



# City of Appleton

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

## Meeting Agenda - Final Library Board

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Tuesday, December 17, 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  
[24-1581](#) November 19, 2024 Meeting Minutes

**Attachments:** [11-19-2024 Library Board Meeting Minutes.pdf](#)

### Public Participation & Communications

5. Establish Order of the Day
6. Action Items  
[24-1582](#) Bill Register - November 2024

**Attachments:** [Nov 24 Bill Register.pdf](#)

[APL Financial Cash Flow-November 2024.pdf](#)

- [24-1583](#) December 2024 Budget Amendment

**Attachments:** [Dec 2024 Budget Amendment.pdf](#)

- [24-1584](#) 2025 Library Budget

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

- [24-1585](#) APL Policies:
- **Children's Area Use Policy**
  - **Community Information and Posting Policy**
  - **Space Use Policy**
  - **Piano Policy**
  - **Safety and Security Policy**
  - **Smoking and Tobacco Use Policy**

**Attachments:** [Childrens Area Use Policy DRAFT 12-12-2024.pdf](#)  
[Community Information and Posting Policy DRAFT 12-24.pdf](#)  
[SPACE USE POLICY 12-12-2024.pdf](#)  
[Piano Policy DRAFT 12-2024.pdf](#)  
[SAFETY AND SECURITY POLICY DRAFT 12-12-2024.pdf](#)  
[Smoking And Tobacco Use Policy DRAFT 12-12-2024.pdf](#)

- [24-1588](#) 2025 Library Board Meeting Schedule

**Attachments:** [APL Board Meeting Schedule 2025.pdf](#)

## 7. Information Items

### A. Administrative Report

- [24-1589](#) APL Building Project Update
- Attachments:** [November 2024 Construction Update.pdf](#)
- [24-1590](#) APL Hiring Process Update
- [24-1591](#) APL Brand Identity Update
- [24-1586](#) Donor Signage

### B. Friend's Report

- [24-1592](#) Friends Executive Director Report
- [24-1595](#) Capital Campaign Update
- [24-1596](#) Friends Plans for 2025

### C. President's Report

[24-1593](#) Trustee Training: Collection Tour of New Library

**Attachments:** [NewBuildingCollectionPreview\\_LibraryBoardMeeting\\_111923.pdf](#)

**D. Staff Updates**

[24-1594](#) 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.*



# City of Appleton

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## Meeting Minutes Library Board

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Tuesday, November 19, 2024

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

**President Margret Mann called the Meeting to Order at 4:31pm**

2. Pledge of Allegiance

3. Roll call of membership

*Aldersperson Katie Van Zeeland was in attendance, however technical difficulties prevented her actual participation*

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

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

**Excused:** 3 - Sivasamy, Van Zeeland and Lokensgard

4. Approval of minutes from previous meeting

[24-1477](#)

October 15, 2024 Meeting Minutes

**Attachments:** [10-15-2024 Library Board Meeting Minutes.pdf](#)

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

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

**Absent:** 3 - Sivasamy, Van Zeeland and Lokensgard

5. **Public Participation and Communications**

**Establish Order of the Day**

**President Mann called for motion to place Action Items 24-1478, 24-1479, 24-1481, 24-1482, 24-1483 on a Consent Agenda.**

**Looker moved, seconded by Scheuerman that Action Items 24-1478, 24-1479, 24-1481, 24-1482 and 24-1483 be placed on a Consent Agenda. Voice Vote. Motion Carried (8-0)**

**6. Action Items**

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

[24-1478](#)

Bill Register - October 2024

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

This Report Action Item was approved

[24-1479](#)

November 2024 Budget Amendment

**Attachments:** [Nov 2024 Budget Amendment.pdf](#)

This Report Action Item was approved

[24-1480](#)

APL Naming Opportunities Policy Update

**Attachments:** [Naming Opportunities Memo Updates 11-2024.pdf](#)  
[Naming Opportunities Policy \(Draft\) 11-2024.pdf](#)

Looker moved, seconded by Scheuerman, that the Naming Opportunities Policy Update be approved. Roll Call. Motion carried by the following vote:

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

**Absent:** 3 - Sivasamy, Van Zeeland and Lokensgard

[24-1493](#)

Request for Approval of Two Limited Term, Part-Time Internship Positions funded with External Grant Funds

**Attachments:** [Memo\\_2025-CP-Internships\(2\).pdf](#)

Bunnow moved, seconded by Brozek, that the Request for Approval of Two Limited Term, Part-Time Internship Positions funded with External Grants be approved. Roll Call. Motion carried by the following vote:

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

**Absent:** 3 - Sivasamy, Van Zeeland and Lokensgard

[24-1498](#)

Request to Award Move to Downtown New Library Location on Appleton Street to Boulevard Relocation Services for an amount of \$175, 855.80 with a 5% Contingency

**Attachments:** [Move Memo Nov 2024.pdf](#)

Looker moved, seconded by Scheuerman, that the Request to Award Move to Downtown New Library Location on Appleton Street to Boulevard Relocation Services for an Amount of \$17,855.80 with a 5% Contingency be approved. Roll Call. Motion carried by the following vote:

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

**Absent:** 3 - Sivasamy, Van Zeeland and Lokensgard

[24-1481](#) City of Appleton Policy - General Safety Policy

**Attachments:** [General Safety Policy SB 2024.pdf](#)

This Report Action Item was approved

[24-1482](#) APL 2025 Proposed Closures

**Attachments:** [Proposed Closures 2025.xlsx](#)

This Report Action Item was approved

[24-1483](#) Report of the Personnel & Policy Committee

**Attachments:** [11-7-2024 Personnel & Policy Committee Meeting Minutes.pdf](#)

[Financial Policy Draft 11-2024.pdf](#)

[Lactation Room Policy draft 11-2024.pdf](#)

[Sensory Room Policy Amended 11-2024.pdf](#)

This Report Action Item was approved

[24-1484](#) Approval of Library Director's 2024 End of Year Performance Review

This Report Action Item was approved

## 7. Information Items

### A. Administrative Report

[24-1485](#) Building Project Update

**Attachments:** [October 2024 Construction Update.pdf](#)

[24-1486](#) New Street Address for Downtown Library - 200 N. Appleton St., Appleton, WI 54911

[24-1487](#) APL Hiring Process Update

[24-1488](#) Statistics - 3rd Quarter 2024 (July, August, September)

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

[AUG 2024.pdf](#)

[SEPT 2024.pdf](#)

[24-1489](#) 3rd Quarter 2024 Friends Grant Funded Program Summaries

**Attachments:** [3rd Quarter 2024 Friends Grant Funded Program Summaries FINAL.pdf](#)

## B. Presidents Report

[24-1490](#) Trustee Training: New Building Collection Preview

*Due to technical issues item 24-1490 was moved to the December 17, 2024 Library Board Meeting*

## C. Staff Updates

[24-1491](#) Children's Program Updates

**Attachments:** [Char Elec for Board.pdf](#)

[24-1492](#) Community Partnerships Updates

## Closed Session

## 8. Adjournment

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

**The Meeting was Adjourned at 5:10pm**

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

**Absent:** 3 - Sivasamy, Van Zeeland and Lokensgard

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/11 TO 2024/11		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
16010										Library Administration	
16010	620100									Training/Conferences	
999990	LINKEDIN PRE	P196193	135710	0	2024 11	INV	P		189.81	pcard	LINKEDIN C.Rortvedt
									189.81		ACCOUNT TOTAL
16010	630100										Office Supplies
001583	UNITED STATES POSTAL		134409	0	2024 11	INV	P		10.20	pcard	Postage - P & P Com
001983	AMAZON		134410	0	2024 11	INV	P		33.46	pcard	Holiday Breakfast T
001983	AMAZON		134411	0	2024 11	INV	P		7.99	pcard	Holiday Breakfast T
001983	AMAZON		135466	0	2024 11	INV	P		28.80	pcard	Pen Refills CRortve
									70.25		
002034	ODP BUSINESS SOLUTIO		135024	0	2024 11	INV	P		34.98	pcard	Certificate Holders
002034	ODP BUSINESS SOLUTIO		135025	0	2024 11	INV	P		7.72	pcard	King Size Sharpie P
002034	ODP BUSINESS SOLUTIO		135026	0	2024 11	INV	P		5.59	pcard	Memo Pads
									48.29		
999990	SQ *ANDERSON PENS, I		135012	0	2024 11	INV	P		49.23	pcard	Time Capsule Reflec
999990	USPS PO 5602500943		135449	0	2024 11	INV	P		31.50	pcard	Postage for Board P
									80.73		
									209.47		ACCOUNT TOTAL
16010	630300										Memberships & Licenses
999990	AMERLIBASSOC ECOMMER		135709	0	2024 11	INV	P		350.00	pcard	ALA Annual Membersh
									350.00		ACCOUNT TOTAL
16010	641200										Advertising
999990	HEMINGWAYAPP.COM		135669	0	2024 11	INV	P		100.00	pcard	Editing App
									100.00		ACCOUNT TOTAL
16010	641308										Cellular Phones
000250	CELLCOM APPLETON PCS		135706	0	2024 11	INV	P		62.25	pcard	Staff Cellphones
									62.25		ACCOUNT TOTAL
									911.53		ORG 16010 TOTAL
16021											Library Children's Services
16021	630100										Office Supplies
001983	AMAZON		134435	0	2024 11	INV	P		1,170.00	pcard	coding robots
001983	AMAZON		134437	0	2024 11	INV	P		1,364.73	pcard	Programming Tech
001983	AMAZON		134438	0	2024 11	INV	P		37.99	pcard	Programming Supplie
001983	AMAZON		134990	0	2024 11	INV	P		238.56	pcard	Paper Cutter
001983	AMAZON		134991	0	2024 11	INV	P		12.12	pcard	3 Hole Punch



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/11 TO 2024/11									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
001983 AMAZON	135092	0	2024 11	INV	P			Laminating sheets	19.68
									2,843.08
002259 DEMCO SOFTWARE	135815	0	2024 11	INV	P			wayfinders	40.93
999990 TERRAPIN	134434	0	2024 11	INV	P			TERRAPIN	1,511.32
999990 LEGO	134436	0	2024 11	INV	P			BricQ Motion	307.90
999990 LAKESHORE LEARNING M	134439	0	2024 11	INV	P			Programming Supplie	512.04
									2,331.26
								ACCOUNT TOTAL	5,215.27
16021 659900								Other Contracts/Obligation	
001983 AMAZON	134989	0	2024 11	INV	P			Puppet Stage	504.95
001983 AMAZON	135013	0	2024 11	INV	P			Program Supplies -	62.36
001983 AMAZON	135014	0	2024 11	INV	P			Program Supplies -	275.90
001983 AMAZON	135016	0	2024 11	INV	P			Program Supplies -	91.51
001983 AMAZON	135054	0	2024 11	INV	P			Sensory Room Suppli	27.43
001983 AMAZON	135055	0	2024 11	INV	P			Sensory Room Suppli	25.57
001983 AMAZON	135056	0	2024 11	INV	P			Sensory Room Suppli	42.06
									1,029.78
999990 LAKESHORE LEARNING M	135015	0	2024 11	INV	P			Program Supplies -	1,206.08
999990 KAPLAN EARLY LEARNIN	135451	0	2024 11	INV	P			Early Childhood Are	1,438.78
									2,644.86
								ACCOUNT TOTAL	3,674.64
								ORG 16021 TOTAL	8,889.91
16023								Library Public Services	
16023 630100								Office Supplies	
999990 FEDEX OFFIC355000035	135759	0	2024 11	INV	P			Shipment of self-ch	62.74
								ACCOUNT TOTAL	62.74
								ORG 16023 TOTAL	62.74
16024								Library Community Partnerships	
16024 630100								Office Supplies	
001983 AMAZON	135415	0	2024 11	INV	P			Nature walk Program	193.90
001983 AMAZON	135677	0	2024 11	INV	P			Staff farewell	14.99
									208.89
002034 ODP BUSINESS SOLUTIO	135467	0	2024 11	INV	P			Easel Pads	40.39
002034 ODP BUSINESS SOLUTIO	135468	0	2024 11	INV	P			Dry Erase Markers	14.98

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/11 TO 2024/11									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
						55.37			
003095 TARGET CORPORATION	135394	0	2024 11	INV	P	784.94	pcard		PS5 game system for
						ACCOUNT TOTAL			1,049.20
16024 659900									Other Contracts/Obligation
003422 FRANCISCO ALEGRIA	134478	0	2024 11	INV	P	300.00	111324		567099 Cooking Demo Progra
003426 ROSLYN TORELLA	134481	0	2024 11	INV	P	50.00	111324		567138 Find Your Ancestors
						ACCOUNT TOTAL			350.00
						ORG 16024 TOTAL			1,399.20
16031									Library Building Operations
16031 630600									Building Maint./Janitorial
001983 AMAZON	135387	0	2024 11	INV	P	146.85	pcard		Trash Bags
001983 AMAZON	135388	0	2024 11	INV	P	17.95	pcard		Duster
						164.80			
002818 VESTIS	134392	0	2024 11	INV	P	32.84	pcard		Mats & Mops
002818 VESTIS	135010	0	2024 11	INV	P	32.84	pcard		Mats & Mops
002818 VESTIS	135450	0	2024 11	INV	P	32.84	pcard		Mats & Mops
002818 VESTIS	135707	0	2024 11	INV	P	32.84	pcard		Mats & Mops
						131.36			
						ACCOUNT TOTAL			296.16
16031 640700									Solid waste/Recycling Pickup
001880 WASTE MANAGEMENT OF	135009	0	2024 11	INV	P	361.62	pcard		Trash & Recycling -
						ACCOUNT TOTAL			361.62
16031 650200									Leases
003245 AMERICAN MANAGEMENT	135340	0	2024 11	INV	P	10,012.84	112724		567309 December 2024 Lease
						ACCOUNT TOTAL			10,012.84
						ORG 16031 TOTAL			10,670.62
16032									Library Materials Management
16032 503500									Other Reimbursements
000042 ALGOMA PUBLIC LIBRAR	135121	0	2024 11	INV	P	35.00	112024		567175 Patron Material Rei
001447 VILLAGE OF LITTLE CH	135117	0	2024 11	INV	P	20.00	112024		567292 PATRON MATERIAL REI
						ACCOUNT TOTAL			55.00

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/11 TO 2024/11		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
16032	630100									Office Supplies
	001034	OUTAGAMIE WAUPACA LI	135339	0	2024 11	INV	P	80.00	112724	567372 Receipt Paper
	001393	ULINE	135470	0	2024 11	INV	P	136.81	pcard	Replacement CD Jewe
	001983	AMAZON	134412	0	2024 11	INV	P	13.45	pcard	Tag holders for Chi
	001983	AMAZON	135469	0	2024 11	INV	P	25.29	pcard	CD Pockets for Chil
								38.74		
								ACCOUNT TOTAL		255.55
16032	631500									Books & Library Materials
	000889	MIDWEST TAPE	134963	0	2024 11	INV	P	548.98	pcard	506209905
	000889	MIDWEST TAPE	134964	0	2024 11	INV	P	561.54	pcard	506253999
	000889	MIDWEST TAPE	135497	0	2024 11	INV	P	478.00	pcard	506292929
	000889	MIDWEST TAPE	135498	0	2024 11	INV	P	4,810.30	pcard	506272402
	000889	MIDWEST TAPE	135499	0	2024 11	INV	P	652.97	pcard	506321336
								7,051.79		
	001405	UPS SUPPLY CHAIN SOL	135493	0	2024 11	INV	P	19.61	pcard	1ZR449350390090872
	001405	UPS SUPPLY CHAIN SOL	135494	0	2024 11	INV	P	15.69	pcard	1ZR449350398118417
								35.30		
	001983	AMAZON	134965	0	2024 11	INV	P	64.67	pcard	114-8023991-0571406
	001983	AMAZON	134966	0	2024 11	INV	P	66.45	pcard	114-6293380-4035400
	001983	AMAZON	135049	0	2024 11	INV	P	42.49	pcard	114-4252479-7293828
	001983	AMAZON	135050	0	2024 11	INV	P	24.98	pcard	114-2744599-9789861
	001983	AMAZON	135051	0	2024 11	INV	P	39.90	pcard	114-2744599-9789861
	001983	AMAZON	135495	0	2024 11	INV	P	43.19	pcard	114-9513270-4586614
	001983	AMAZON	135496	0	2024 11	INV	P	149.85	pcard	114-5876409-6977038
	001983	AMAZON	135500	0	2024 11	INV	P	40.91	pcard	114-3766176-8356242
	001983	AMAZON	135501	0	2024 11	INV	P	15.99	pcard	114-8354976-6417826
	001983	AMAZON	135750	0	2024 11	INV	P	53.60	pcard	111-2276152-7921064
	001983	AMAZON	135751	0	2024 11	INV	P	56.99	pcard	111-7548420-2955429
	001983	AMAZON	135752	0	2024 11	INV	P	35.46	pcard	111-0900984-6671400
	001983	AMAZON	135753	0	2024 11	INV	P	24.96	pcard	111-0786687-6135403
	001983	AMAZON	135754	0	2024 11	INV	P	99.93	pcard	111-5150182-8035458
	001983	AMAZON	135755	0	2024 11	INV	P	29.99	pcard	111-5448223-5952240
	001983	AMAZON	135757	0	2024 11	INV	P	85.45	pcard	111-8599854-2728207
								874.81		
	002162	INFORMATION TODAY, I	134191	0	2024 11	INV	P	493.03	111324	567109 INV. 1781600-B1
	002396	INGRAM LIBRARY SERV	134063	0	2024 11	INV	P	114.80	110624	567002 inv. 84457199
	002396	INGRAM LIBRARY SERV	134065	0	2024 11	INV	P	151.70	110624	567002 inv. 84457200
	002396	INGRAM LIBRARY SERV	134067	0	2024 11	INV	P	942.20	110624	567002 inv. 84475351
	002396	INGRAM LIBRARY SERV	134068	0	2024 11	INV	P	507.19	110624	567002 inv. 84475352
	002396	INGRAM LIBRARY SERV	134069	0	2024 11	INV	P	311.63	110624	567002 inv. 84479382

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/11 TO 2024/11									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
002396 INGRAM LIBRARY SERV	134070	0	2024 11	INV	P	17.06	110624	567002	inv. 84479383
002396 INGRAM LIBRARY SERV	134071	0	2024 11	INV	P	633.21	110624	567002	inv. 84498470
002396 INGRAM LIBRARY SERV	134072	0	2024 11	INV	P	311.15	110624	567002	inv. 84511639
002396 INGRAM LIBRARY SERV	134073	0	2024 11	INV	P	519.64	110624	567002	inv. 84520780
002396 INGRAM LIBRARY SERV	134074	0	2024 11	INV	P	366.13	110624	567002	inv. 84546338
002396 INGRAM LIBRARY SERV	134075	0	2024 11	INV	P	61.83	110624	567002	inv. 84558957
002396 INGRAM LIBRARY SERV	134076	0	2024 11	CRM	P	-35.10	110624	567002	INV. 84092691
002396 INGRAM LIBRARY SERV	134077	0	2024 11	CRM	P	-71.24	110624	567002	inv. 84242558
002396 INGRAM LIBRARY SERV	134078	0	2024 11	CRM	P	-15.12	110624	567002	Credit Memo 8426943
002396 INGRAM LIBRARY SERV	134192	0	2024 11	INV	P	340.34	111324	567110	INV. 84565577
002396 INGRAM LIBRARY SERV	134193	0	2024 11	INV	P	17.10	111324	567110	inv. 84577855
002396 INGRAM LIBRARY SERV	134194	0	2024 11	INV	P	1,145.63	111324	567110	inv. 84595359
002396 INGRAM LIBRARY SERV	134195	0	2024 11	INV	P	178.16	111324	567110	inv. 84600971
002396 INGRAM LIBRARY SERV	134196	0	2024 11	INV	P	285.29	111324	567110	inv. 84600972
002396 INGRAM LIBRARY SERV	134197	0	2024 11	INV	P	482.20	111324	567110	inv. 84620064
002396 INGRAM LIBRARY SERV	134198	0	2024 11	INV	P	568.59	111324	567110	inv. 84646656
002396 INGRAM LIBRARY SERV	134199	0	2024 11	INV	P	71.57	111324	567110	inv. 84658494
002396 INGRAM LIBRARY SERV	134200	0	2024 11	INV	P	37.58	111324	567110	inv. 84658495
002396 INGRAM LIBRARY SERV	134201	0	2024 11	INV	P	209.04	111324	567110	inv. 84666780
002396 INGRAM LIBRARY SERV	134202	0	2024 11	INV	P	349.05	111324	567110	inv. 84666781
002396 INGRAM LIBRARY SERV	135297	0	2024 11	INV	P	261.24	112724	567350	inv. 84803564
002396 INGRAM LIBRARY SERV	135298	0	2024 11	INV	P	101.65	112724	567350	inv. 84818127
002396 INGRAM LIBRARY SERV	135299	0	2024 11	CRM	P	-17.28	112724	567350	inv. 84819761
002396 INGRAM LIBRARY SERV	135300	0	2024 11	CRM	P	-16.17	112724	567350	INV. 84819762
002396 INGRAM LIBRARY SERV	135301	0	2024 11	INV	P	473.75	112724	567350	INV. 84858396
002396 INGRAM LIBRARY SERV	135302	0	2024 11	INV	P	572.22	112724	567350	INV. 84858397
002396 INGRAM LIBRARY SERV	135304	0	2024 11	INV	P	576.28	112724	567350	inv. 84904006
						9,451.32			
002830 KANOPY, INC	134190	0	2024 11	INV	P	605.20	111324	567113	INV. 423962
999990 THOMSON WEST*TCD	135048	0	2024 11	INV	P	1,229.28	pcard		850986827
999990 PAYPAL *SOOLINEHIST	135502	0	2024 11	INV	P	41.40	pcard		9WY63251W8824082C
999990 RDA*TMB BOOKS	135756	0	2024 11	INV	P	39.98	pcard		1079
999990 PAYPAL *HEARSTMAGAZ	135758	0	2024 11	INV	P	12.00	pcard		37000061783
						1,322.66			
ACCOUNT TOTAL						19,834.11			
16032 659900	Other Contracts/Obligation								
001398 UNIQUE MANAGEMENT SE	134477	0	2024 11	INV	P	295.50	111324	567159	Materials Recovery
ACCOUNT TOTAL						295.50			
ORG 16032 TOTAL						20,440.16			
16033	Library Network Services								
16033 632700	Miscellaneous Equipment								
001619 CDW GOVERNMENT, INC.	134969	0	2024 11	INV	P	63.83	pcard		CDW laptop RAM upgr
001619 CDW GOVERNMENT, INC.	135510	0	2024 11	INV	P	1,418.90	pcard		CDW KVM switch for

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/11 TO 2024/11		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
										1,482.73
								ACCOUNT TOTAL		1,482.73
16033	659900					Other Contracts/Obligation				
000446	FAITH TECHNOLOGIES,	134015	0	2024	11	INV	P	26,450.00	110624	566991 Erate Library Netwo
001619	CDW GOVERNMENT, INC.	135420	0	2024	11	INV	P	1,102.80	pcard	CDW Sophos licenses
001961	WELLS FARGO FINANCIA	134016	0	2024	11	INV	P	399.74	110624	567067 Copier Lease - Nove
002229	STAR PROTECTION AND	134014	0	2024	11	INV	P	7,938.50	110624	567038 Security Guard - AP
003432	XEROX FINANCIAL SERV	135209	0	2024	11	INV	P	555.03	112024	567304 Coper Contract - Oc
003432	XEROX FINANCIAL SERV	135211	0	2024	11	INV	P	150.36	112024	567304 Copier Contract - O
										705.39
999990	ZOOM.US	888-799-9666	135769	0	2024	11	INV	40.00	pcard	Monthly Zoom invoic
								ACCOUNT TOTAL		36,636.43
								ORG 16033	TOTAL	38,119.16
FUND 100		General Fund		TOTAL :						80,493.32

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



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

<u>Description</u>	ORG	OBJECT	PROJ (in GL)		<u>Amount</u>
	PROJECT	SEG 1	SEG 2	SEG 3	
<b>Comm Part - Other Reim</b>	<b>16024</b>	<b>503500</b>			<b>\$ 2,000</b>
Comm Part - Supplies	16024	630100	3957		\$ 2,000
<b>Mtls Mgmt - Other Reim</b>	<b>16032</b>	<b>503500</b>			<b>\$ 25</b>
Mtls Mgmt - Books & Lib Materials	16032	631500			\$ 25
<b>Children's - Other Reim</b>	<b>16021</b>	<b>503500</b>			<b>\$ 100</b>
Children's - Office Supplies	16021	630100	3955		\$ 100

For the purpose of:

- \*Wild Women in the Kitchen Grant
- \*David Greene Memorial (Opening Day)
- \*ESL Donation

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 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.

### Increase program 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, unsupported machines.

A meeting room booking system was selected to prepare for meeting room needs in the 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 Appleton Public Library (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

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 the Boys & Girls Club.
- Completed its role as the coordinator of the Reach Out and Read - Fox Cities program and transitioned to Reach Out and Read - Wisconsin, ending the partnership with the United Way Fox Cities for this initiative.

### Utilize volunteers more effectively

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 construction and move in process of the 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 and 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	\$ 1,298,646	9.44%
<b>Program Expenses</b>							
16010	Administration	817,121	691,995	636,156	639,751	719,565	13.11%
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	883,005	11.90%
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	711,663	11.19%
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	\$ 5,207,247	9.20%
<b>Expenses Comprised Of:</b>							
Personnel		3,406,823	3,439,465	3,627,189	3,633,877	3,863,323	6.51%
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	565,246	1.34%
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 Counties.

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

The Volunteer Coordinator position will change from half time to full time in 2025. This will allow the library to leverage increased volunteers in the new library.

# CITY OF APPLETON 2025 BUDGET

## LIBRARY

**Administration**

**Business Unit 16010**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2022	2023	Adopted 2024	Amended 2024	2025
<b>Revenues</b>					
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	-	-	-	15,000
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>\$ 1,283,046</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 470,756	\$ 469,430	\$ 439,157	\$ 439,157	\$ 480,324
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	181,143
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
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>\$ 719,565</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 a total attendance of 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.

# 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. 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.

With the reopening of the new library a .5 FTE Public Services Clerk position has been restructured and replaced with 1 FTE Library Assistant which will provide flexibility to cover multiple service desks in adult and children's areas, allowing us to allocate staff resources more efficiently based on real-time needs.

# 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	\$ 548,019
610800 Part-Time Wages	61,461	59,876	103,645	103,645	105,727
615000 Fringes	167,103	170,921	173,515	173,515	215,746
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>\$ 883,005</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. In 2025, it will be located in the Library's Community Partnerships budget in Other Contracts/Obligations. 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
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 at the 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, eliminating budgeted funds in Snow Removal Services and Leases.

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

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

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

The library will shift from using contracted guards to employing a pool of part-time non-benefitted staff to serve as Library Security Monitors. Recruiting will focus on candidates with a background in policing, such as retirees. This method will allow us to provide high quality customer service, consistent coverage, and ensure a good rapport with staff, patrons, and our police department. This change provides a savings from working with contracted providers that will offset a similar increase in our part-time non-benefitted Operations Clerks. These hours had been reduced while serving in the temporary library and as we return to full library services, including meeting rooms, we will need these hours to ensure coverage and sufficient meeting room set up.

# 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	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 358</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<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	110,490
615000 Fringes	28,152	38,959	57,585	57,585	61,646
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	271,454
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	-
<b>Total Expense</b>	<b>\$ 764,788</b>	<b>\$ 636,792</b>	<b>\$ 640,030</b>	<b>\$ 640,030</b>	<b>\$ 711,663</b>

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

None

# 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 and Library Books and Materials budgets have been restored to levels before the 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 a 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 needs.

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 the Library's 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 monthly and annual software subscriptions will be moved from the Equipment Repairs and Maintenance object line to the Other Contracts/Obligations object line.

The Miscellaneous Equipment budget 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
<b>Revenues</b>					
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>
<b>Expenses</b>					
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/Obligations	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>

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

Miscellaneous Equipment

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

Other Contracts/Obligations

Photocopier lease & maintenance	\$ 13,000
Automated material handling equipment	25,000
Self-checks & RFID pad contract	6,221
Other equipment repairs & maintenance	11,679
Software license & maintenance fees	42,178
	<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	-	-	-	-	15,000
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>1,298,646</u>
Personnel						
610100 Regular Salaries	2,104,220	2,159,468	699,370	2,492,073	2,492,073	2,596,718
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	343,944
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>922,661</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>3,863,323</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
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	271,454
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>178,382</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>565,246</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>5,207,247</u>

# **[Insert donor name] CHILDREN'S AREA USE POLICY**

## **PURPOSE**

The Appleton Public Library ("Library") welcomes people of all ages to use its facilities and services. To ensure the safety and well-being of children and maintain an atmosphere of constructive library use, the following policy regarding appropriate use of the [insert donor name] Children's Area ("Children's Area"), including the [insert donor name] Learning Stairs, is adopted. Parents/caregivers are responsible for their child's safety and behavior while in the library, whether the parent/caregiver is present or not.

## **POLICY**

### **1. Intended Use**

The materials, services, and equipment in the Children's Area are intended for use by children up to the age of 12, their parents and caregivers, and others needing children's materials and services for a specific purpose. All other patrons are asked to use the adult areas of the library. Parents and caregivers should generally be with the child in their care and assisting the child in using library resources.

Other intended uses include:

- a) Use by an educator, researcher, artist, etc., in developing curricula, projects, or other resources related to children's literature or materials.
- b) Use by a patron over age 12 when materials suitable to the patron's particular needs are not available in the adult areas of the library.
- c) Tour groups, visiting librarians, library volunteers, teachers, city officials, tradespeople, or others visiting the Children's Area for business-related purposes.

### **2. Prohibited Activities**

The following activities, in addition to any other activity prohibited by policy, ordinance, or statute, are prohibited in the Children's Area:

- a) Using materials, services, or equipment inappropriately.
- b) Viewing content that depicts extreme violence, or mature adult themes and situations.

- c) Adults or teenagers lingering without purpose in the area.

### **3. Enforcement**

Library staff is authorized to enforce this policy and may request that any persons using the Children's Area inappropriately or not for its intended use leave the Children's Area or the library, pursuant to the library's Safety and Security Policy.

Approved: 4/03; 8/16; 12/16; 11/2021 **Pending Approval 12/2024**

# COMMUNITY INFORMATION AND POSTING POLICY

## PURPOSE

In the spirit of community partnerships, Appleton Public Library (“Library”) provides clearly designated spaces for specific types of information and materials:

- Community Board
- Literature Display Space(s)
- Employment Postings Area

These spaces support the Library's philosophy of providing access to a wide range of information sources. Placement of materials in any of these spaces does not imply endorsement by the Library.

## POLICY

### General Guidelines for All Spaces

- All materials must be approved and placed by library staff. Unapproved items will be discarded. Considerations for approval include:
  - Promotions of community drives (e.g., food or clothing donation drives) and fundraising events subject to the following:
    - When organized or sponsored by non-profit and governmental agencies, or
    - When organized or sponsored by private organizations recognized by the Library as having strong community ties.
    - Drives initiated by individuals or unverified groups will not be allowed.
  - Materials must identify the sponsoring organization, including a name, address, and contact information.
  - Materials that are primarily advocating a single viewpoint are not allowed.
  - Materials devoted solely to the sale, advertising, solicitation, or promotion of products or services will not be accepted, except for announcements of educational or employment opportunities.

- Materials must align with community standards, be suitable for all ages, and must not include nudity, profanity, or inappropriate content.
- Items will be accepted as space allows and may be removed after 30 days, once the event has passed, or the if material is otherwise redundant or obsolete in order to make room for new materials.

#### Community Board

- Priority is given to materials from the Library, Friends of the Appleton Library, and local government entities.
- Announcements must pertain to events open to the public.

#### Literature Display Space(s)

- Reserved for free publications such as flyers, community newsletters, magazines, and newspapers.
- The Children's Area may include materials of interest to children, parents, and caregivers.

#### Employment Postings Area

- Only postings for local job opportunities, job fairs, or workforce development programs are allowed.
- Materials must include the employer/provider's name, address, and contact information.

#### Petitioning, Solicitation, or Distribution of Literature

- Petitioning, solicitation, canvassing, and distributing literature are permitted on the sidewalk in front of the library but must not interfere with library operations or access.
- Solicitation of monetary donations for non-library-related purposes inside the library building is not allowed unless it is part of a library-sponsored initiative, or an

event scheduled in the designated meeting space in accordance with the Meetings and Events Policy.

Approved 1/12; 3/19; Pending Approval 12/2024

# APPLETON PUBLIC LIBRARY SPACE USE POLICY

## I. INTENDED PURPOSE OF SHARING OF SPACE

In the spirit of community partnerships, the Appleton Public Library (“Library”) encourages the use of designated spaces, including meeting, study and conference rooms by the public to support educational, cultural, informational, and civic activities. The Library is committed to providing free and equitable access to these spaces, regardless of the beliefs or affiliations of the individuals or groups requesting their use.

The Library adheres to the principles of intellectual freedom as outlined in the Library Bill of Rights by the American Library Association. Use of Library space by individuals or groups does not imply Library endorsement of the content or viewpoints expressed.

## II. POLICY

Usage of meeting, study, and conference rooms should not interfere with the normal functions of the Library. The Library reserves the right to monitor activities conducted in its spaces to ensure compliance with laws and Library policies.

Priority is given to programs hosted by the Appleton Public Library/City of Appleton.

### **Requirements:**

Different spaces have different attendance requirements and capacities. The Library’s reservation request system will provide this information. Specific room requests may be accommodated based on suitability and scheduling needs; however, the Library reserves the right to reassign spaces.

### **Prohibited Uses:**

- Activities intended solely for commercial profit.
- Personal parties such as birthdays, weddings, anniversaries, etc.
- Activities requiring a fee except for as described in Section V. Private Rental of [insert donor name] Community Meeting Room or Library fundraising or City-sponsored events
- Illegal activities, safety risks, or use of combustible materials.
- Temporarily or permanently attaching items to the walls

### **Additional Guidelines:**

- **Refreshments:** Allowed, but alcohol is prohibited unless part of Library fundraising events outside operating hours.

- **Cleanup:** Rooms must be left in an orderly condition. A \$25 minimum fee may be charged for excessive cleaning. All damage will be the responsibility of the individual reserving the space.
- **Library Access:** Staff must always have access to meeting rooms, and doors may not be locked or barred.
- **Photography:** The library may utilize photos and videos from public programs and events at the library and at off-site library sponsored events on its website, social media and in library publications. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without the written approval from the photographed individual, parent or legal guardian.

Participants may request in writing that their image not be used by the library.

### III. **FREE PUBLIC USE OF [insert donor name] COMMUNITY MEETING ROOM(S)**

The [insert donor name] Community Meeting Room (“Community Meeting Room”) is a large space that can be divided into three (3) separate meeting spaces. These spaces are intended for larger groups and are available at no charge for non-commercial purposes by groups and individuals for educational, cultural, informational, or governmental/civic activities. Use of this space includes use of the [insert donor name] Welcome Hall.

Acceptable uses include public lectures, panel discussions, workshops, and other community-focused events.

These meetings must be open to the public and occur exclusively during regular Library hours.

#### **Guidelines and General Rules:**

- **Reservations:** Groups must reserve the Community Meeting Room in advance using the Library’s online booking system or by contacting Library administration. No single group may have more than four (4) bookings within six months.
- **Room Setup:** An authorized group member must submit a Meeting Room Request Form. The Library provides a basic room setup based on a selection of standardized options. The group is responsible for customizing the furniture arrangement and ensuring they are properly trained on AV equipment.



#### **IV. Use of Study and Conference Rooms**

The Library offers eleven (11) study and conference rooms of varying size and configuration designed for use by individuals and small groups.

Permissible uses include quiet study, tutoring, small group work, meetings, and employers conducting interviews.

##### **Guidelines and General Rules:**

- **Reservations:** Rooms are available on a first-come, first served basis and may be reserved through the Library's online booking system or in-person. Rooms may be reserved for up to two (2) hours, with extensions granted if no one is waiting.

#### **V. [insert donor name] CREATION STUDIOS**

The Library offers two (2) [insert donor name] Creation Studios ("Creation Studios"). A Creation Studio is a specialized space designed for work on projects that require enhanced technology and resources beyond traditional study rooms. Equipped with tools such as audio-visual editing software, or other creative technologies, the Creation Studio supports activities like digital content creation, design work, and multimedia production. It offers a collaborative yet quiet environment for innovation and learning.

- **Reservations:** Rooms may be reserved for up to two (2) hours, with extensions granted if no one is waiting.

#### **VI. Private Rental of [insert donor name] Community Meeting Room**

The Library offers the [insert donor name] Community Meeting Room, including the [insert donor name] Welcome Hall for private rental by individuals/organizations, nonprofits, for-profit organizations, and government entities intended for closed, private meetings.

- Rates are detailed in the [Event Rental Fee Schedule](#) or by contacting Administration (920-832-6170)
- A non-refundable deposit is required to finalize a reservation.
- The Library reserves the right to decline events if staffing or other resources are unavailable.

#### **VII. Rules of Use**

All users must adhere to Library policies. Non-compliance may result in removal and suspension of future room use privileges.

### **VIII. Library Staff Only Programmed Spaces**

Some Library spaces are exclusively reserved for staff programming. These spaces include the [insert donor name] Flex Box, [insert donor name] , [insert donor name] Commons, [insert donor name] Coworking Space, [insert donor name] Learning Stairs, [insert donor name] Story Room, [insert donor name] Discovery Room, and the [insert donor name] Children’s Garden. These spaces may occasionally be made available for unstructured access or public programs at the discretion of Library staff. Scheduling and use of these spaces are managed exclusively by Library staff, and they are not available for public reservation.

*Transparency: ChatGPT 4o, an AI language tool, was used in this policy update to ensure clarity, consistency, and user-friendliness. The final content was reviewed and approved by library staff.*

Formerly Meeting and Study Room Policy. Approved: 12/98. Amended: 11/01; 09/09; 2/13; 10/15; 12/16; 3/17, 12/18, 8/19; 12/24 **(Pending Approval)**

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#### Notes for Board:

- Event Rental Fee Schedule (pending approval)
- Website will detail time limits, capacities and other details related to specific rooms.
- Procedures to be developed upon approval.

# PIANO POLICY

## PURPOSE

The community piano is a Yamaha C6 that was a gift from the Fox Valley Music Teachers Association (FVMTA) in 2013. The library and FVMTA entered into a memorandum of understanding regarding the piano, its ownership and care. The community piano may be used in the ~~lower-level meeting room~~ [insert donor name] Community Meeting Room for concerts, recitals and programs that comply with APL's Meeting Room Policy.

## POLICY

1. The piano must be reserved, in advance, through the meeting room booking system or library administration.
2. The piano must remain covered and locked at all times that it is not in use.
3. The piano may only be moved by library personnel. The piano should be closed and covered when it is moved.
4. The piano will be kept in the storage location unless it is in use.
5. Nothing may be placed on or in the piano, even when it is covered. That includes handouts, etc., for meetings. Prepared piano is not allowed.
6. The piano may not be moved out of the meeting rooms or storage area.
7. No food or beverages are allowed on or near the piano or its bench.
8. Any group or individual damaging the piano in any way is liable for the cost of repairs.
9. If a musician, piano teacher, etc., wants to have the piano tuned for a program beyond the regular tuning schedule, the library will employ its regular tuner/technician and the requestor will compensate the library in advance for the tuning. The piano must be tuned to equal temperament/standard pitch with no historical (non-equal) temperaments.
10. Professional musicians may reserve the meeting room to practice on the piano before a concert to become familiar with the piano's action and tone based on the availability of the meeting room. Otherwise, the piano is not available for practicing or for piano lessons.
11. Persons not following these regulations, the Meeting Room Policy, rules or regulations may be denied future access to the piano by the library director. Appeals will be heard in accordance with the Library Board of Trustee's Bylaws Article VI, 8.

## Piano Maintenance

Tunings and piano maintenance and repair occur quarterly. Donations to offset the cost of piano maintenance are welcome and shall be deposited in the Friends of Appleton Public Library piano maintenance fund.

Approved: 2/2013; 12/2018; 12/2024 (Pending Approval)

# **SAFETY AND SECURITY POLICY**

## **I. PURPOSE**

This policy is designed to provide a safe and secure environment for patrons and library staff and protect library property. The library supports the rights of all individuals and is dedicated to free and equal access to information without discrimination, intimidation, threat of harm, or invasion of privacy.

## **II. POLICY**

- A. Overview. Patrons must be engaged in activities typically associated with the use of a public library while in the building and avoid conduct that disrupts others. This includes any individual or group activity which is unreasonably disturbing to other individuals lawfully using library facilities, materials, equipment and/or premises or is otherwise inconsistent with activities such as reading, studying, properly using library materials and other similar conduct typically associated with a public library.

Whenever possible, staff will first inform individuals about applicable policies before enforcing them more strictly. Library Security Monitors ("Security") focus on ensuring a safe and welcoming environment.

- B. Monitoring. The library monitors behavior using security tools, per Wis. Stat. § 43.30 and the Privacy Policy. The library reserves the right to inspect bags, briefcases, backpacks or other personal items.
- C. Responses to Inappropriate Behavior. Responses will be proportionate to the severity of the behavior. See III. CLASSES OF BEHAVIOR AND RESPONSE.
1. Eviction. Staff may evict patrons for the remainder of the day if they fail to comply with library policies. The library reserves the right to immediately evict a patron who poses a danger or threat to staff or other patrons.
  2. Restriction. The library director and assistant director are authorized to issue restrictions. The length will be based on the offense severity, prior violations, safety of staff and patrons, and legal considerations. If the library director or assistant director is unavailable, a supervisor may impose restrictions for up to 14 days. The Library Board retains the authority to impose restrictions directly when necessary.

- a. The patron and APD must be notified as soon as is practical of the restriction decision, including its duration. Notification may be delivered by library staff, police, or certified mail (return receipt requested).
- b. This policy addresses library-imposed restrictions but does not override penalties under federal, state, or local law.

D. Juvenile Patrons. If a juvenile patron violates this policy, or any other rule or regulation, staff may contact their parent/guardian.

1. Juveniles may be required to use the library with a responsible parent or guardian as an alternative to restriction.
2. The juvenile's parent or guardian must be notified of the restriction via certified mail, or the notice may be delivered by APD. Failure to abide by the restriction may lead to restricting the juvenile from the library completely, and they may be cited for trespassing by APD.
3. Juvenile patrons 16 and over may have privacy rights preventing disclosure and staff will consult with the City Attorney prior.

E. Use of Equipment. Patrons who violate library policies while using equipment may have their access restricted. Public computer access may be suspended for up to 30 days for policy violations, and serious offenses may result in full library restrictions or legal action. Misuse of computers or internet access may also lead to suspension, restriction, or prosecution.

F. Identification. Patrons violating library policies may be asked to provide identification. Refusal to provide ID may result in contacting APD depending on the seriousness of the violation.

G. Video Surveillance and Photography. Security cameras enhance safety by deterring policy violations, assisting staff in preventing incidents, and supporting the library in investigating and potential criminal activity on library property per Wis. Stat.

§43.30(5).

1. Video cameras may be in indoor or outdoor locations where individuals lack a reasonable expectation of privacy. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy such as private offices or restrooms.
2. The City of Appleton ("City") may mount cameras on exterior library property that provide surveillance of public outdoor spaces. These cameras are not library cameras and are not covered by this policy.

3. Video footage and photographs are used in accordance with the library's Privacy Policy and Records Retention Schedule.
4. Cameras are not continuously monitored. Personal safety is the responsibility of the individual, and the City is not responsible for lost or stolen property.

H. Unattended Children. The library strives to provide a safe and welcoming environment for children and encourages their use of materials and services.

1. Responsibility. Parents, guardians, or caregivers are responsible for the welfare and behavior of their children in the library. Staff cannot assume responsibility for unattended children's safety or comfort.
2. Supervision.
  - a. Children under 8 must be supervised at all times, including during library programs. Children 8+ may use the library independently if they behave appropriately.
  - b. The City of Appleton and the library are not liable for unattended children. Parents, guardians, and caregivers accept the risks of leaving children unattended and release the City from claims.
3. Response.
  - a. Staff may notify parents, guardians, or authorities (e.g., APD) to ensure a child's safety or enforce library rules.
  - b. Staff will make reasonable efforts to ensure children leave safely at closing. If a minor remains, at least two staff members will stay with them. After 15 minutes, staff will contact APD for assistance.

I. Appeals.

1. Restricted individuals may submit a written reconsideration request to the Library Director at Appleton Public Library, 200 N. Appleton Street, Appleton, WI 54911, stating their reasons and including a return address.
2. The library director will respond to the reconsideration request in writing via certified mail within 14 business days. The restriction will remain in effect unless modified by the director's written decision.
3. For restricted juveniles, the library director may allow access under the direct supervision of an approved parent or guardian, upon request.
4. If the person wishes to contest the decision of the library director, they may appeal to the Library Board pursuant to the Bylaws.

5. Restricted individuals who enter the library before the return date on the “Restriction from Library” notice may have APD contacted and face trespassing charges under Appleton City Ordinance AC 10-26.

### III. CLASSES OF BEHAVIOR AND RESPONSE

No policy can list all prohibited behaviors. Therefore, the guiding principle for acceptable behavior is: ***Everyone has the right to use the Appleton Public Library without being disturbed by others. Disruptive, unsafe, illegal or damaging behavior is not allowed.***

- A. **Class 1 - Dangerous or Criminal Behavior.** Violations of federal, state, or city laws are prohibited in the library. These actions require staff to contact the APD and may result in an immediate restriction. Examples include, but are not limited to:

1. Fighting or combative behavior,
2. Exhibitionism,
3. Any sexual behavior regardless of if it is unwelcome or consensual,
4. Threats,
5. Refusal to leave when asked,
6. Physical abuse,
7. Stalking,
8. Possession of illegal drugs,
9. Possessing firearms or weapons that threaten staff or public safety,
10. Child pornography,
11. Theft, including theft of library materials,
12. Vandalism,
13. Intentional entry into restricted areas of the building, or
14. Tampering with any library security equipment.

- B. **Class 2 - Potentially Serious Behavior.** Responses depend on the severity and may include a warning, contacting the APD, or a library restriction. Examples include, but are not limited to:

1. Alcohol or drug intoxication,
2. Possession of weapons that do not fall into Class 1,
3. Possession of alcohol, except as part of an approved program,
4. Verbal abuse of staff or other patrons,
5. Loitering in a manner that interferes with others,
6. Excessively emotional, hostile, threatening or uncontrolled behavior,
7. Use of loud profanity, obscenity or obscene gestures,
8. Panhandling,

9. Using another person's card without permission,
10. Leaving bags and other personal items unattended, or
11. Harassing and intrusive behavior, including staring at, stalking or following staff or patrons with the intent to annoy or harass, violating privacy, or interfering with staff performance of duties or patrons' use of the library.

C. **Class 3 - Disruptive and Nuisance Behaviors.** Responses depend on the severity and may range from tolerance to a warning. Severe or repeated offenses may result in eviction, contacting the APD, or a library restriction. Examples include, but are not limited to:

1. Bodily hygiene which is so offensive that it is a nuisance to patrons and staff,
2. Loudness,
3. Interfering with staff duties by monopolizing their time, engaging in prolonged or inappropriate conversations, making personal comments, or refusing to comply with staff requests,
4. Inappropriate public displays of affection,
5. Blocking the library entry, sidewalk in front of the building or otherwise interfering with free passage of APL staff or users,
6. Loud profanity or obscenity in front of the building or in the parking lot,
7. Patrons may bring up to three bags or personal items, each no larger than 32x18x15 inches.
  - a. Exceptions include wheelchairs, strollers, musical instruments, and items for library programs or events.
8. Bedrolls, pillows, sleeping bags, shopping carts, and garbage bags,
9. Sleeping, napping or dozing in or on library premises,
10. Unhygienic behavior such as spitting or changing diapers in public areas,
11. Bathing, shaving, washing hair or washing clothing,
12. Using cellphones or other devices at a volume that disturbs others, whether with or without headphones,
13. Violation of the Smoking and Tobacco Use Policy,
14. Patrons must wear clothing that covers the upper and lower torso, as well as shoes at all times. Exceptions apply to non-walking infants.
15. Failing to clean up personal trash,
16. Visible presence of pests on person, belongings or library materials,
17. Rearranging or misusing furniture beyond its intended design or capacity, or
18. Other violations of library policies.



*Transparency: ChatGPT 4o, an AI language tool, was used in this policy update to ensure clarity, consistency, and user-friendliness. The final content was reviewed and approved by library staff.*

Approved: 5/02. Amended: 4/05; 6/07; 8/16; 12/16; 11/17; 12/18; 8/19; 12/2024 (Pending Approval)

# SMOKING AND TOBACCO USE POLICY

## PURPOSE

Patrons of the library have the right to use materials and services without being unduly disturbed or impeded by other users. While patrons and staff have the right to a secure and congenial environment, smoking and second-hand smoke pose a health risk and create an unpleasant environment for non-smokers.

## POLICY

1. Smoking, rolling cigarettes, using e-cigarettes (“vaping”), or chewing tobacco is not permitted in the library.
2. Smoking is not permitted anywhere on library property or the library block per Appleton Municipal Code Sec. 7-100(d).~~Smoking is not permitted anywhere on library property.~~
3. Staff who observe individuals violating the policy should inform them of the ordinance and request their compliance. If the individual refuses to comply, staff may ask them to leave library property until they adhere to the policy. In cases of continued non-compliance, staff may contact law enforcement to address the issue. Repeat or egregious violations may result in restrictions on the individual's access to the library as a last resort.~~Staff who observe persons in violation should see that they are informed of the policy and ask them to comply. In case of non-compliance, staff may ask patrons to leave library property until they comply or summon the police to cite violators for trespassing if necessary. Repeat or flagrant offenders may forfeit library use privileges.~~

*Adopted: 2/2002; 2/2013; Pending Approval 12-2024*

**Appleton Public Library Board**  
**Meeting Schedule 2025**

*Board Meetings are typically held the Tuesday before the 3<sup>rd</sup> Wednesday of each month at 5 PM*

*Except as noted, meetings will be held in the Ground Level Large Conference Room (name tbd) at the  
Appleton Public Library  
200 N. Appleton Street  
Appleton WI 54911*

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

**Tuesday, January 14, 2025**  
**City Hall 6<sup>th</sup> Floor A / B**

**Tuesday, February 25, 2025**

*Note this meeting is held the last Tuesday in February per compliance with DPI Annual Report Submission*

Tuesday, **March 18, 2025**

Tuesday, **April 15, 2025**

Tuesday, **May 20, 2025**

Tuesday, **June 17, 2025**

Tuesday, **July 15, 2025**

Tuesday, **August 19, 2025**

Tuesday, **September 16, 2025**

Tuesday, **October 14, 2025**

Tuesday, **November 18, 2025**

Tuesday, **December 16, 2025**



## November 2024 Construction Update



**Tina Krueger**

Communication Coordinator

## Building Project Update – November 2024

### Construction Updates

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

- Installed Flex Box room overhead door.
- Installed spray soundproofing.
- Installed carpeting and resilient flooring.
- Installed tile in restrooms.
- Installed reading niches on lower level.
- Installed operable partition doors in community meeting room.
- Installed new front entrance frame and glass along with canopy.
- Installed metal fascia and handrails at learning stairs.
- Poured concrete steps at connecting and learning stairs.
- Poured sidewalk along south side of building.
- Installed topsoil in all islands and surrounding areas of parking.
- Graded and installed asphalt along with striping in parking lot.
- Installing glazing around the east skylight.
- Installing acoustic ceiling grid and tile.
- Installing door and hardware on ground and upper levels.
- Installing interior glass in metal door frames.

- Installing acoustic tectum panels and wall panels in study and creation rooms.
- Installing service desks on ground and upper levels.
- Installing passenger elevator.
- Finishing drywall at elevator lobby.
- Painting throughout the building.
- Installing glass in the interior of the building.
- Continuing fire protection, mechanical, plumbing, and electrical installations.
- Installing furniture.
- Installing AV equipment.
- Installing metal panel and glazing on the exterior 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 \$11.8 M of their \$12 M goal.

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



Exterior



Lighting Fixtures



Commons View From Above



Commons View From Below



Community Meeting Room

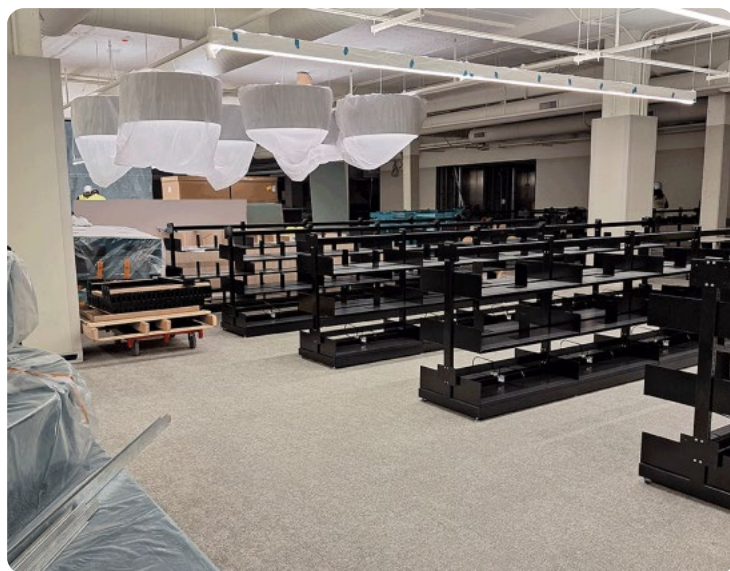




Passenger Elevators



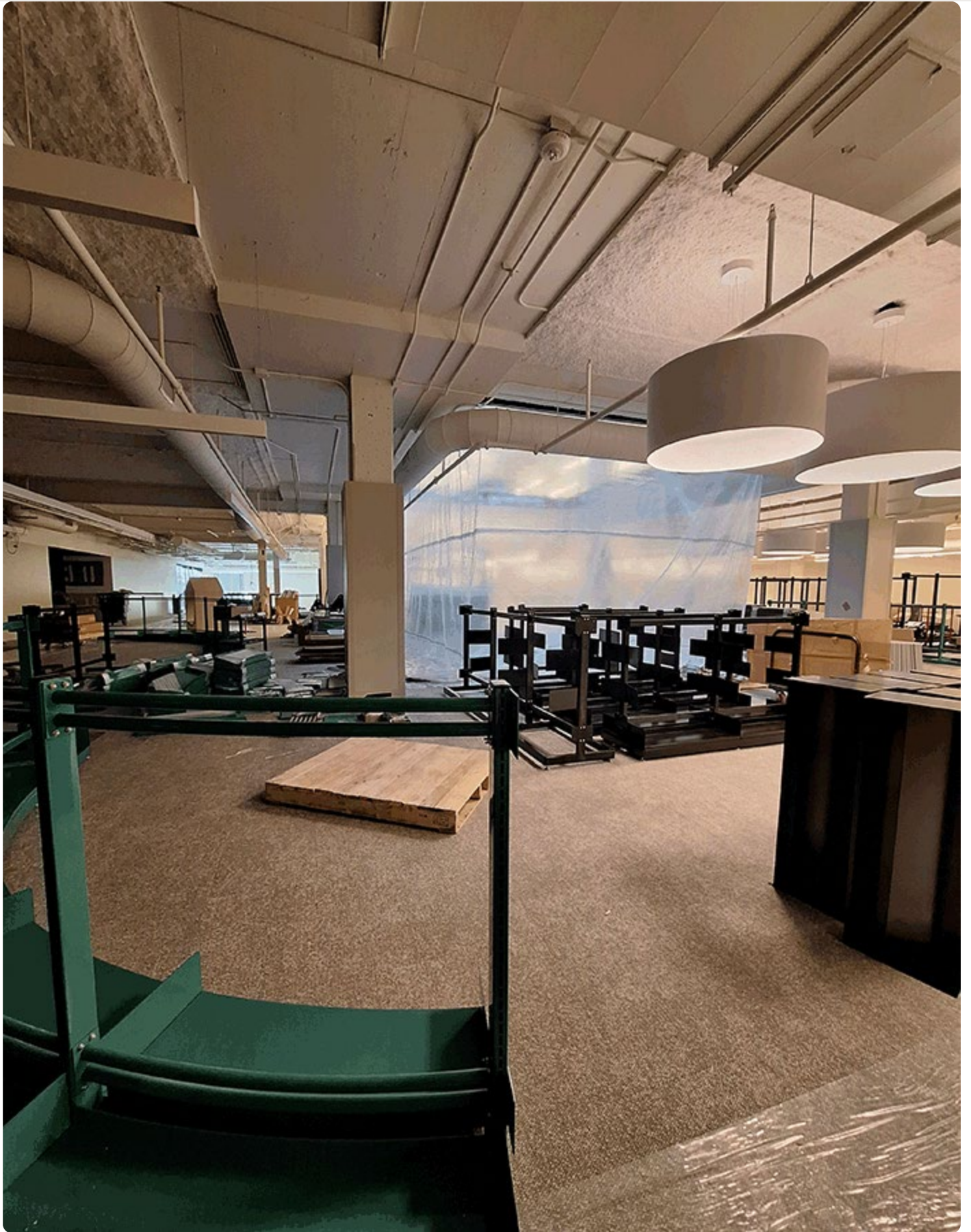
Service Desk



Children's Shelving



Children's Program Room



Children's Shelving



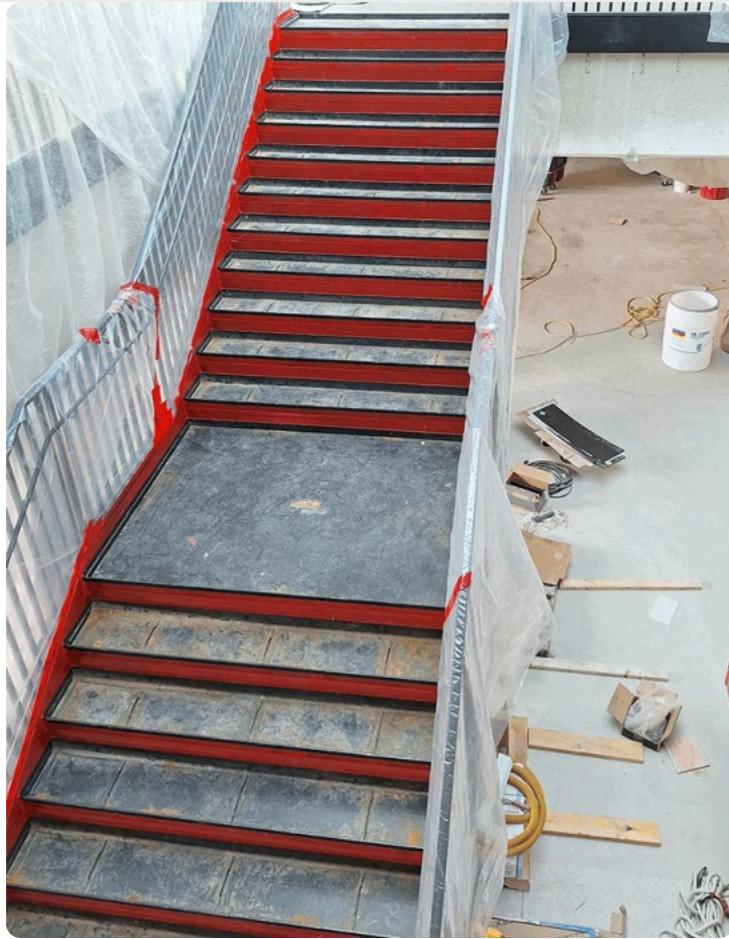
Children's Program Room



Children's Reading Nooks

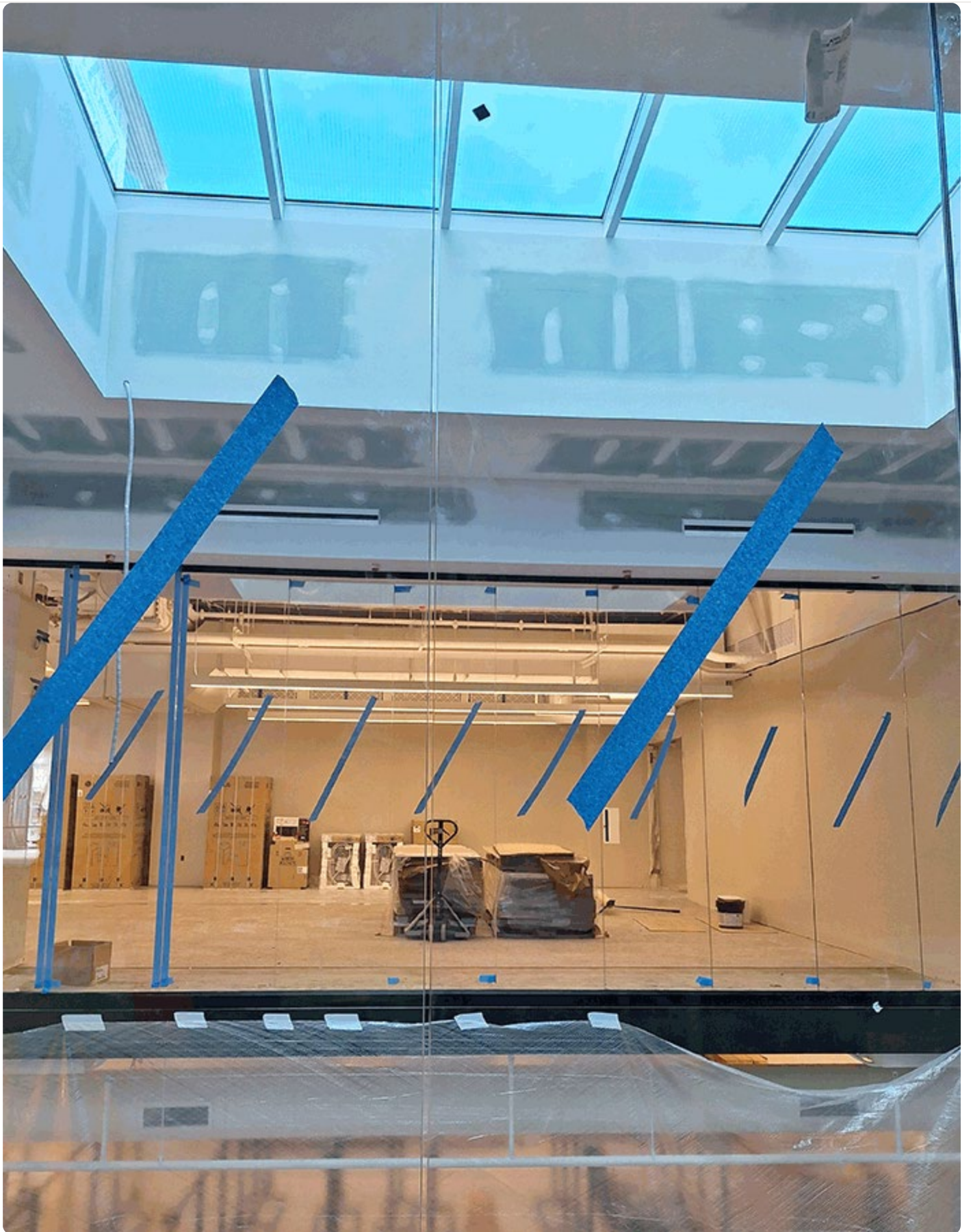


Children's Reading Nooks

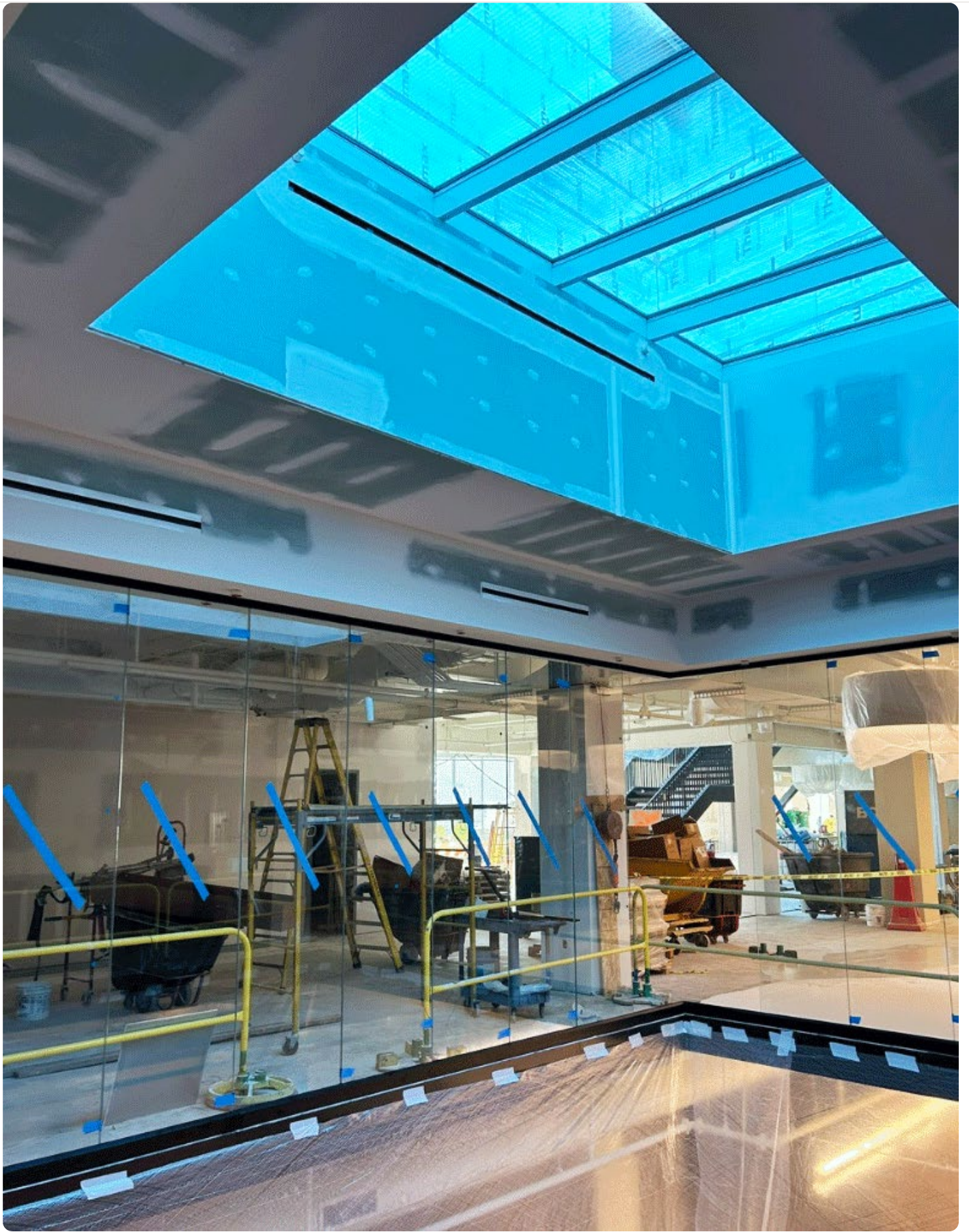


Connecting Staircase





Skylight



Skylight



Parking Lot

[View in SharePoint](#)

This email is generated through Appleton Public Library's use of Microsoft 365 and may contain content that is controlled by Appleton Public Library.

# New Building Collection Preview

November 19, 2024

Primary Shelving Color: Black Fox

Accent Shelving Color in Children's Collection: Soft Spruce

Millwork Surrounds: White Oak

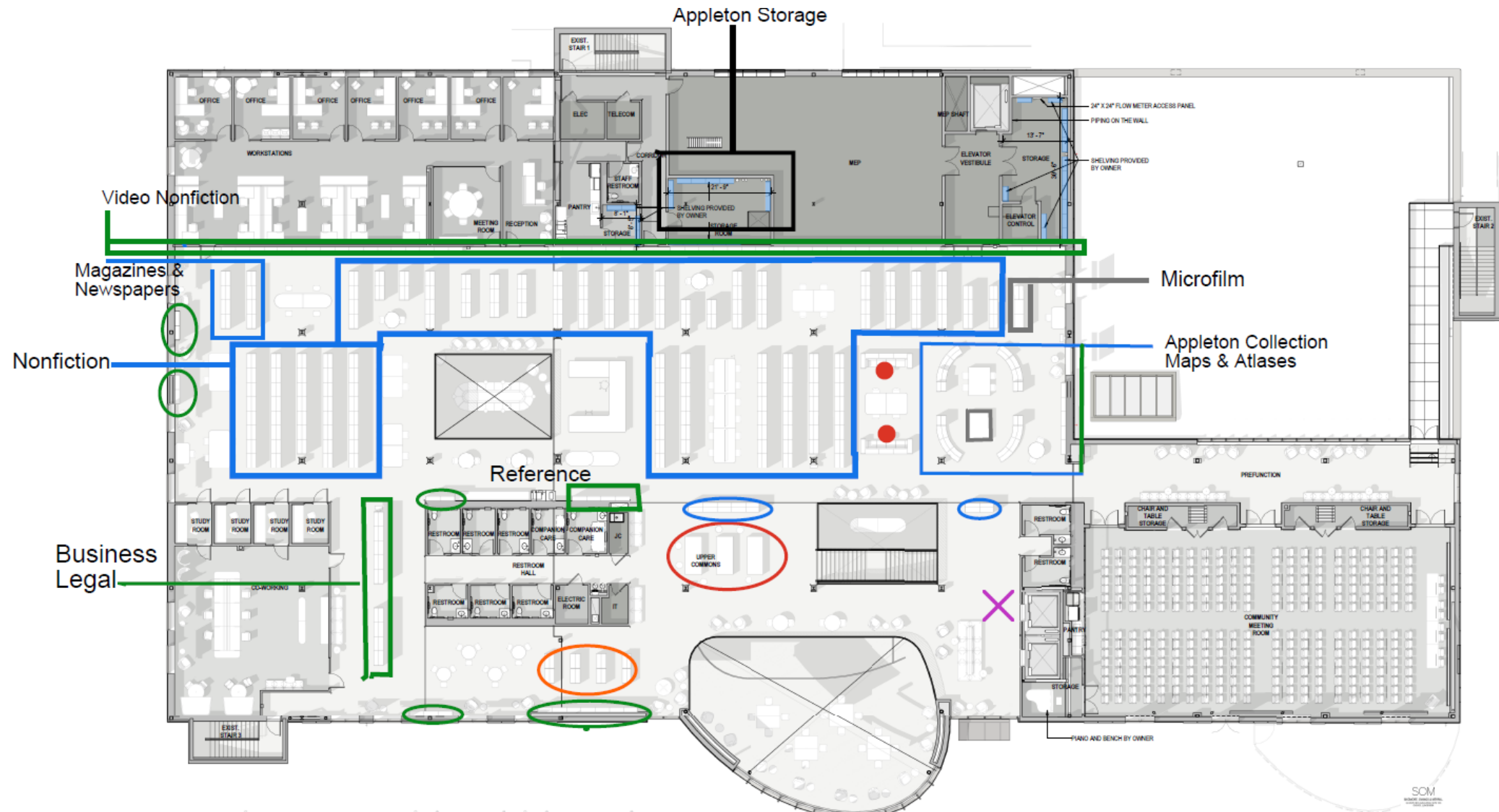
Shelving Heights: Range from 3 shelves to 7 shelves depending on collection & location



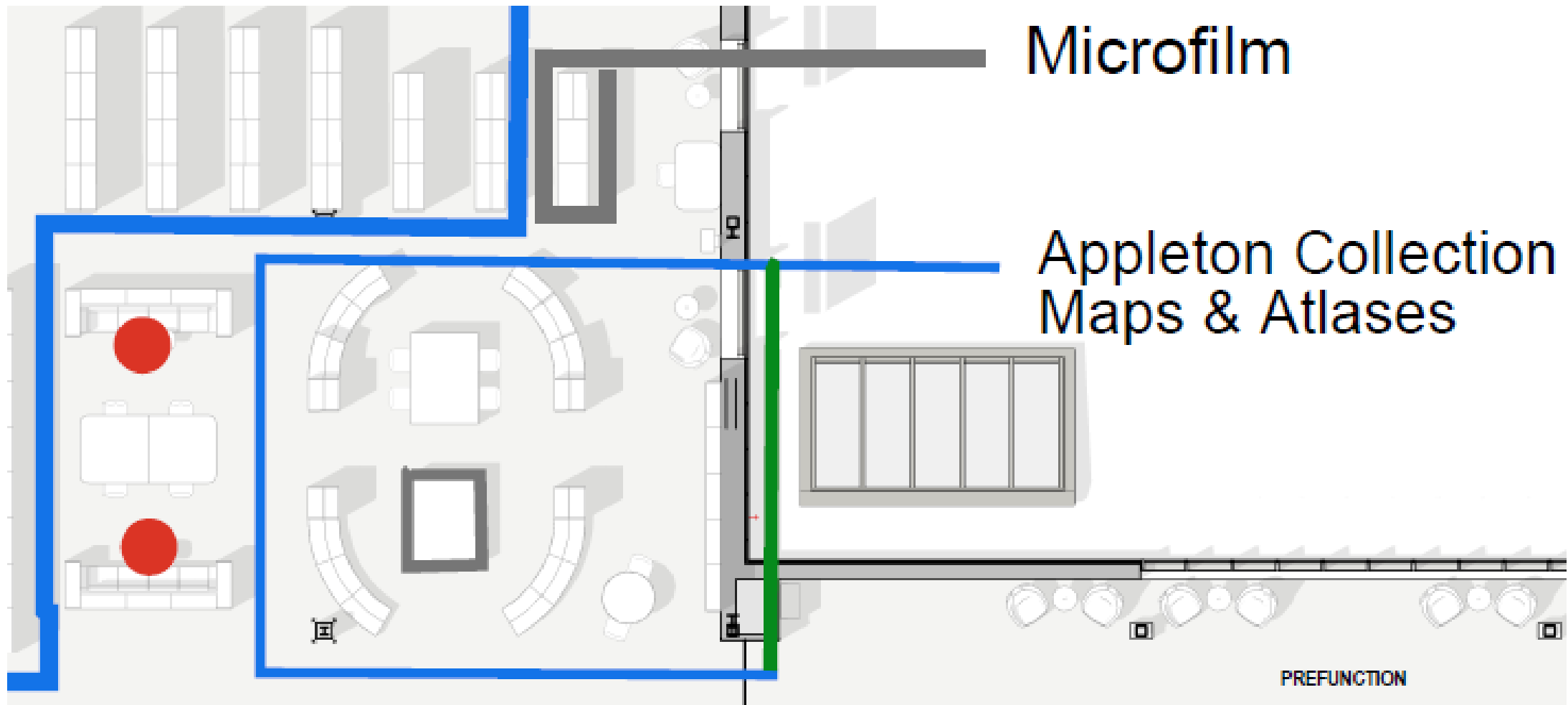
# Upper Level Collections List

- Appleton Collection
- Maps
- Microfilm
- Appleton Storage
- Video (Adult, Nonfiction)
- Nonfiction
- Magazines & Newspapers
- Reference
- Business
- Legal

# Upper Level Collection Overview





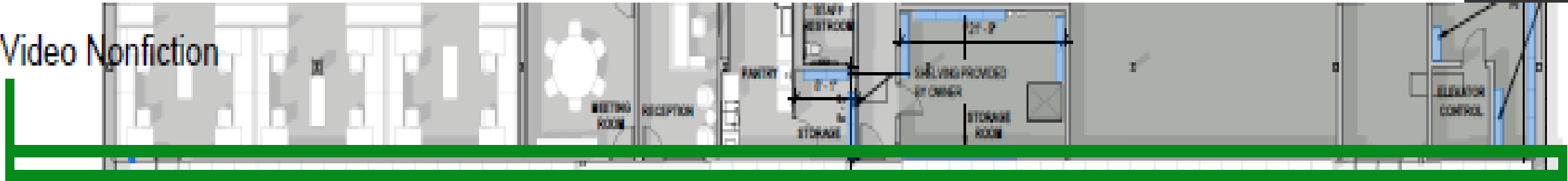


Microfilm

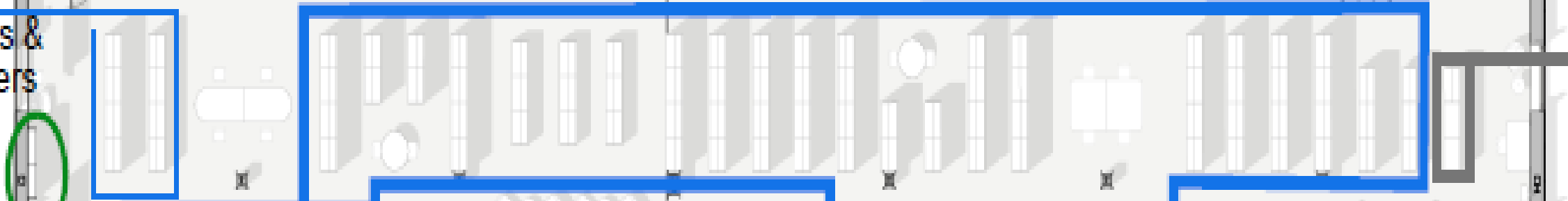
Appleton Collection  
Maps & Atlases

PREFUNCTION

Video Nonfiction

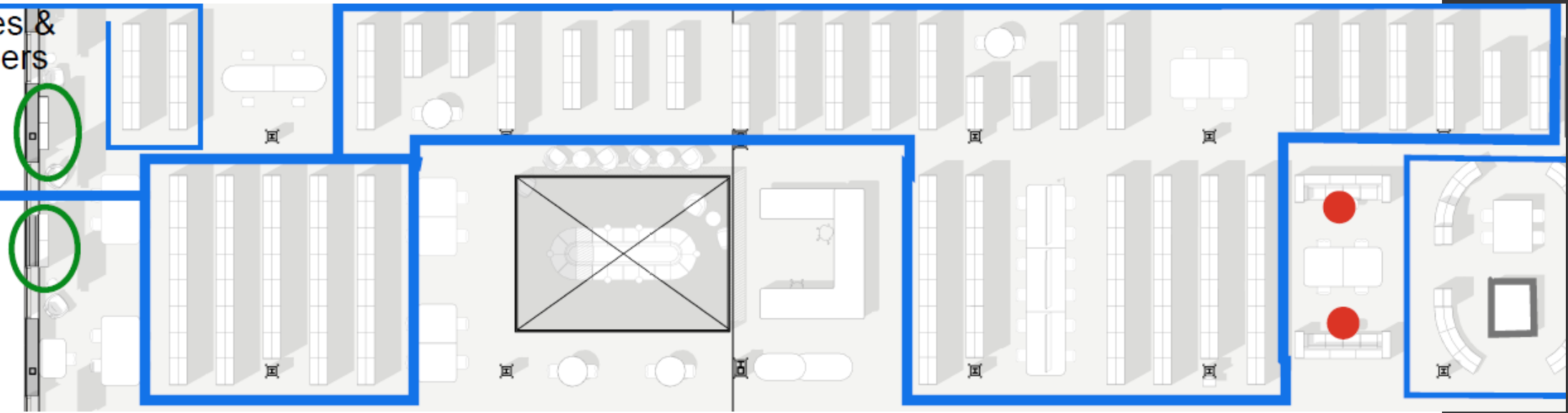


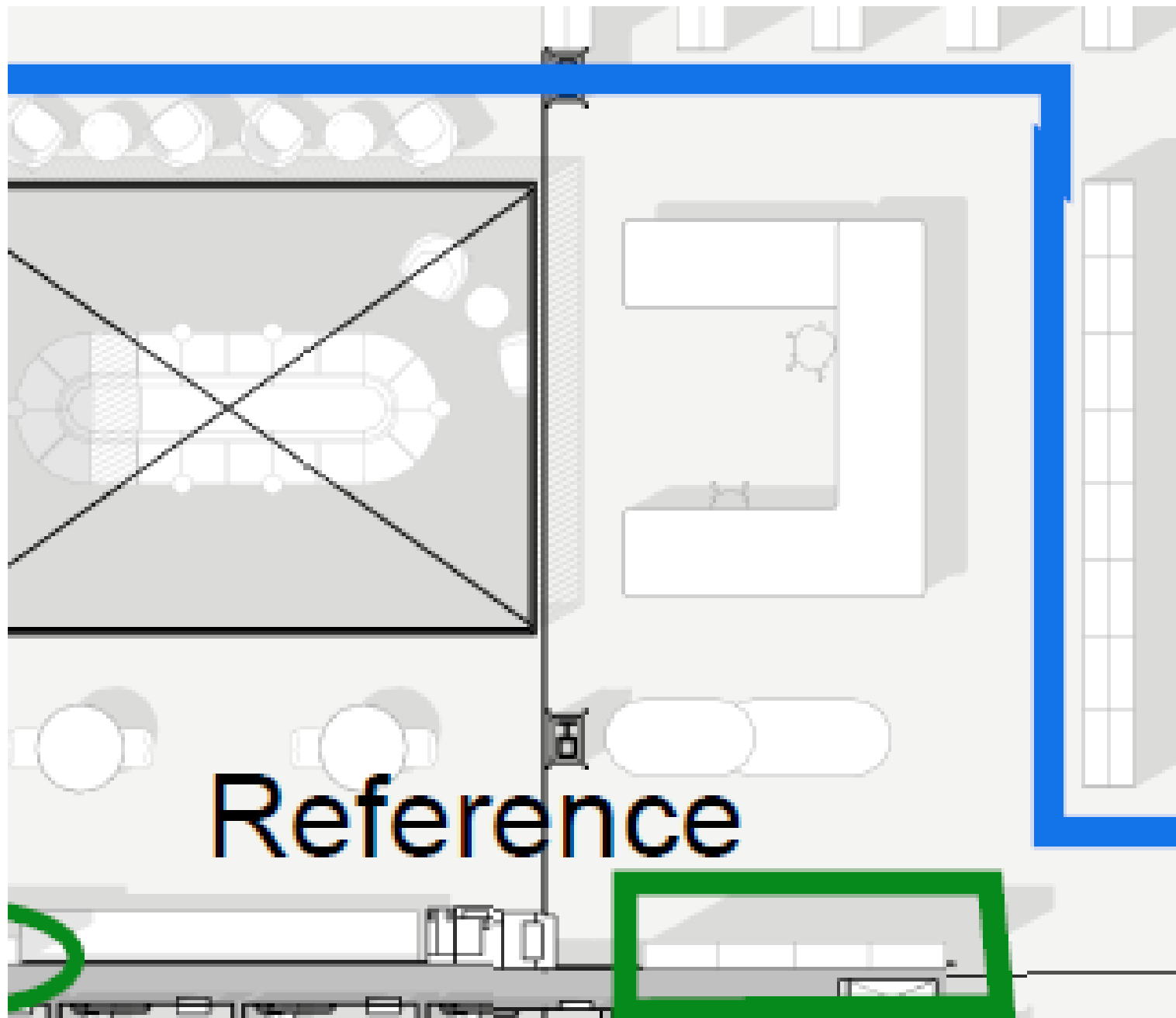
Magazines & Newspapers



Magazines & Newspapers

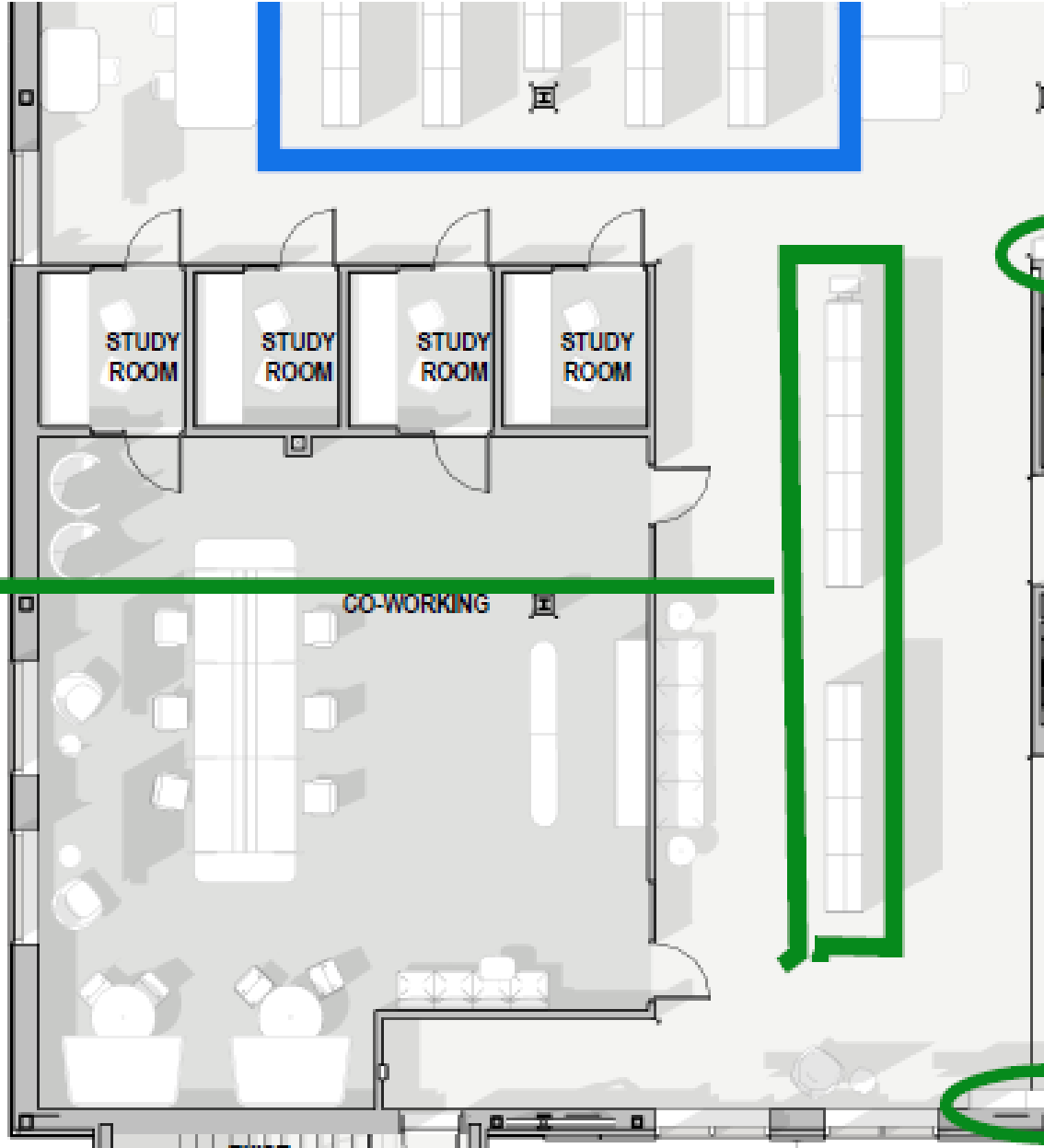
Nonfiction





Reference

Business  
Legal

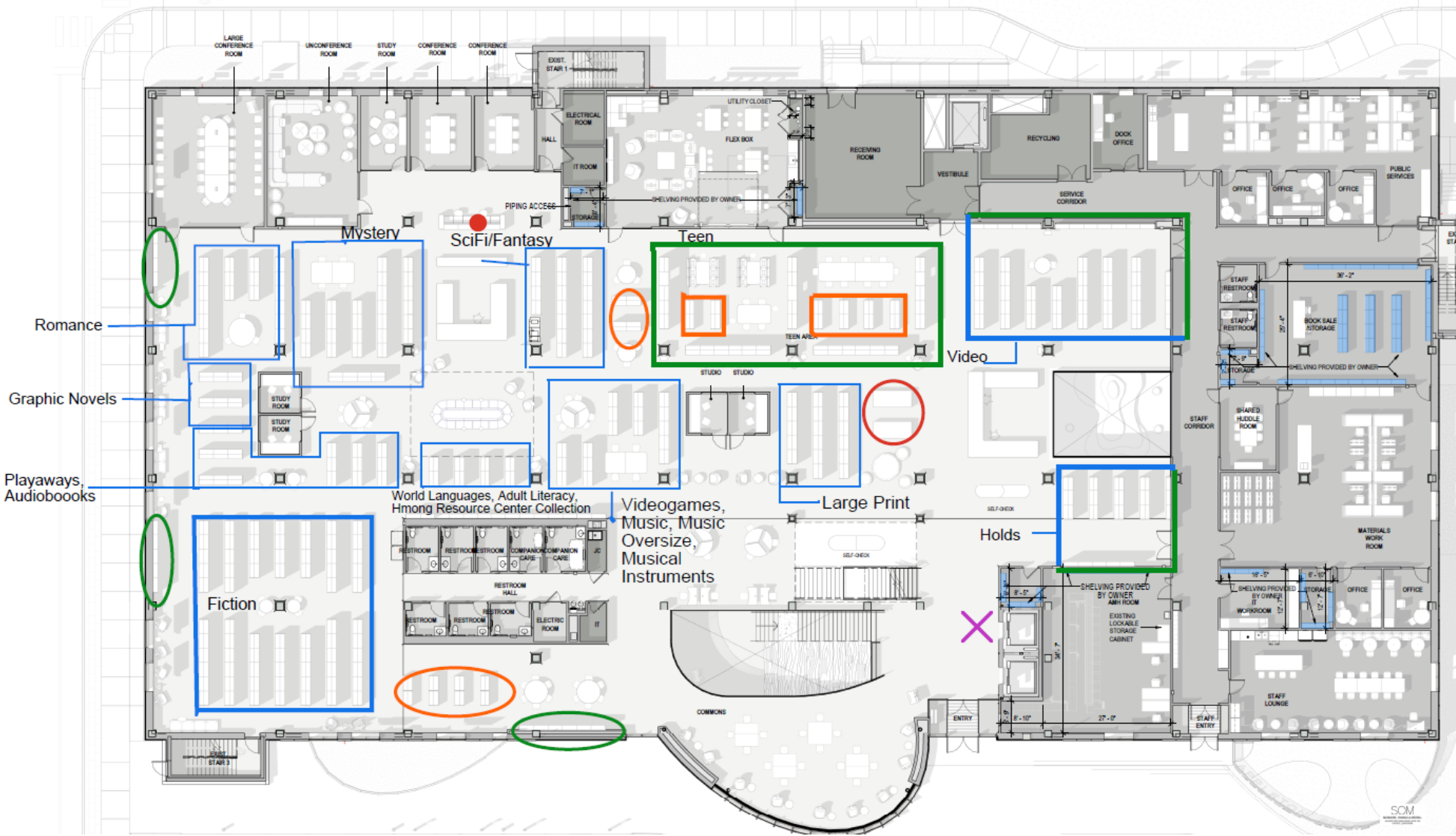




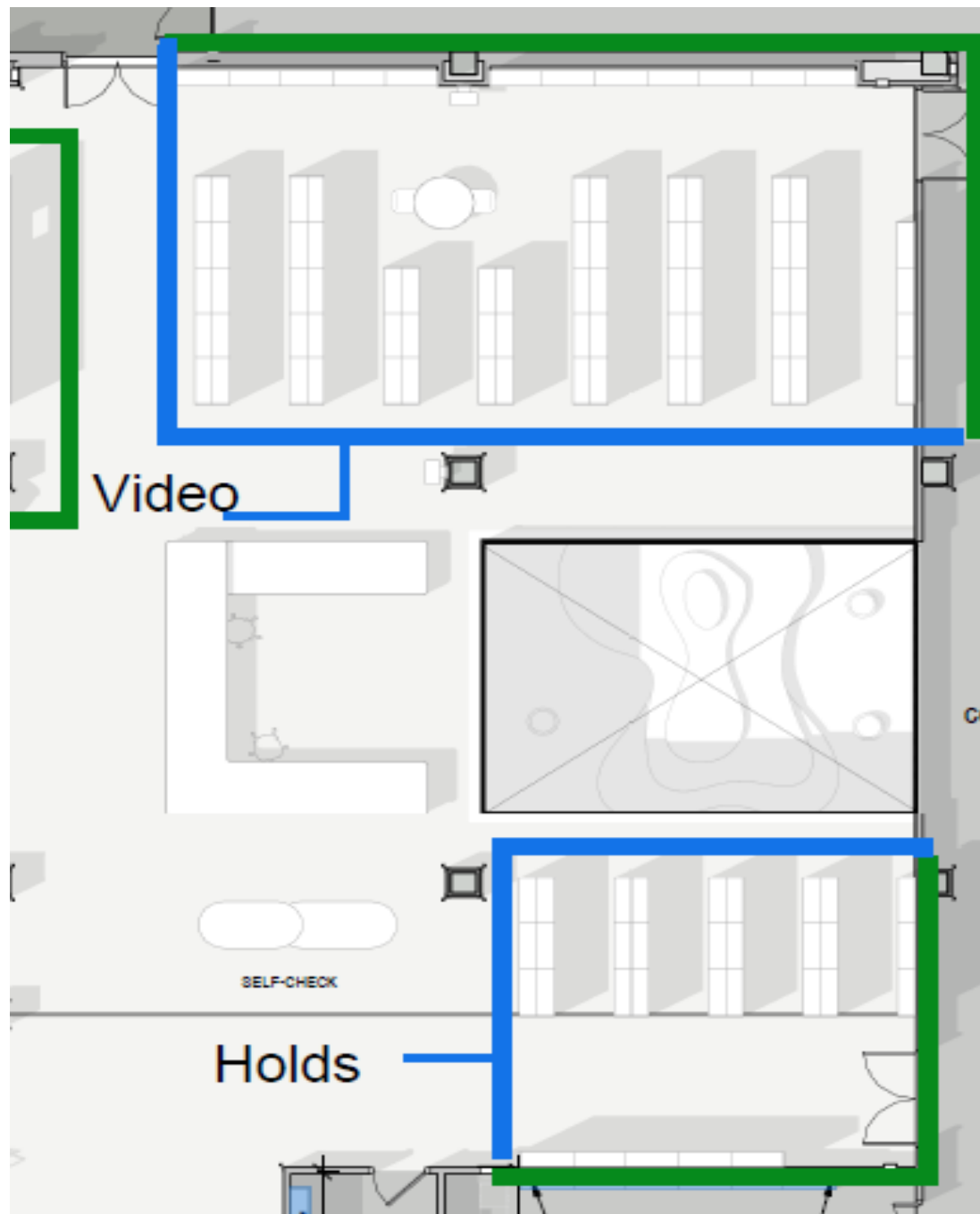
# Ground Level Collections List

- Holds
- Video (Adult, Fiction)
- Teen
  - Magazines, Audiobooks, Playaways, Graphic Novels, Manga, Nonfiction, Fiction
- Science Fiction/Fantasy
- Romance
- Mystery
- Graphic Novels
- Audiobooks, Playaways
- Fiction
- World Languages, Adult Literacy Collection, Hmong Resource Center
- Music, Music Oversize, Musical Instruments, Videogames
- Large Print

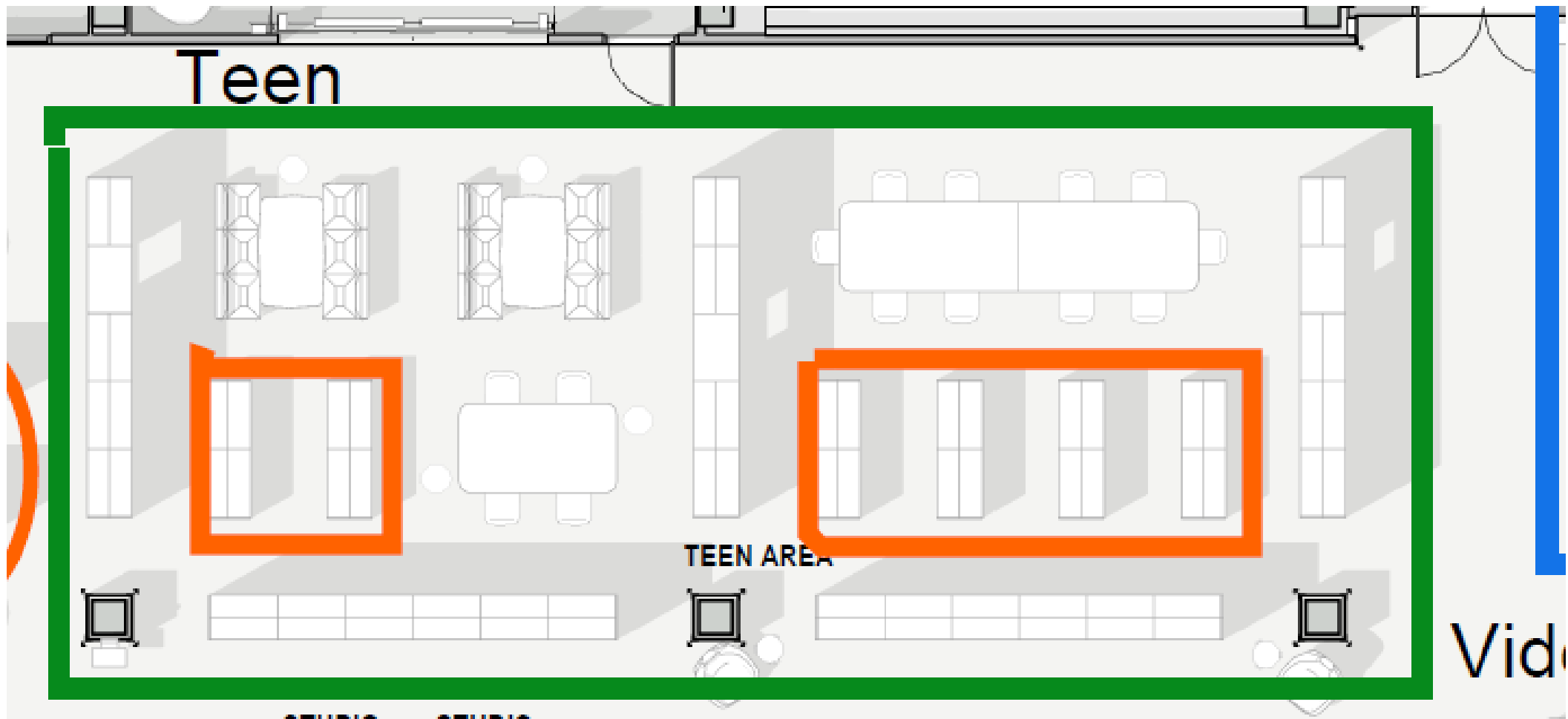
# Ground Level Collection Overview

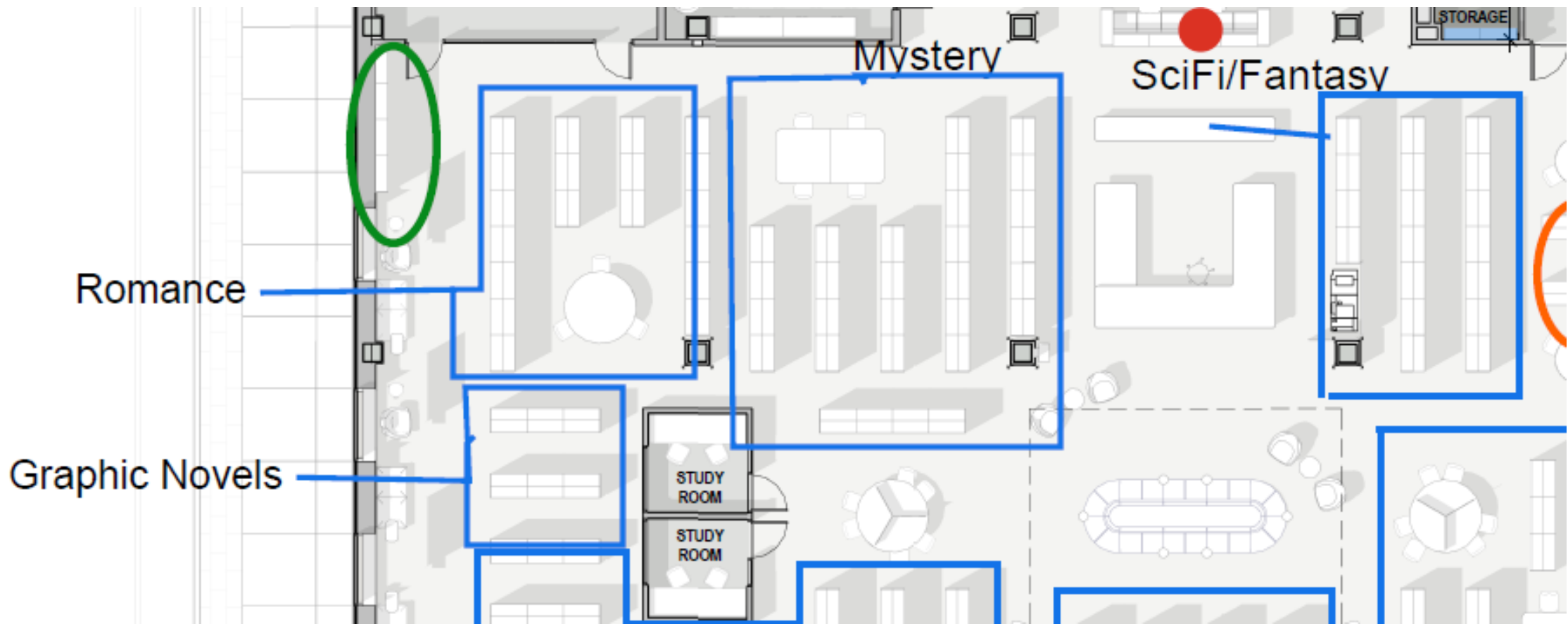






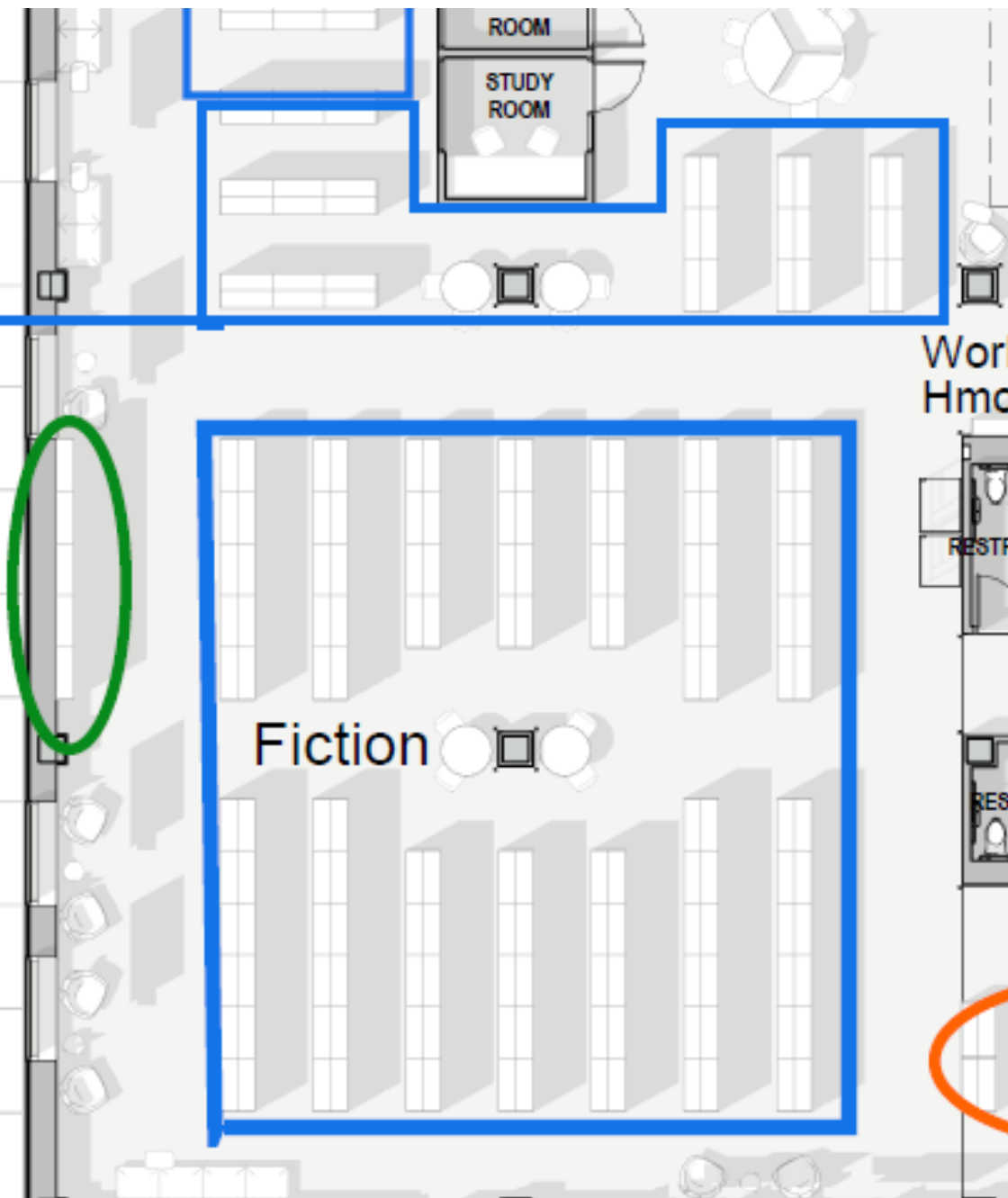
Teen Collections: Fiction, Manga, Graphic Novels, Playaways, Audiobooks, Nonfiction, Magazines





Graphic novels

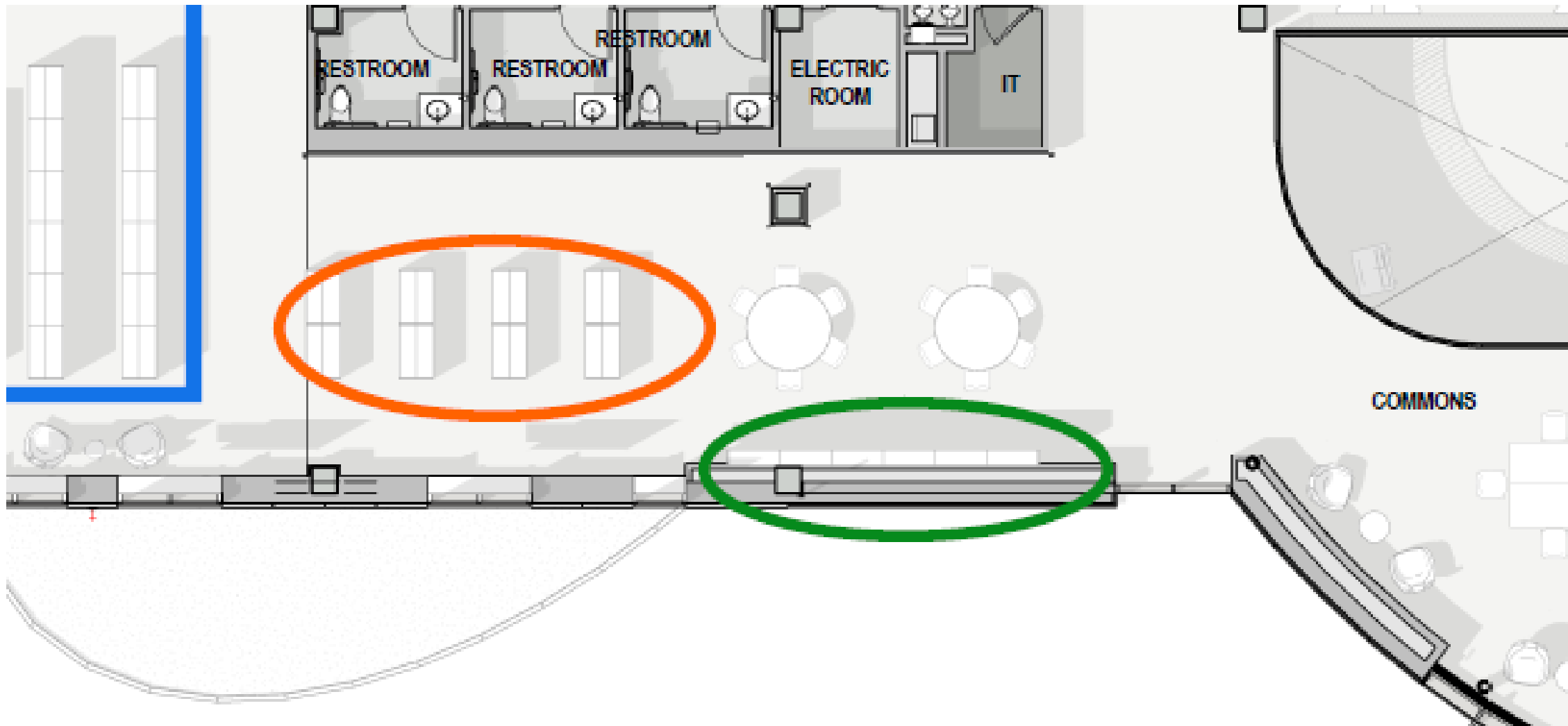
Playaways,  
Audiobooks

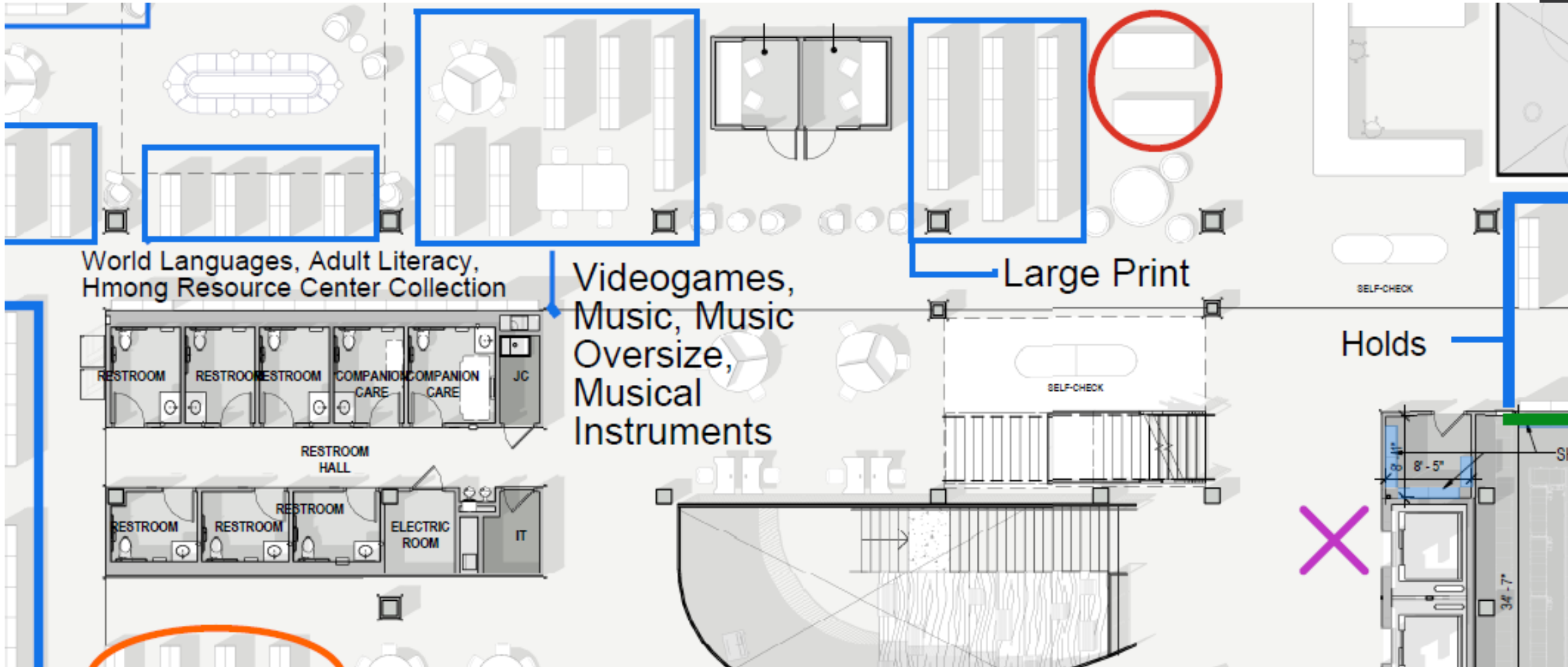


Work  
Home

REST

RES

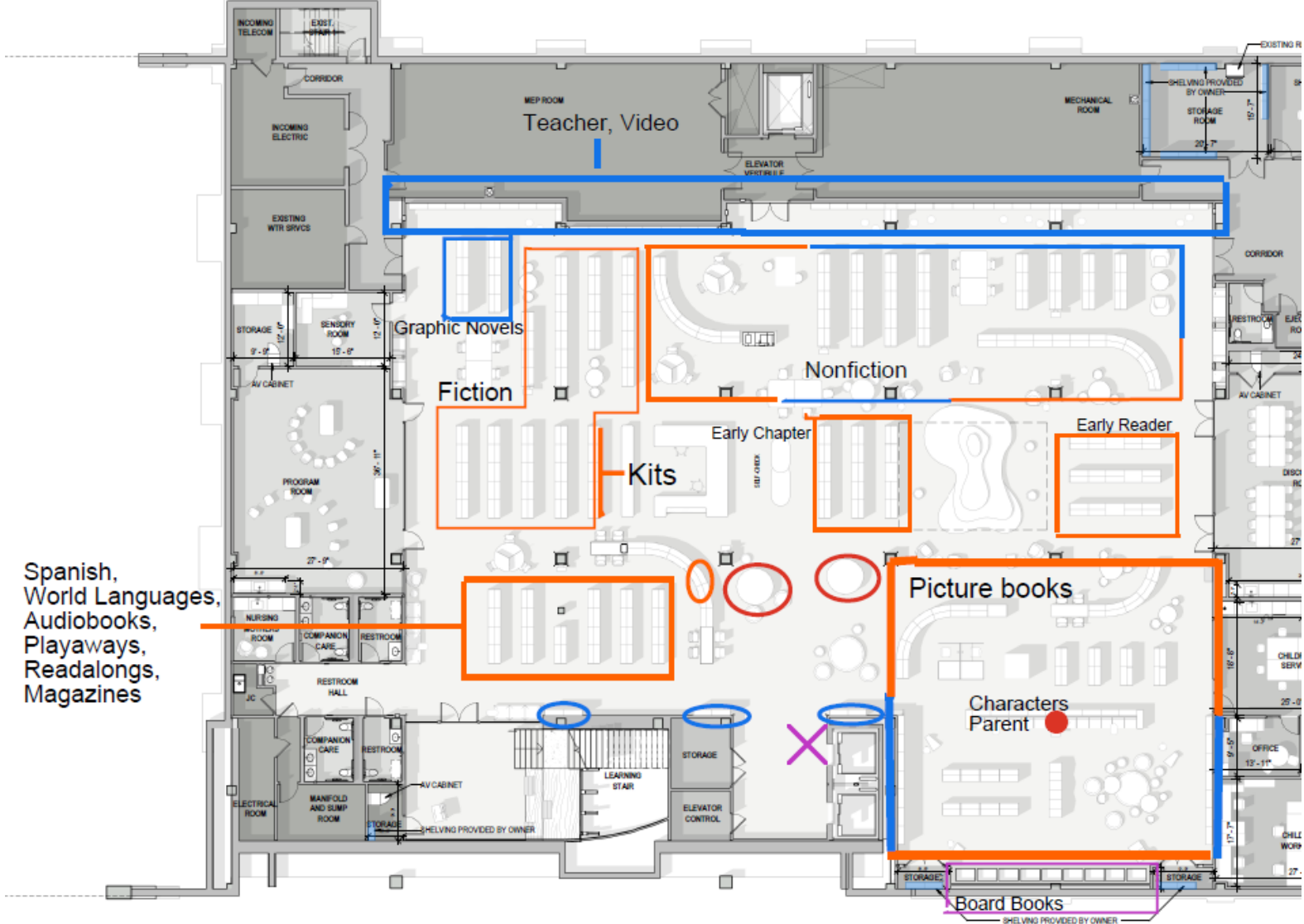




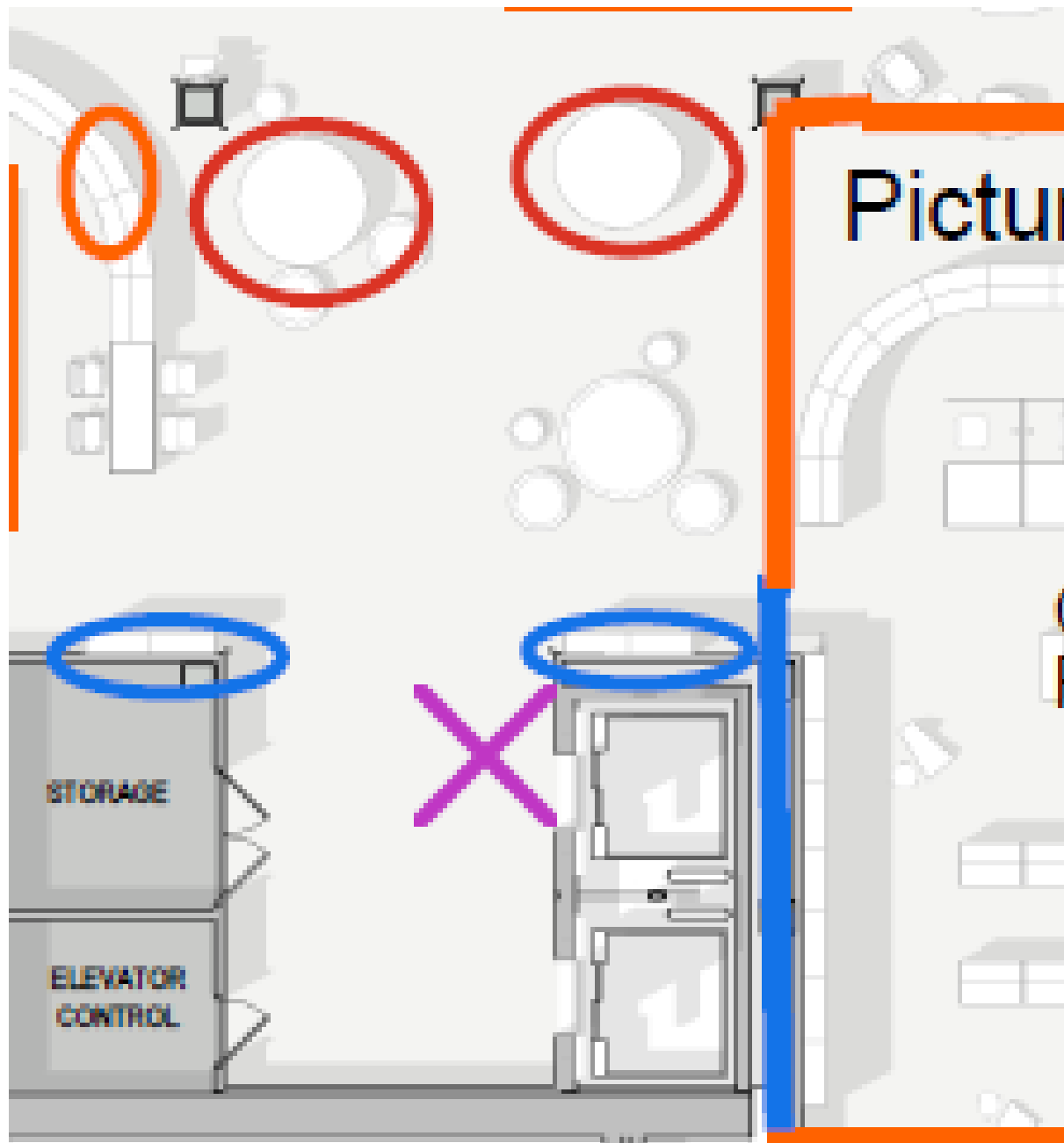
# Lower Level Children's Collections List

- Board Books
- Characters
- Parent
- Picture books
- Early Chapter
- Early Reader
- Nonfiction
- Video (Fiction & Nonfiction)
- Teacher
- Graphic Novels
- Fiction
- Kits
- Spanish
- World Languages
- Audiobooks
- Playaways
- Read-alongs
- Magazines

# Lower Level Collection Overview





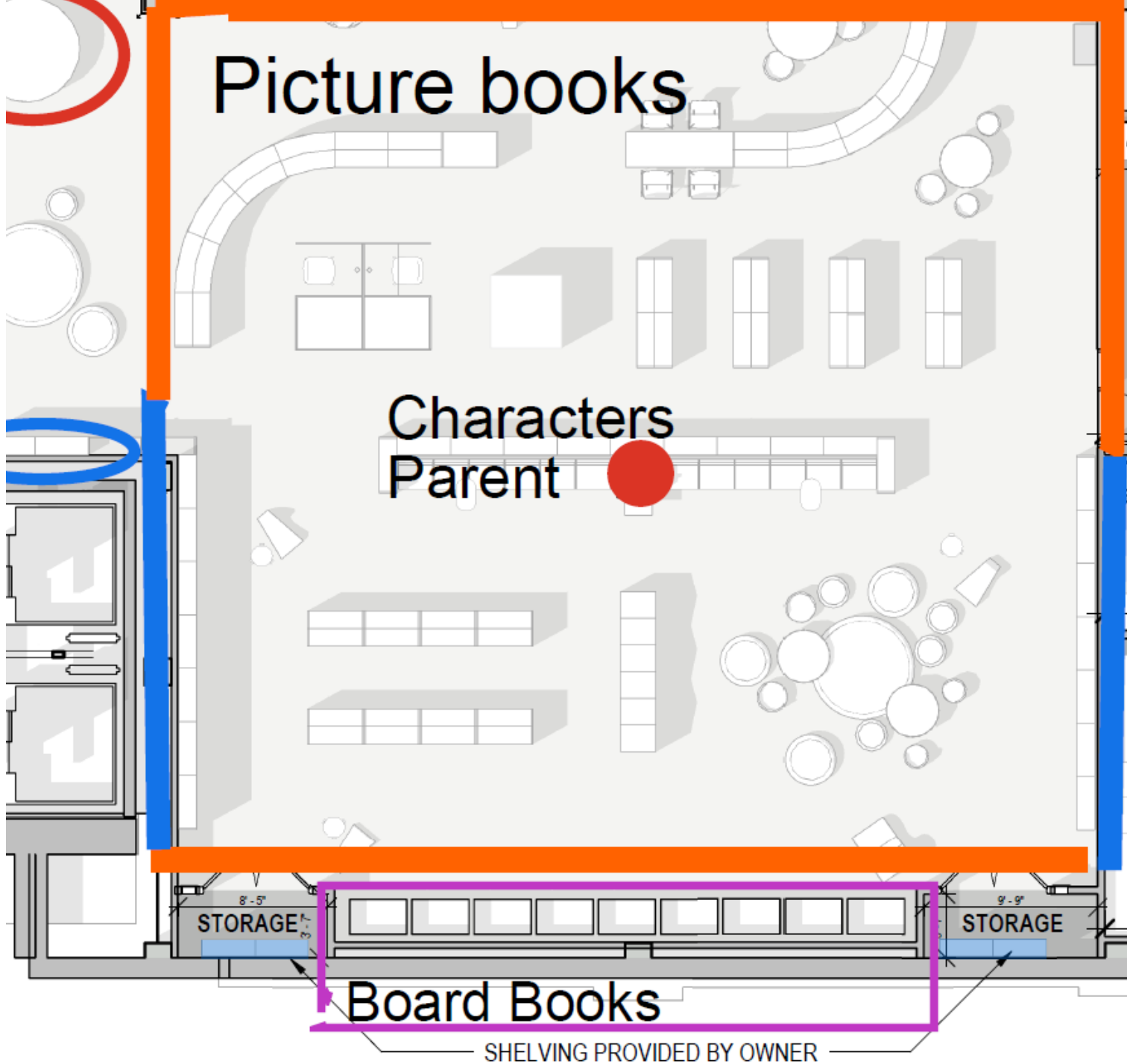


Picture books

Characters  
Parent

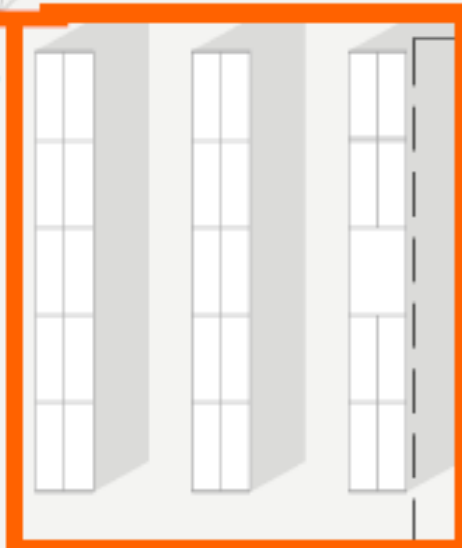
Board Books

SHELVING PROVIDED BY OWNER

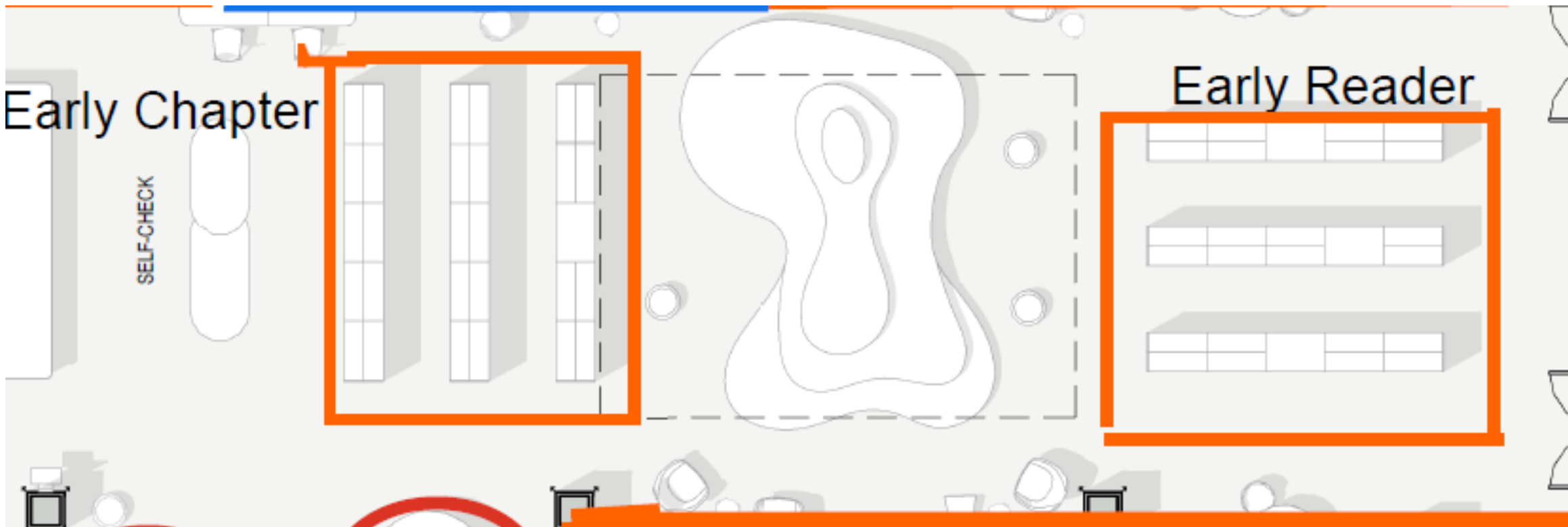
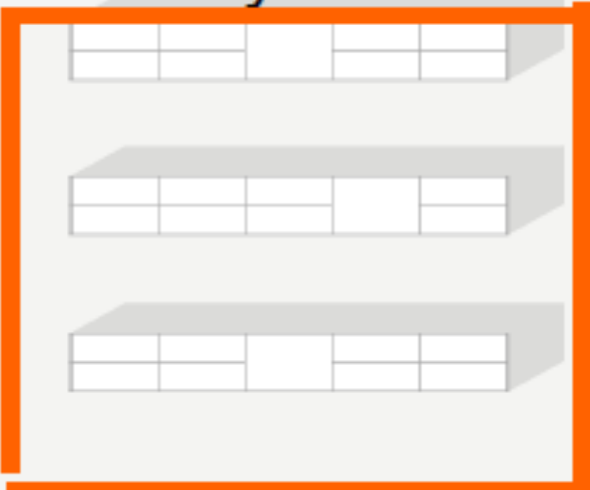


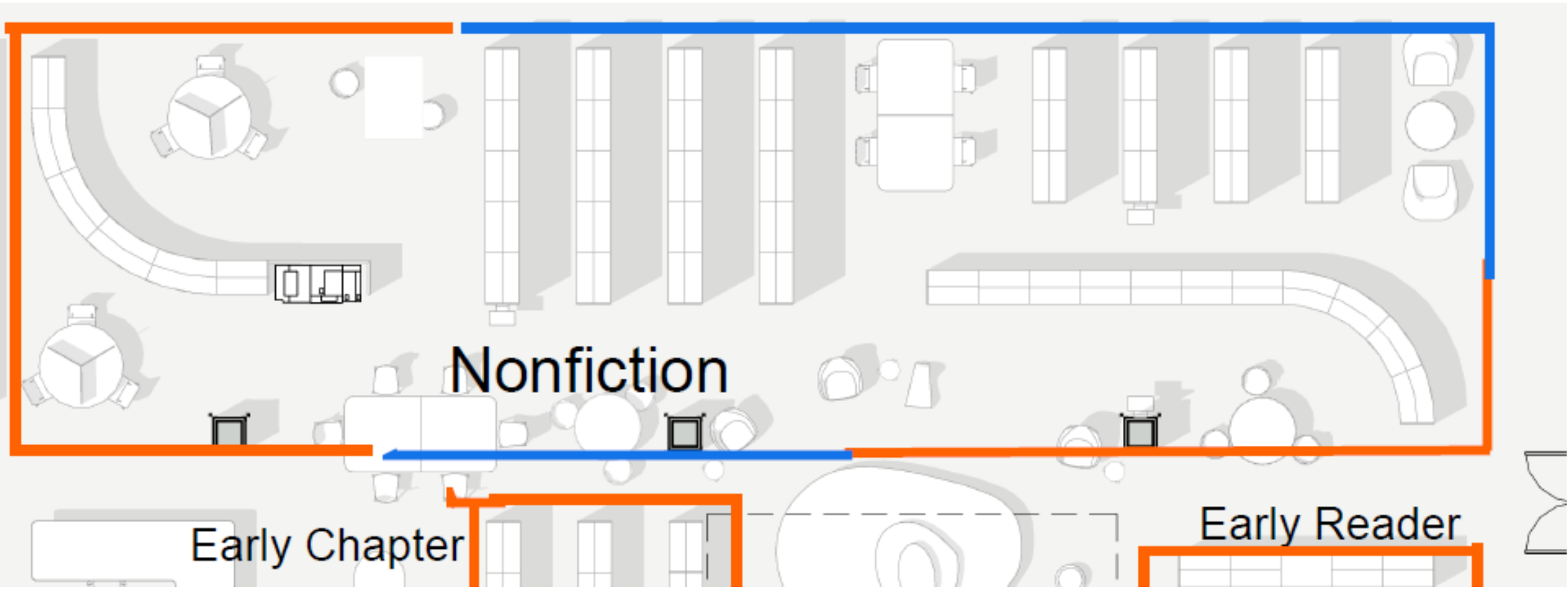
Early Chapter

SELF-CHECK



Early Reader





Nonfiction

Early Chapter

Early Reader

Teacher, Video

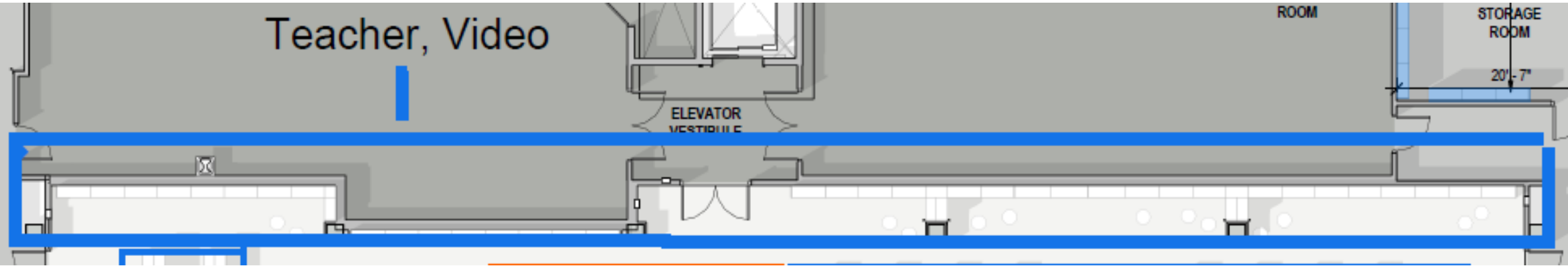


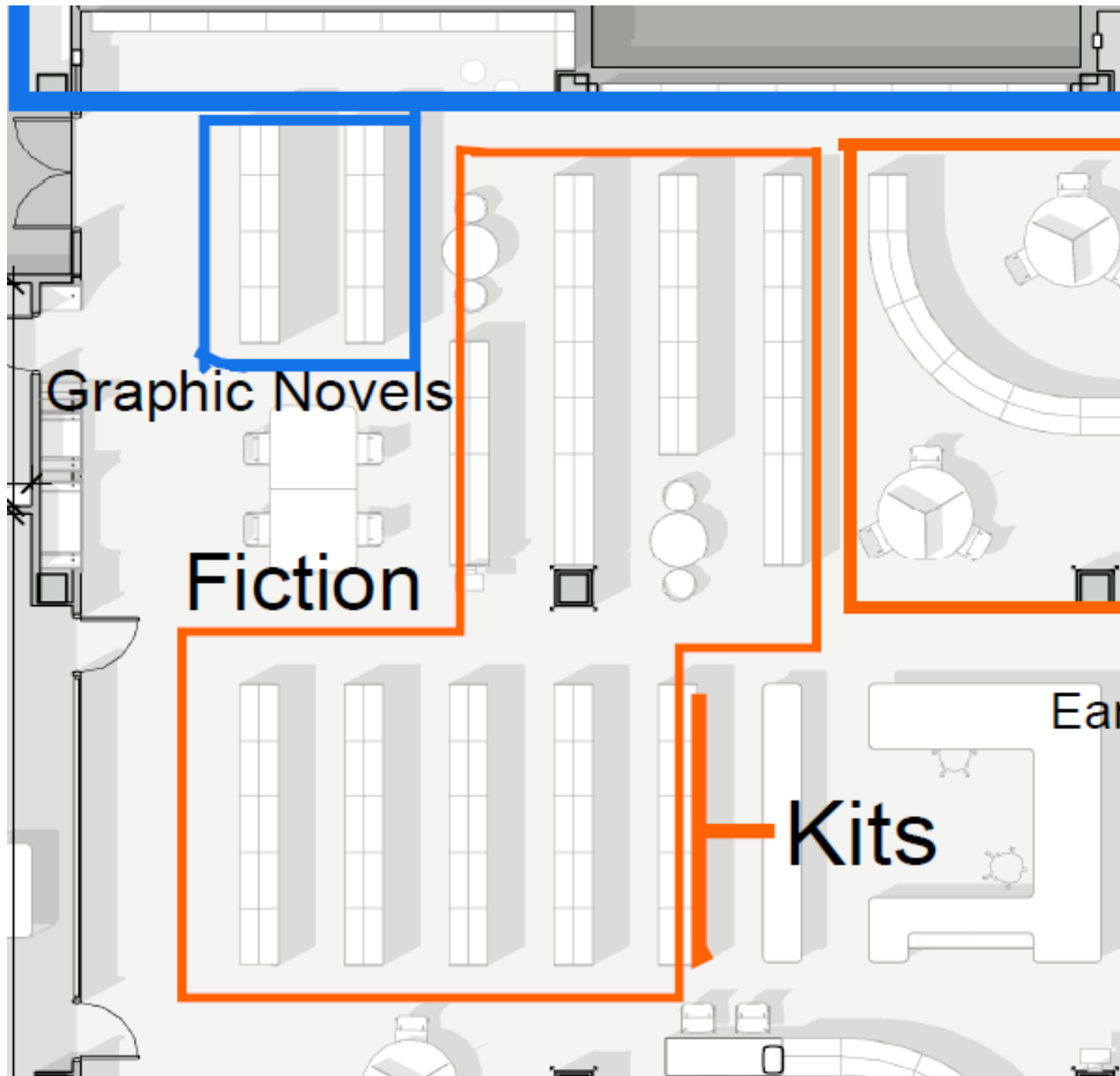
ELEVATOR  
VESTIBULE

ROOM

STORAGE  
ROOM

20'-7"





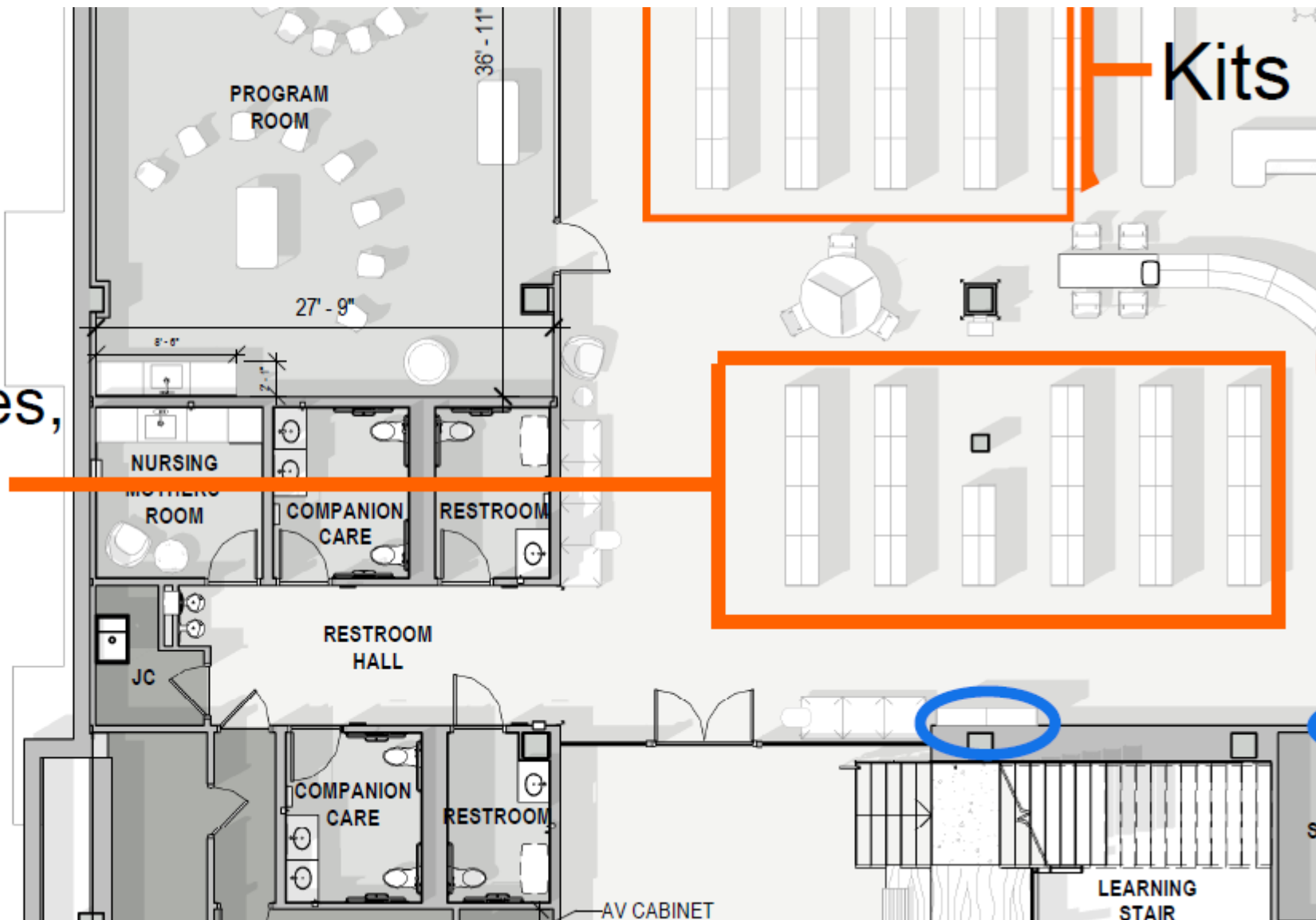
Graphic Novels

Fiction

Kits

Eat

Spanish,  
World Languages,  
Audiobooks,  
Playaways,  
Readalongs,  
Magazines



PEA



C.J. SKUSE

Skuse

THE CLIFF HOUSE

AND TENDER

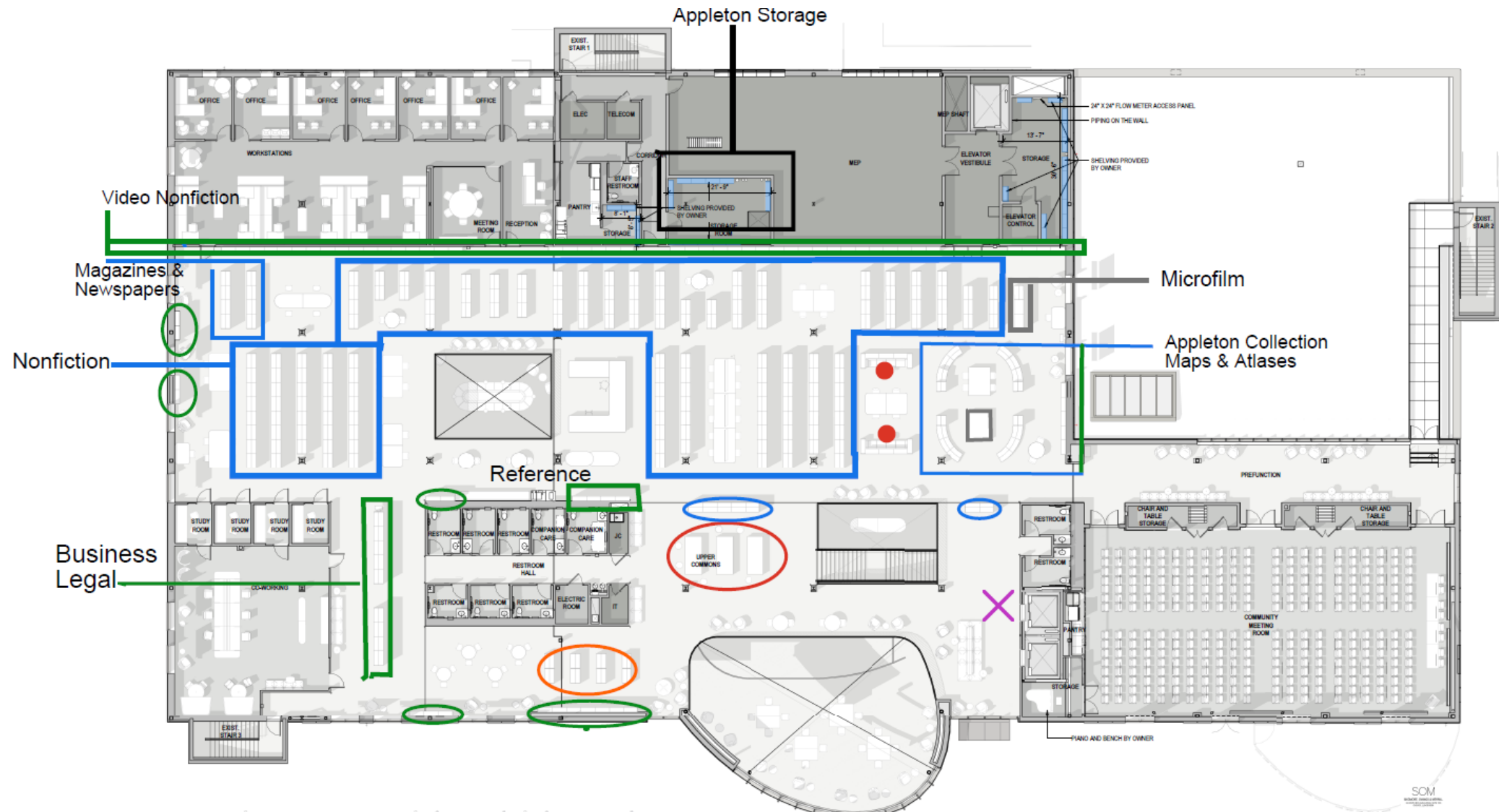
SHROUDED CABIN

How can  
I help?

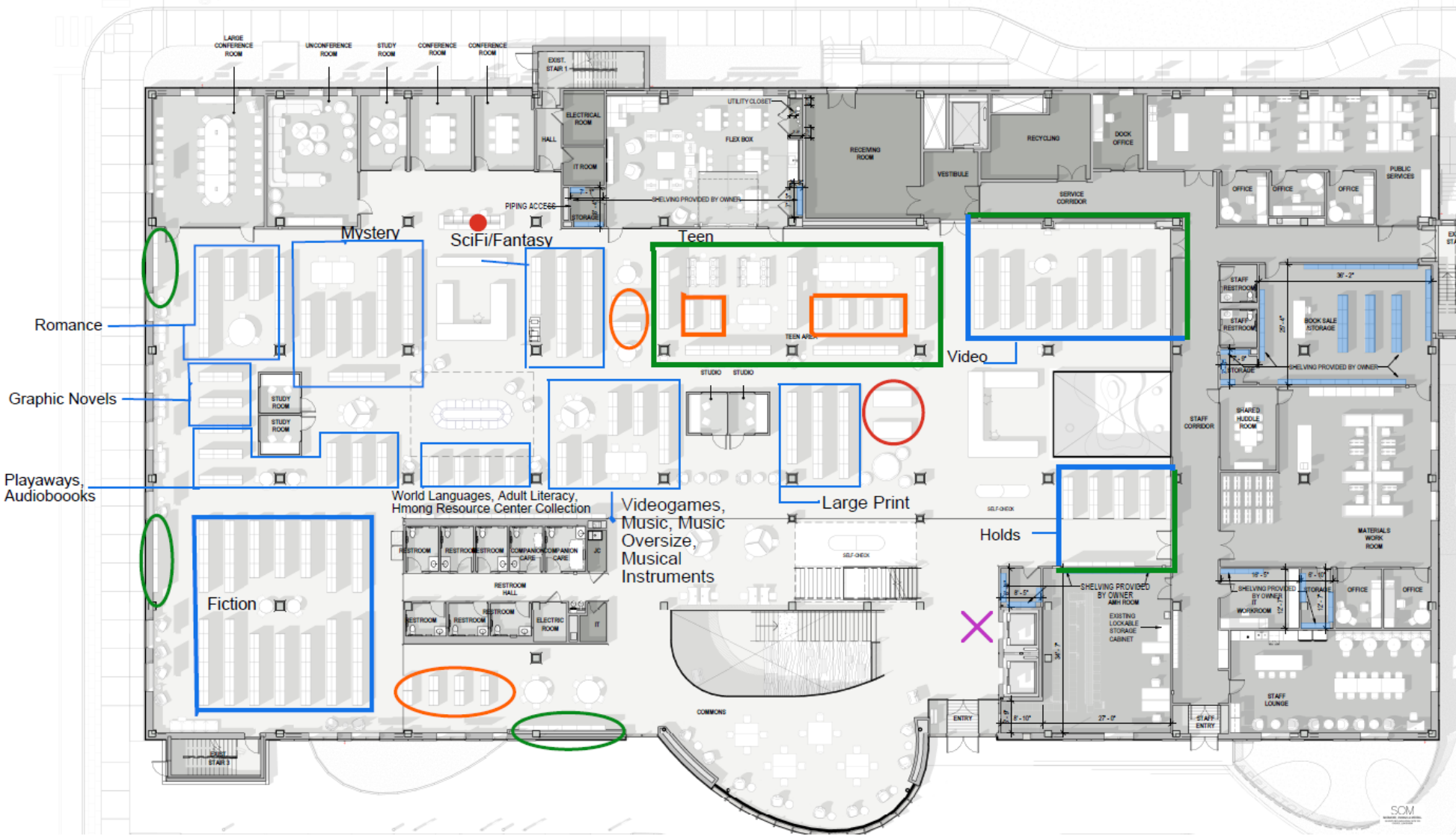
Nicole



# Upper Level Collection Overview



# Ground Level Collection Overview



# Lower Level Collection Overview

