%	n/a

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 APRIL 2024

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>IV. Programs</b>						
<b>Children's</b>						
Children's Programs (including group visit)	45	56	155	221	-20%	-30%
Children's Program Attendance (including group visit)	1,929	2,232	6,239	7,655	-14%	-18%
Children's One-on-One Visits	0	2	1	4	-100%	-75%
Children's One-on-One Visits Participants	0	5	2	7	-100%	-71%
Children's Self Directed Activities	13	11	35	50	18%	-30%
Children's Self Directed Activity Participants	4,008	1,145	8,669	7,129	250%	22%
<b>Young Adult</b>						
Young Adult Programs	3	2	7	7	50%	0%
Young Adult Program Attendance	19	3	35	13	533%	169%
Young Adult Self Directed Activities	2	1	3	3	100%	0%
Young Adult Self Directed Activity Participants	131	115	174	205	14%	-15%
<b>Adult</b>						
Adult Programs	12	17	35	42	-29%	-17%
Adult Program Attendance	527	425	2,193	1,652	24%	33%
Adult One-on-One Instructions	27	11	84	58	145%	45%
Adult One-on-One Instruction Attendance	44	22	131	101	100%	30%
Adult Self Directed Activities	1	0	2	3	>100%	-33%
Adult Self Directed Activity Participants	42	0	64	103	>100%	-38%
<b>Total Programs</b>	<b>60</b>	<b>75</b>	<b>197</b>	<b>270</b>	<b>-20%</b>	<b>-27%</b>
<b>Total Program Attendance</b>	<b>2,475</b>	<b>2,660</b>	<b>8,467</b>	<b>9,320</b>	<b>-7%</b>	<b>-9%</b>
<b>Meeting Room Usage</b>						
Meeting Room Uses - Room Reservations (Public)	0	1	0	1	-100%	-100%
Meeting Room Uses - Events (Library Programs)	0	0	0	0	0%	0%
<b>Total Meeting Room Uses</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>-100%</b>	<b>-100%</b>

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 APRIL 2024

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>V. Electronic Access Services</b>						
Public Computing Sessions	639	1,049	2,906	3,835	-39%	-24%
Total Time Used on Public Computers	817:00:00	898:00:00	2729:00:00	3238:00:00	-9%	-16%
Data Transferred (GB)	693	1130	2582	7938	-39%	-67%
WIFI Distinct Clients	1193	1917	4565	7684	-38%	-41%

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 MAY 2024

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>I. Circulation</b>						
Adult Circulation	26,764	27,973	133,047	146,833	-4%	-9%
Children's Circulation	17,135	20,829	96,938	122,660	-18%	-21%
<b>Total Circulation</b>	<b>43,899</b>	<b>48,802</b>	<b>229,985</b>	<b>269,493</b>	<b>-10%</b>	<b>-15%</b>
Adult AV/nonbook (included in above)	7,665	8,763	39,147	46,235	-13%	-15%
Children's AV/non-book (included in above)	1,475	1,980	8,037	11,221	-26%	-28%
E-Book Circulation	7,832	8,100	40,932	39,773	-3%	3%
E-Audiobook Circulation	9,831	9,658	52,130	46,473	2%	12%
E-Video Circulation	1,164	459	5,983	2,157	154%	177%
E-Comics Circulation	237	212	1,054	936	12%	13%
E-Magazine / E-Serial Circulation	2,471	1,072	13,038	5,321	131%	145%
E-Music Circulation	203	152	915	683	34%	34%
<b>Total E-Circulation</b>	<b>21,738</b>	<b>19,653</b>	<b>114,052</b>	<b>95,343</b>	<b>11%</b>	<b>20%</b>
ILL items received (received from)	10,066	9,767	48,109	50,565	3%	-5%
ILL items loaned (provided to)	8,678	9,189	42,543	47,220	-6%	-10%
Total Registered Patrons (quarterly)	57,238	72,901	n/a	n/a	-21%	n/a
Door Count	15,089	16,075	76,219	83,763	-6%	-9%
Percentage of Total Circulation on Self Check Machines	62.2%	61.4%	n/a	n/a	1%	n/a

<b>II. Customer Assistance</b>						
Reference Transactions - Adult	1,808	1,690	8,933	9,749	7%	-8%
Reference Transactions - Children's	525	542	2,714	3,722	-3%	-27%
<b>Total Reference</b>	<b>2,333</b>	<b>2,232</b>	<b>11,647</b>	<b>13,471</b>	<b>5%</b>	<b>-14%</b>
Volunteer Hours	367	216	1,707	1,034	70%	65%

<b>III. Collections &amp; Processing</b>						
Volumes Added	1,710	2,316	8,554	9,703	-26%	-12%
Volumes Withdrawn	401	1,022	14,051	5,359	-61%	162%
Total Titles	175,209	193,136	n/a	n/a	-9%	n/a
Total Volumes	195,855	216,688	n/a	n/a	-10%	n/a

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 MAY 2024

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>IV. Programs</b>						
<b>Children's</b>						
Children's Programs (including group visit)	28	41	183	262	-32%	-30%
Children's Program Attendance (including group visit)	2,605	2,926	8,844	10,581	-11%	-16%
Children's One-on-One Visits	2	0	3	4	>100%	-25%
Children's Home One-on-One Visits Participants	5	0	7	7	>100%	0%
Children's Self Directed Activities	12	13	47	63	-8%	-25%
Children's Self Directed Activity Participants	1,965	1,725	10,634	8,854	14%	20%
<b>Young Adult</b>						
Young Adult Programs	9	9	16	16	0%	0%
Young Adult Program Attendance	457	444	492	457	3%	8%
Young Adult Self Directed Activities	2	1	5	4	100%	25%
Young Adult Self Directed Activity Participants	115	82	289	287	40%	1%
<b>Adult</b>						
Adult Programs	10	14	45	56	-29%	-20%
Adult Program Attendance	414	251	2,607	1,903	65%	37%
Adult One-on-One Instructions	13	13	97	71	0%	37%
Adult One-on-One Instruction Attendance	14	22	145	123	-36%	18%
Adult Self Directed Activities	2	1	4	4	100%	0%
Adult Self Directed Activity Participants	185	154	249	257	20%	-3%
<b>Total Programs</b>	<b>47</b>	<b>64</b>	<b>244</b>	<b>334</b>	<b>-27%</b>	<b>-27%</b>
<b>Total Program Attendance</b>	<b>3,476</b>	<b>3,621</b>	<b>11,943</b>	<b>12,941</b>	<b>-4%</b>	<b>-8%</b>
<b>Meeting Room Usage</b>						
Meeting Room Uses - Room Reservations (Public)	0	1	0	2	-100%	-100%
Meeting Room Uses - Events (Library Programs)	0	0	0	0	0%	0%
Total Meeting Room Uses	0	1	0	2	-100%	-100%

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 MAY 2024

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>V. Electronic Access Services</b>						
Public Computing Sessions	863	1,033	3,769	4,868	-16%	-73%
Total Time Used on Public Computers	797:00:00	881:00:00	3526:00:00	4119:00:00	-10%	-75%
Data Transferred (GB)	807	3602	3389	11540	-78%	6%
WIFI Distinct Clients	1155	1842	5720	9526	-37%	-68%

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 JUNE 2024

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>I. Circulation</b>						
Adult Circulation	27,989	31,105	161,036	177,938	-10%	-9%
Children's Circulation	21,408	29,006	118,346	151,666	-26%	-22%
<b>Total Circulation</b>	<b>49,397</b>	<b>60,111</b>	<b>279,382</b>	<b>329,604</b>	<b>-18%</b>	<b>-15%</b>
Adult AV/nonbook (included in above)	7,962	9,066	47,109	55,301	-12%	-15%
Children's AV/non-book (included in above)	1,726	2,375	9,763	13,596	-27%	-28%
E-Book Circulation	8,003	8,263	48,935	48,036	-3%	2%
E-Audiobook Circulation	9,622	10,001	61,752	56,474	-4%	9%
E-Video Circulation	1,085	345	7,068	2,502	214%	182%
E-Comics Circulation	228	225	1,282	1,161	1%	10%
E-Magazine / E-Serial Circulation	2,067	1,016	15,105	6,337	103%	138%
E-Music Circulation	164	149	1,079	832	10%	30%
<b>Total E-Circulation</b>	<b>21,169</b>	<b>19,999</b>	<b>135,221</b>	<b>115,342</b>	<b>6%</b>	<b>17%</b>
ILL items received (received from)	10,722	10,497	58,831	61,062	2%	-4%
ILL items loaned (provided to)	8,134	9,198	50,677	56,418	-12%	-10%
Total Registered Patrons (quarterly)	58,461	66,849	n/a	n/a	-13%	n/a
Door Count	17,062	20,283	93,281	104,046	-16%	-10%
Percentage of Total Circulation on Self Check Machines	62.9%	61.0%	n/a	n/a	3%	n/a

<b>II. Customer Assistance</b>						
Reference Transactions - Adult	1,816	2,072	10,749	11,821	-12%	-9%
Reference Transactions - Children's	1,010	1,179	3,724	4,901	-14%	-24%
<b>Total Reference</b>	<b>2,826</b>	<b>3,251</b>	<b>14,473</b>	<b>16,722</b>	<b>-13%</b>	<b>-13%</b>
Volunteer Hours	401	303	2,109	1,337	33%	58%

<b>III. Collections &amp; Processing</b>						
Volumes Added	1,583	1,960	10,137	11,663	-19%	-13%
Volumes Withdrawn	397	1,038	14,448	6,397	-62%	126%
Total Titles	176,086	193,819	n/a	n/a	-9%	n/a
Total Volumes	196,919	217,605	n/a	n/a	-10%	n/a

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 JUNE 2024

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>IV. Programs</b>						
<b>Children's</b>						
Children's Programs (including group visit)	47	56	230	318	-16%	-28%
Children's Program Attendance (including group visit)	1,652	2,465	10,496	13,046	-33%	-20%
Children's One-on-One Visits	1	1	4	5	0%	-20%
Children's Home One-on-One Visits Participants	2	3	9	10	-33%	-10%
Children's Self Directed Activities	9	13	56	76	-31%	-26%
Children's Self Directed Activity Participants	2,847	2,167	13,481	11,021	31%	22%
<b>Young Adult</b>						
Young Adult Programs	4	3	20	19	33%	5%
Young Adult Program Attendance	52	179	544	636	-71%	-14%
Young Adult Self Directed Activities	0	2	5	6	-100%	-17%
Young Adult Self Directed Activity Participants	0	36	289	323	-100%	-11%
<b>Adult</b>						
Adult Programs	12	17	57	73	-29%	-22%
Adult Program Attendance	485	471	3,092	2,374	3%	30%
Adult One-on-One Instructions	30	15	127	86	100%	48%
Adult One-on-One Instruction Attendance	47	21	192	144	124%	33%
Adult Self Directed Activities	0	2	4	6	-100%	-33%
Adult Self Directed Activity Participants	0	227	249	484	-100%	-49%
<b>Total Programs</b>	<b>63</b>	<b>76</b>	<b>307</b>	<b>410</b>	<b>-17%</b>	<b>-25%</b>
<b>Total Program Attendance</b>	<b>2,189</b>	<b>3,115</b>	<b>14,132</b>	<b>16,056</b>	<b>-30%</b>	<b>-12%</b>
<b>Meeting Room Usage</b>						
Meeting Room Uses - Room Reservations (Public)	0	0	0	2	0%	-100%
Meeting Room Uses - Events (Library Programs)	0	0	0	0	0%	0%
<b>Total Meeting Room Uses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0%</b>	<b>-100%</b>



APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 JUNE 2024

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>V. Electronic Access Services</b>						
APL Created Electronic Content	0	161	0	2,637	-100%	-100%
Public Computing Sessions	951	1,017	4,720	5,885	-6%	-20%
Total Time Used on Public Computers	829:00:00	779:00:00	4355:00:00	4898:00:00	6%	-11%
Data Transferred (GB)	664	2008	4053	13548	-67%	-70%
WIFI Distinct Clients	1200	2049	6920	11575	-41%	-40%

## Adult Classes and Events

### **Books and Brews**

Books and Brews continues to be APL's low-pressure book club, where community members gather to discuss their latest reads. In a round-robin style, participants give a brief book summary and review, then as a group we exchange reading recommendations. What makes Books and Brews special is its ability to offer opportunities for readers to branch out into different authors, genres, and topics. Each month, meetings alternate between mornings in a coffee shop and evenings in a brewery. Friends' funds provide coffee, tea, or non-alcoholic beverages.

### **Find Your Ancestors: Finding Female Ancestors in U.S. Naturalization Records**

The Find Your Ancestors series hosted Nancy Loe, an archivist, librarian and genealogist in April. Nancy provided attendees with an overview of laws affecting naturalization and citizenship – including special laws that affected females and various ethnic groups throughout the years – then shared what documents the process created and where to locate those documents. Attendees enjoyed Nancy's brief overview of the laws, explaining them in layperson terms and providing links in the handout to learn more. Several attendees shared they were unaware of some of the laws which resulted in some of our U.S.-born female ancestors losing their U.S. citizenship when marrying a foreign-born spouse. Friends provided financial support for this series and an honorarium for this speaker.

### **Find Your Ancestors: Mysterious Codes: Passenger Manifests Letters and Numbers**

In May, the Find Your Ancestors series welcomed back professional genealogist Christine Cohen as she discussed how to decipher the mysterious codes and notations you may find on your post-1891 passenger lists. Christine also shared details about the additional records you can locate depending on these codes and how those can shed more light on your ancestor's immigrant experience. Attendees remarked that it was a very informative presentation, and they now feel more confident about being able to locate and interpret these invaluable records. Friends provided financial support for this series and an honorarium for this speaker.

### **Find Your Ancestors: Polls, Personality and Property: Making Sense of Tax Lists**

The summer Find Your Ancestors sessions kicked off in June welcoming back fan favorite Judy G. Russell, The Legal Genealogist, to discuss "Polls, Personality and Property: Making Sense of Tax Lists." After walking attendees through the various types of ways our ancestors were taxed and why, Judy gave examples of each type and showed how you might be able to use them in your genealogy research. She wrapped up by sharing resources that are available for finding these valuable records online and offline. Attendees were impressed with the wide array of tax records that are available and found Judy's presentation informative and entertaining – even with such a dry topic like taxes, Judy brings her signature humor to liven it up. Friends provided financial support for this series and an honorarium for this speaker.

## FRIENDS GRANT PROGRAM SUMMARIES

2<sup>nd</sup> QUARTER 2024

### **Fox Cities Book Festival**

Fox Cities Book Festival hosted two authors this year at Gibson Community Music Hall. Both author programs were well attended with participants engaging with the authors and community members discussing topics of love, tragedy, and music. Participants shared that they enjoyed having a smaller festival because they can engage more with the authors and connect with each other. Friends' fund supported the author programs.

### **Fox Cities Reads**

Fox Cities Reads 2024 focused on the book, *Infinite Country* by Patricia Engel, providing an opportunity to explore the themes of immigration, family, home, and Colombian culture. Using a combination of in-person events, Zoom, and Facebook Live, participants engaged in six facilitated book discussions and selected readings, an immigration panel Q & A, and cultural presentations. In conjunction with the community read, APL hosted a cultural storytelling at Lawrence University. The discussions were rich and encouraged people in the Fox Cities communities to learn more about other cultures and to read, think, talk, listen, and grow together. Friends' fund supported the Fox Cities Reads author visit.

### **Tune Talk**

Tune Talk is a new discussion-based program that brings together music lovers of all genres. The goal of the program is to create a space where community members can share their recent music discoveries, give and receive recommendations, discuss concert experiences, and express excitement for upcoming shows. As conversations delve into specific artists and songs, we listen to the music together so everyone can participate in the discussion, regardless of their familiarity with the work. Friends' funds have been used to book meeting spaces.

## **Teen Classes and Events**

### **Pre-Solar Eclipse Event**

Teens celebrated April's highly anticipated Great North American Total Eclipse by designing mini galaxies with clear ornament balls, acrylic paint and glitter. Galactic-themed snacks were enjoyed. Participants were also given a pair of eclipse sunglasses through a generous donation by STARnet and their SEAL program. Friends' funding was used for program supplies.

### **Teen Ambassador Program (TAP)**

Teen Ambassador Program (TAP) Ambassadors gather once a month to discuss library news, program ideas, and more. TAP is rotating between Appleton East, Appleton West, & Appleton North High Schools for meeting locations to engage new members and facilitate accessibility to existing members. Ambassadors were instrumental in helping to build the 2024 Teen Summer Library Program, including the programs and prizes. Friends' funds supported snacks for this program.

## FRIENDS GRANT PROGRAM SUMMARIES

2<sup>nd</sup> QUARTER 2024

### **Teen Summer Library Program: Guided Painting in the Park**

The Teen Summer Library Program kicked off with a guided painting session in City Park led by local artist Leah Quinn. The engaged teen audience painted beautiful Northern Lights camping scenes - each one a unique masterpiece. Leah shared about mindfulness and art being an individual process. The program was full, and the teens enjoyed this special event. Friends' funding was used for Leah's honorarium, which included the supplies.

### **Teen Tuesday**

Teen Services offered different activities during Teen Tuesdays throughout the community. One program featured squeegee abstract art, a fun activity that helped teens think creatively by using a non-traditional art medium (squeegee) to create colorful and unique art. This program attracted new participants and fostered connections. Friends' funds were used to purchase program supplies.

## **Children's Classes and Events**

### **April– June Memorial Park StoryWalk**

Children's Services utilized Friends' funds to purchase two copies of the following books:

*Worm Weather* by Jean Taft

*Bird Builds a Nest* by Martin Jenkins

*The Digger and the Butterfly* by Joseph Kuefler

These books were unassembled and then reassembled as StoryWalk pages for the months of April - June. Appleton Parks & Rec built and installed permanent sign holders along a trail at Memorial Park for the StoryWalk pages to be displayed. Families who walk the trail can read the story as they go. These titles are up for one month each. In addition to the story itself, each page has fun activities to engage families as they read and walk. Friends' funds provided the books for the Storywalks.

### **Animal Battle Blast**

On June 13, Children's Services offered this all-ages program as a nod to the popular, "Who Would Win?" children's book series. The celebration included mask making, games, parachute fun, and, best of all, balloon animals from local artisans, Mischief and Magic! Friends' Funds were used for supplies & performer fees. Everyone had a "blast"!

## FRIENDS GRANT PROGRAM SUMMARIES

2<sup>nd</sup> QUARTER 2024

### **Bluey Bash**

On April 13<sup>th</sup> Children's Services celebrated the popular cartoon dogs Bluey and Bingo. The program included photos with Bluey and Bingo costume characters, paper dog ear headbands, an obstacle course, a scavenger hunt, and playing pretend library. 590 people attended the program. Friends' funds were used to purchase supplies for the program.

### **Craft Around the World**

Children's Services utilized Friends' funds to buy supplies for Craft Around the World. In June, Children's Services offered 2 programs featuring crafts inspired by Guatemala and Italy. Both programs had over 40 participants.

### **School-Age STEAM**

April-June's Tuesday night School-Age STEAM programs were well attended and a ton of fun! As always, each week had its own theme to explore. Kids in grades K-6 tried activities and experiments related to Earth Day, oceans, skill toys, gardening, popcorn, coding technology, various dyes, air, and water. Thank you to Friends for purchasing the supplies and technology to make this on-going program possible!

### **Roaming Ruckus**

Friends' funds were used to purchase materials for Roaming Ruckus. Roaming Ruckus is an open play program. Combining the ideas of Anji Play, Loose Parts play, and Play and Learn, we, as adults, step back and allow children to engage in play. While the program is in progress, we encourage parents to collect images and videos of their child at play, not staged photos or videos. When play is finished, we offer them an opportunity to share how they played through drawings and/or words on paper. June's Roaming Ruckus took place at Schaefer Park.

### **Symphony Storytime**

On June 29<sup>th</sup>, Miss Karen was joined by Carrie Willer, a member of the Fox Valley Symphony Orchestra for an all-ages family friendly Storytime at the Appleton Public Library! Miss Karen read ***The Animal Song*** by Jonty Howley and ***You Are a Part of the Wonder*** by Ruth Doyle. Carrie played her cello as Miss Karen read each story. Each page had unique sounds and music. The children danced along throughout each story and enjoyed playing music with shaker eggs. Friends' Funds were used to pay the Fox Valley Symphony Orchestra and the musician.

## **Family Classes and Events**

### **Fox Cities Butterfly Festival - Kiwanis**

Friends' Funds were used to purchase supplies for this year's Butterfly Festival. Held on June 15<sup>th</sup>, this festival celebrates nature and butterflies through a variety of vendor tables/events and a butterfly release.

## FRIENDS GRANT PROGRAM SUMMARIES

2<sup>nd</sup> QUARTER 2024

### **Summer Library Program Kickoff**

On June 8<sup>th</sup> Children's Services celebrated the kickoff of the Summer Library Program. The kickoff included a photo background, watermelon pixel art, paper airplanes, sunscreen painting, temporary tattoos, a scavenger hunt, a dramatic play station, coral reef creations, matching games, and sea animal crafts. 279 people attended the program. Friends' funds were used to purchase supplies for the program.

### **Programs for All Ages**

### **Ongoing Classes, Events and Services**

### **Special Projects**

#### **Baby Yoda Pixel Art Wall Decoration**

Friends' funds were used to purchase paper plates to create a Baby Yoda pixel art on the wall in Children's Services for the month of May.

#### **Building Project Communications**

Friends' funds paid for outside printing of various building project communications.

#### **Constant Contact**

Friends' funds pay for our mass email service provider. We use this service to email our subscribers information about library news, classes, services and more.

#### **Every Child Ready to Read Digital Edition**

Friends' Funds were used to purchase the digital Second Edition of Every Child Ready to Read® (ECRR) toolkit. This collection of resources provides materials to help public libraries and other early literacy centers present workshops that help prepare parents/caregivers for their critical role as their child's first teacher.

#### **Loomly**

Friends' funds pay for our social media content scheduler. We use this service to proof and strategically schedule content for all our social media outlets.

#### **Teen Summer Internship: Community Partnerships**

APL hired a teen summer intern in Community Partnerships to learn about community-engaged librarianship and advance library programs and community outreach. The internship supports a young person's experience working in libraries and exploring pathways for continued civic engagement and career development. The internship also strengthens staff engagement with teens. The intern assists library staff with teen and adult programs and outreach planning, implementation, and review. Friends' funds support the part time non-benefitted position.