

**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New self-checkout machines were selected to replace the outdated, unsupported machines.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>		<b>\$ 5,025,672</b>	<b>\$ 4,691,856</b>	<b>\$ 4,768,505</b>	<b>\$ 4,812,326</b>	<b>\$ 5,207,247</b>	<b>9.20%</b>
<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>