



# City of Appleton

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

## Meeting Agenda - Final Library Board

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Tuesday, July 18, 2023

4:30 PM

100 N. Appleton Street  
City Hall Council Chambers, 6th Floor 6 A / B

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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  
[23-0839](#) June 20, 2023 Meeting Minutes

**Attachments:** [6-20-2023 Library Board Meeting Minutes.pdf](#)

### 5. Public Participation & Communication

#### Establish Order of the Day

### 6. Action Items

[23-0840](#) Bill Register - June 2023

**Attachments:** [June 23 Bill Register.pdf](#)  
[APL Financial Cash Flow YTD-June-2023.pdf](#)  
[Friends Quarter 4 \(Apr-Jun 23\).pdf](#)

[23-0841](#) July 2023 Budget Amendment

**Attachments:** [Jul23BudgetAmendment \(003\).pdf](#)

[23-0699](#) Closure of Library for Groundbreaking on Tuesday, July 25, 2023 1-5pm

**Attachments:** [Library Closure for Groundbreaking Memo.pdf](#)

[23-0842](#) Report of the Finance Committee

**Attachments:** [07-11-2023 Finance Committee Meeting Minutes.pdf](#)

[23-0848](#) Library 2024 Operating Budget

**Attachments:** [Budget Memo for Board 7-5-2023.pdf](#)  
[Budget Process Infographic.pdf](#)  
[2024 Budget for Library Board July 12 2023.pdf](#)  
[Utilities and Revenue Breakdown 2024.pdf](#)  
[2024 Library amended at finance committee 7-12-2023.pdf](#)

[23-0843](#) Recommendation of Federal E-Rate Consultant

**Attachments:** [E-rate Consultant Memo FINAL.pdf](#)

**7. Information Items**

**A. Administrative Report**

[23-0844](#) Building Project Update

[23-0845](#) Upcoming Staff Visioning Process with WiLS

[23-0846](#) APL Hiring Process Update

[23-0847](#) Upcoming Summer Committee Meetings Schedule - Nominating Committee 7/20/2023 9am City Hall Council Chambers, Personnel & Policy Committee 7/27/2023 10am City Hall Council Chambers

**B. President's Report**

[23-0863](#) Upcoming Events and Trainings for Trustees

**Attachments:** [GroundbreakingInvite.pdf](#)  
[2023 Schedule](#) [Wisconsin Trustee Training Week.pdf](#)

**C. Staff Updates**

[23-0849](#) Community Partnership Updates

[23-0850](#) Children's Program Updates / Early Childhood

## 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.*

*\*We are currently experiencing intermittent issues/outages with our audio/video equipment. Meeting live streams and recordings are operational but unreliable at times. This is due to delays in receiving necessary system hardware components. We continue to look for solutions in the interim and we hope to have these issues resolved soon.*



# City of Appleton

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

## Meeting Minutes Library Board

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Tuesday, June 20, 2023

4:30 PM

100 N. Appleton Street  
City Hall, Council Chambers 6th Floor 6 A / B

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1. Call meeting to order

President Nancy Scheuerman called the meeting to order at 4:31pm

2. Pledge of Allegiance

3. Roll call of membership

**Others Present:** Owen Anderson, Nicole Casner, Ann Cooksey, Darrin Glad, Tina Krueger, Adriana McCleer, Alex Niemi, Colleen Rortvedt, Sonja Rusch, Tasha Saecker, Missy Sawicki, Bradley Shipps, Kara Sullivan, Maureen Ward

**Present:** 9 - Looker, Kellner, Scheuerman, Mann, Nett, Van Zeeland, Brozek, Bunnow and Lee

**Excused:** 2 - Sivasamy and Keller

4. Approval of minutes from previous meeting

[23-0694](#)

May 16 2023 Meeting Minutes

**Attachments:** [5-16-2023 Library Board Meeting Minutes.pdf](#)

Van Zeeland moved, seconded by Kellner, that the May 16, 2023 Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)

### Public Participation & Communication

#### Establish Order of the Day

President Scheuerman called for a motion to place Action Items 23-0695, 23-0696, 23-0697, 23-0698 and 23-0718 on a Consent Agenda.

Mann moved, seconded by Kellner that Action items 23-0696, 23-069, 23-0697, 23-0698 and 23-0718 be placed on a Consent Agenda. Voice Vote. Motion Carried. (9-0)

5. Action Items

Mann moved, seconded by Van Zeeland that the Consent Agenda be approved. Voice Vote. Motion Carried.(9-0)

[23-0695](#)

May 2023 Bill Register

**Attachments:** [May 23 Bill Register.pdf](#)  
[APL Financial Cash Flow-May-2023.pdf](#)

**This Report Action Item was approved**

[23-0696](#)

June 2023 Budget Amendment

**Attachments:** [Jun23BudgetAmendment.pdf](#)

**This Report Action Item was approved**

[23-0697](#)

Request for Approval to Hire Two Grant-Funded, Limited Term Part-Time Positions

**Attachments:** [Grant Funded Positions Memo Request 6-14-2023.pdf](#)

**This Report Action Item was approved**

[23-0698](#)

United Way Agency Agreement for 2024-2025 funding for Reach Out and Read

**Attachments:** [United Way Fox Cities Award Letter RORFC.pdf](#)  
[United Way Fox Cities Agency Agreement - 2024-2025 Funding.pdf](#)

**This Report Action Item was approved**

[23-0718](#)

Report of the Finance Committee

**Attachments:** [5-31-2023 Finance Committee Meeting Minutes.pdf](#)  
[Financial Policy \(Approved 7-2021\).pdf](#)  
[Procurement Contract Mgmt Policy 2015 ADOPTED.pdf](#)  
[2024 Budget Primer.pdf](#)

**This Report Action Item was approved**

## **6. Information Items**

### **A. Administrative Report**

[23-0700](#)

Building Project Update

**Attachments:** [Parking Spotlight Information Update June 2023.pdf](#)

[23-0701](#) Summer Committee Meeting Schedule - Finance Committee 7/11/23  
8am, Nominating Committee 7/20/23 9am, Personnel & Policy  
Committee TBD

## B. Friends Update

[23-0702](#) Friends 101

[23-0703](#) Capital Campaign Process

**Attachments:** [Capital Campaign Spotlight - June 2023.pdf](#)

[23-0704](#) Friends Year in Review

## C. OWLS Report

[23-0714](#) OWLS Updates

[23-0715](#) Intellectual Freedom

[23-0716](#) OWLS / Nicolet Planning

## D. President's Report

[23-0705](#) Trustee Development: Budget Process Primer\*  
\*see attachment in Report of the Finance Committee

## E. Staff Updates

[23-0706](#) Community Partnerships Updates

[23-0707](#) Children's Program Updates - School Age Children

## 7. Adjournment

**Kellner moved, seconded by Mann, that the Meeting be adjourned. Voice Vote.  
Motion Carried. (9-0)**

**The Meeting was adjourned at 5:51pm**

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/6 TO 2023/6		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16010								Library Administration
16010	630100							Office Supplies
	001583	UNITED STATES POSTAL	103556	0	2023	6 INV P	17.76 pcard	Postage Library Boa
							ACCOUNT TOTAL	17.76
16010	630700							Food & Provisions
	000835	MANDERFIELD'S BAKERY	102339	0	2023	6 INV P	82.75 061423	559393 Donuts, Muffins for
	001198	SAM'S CLUB	103934	0	2023	6 INV P	136.34 pcard	Staff Beverages and
							ACCOUNT TOTAL	219.09
16010	641200							Advertising
	001573	4IMPRINT, INC.	103216	0	2023	6 INV P	140.18 062823	559588 SLP Prizes, TAP shi
	999990	FACEBK LNC2LR7YX2	102468	0	2023	6 INV P	10.31 pcard	Facebook Advertisin
	999990	DISPLAYS2GO	103919	0	2023	6 INV P	181.20 pcard	Flyer Display
	999990	AMZN MKTP US*PU4X62K	103920	0	2023	6 INV P	17.97 pcard	Groundbreaking Invi
	999990	AMZN MKTP US*EN3BB0R	103921	0	2023	6 INV P	11.98 pcard	Groundbreaking Invi
	999990	AMAZON.COM*Y12DH3NK3	103922	0	2023	6 INV P	10.39 pcard	Groundbreaking Invi
								231.85
							ACCOUNT TOTAL	372.03
16010	641308							Cellular Phones
	000250	CELLCOM APPLETON PCS	103924	0	2023	6 INV P	103.75 pcard	Monthly Cell Phone
							ACCOUNT TOTAL	103.75
16010	659900							Other Contracts/Obligation
	002229	STAR PROTECTION AND	102504	0	2023	6 INV P	6,400.00 062123	559560 Security Guard - AP
							ACCOUNT TOTAL	6,400.00
							ORG 16010 TOTAL	7,112.63
16021								Library Children's Services
16021	620100							Training/Conferences
	999990	PAYPAL *ERIKSONINST	102949	0	2023	6 INV P	175.00 pcard	Early Math Training
							ACCOUNT TOTAL	175.00
16021	630100							Office Supplies
	001983	AMAZON	102492	0	2023	6 INV P	5.11 pcard	craft supply - yarn
	001983	AMAZON	102493	0	2023	6 INV P	10.65 pcard	craft supply - tiss
	001983	AMAZON	102494	0	2023	6 INV P	53.44 pcard	craft supply
	001983	AMAZON	102502	0	2023	6 INV P	51.69 pcard	Take & Create Bags
	001983	AMAZON	102503	0	2023	6 INV P	29.98 pcard	BK SAS
	001983	AMAZON	103074	0	2023	6 INV P	55.56 pcard	crayons
	001983	AMAZON	103075	0	2023	6 INV P	55.37 pcard	crayons

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/6 TO 2023/6		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
001983	AMAZON		103487	0	2023	6 INV P	19.79 pcard	Highlands Summer af
001983	AMAZON		103488	0	2023	6 INV P	6.99 pcard	AMZN MKTP US*FS33C8
001983	AMAZON		103604	0	2023	6 INV P	14.99 pcard	bookmarks for outre
001983	AMAZON		103605	0	2023	6 INV P	11.89 pcard	Glue dots
							315.46	
999990	WM SUPERCENTER #2958		103021	0	2023	6 INV P	29.48 pcard	Flower Fest Program
999990	LAKESHORE LEARNING M		103022	0	2023	6 INV P	71.99 pcard	Jumbo Light Brite f
999990	PICK'N SAVE #187		103068	0	2023	6 INV P	14.99 pcard	craft supply - pape
							116.46	
ACCOUNT TOTAL							431.92	
16021	659900			Other Contracts/Obligation				
003130	MANAGED MISCHIEF LLC		102292	0	2023	6 INV P	500.00 061423	559392 Summer Library Prog
ACCOUNT TOTAL							500.00	
ORG 16021 TOTAL							1,106.92	
16023			Library Public Services					
16023	630100			Office Supplies				
001034	OUTAGAMIE WAUPACA LI		102081	0	2023	6 INV P	80.00 060723	559320 Receipt Paper
ACCOUNT TOTAL							80.00	
ORG 16023 TOTAL							80.00	
16024			Library Community Partnerships					
16024	630100			Office Supplies				
001983	AMAZON		103936	0	2023	6 INV P	7.19 pcard	Bollywood Dance pro
ACCOUNT TOTAL							7.19	
16024	659900			Other Contracts/Obligation				
000674	INDUS OF FOX VALLEY		102040	0	2023	6 INV P	250.00 060723	559294 Rhythms of the worl
002926	MELISSA BARKER		102592	0	2023	6 INV P	100.00 062123	559524 Find Your Ancestors
003049	ASHLEY KLATKIEWICZ		102208	0	2023	6 INV P	200.00 060723	559252 SLP Ukulele Jam wor
ACCOUNT TOTAL							550.00	
ORG 16024 TOTAL							557.19	
16031			Library Building Operations					
16031	630600			Building Maint./Janitorial				
002818	ARAMARK		102469	0	2023	6 INV P	21.41 pcard	ARAMARK UNIFORM
002818	ARAMARK		103011	0	2023	6 INV P	21.41 pcard	Mats, Mops
002818	ARAMARK		103882	0	2023	6 INV P	21.41 pcard	Mats, Mop

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/6 TO 2023/6									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
002818 ARAMARK	103925	0	2023 6	INV	P			Mats, Mops	24.64 pcard
									88.87
999990 TARTAN SUPPLY CO LLC	103923	0	2023 6	INV	P			Hand Soap	151.95 pcard
								ACCOUNT TOTAL	240.82
16031 640700								Solid waste/Recycling Pickup	
001593 PFEFFERLE COMPANIES	102511	0	2023 6	INV	P		061423	June 2023 - Trash K	112.00 559408
002545 GFL ENVIRONMENTAL	102919	0	2023 6	INV	P			GFL Recycling May '	322.00 pcard
								ACCOUNT TOTAL	434.00
16031 641301								Electric	
001593 PFEFFERLE COMPANIES	103208	0	2023 6	INV	P		062823	May/June - Gas & E	4,158.94 559640
								ACCOUNT TOTAL	4,158.94
16031 641302								Gas	
001593 PFEFFERLE COMPANIES	103208	0	2023 6	INV	P		062823	May/June - Gas & E	66.62 559640
								ACCOUNT TOTAL	66.62
16031 650200								Leases	
001593 PFEFFERLE COMPANIES	103615	0	2023 6	INV	P		062823	July Rent - Kensing	12,500.00 559640
								ACCOUNT TOTAL	12,500.00
16031 659900								Other Contracts/Obligation	
002936 MIDWEST PROTECTION S	103883	0	2023 6	INV	P			Fire Protection	85.00 pcard
								ACCOUNT TOTAL	85.00
								ORG 16031 TOTAL	17,485.38
16032								Library Materials Management	
16032 503500								Other Reimbursements	
000042 ALGOMA PUBLIC LIBRAR	103252	0	2023 6	INV	P		062823	Patron Material Rei	25.98 559592
000964 FREMONT COMMUNITY	102519	0	2023 6	INV	P		061423	PATRON MATERIAL REI	4.99 559380
001478 WAUPACA COUNTY	102546	0	2023 6	INV	P		062123	PATRON MATERIAL REI	20.00 559579
001604 VILLAGE OF HORTONVIL	102020	0	2023 6	INV	P		060723	PATRON MATERIAL REI	10.00 559353
999998 KAREN RIGGERS	102199	0	2023 6	INV	P		060723	PATRON MATERIAL REI	13.00 559315
								ACCOUNT TOTAL	73.97
16032 630100								office supplies	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/6 TO 2023/6		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
002259	DEMCO SOFTWARE	103034	0	2023	6	INV	P	598.67	pcard	Spine Label Tape an
999990	CCI SOLUTIONS	103035	0	2023	6	INV	P	352.25	pcard	Audiobook Cases
ACCOUNT TOTAL								950.92		
16032	631500			Books & Library Materials						
000889	MIDWEST TAPE	103046	0	2023	6	INV	P	672.68	pcard	503862154
000889	MIDWEST TAPE	103047	0	2023	6	INV	P	10,926.15	pcard	503871128
000889	MIDWEST TAPE	103048	0	2023	6	INV	P	374.68	pcard	503856667
000889	MIDWEST TAPE	103562	0	2023	6	INV	P	1,175.74	pcard	503919954
								13,149.25		
001983	AMAZON	102478	0	2023	6	INV	P	13.99	pcard	112-5684484-8529857
001983	AMAZON	102487	0	2023	6	INV	P	14.99	pcard	112-9586050-0311424
001983	AMAZON	102495	0	2023	6	INV	P	12.99	pcard	114-4628947-3225016
001983	AMAZON	102496	0	2023	6	INV	P	66.89	pcard	113-5073933-9372241
001983	AMAZON	103050	0	2023	6	INV	P	10.02	pcard	112-6801212-2850654
001983	AMAZON	103051	0	2023	6	INV	P	15.97	pcard	112-1284520-8453857
001983	AMAZON	103052	0	2023	6	INV	P	10.99	pcard	112-8174561-5546668
001983	AMAZON	103071	0	2023	6	INV	P	139.98	pcard	113-8231086-0213028
001983	AMAZON	103072	0	2023	6	INV	P	- .99	pcard	113-8231086-0213028
001983	AMAZON	103073	0	2023	6	INV	P	31.88	pcard	114-5505902-2302605
001983	AMAZON	103597	0	2023	6	INV	P	12.99	pcard	114-1861540-2462647
001983	AMAZON	103964	0	2023	6	INV	P	10.79	pcard	114-6058788-2903462
								340.49		
002396	INGRAM LIBRARY SERV	102479	0	2023	6	INV	P	-15.12	pcard	76152980
002396	INGRAM LIBRARY SERV	102480	0	2023	6	INV	P	198.42	pcard	76146887
002396	INGRAM LIBRARY SERV	102481	0	2023	6	INV	P	314.24	pcard	76139691
002396	INGRAM LIBRARY SERV	102482	0	2023	6	INV	P	121.51	pcard	76167889
002396	INGRAM LIBRARY SERV	102483	0	2023	6	INV	P	328.12	pcard	76179055
002396	INGRAM LIBRARY SERV	102484	0	2023	6	INV	P	199.52	pcard	76186354
002396	INGRAM LIBRARY SERV	102485	0	2023	6	INV	P	2,720.65	pcard	76186353
002396	INGRAM LIBRARY SERV	102486	0	2023	6	INV	P	151.72	pcard	76205572
002396	INGRAM LIBRARY SERV	103054	0	2023	6	INV	P	233.58	pcard	76230398
002396	INGRAM LIBRARY SERV	103055	0	2023	6	INV	P	112.86	pcard	76269261
002396	INGRAM LIBRARY SERV	103056	0	2023	6	INV	P	2,365.51	pcard	76277721
002396	INGRAM LIBRARY SERV	103057	0	2023	6	INV	P	358.08	pcard	76316581
002396	INGRAM LIBRARY SERV	103058	0	2023	6	INV	P	441.18	pcard	76325771
002396	INGRAM LIBRARY SERV	103059	0	2023	6	INV	P	592.43	pcard	76242038
002396	INGRAM LIBRARY SERV	103563	0	2023	6	INV	P	-31.96	pcard	76309635
002396	INGRAM LIBRARY SERV	103564	0	2023	6	INV	P	219.03	pcard	76337194
002396	INGRAM LIBRARY SERV	103565	0	2023	6	INV	P	213.72	pcard	76337193
002396	INGRAM LIBRARY SERV	103566	0	2023	6	INV	P	2,164.07	pcard	76356072
002396	INGRAM LIBRARY SERV	103567	0	2023	6	INV	P	463.38	pcard	76362215
002396	INGRAM LIBRARY SERV	103568	0	2023	6	INV	P	244.47	pcard	76382114
002396	INGRAM LIBRARY SERV	103569	0	2023	6	INV	P	280.55	pcard	76410660
002396	INGRAM LIBRARY SERV	103570	0	2023	6	INV	P	449.18	pcard	76410661
002396	INGRAM LIBRARY SERV	103571	0	2023	6	INV	P	884.74	pcard	76421690

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/6 TO 2023/6		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION	
002396	INGRAM LIBRARY SERV	103937	0	2023	6 INV P	174.54	pcard	76442140	
002396	INGRAM LIBRARY SERV	103938	0	2023	6 INV P	244.53	pcard	76458544	
002396	INGRAM LIBRARY SERV	103939	0	2023	6 INV P	467.75	pcard	76467076	
002396	INGRAM LIBRARY SERV	103940	0	2023	6 INV P	1,381.17	pcard	76484002	
002396	INGRAM LIBRARY SERV	103941	0	2023	6 INV P	356.88	pcard	76512105	
002396	INGRAM LIBRARY SERV	103942	0	2023	6 INV P	427.72	pcard	76501277	
						16,062.47			
002583	BLACKSTONE PUBLISHIN	103212	0	2023	6 INV P	293.85	062823	559599 Inv #2104085 / Cust	
002583	BLACKSTONE PUBLISHIN	103213	0	2023	6 INV P	378.90	062823	559599 Inv. #2104634 / Cu	
						672.75			
002722	RABBLE LLC	103232	0	2023	6 INV P	4,440.00	062823	559646 Inv. 1181	
002830	KANOPY, INC	102034	0	2023	6 INV P	481.50	060723	559298 Inv. # 352185	
999990	OVERDRIVE DIST	102488	0	2023	6 INV P	29.99	pcard	00669C023172753	
999990	THOMSON WEST*TCD	103049	0	2023	6 INV P	1,097.57	pcard	503856667	
999990	RDA*COUNTRY BOOKS	103053	0	2023	6 INV P	35.98	pcard	1072	
999990	OVERDRIVE DIST	103060	0	2023	6 INV P	59.99	pcard	00669C023180298	
999990	MULTI MEDIA CHANNELS	103596	0	2023	6 INV P	118.00	pcard	12394	
						1,341.53			
ACCOUNT TOTAL						36,487.99			
16032	659900			Other Contracts/Obligation					
001398	UNIQUE MANAGEMENT SE	102240	0	2023	6 INV P	226.55	060723	559343 Collection Agency -	
ACCOUNT TOTAL						226.55			
ORG 16032 TOTAL						37,739.43			
16033			Library Network Services						
16033	632700			Miscellaneous Equipment					
000362	DELL MARKETING L.P.	103951	0	2023	6 INV P	1,465.00	pcard	colleen R's new lap	
ACCOUNT TOTAL						1,465.00			
16033	641800			Equip Repairs & Maint					
000911	MODERN BUSINESS MACH	102571	0	2023	6 INV P	201.80	062123	559526 Copier Usage - Mete	
000911	MODERN BUSINESS MACH	103181	0	2023	6 INV P	201.00	062823	559632 Copier Contract - B	
						402.80			
ACCOUNT TOTAL						402.80			
16033	681500			Software Acquisition					
001619	CDW GOVERNMENT, INC.	102974	0	2023	6 INV P	1,510.50	pcard	Microsoft Office st	

**INVOICE LIST BY GL ACCOUNT**

YEAR/PERIOD: 2023/6 TO 2023/6									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
002386 THE QUIPU GROUP, LLC	102082	0	2023 6	INV	P	3,785.00	060723	559339	PITS Subscription R
999990 ZOOM.US	888-799-9666 103950	0	2023 6	INV	P	40.00	pcard		Monthly Zoom invoic
ACCOUNT TOTAL						5,335.50			
ORG 16033 TOTAL						7,203.30			
FUND 100 General Fund						TOTAL:	71,284.85		

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



Appleton Public Library Cash Flow Report June-2023 Year to Date

GL			JAN	FEB	MAR	APR	MAY	JUNE			
Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	YTD TOTAL	% USED
423200	Library Grants & Aids	\$1,064,805.00	\$1,064,805.00	\$0.00	\$0.00	\$0.00	\$575,066.50	\$0.00	\$0.00	\$575,066.50	54.0%
480100	General Charges for Service	\$0.00	\$0.00	\$12.97	\$23.22	\$192.06	\$7.22	\$112.79	\$95.21	\$443.47	100.0%
500100	Fees & Commissions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
502000	Donations & Memorials	\$0.00	\$0.00	\$60.36	\$1.66	(\$49.41)	(\$2.91)	\$1.50	\$13.42	\$24.62	100.0%
503500	Other Reimbursements	\$45,600.00	\$105,871.00	\$1,546.06	\$1,741.58	\$64,259.13	\$1,203.10	\$1,953.05	\$4,723.61	\$75,426.53	71.2%
	<b>Total Revenue</b>	<b>\$1,110,405.00</b>	<b>\$1,170,676.00</b>	<b>\$1,619.39</b>	<b>\$1,766.46</b>	<b>\$64,401.78</b>	<b>\$576,273.91</b>	<b>\$2,067.34</b>	<b>\$4,832.24</b>	<b>\$650,961.12</b>	<b>55.6%</b>

Expense		JAN	FEB	MAR	APR	MAY	JUNE	YTD TOTAL	% USED		
610100	Regular Salaries	(\$2,476,082.00)	(\$2,476,082.00)	(\$87,823.96)	(\$177,599.45)	(\$261,333.77)	(\$164,551.34)	(\$170,930.95)	(\$181,142.23)	(\$1,043,381.70)	42.1%
610400	Call Time Wages	\$0.00	\$0.00	\$0.00	\$0.00	(\$75.00)	\$0.00	(\$150.00)	\$0.00	(\$225.00)	100.0%
610500	Overtime Wages	\$0.00	\$0.00	(\$364.52)	(\$755.09)	(\$208.30)	(\$208.92)	\$0.00	\$0.00	(\$1,536.83)	100.0%
610800	Part-Time Wages	(\$212,587.00)	(\$218,587.00)	(\$9,656.68)	(\$18,014.79)	(\$27,301.63)	(\$17,739.82)	(\$18,388.91)	(\$14,359.88)	(\$105,461.71)	48.2%
611400	Sick Pay	\$0.00	\$0.00	\$0.00	\$0.00	(\$603.28)	(\$938.43)	\$0.00	\$0.00	(\$1,541.71)	100.0%
611500	Vacation Pay	\$0.00	\$0.00	(\$9,176.95)	(\$6,629.58)	(\$20,481.93)	(\$23,789.05)	(\$14,827.13)	(\$14,493.47)	(\$89,398.11)	100.0%
615000	Fringes	(\$891,233.00)	(\$891,233.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
615100	FICA	\$0.00	\$0.00	(\$12,752.67)	(\$12,798.98)	(\$20,113.27)	(\$13,269.05)	(\$13,029.66)	(\$13,550.77)	(\$85,514.40)	100.0%
615200	Retirement	\$0.00	\$0.00	(\$12,011.77)	(\$11,528.60)	(\$17,866.64)	(\$11,570.26)	(\$11,492.16)	(\$12,292.36)	(\$76,761.79)	100.0%
615301	Health Insurance	\$0.00	\$0.00	(\$39,927.89)	(\$39,756.90)	(\$20,602.34)	(\$39,315.51)	(\$39,661.89)	(\$42,410.28)	(\$221,674.81)	100.0%
615302	Dental Insurance	\$0.00	\$0.00	(\$2,956.29)	(\$2,934.60)	(\$1,349.48)	(\$2,851.48)	(\$2,823.46)	(\$2,961.52)	(\$15,876.83)	100.0%
615400	Life Insurance	\$0.00	\$0.00	(\$74.10)	(\$76.50)	(\$76.50)	(\$84.90)	(\$83.88)	(\$83.40)	(\$479.28)	100.0%
	<b>Personnel Services</b>	<b>(\$3,579,902.00)</b>	<b>(\$3,585,902.00)</b>	<b>(\$174,744.83)</b>	<b>(\$270,094.49)</b>	<b>(\$370,012.14)</b>	<b>(\$274,318.76)</b>	<b>(\$271,388.04)</b>	<b>(\$281,293.91)</b>	<b>(\$1,641,852.17)</b>	<b>45.8%</b>

Expense		JAN	FEB	MAR	APR	MAY	JUNE	YTD TOTAL	% USED		
620100	Training/Conferences	(\$23,234.00)	(\$27,734.00)	(\$285.00)	(\$30.00)	(\$1,753.25)	(\$912.45)	(\$1,803.71)	(\$505.00)	(\$5,289.41)	19.1%
620200	Mileage Reimbursement	\$0.00	\$0.00	(\$387.00)	(\$387.00)	(\$387.00)	(\$387.00)	(\$455.78)	(\$500.78)	(\$2,504.56)	100.0%
620600	Parking Permits	(\$5,000.00)	(\$5,000.00)	\$0.00	(\$383.00)	\$0.00	(\$73.93)	\$0.00	\$0.00	(\$456.93)	9.1%
630100	Office Supplies	(\$35,517.00)	(\$46,155.00)	(\$1,134.08)	(\$1,921.91)	(\$2,266.33)	(\$2,558.93)	(\$3,002.48)	(\$1,776.78)	(\$12,660.51)	27.4%
630300	Memberships & Licenses	(\$2,200.00)	(\$2,200.00)	\$0.00	(\$155.00)	(\$355.00)	\$0.00	\$0.00	\$0.00	(\$510.00)	23.2%
630500	Awards & Recognition	(\$850.00)	(\$1,850.00)	(\$691.16)	\$0.00	(\$1,080.00)	(\$1,136.00)	(\$270.62)	\$0.00	(\$3,177.78)	171.8%
630600	Building Maint./Janitor	(\$7,000.00)	(\$7,000.00)	(\$1,370.84)	(\$757.33)	(\$534.45)	(\$165.54)	(\$1,245.19)	(\$324.65)	(\$4,398.00)	62.8%
630700	Food & Provisions	(\$1,135.00)	(\$5,714.00)	(\$245.51)	(\$20.70)	(\$77.32)	(\$1,209.21)	(\$143.29)	(\$306.97)	(\$2,003.00)	35.1%
630902	Tools & Instruments	(\$150.00)	(\$150.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
631500	Books & Library Materials	(\$475,000.00)	(\$499,156.00)	(\$44,227.37)	(\$60,016.85)	(\$30,210.90)	(\$33,296.62)	(\$40,975.41)	(\$36,682.25)	(\$245,409.40)	49.2%
632001	City Copy Charges	(\$100.00)	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
632002	Outside Printing	\$0.00	(\$1,200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
632101	Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	(\$161.25)	\$0.00	\$0.00	\$0.00	(\$161.25)	100.0%
632300	Safety Supplies	(\$550.00)	(\$550.00)	\$0.00	(\$233.76)	\$0.00	\$385.00	\$0.00	\$0.00	\$151.24	-27.5%
632700	Miscellaneous Equipment	(\$28,630.00)	(\$30,630.00)	(\$412.56)	(\$55.64)	(\$4,393.69)	\$0.00	(\$111.56)	(\$1,518.00)	(\$6,491.45)	21.2%
640700	Solid Waste/Recycling Pickup	(\$1,200.00)	(\$1,200.00)	(\$434.00)	(\$112.00)	(\$434.00)	(\$756.00)	(\$112.00)	(\$434.00)	(\$2,282.00)	190.2%
641200	Advertising	(\$1,288.00)	(\$9,288.00)	(\$592.90)	(\$1,867.38)	(\$164.99)	(\$267.83)	(\$926.50)	(\$495.53)	(\$4,315.13)	46.5%
641301	Electric	(\$30,000.00)	(\$30,000.00)	(\$3,335.17)	(\$7,746.98)	(\$12,214.27)	(\$3,687.03)	(\$14,251.97)	(\$4,158.94)	(\$45,394.36)	151.3%
641302	Gas	(\$20,000.00)	(\$20,000.00)	(\$3,431.49)	(\$7,268.52)	(\$9,709.01)	(\$1,216.68)	(\$3,287.06)	(\$66.62)	(\$24,979.38)	124.9%
641303	Water	\$0.00	\$0.00	\$0.00	(\$185.00)	\$0.00	\$0.00	(\$185.00)	\$0.00	(\$370.00)	100.0%
641304	Sewer	\$0.00	\$0.00	\$0.00	(\$51.00)	\$0.00	\$0.00	(\$54.55)	\$0.00	(\$105.55)	100.0%
641306	Stormwater	\$0.00	\$0.00	\$0.00	(\$793.97)	\$0.00	\$0.00	(\$776.71)	\$0.00	(\$1,570.68)	100.0%
641307	Telephone	(\$5,298.00)	(\$5,298.00)	\$0.00	(\$905.74)	(\$554.89)	(\$194.98)	(\$920.74)	(\$563.13)	(\$3,139.48)	59.3%
641308	Cellular Phones	(\$1,300.00)	(\$1,300.00)	(\$103.75)	\$0.00	(\$207.50)	(\$103.75)	(\$103.75)	(\$103.75)	(\$622.50)	47.9%
641600	Build Repairs & Maint	(\$2,000.00)	(\$2,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
641800	Equip Repairs & Maint	(\$49,255.00)	(\$49,255.00)	(\$2,602.74)	(\$399.74)	(\$11,287.11)	(\$1,526.32)	(\$2,668.45)	(\$402.80)	(\$18,887.16)	38.3%
642000	Facilities Charges	(\$100,565.00)	(\$100,565.00)	\$0.00	(\$66.84)	(\$5,671.50)	(\$66.84)	(\$3,722.80)	(\$2,881.42)	(\$12,409.40)	12.3%
644000	Snow Removal Services	(\$50,000.00)	(\$50,000.00)	\$0.00	\$0.00	\$0.00	(\$64,177.00)	\$0.00	\$0.00	(\$64,177.00)	128.4%
650200	Leases	(\$150,000.00)	(\$150,000.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$25,000.00)	(\$12,500.00)	(\$87,500.00)	58.3%
659900	Other Contracts/Obligation	(\$118,817.00)	(\$134,073.00)	(\$2,100.00)	(\$14,924.11)	(\$64,612.70)	(\$3,334.32)	(\$3,243.75)	(\$7,911.55)	(\$96,126.43)	71.7%
681500	Software Acquisition	(\$4,498.00)	(\$4,498.00)	(\$40.00)	(\$3,374.31)	(\$1,071.78)	(\$742.50)	(\$6,004.35)	(\$5,335.50)	(\$16,568.44)	368.4%
	<b>Operating Expense</b>	<b>(\$1,113,587.00)</b>	<b>(\$1,184,916.00)</b>	<b>(\$73,893.57)</b>	<b>(\$114,156.78)</b>	<b>(\$159,646.94)</b>	<b>(\$127,927.93)</b>	<b>(\$109,265.67)</b>	<b>(\$76,467.67)</b>	<b>(\$661,358.56)</b>	<b>55.8%</b>

<b>Personnel Services</b>	(\$3,579,902.00)	(\$3,585,902.00)	(\$174,744.83)	(\$270,094.49)	(\$370,012.14)	(\$274,318.76)	(\$271,388.04)	(\$281,293.91)	(\$1,641,852.17)
<b>Operating Expense</b>	(\$1,113,587.00)	(\$1,184,916.00)	(\$73,893.57)	(\$114,156.78)	(\$159,646.94)	(\$127,927.93)	(\$109,265.67)	(\$76,467.67)	(\$661,358.56)
<b>Total Expense</b>	<b>(\$4,693,489.00)</b>	<b>(\$4,770,818.00)</b>	<b>(\$248,638.40)</b>	<b>(\$384,251.27)</b>	<b>(\$529,659.08)</b>	<b>(\$402,246.69)</b>	<b>(\$380,653.71)</b>	<b>(\$357,761.58)</b>	<b>(\$2,303,210.73)</b>

<b>Total Revenue</b>	<b>\$1,110,405.00</b>	<b>\$1,170,676.00</b>	<b>\$1,619.39</b>	<b>\$1,766.46</b>	<b>\$64,401.78</b>	<b>\$576,273.91</b>	<b>\$2,067.34</b>	<b>\$4,832.24</b>	<b>\$650,961.12</b>
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**MAJOR PROJECT TITLE**

\*\*\*\*\* Library - Friends of the Library

**PROJECT TITLE**

LIB-FRIENDLibrary - Friends of the Library

BEGINNING BALANCE -23,260.48

FUNDING SOURCES	TITLE	AMOUNT
LIB-FRIEND.CHILDSERV .OTHREIMB .	Children's Services	-2,000.00
FUNDING SOURCE TOTAL		-2,000.00

EXPENSE STRINGS	TITLE	AMOUNT
LIB-FRIEND.CHILDSERV .OTHCONTR .	Children's Services	660.00
LIB-FRIEND.CHILDSERV .SUPPLIES .	Children's Services	3,196.57
LIB-FRIEND.COMMPART .OTHCONTR .	Community Partnerships	1,225.00
LIB-FRIEND.COMMPART .PTWAGES .	Community Partnerships	3,830.84
LIB-FRIEND.COMMPART .SUPPLIES .	Community Partnerships	500.17
LIB-FRIEND.LIBADMIN .ADVERTISNG.	Library - Friends advertising	1,534.74
LIB-FRIEND.LIBADMIN .AWARDREC .	Library Administration	1,224.27
LIB-FRIEND.LIBADMIN .FOOD/PROV .	Library Administration	391.75
LIB-FRIEND.LIBADMIN .OTHCONTR .	Library Administration	2,550.00
LIB-FRIEND.LIBADMIN .TRAIN/CONF.	Library Administration	300.00
LIB-FRIEND.MATERIALS .BOOKS/MATS.	Materials Management	94.30
EXPENSE TOTAL		15,507.64

ENDING BALANCE -9,752.84

**\*\*\*\*\* TOTALS**

BEGINNING BALANCE	-23,260.48
FUNDING SOURCE	-2,000.00
EXPENSE	15,507.64
ENDING BALANCE	-9,752.84

REPORT TOTAL: -9,752.84

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

**CITY OF APPLETON**  
**BUDGET AMENDMENT REQUEST**  
*Budget Year 2023*

<u>Description</u>	ORG	OBJECT	PROJ (in GL)			<u>Amount</u>
	PROJECT	SEG 1	SEG 2	SEG 3		
<b>Children's Services - Other Reim</b>	<b>16021</b>	<b>503500</b>				<b>\$ 2,000</b>
Children's - Other Contracts	16021	659900				\$ 2,000

For the purpose of:  
 Rotary Grant - ASL Inclusivity

Requested by:

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

\_\_\_\_\_  
 Date

**Information:**

**Action:**

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Date

Reported to Finance Committee:

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

Finance comments:

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

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







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

**TO: Appleton Public Library Board of Trustees**

**FROM: Colleen Rortvedt, Library Director**

**DATE: 7/10/2023**

**RE: Library Closure for Groundbreaking Tuesday, July 25, 2023, from 1-5 pm**

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The library's groundbreaking ceremony is Tuesday, July 25 at 2pm.

Given its importance, I request we close the temporary library Tuesday, July 25, 2023 between the hours of 1-5 pm.

This does mean some disruption for our patrons; however, this is a major milestone for the library, and I think it's crucial that our staff are there to support the event and celebrate.

As mentioned in our last board meeting, we have begun promoting it contingent upon your approval to ensure we minimize any inconvenience and ensure we are proactive about communication.

Please let me know if you have any questions.



# City of Appleton

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

## Meeting Minutes Library Board

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Tuesday, July 11, 2023

8:00 AM THIS MEETING WILL BE HELD AT THE TEMPORARY  
LIBRARY LOCATED AT 2411 S. KENSINGTON DRIVE,  
APPLETON WI 54915

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### Library Board Finance Committee

1. Call meeting to order

Chairperson John Keller called the meeting to order at 8:06am

2. Pledge of Allegiance

3. Roll call of membership

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

**Present:** 4 - Nett, Van Zeeland, Keller and Lee

**Others :** 1 - Scheuerman

4. **Action Items**

[23-0797](#)

Library 2024 Operational Budget

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

Van Zeeland moved, seconded by Lee, that the Library 2024 Operating Budget be recommended for approval. Voice Vote. Motion Carried. (4-0)

Van Zeeland moved, seconded by Keller to amend Major Objectives on page 255 from support "economic recovery" to support "community enrichment and economic need". Voice Vote. Motion Carried. (4-0)

5. Adjournment

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

The meeting was Adjourned at 8:46am



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

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

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

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

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

Library staff budget proposal



Library board budget



Executive budget



Council finance committee budget



City of Appleton adopted budget

	2023 Admin (16010)	2024 Admin (16010)	2023 Children's (16021)	2024 Children's (16021)	2023 Public Services (16023)	2024 Public Services (16023)	2023 Community Partnerships (16024)	2024 Community Partnerships (16024)	2023 Operations (16031)	2024 Operations (16031)	2023 Materials Management (16032)	2024 Materials Management (16032)	2023 Network Services (16033)	2024 Network Services (16033)	2023 TOTAL	2024 TOTAL	% CHANGE
<b>Personnel</b>																	
610100-610700 Salaries	447,467	439,157	385,447	391,792	469,258	498,737	372,436	385,346	138,634	135,824	546,979	524,242	115,861	116,975	2,476,082	2,492,073	1%
610800 Part-time	5,208	11,913	31,881	34,250	88,022	103,645			17,430	22,218	70,046	73,642			212,587	245,668	16%
615000 Fringes	158,542	168,828	147,917	151,128	182,844	183,826	149,720	166,689	54,828	61,276	165,118	161,844	32,264	49,277	891,233	942,868	6%
<b>Subtotal - Personnel</b>	<b>611,217</b>	<b>619,898</b>	<b>565,245</b>	<b>577,170</b>	<b>740,124</b>	<b>786,208</b>	<b>522,156</b>	<b>552,035</b>	<b>210,892</b>	<b>219,318</b>	<b>782,143</b>	<b>759,728</b>	<b>148,125</b>	<b>166,252</b>	<b>3,579,902</b>	<b>\$3,680,609.00</b>	<b>3%</b>
<b>Supplies and Services</b>																	
620100 Training and Travel	4,920	4,920	4,405	4,405	2,565	2,565	4,450	4,450	830	830	3,324	3,324	2,740	2,740	23,234	23,234	0.00%
620600 Parking Permits	5,000	5,000													5,000	5,000	0.00%
630100 Supplies	3,000	3,000	2,000	2,000	3,000	3,000	2,500	2,500			24,417	24,417	600	600	35,517	35,517	0.00%
630300 Memberships	2,200	2,200													2,200	2,200	0.00%
630500 Awards and Recognition	850	850													850	850	0.00%
630600 Janitorial									7,000	7,210					7,000	7,210	3.00%
630700 Food and Provisions	1,135	1,135													1,135	1,135	0.00%
630900.2 Tools									150	150					150	150	0.00%
631500 Library Materials											475,000	475,000			475,000	475,000	0.00%
632000.2 Printing	100	100													100	100	0.00%
632300 Safety Supplies									550	550					550	550	0.00%
632700 Misc. Equipment									650	650			27,980	27,980	28,630	28,630	0.00%
640700 Recycling/Trash									1,200	5,200					1,200	5,200	333.33%
641200 Advertising	1,288	1,288													1,288	1,288	0.00%
641300.1-.8 Utilities (see breakdown)	6,598	6,598							50,000	66,000					56,598	72,598	28.27%
641600 Building Repair and Maint.									2,000	2,000					2,000	2,000	0.00%
641800 Equipment Repair and Maint									1,000	1,000			48,255	63,227	49,255	64,227	30.40%
642000 Facilities Charges									100,565	104,501					100,565	104,501	3.91%
644000 Snowplowing									50,000	50,000					50,000	50,000	0.00%
650200 Leases									150,000	150,000					150,000	150,000	0.00%
681500 Software													4,498	4,498	4,498	4,498	0.00%
659900 Other Contracts	42,400	640	1,000	1,000	8,524	7,624				43,262	66,893	63,692			118,817	116,218	-2.19%
<b>Subtotal - Supplies and Services</b>	<b>67,491</b>	<b>25,731</b>	<b>7,405</b>	<b>7,405</b>	<b>14,089</b>	<b>13,189</b>	<b>6,950</b>	<b>6,950</b>	<b>363,945</b>	<b>431,353</b>	<b>569,634</b>	<b>566,433</b>	<b>84,073</b>	<b>99,045</b>	<b>1,113,587</b>	<b>1,150,106</b>	<b>3.28%</b>
<b>Total Library Expense</b>	<b>678,708</b>	<b>645,629</b>	<b>572,650</b>	<b>584,575</b>	<b>754,213</b>	<b>799,397</b>	<b>529,106</b>	<b>558,985</b>	<b>574,837</b>	<b>650,671</b>	<b>1,351,777</b>	<b>1,326,161</b>	<b>232,198</b>	<b>265,297</b>	<b>4,693,489</b>	<b>4,830,715</b>	<b>2.92%</b>

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

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

**CITY OF APPLETON 2024 BUDGET**

**LIBRARY**

**Library Director: Colleen T. Rortvedt**

**Assistant Library Director: Tasha M. Saecker**

# memo

## **Appleton Public Library**

To: Appleton Public Library Board of Trustees  
From: Tasha Saecker, Assistant Director  
Date: 7/10/2023  
Re: Recommendation of an E-Rate Consultant

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The federal E-Rate program offers discounts to schools and libraries on their internet access services and data communication needs. The program is a reimbursement process that involves filing specific federal forms to select a vendor from those who bid on the project. Reimbursement levels are based on the number of students eligible for the National School Lunch Program in the local school district. Our reimbursement rate will be 60%.

We will be focusing our reimbursement on the new library project, planning to do two bid processes: one for switches, routers, access points and other eligible equipment and the other for data wiring and installation in the new library.

I am recommending that we work with a consultant due to the size and complexity of the project and the bid process. The consultant will work to make sure that the timing of our request and reimbursement work with both the e-rate rules and our overall project timeline. They will help us maximize what we can receive, file the federal forms, establish criteria for vendor review, assist with contracts, and file the reimbursement paperwork after the expenditures are made.

After reaching out to three e-rate consultants recommended by library systems in the state, we have received one proposal from E-Rate Advantage. I am confident in recommending them as our choice for consultant as they work with 500 clients across the country and have been in business for over 17 years with a success rate of 98%. Their fee will be 6% of the overall e-rate project, placing it in the \$20,000 to \$30,000 range depending on how much we are able to apply towards e-rate reimbursement.



Please join us for a community groundbreaking event for

# APPLETON PUBLIC LIBRARY

Tuesday, July 25 at 2 pm

225 North Oneida Street, Appleton

**BOLDT**<sup>®</sup>



SOM

## Trustee Training Week 2023

Registration is open for this year's Trustee Training Week.

Looking for last year's webinars? Visit the Archive (<https://www.wistrusteetraining.com/archive>) for access to the recordings, slides, and handouts for past webinars.

## 2023 Schedule

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### No More Neutral: How to Use Marketing to Position Your Library in Challenging Times

Monday, August 21

Presenter: Angela Hursh (/angela-hursh)

On top of everything else they need to do, libraries increasingly find themselves at the center of controversy. The American Library Association reports (<https://www.ala.org/news/press-releases/2022/03/large-majorities-voters-oppose-book-bans-and-have-confidence-libraries>) a substantial increase in the number of book bans and challenges in 2022 (double the number of reports from 2021). Oftentimes, the library's efforts to create collection and service policies that fulfill its mission statement of inclusion are the focus of these challenges. These attacks cost money, lower morale, and reduce productivity amongst the staff. They also threaten the very existence of libraries. But libraries do have some power, and it comes in the form of promotion. In this session, you'll learn marketing tactics you can use now to clarify your library's policies, solidify your library's positions, and clearly communicate your mission, vision, and values. And you'll hear tactics to use to rally community and stakeholder support if your library should face such a challenge.

Three learning outcomes:

- Concrete tips for strengthening the public's perception of libraries now, including tips on how to promote their mission, vision, and values, the policies they create to protect intellectual freedom, and their place in the community as a safe and welcoming space.
- Marketing strategies for handling a censorship challenge, including strategies for responding to statements from critics via email, social media, and in the press.
- Promotional ideas designed to rally library supporters to their defense.

Register for No More Neutral: How to Use Marketing to Position Your Library in Challenging Times ([https://us02web.zoom.us/webinar/register/WN\\_ywUy3yjCR-6M1b1J](https://us02web.zoom.us/webinar/register/WN_ywUy3yjCR-6M1b1J))

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### Wisconsin Library Law

Tuesday, August 22

Presenter: Kris Turner (/kris-turner)

Reading and understanding laws and regulations can be daunting, even more so when you are a trustee or on a library board. This session will focus on demystifying the law and focus on specific statutes and cases that affect Wisconsin libraries as well as a discussion of how to best answer legal questions when they inevitably arise. Topics covered include open meeting laws, statutory delegation of library board authority, basics of legal research, and more. When the session has concluded, you will be able to better locate and answer legal questions that you may face as a library board member and also know what resources are available to you to get these difficult and stressful questions answered.

To help Kris develop his presentation, we have a short survey (<https://forms.gle/7gG1j1z8CYUd3EMeA>) to determine the topics you are most interested in. Thank you!

Register for Wisconsin Library Law ([https://us02web.zoom.us/webinar/register/WN\\_vVTrtZhpRkyOIV\\_n-20ngw](https://us02web.zoom.us/webinar/register/WN_vVTrtZhpRkyOIV_n-20ngw))

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### Nurturing Your Library Culture

Wednesday, August 23

Presenter: Jeannie Dilger (/jeannie-dilger)

Culture is all around us – it's the water for the fish!

In 2022, library science graduates looking for jobs ranked a positive, healthy workplace culture as being an even more important attribute than salary. A toxic workplace culture can impact mental health, decrease productivity, and lead good employees to leave for other jobs.

Join Library Director Jeannie Dilger for a look at what culture is, why it's important, and how to support the director and staff in creating or revising a culture statement. We'll talk about setting the tone with policies, decision-making, and hiring and evaluating the director. Learn how the work you do as trustees can influence the culture throughout the library.

Register for Nurturing Your Library Culture ([https://us02web.zoom.us/webinar/register/WN\\_G28AmXyYTIi-pyXipBKYBA](https://us02web.zoom.us/webinar/register/WN_G28AmXyYTIi-pyXipBKYBA))

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## LGBTQ-Inclusive Trusteeship

Thursday, August 24

Presenter: Ray Lockman (/ray-lockman)

Ray Lockman (they/them) will equip Wisconsin trustees and library directors to be queer- and trans-inclusive advocates for their library communities. Participants will learn helpful language and practical tips before we put our new skills to work by grappling with tough real-world scenarios.

Register for LGBTQ-Inclusive Trusteeship ([https://us02web.zoom.us/webinar/register/WN\\_f7t8Vfi5RRqVoamapkLIFg](https://us02web.zoom.us/webinar/register/WN_f7t8Vfi5RRqVoamapkLIFg))

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## Elected Officials are People, Too

Friday, August 25

Presenter: Lori Fisher (/lori-fisher)

Strong relationships with your elected officials are key to library advocacy. Learn how to connect with your electeds (and their staffs) and consistently demonstrate the value of your library, whether you are a library Trustee/board member, Friends of the Library, affiliated with a library Foundation, or are a library staff member. Find out valuable tips, whether you are making your first contacts, or continuing longstanding relationships.

Register for Elected Officials are People, Too ([https://us02web.zoom.us/webinar/register/WN\\_qjrj-TzSSJ-cadhuoC3cEA](https://us02web.zoom.us/webinar/register/WN_qjrj-TzSSJ-cadhuoC3cEA))

Wisconsin Trustee Training Week (TTW) was developed in 2014 by Jamie Matczak at the Nicolet Federated Library System with the goal of providing high-quality webinars to public library boards, friends, and trustees in Wisconsin. Since 2015, TTW has been coordinated by Jean Anderson at the South Central Library System.