



# CITY OF APPLETON

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

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

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

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

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

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

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

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

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

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

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

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