



# City of Appleton

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

## Meeting Agenda - Final-revised Library Board

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Tuesday, October 17, 2023

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

[23-1211](#) September 19, 2023 Meeting Minutes

**Attachments:** [9-19-2023 Library Board Meeting Minutes.pdf](#)

**5. Public Participation & Communication**

**Establish Order of the Day**

**6. Action Items**

[23-1212](#) Bill Register - September 2023

**Attachments:** [Sept 23 Bill Register.pdf](#)

[APL Financial Cash Flow YTD-September-2023.pdf](#)

[Friends Project Summary Report Q1 2023.pdf](#)

[23-1213](#) October 2023 Budget Amendment

**Attachments:** [Oct23BudgetAmendment.pdf](#)

[23-1214](#) Award the Appleton Public Library's "Appleton Public Library Furniture" Contracts to Systems Furniture for \$184,016.63.

**Attachments:** [2023 Library Furniture \(2nd\).pdf](#)

[2023 Library Furniture.pdf](#)

[23-1215](#) Appleton Public Library Table of Organization Change Request - Library Assistant, Copy Cataloging

**Attachments:** [TO Change - MM LA Acquisitions 2023.pdf](#)

[23-1216](#) Intent to Apply - Outagamie County ARPA Workforce Development Grant

*Attachments:* [Grant Intent to Apply form.pdf](#)

[23-1217](#) **Recommend Approval of Sublease Agreement between Appleton Public Library and the Thompson Center on Lourdes through December 31, 2024 with an Option to Extend, if Necessary, Contingent Upon Library Closure Date Approval, Approval of the Moving Contract, Approval of ARPA Support to Thompson Center on Lourdes, and the Approval of a Sublease Agreement by the Thompson Center on Lourdes.**

*Attachments:* [APL-TCOL Sublease Memo 10-16-2023 FINAL.pdf](#)

[23-1218](#) Request to Award Move to New Temporary Library Location on College Avenue to Boulevard Relocation Services for an Amount of \$177,119.42 with a 5% Contingency, Contingent Upon Approval of Sublease Agreement, Library Closure Dates, and ARPA Fund Allocation to Thompson Center on Lourdes.

*Attachments:* [Move Contract Recommendation Memo 10-16-2023 FINAL.pdf](#)

[23-1219](#) **Recommendation to Temporarily Close the Library to Relocate from 2411 S. Kensington Drive to 3000 E. College Avenue from November 22, 2023 to January 8, 2024, Contingent Upon Approval of Sublease Agreement, Approval of the Moving Contract, and Approval of ARPA Support to Thompson Center on Lourdes.**

*Attachments:* [Temporary Closure for Move 10-16-2023 FINAL.pdf](#)

## 7. Information Items

### A. Administrative Report

[23-1220](#) Building Project Update

*Attachments:* [09.2023 - Appleton Public Library Month-End Report.pdf](#)

[23-1221](#) APL Hiring Process Update

[23-1223](#)

**Upcoming 2024 Executive Budget Adoption Process Dates:**

10/28/2023 - Finance Committee Review / Budget Saturday

11/01/2023 - 2024 Executive Budget Public Hearing

11/02/2023 - 2024 Executive Budget Amendment Proposals due to Finance Director by 12 noon

11/08/2023 - Adoption of the Proposed 2024 Executive Budget

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

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

## Meeting Minutes Library Board

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Tuesday, September 19, 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 Margret Mann called the Meeting to Order at 4:31pm

### 2. Pledge of Allegiance

### 3. Roll call of membership

**Others Present:** Amanda Abshire, Owen Anderson, Nicole Casner, Ann Cooksey, Dean Gazza, Colleen Holz, Adriana McCleer, Dan McGinnis, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Missy Sawicki, Yee Vue, Maureen Ward

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

**Excused:** 2 - Sivasamy and Brozek

### 4. Approval of minutes from previous meeting

[23-1096](#)

August 15, 2023 Meeting Minutes

**Attachments:** [8-15-2023 Library Board Meeting Minutes.pdf](#)

Kellner moved, seconded by Mann, that the August 15, 2023 Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)

### 5. Public Participation & Communication

#### Establish Order of the Day

President Margret Mann called for a motion to place Action Items 23-1097, 23-1098, 23-1099, 23-1100, 23-1111, 23-1112, 23-1113, and 23-1101 on a Consent Agenda.

Kellner moved, seconded by Keller that Action Items 23-1097, 23-1098, 23-1099, 23-1100, 23-1111, 23-1112, 23-1113 and 23-1101 be placed on a Consent Agenda. Voice Vote. Motion Carried. (9-0)

**6. Action Items**

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

[23-1097](#)

Bill Register - August 2023

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

This Report Action Item was approved

[23-1098](#)

September 2023 Budget Amendment

**Attachments:** [Sep23BudgetAmendment.pdf](#)

This Report Action Item was approved

[23-1099](#)

2024 OWLS Resource Library Agreement

**Attachments:** [2024 Resource Library Agreement DRAFT.pdf](#)

This Report Action Item was approved

[23-1100](#)

2024 OWLS Service Agreement

**Attachments:** [2024 Service Agreement DRAFT.pdf](#)

This Report Action Item was approved

[23-1111](#)

Award the Appleton Public Library's "Appleton Public Library Furniture" Contracts to Thomas Interiors \$598,790.42, Building Services Inc.\$373,182.28, Emmons Business Interiors \$211,869.56, Library Furniture International \$1,039,543.09 and Nordon Business Interiors \$97,886.75.

**Attachments:** [2023 Library Furniture.pdf](#)

This Report Action Item was

[23-1112](#)

Award the Appleton Public Library's "Appleton Public Library A/V" Contract to Smart Spaces, in the amount of \$742,294.25 with a Contingency of \$10,000 for a Project Total not to Exceed \$752,294.25

**Attachments:** [2023 Library AV.pdf](#)

This Report Action Item was

[23-1113](#) Award the Appleton Public Library's "Commissioning" Contract to E Cube, in the Amount of \$82,000

**Attachments:** [2023 Library Commissioning Agent.pdf](#)

This Report Action Item was approved

[23-1101](#) New Board Committee Appointments 2023-2024

**Attachments:** [2023 - 2024 Board Committees 9-2023.pdf](#)

## 7. Information Items

### A. Administrative Report

[23-1102](#) Building Project Update

**Attachments:** [08.2023 - Appleton Public Library Month-End Report \(2\) \(1\).pdf](#)

[23-1103](#) APL Hiring Process Update

### B. President's Report

[23-1104](#) Trustee Development - Community Collaborative Environment Part 2

**Attachments:** [Yearly External Collaborative Handout.pdf](#)

[CP\\_Framework\\_Handout.pdf](#)

### C. Staff Updates

[23-1105](#) 2023 Summer Library Program (SLP) Updates

## 8. Adjournment

Keller moved, seconded by Kellner that the meeting be Adjourned. Voice Vote.  
Motion Carried.

The Meeting was Adjourned at 5:25pm

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16010								Library Administration
16010	630100							Office Supplies
	001583	UNITED STATES POSTAL	109609	0	2023	9 INV P	14.64 pcard	Postage - Board Pac
	002034	OFFICE DEPOT	108487	0	2023	9 INV P	29.25 pcard	Dry Erase Markers
	002034	OFFICE DEPOT	108488	0	2023	9 INV P	31.95 pcard	Dry Erase Markers
	002034	OFFICE DEPOT	109610	0	2023	9 INV P	38.16 pcard	ODP BUS SOL LLC# 10
	002034	OFFICE DEPOT	109611	0	2023	9 INV P	18.60 pcard	Notebooks
	002034	OFFICE DEPOT	109612	0	2023	9 INV P	37.80 pcard	Copy Paper, Counter
							155.76	
							ACCOUNT TOTAL	170.40
16010	630700							Food & Provisions
	000835	MANDERFIELD'S BAKERY	109507	0	2023	9 INV P	86.00 092723	560952 Donuts, Muffins for
	001983	AMAZON	109601	0	2023	9 INV P	50.35 pcard	Snacks for TAP
	999990	MEIJER # 300	109602	0	2023	9 INV P	14.45 pcard	Bottled water for T
							ACCOUNT TOTAL	150.80
16010	641200							Advertising
	002158	CAREERBUILDER	108392	0	2023	9 INV P	155.12 092023	560828 August 2023 Posting
							ACCOUNT TOTAL	155.12
16010	641307							Telephone
	999990	SPECTRUM	110007	0	2023	9 INV P	194.98 pcard	SPECTRUM 9/2023
							ACCOUNT TOTAL	194.98
16010	641308							Cellular Phones
	000250	CELLCOM APPLETON PCS	109947	0	2023	9 INV P	103.75 pcard	Monthly Cell Phone
							ACCOUNT TOTAL	103.75
							ORG 16010 TOTAL	775.05
16021								Library Children's Services
16021	630100							Office Supplies
	001983	AMAZON	109245	0	2023	9 INV P	506.93 pcard	BEAR Bingo Prizes
	001983	AMAZON	109302	0	2023	9 INV P	35.56 pcard	Ice Packs Safety
	001983	AMAZON	109316	0	2023	9 INV P	68.78 pcard	BEAR Bingo Grand Pr
	001983	AMAZON	109317	0	2023	9 INV P	34.19 pcard	Storytime Bubble Ma
	001983	AMAZON	109354	0	2023	9 INV P	19.79 pcard	Label Maker tape
	001983	AMAZON	110033	0	2023	9 INV P	39.60 pcard	Green Tape
							704.85	
	002034	OFFICE DEPOT	109612	0	2023	9 INV P	37.78 pcard	Copy Paper, Counter

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
002396 INGRAM LIBRARY SERV	109292	0	2023	9	INV P	82.50		pcard	77535719
999990 LAKESHORE LEARNING M	109246	0	2023	9	INV P	29.99		pcard	Play Mailbox
ACCOUNT TOTAL						855.12			
16021 659900			other contracts/obligation						
003175 ASL PARTNERS LLC	109440	0	2023	9	INV P	206.60	092023		560822 ASL Inclusivity Rot
003200 SEAN GASKELL	108549	0	2023	9	INV P	575.00	092023		560894 Performance and Edu
ACCOUNT TOTAL						781.60			
ORG 16021 TOTAL						1,636.72			
16023			Library Public Services						
16023 630100			Office Supplies						
002034 OFFICE DEPOT	109612	0	2023	9	INV P	62.06		pcard	Copy Paper, Counter
ACCOUNT TOTAL						62.06			
ORG 16023 TOTAL						62.06			
16024			Library Community Partnerships						
16024 630100			Office Supplies						
000084 ADI	109578	0	2023	9	INV P	25.00		pcard	New North-Coworking
002034 OFFICE DEPOT	109612	0	2023	9	INV P	37.78		pcard	Copy Paper, Counter
999990 ADI	109556	0	2023	9	INV P	250.00		pcard	ADI gift card for L
999990 SQ *UNI UNI TEA SHOP	109557	0	2023	9	INV P	300.00		pcard	Libraries in Bloom
						550.00			
ACCOUNT TOTAL						612.78			
16024 659900			other contracts/obligation						
003204 ANTOWAN J. HALLMON	109358	0	2023	9	INV P	150.00	092023		560819 Entrepreneurs of Co
003205 JOY ORIA	109357	0	2023	9	INV P	200.00	092023		560856 Find Your Ancestors
003216 YENGGONG XIONG	109693	0	2023	9	INV P	150.00	092723		561009 Entrepreneurs of Co
ACCOUNT TOTAL						500.00			
ORG 16024 TOTAL						1,112.78			
16031			Library Building Operations						
16031 630100			Office Supplies						
001983 AMAZON	108486	0	2023	9	INV P	78.00		pcard	Id Badge Cards



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
ACCOUNT TOTAL							78.00	
16031	630600				Building Maint./Janitorial			
	001333	TARTAN SUPPLY CO., I	109314	0	2023	9 INV P	453.80	pcard Tissue, Cleaner, Li
	001333	TARTAN SUPPLY CO., I	109946	0	2023	9 INV P	144.42	pcard Towels
							598.22	
	002818	ARAMARK	109238	0	2023	9 INV P	21.41	pcard Mats, Mops
	002818	ARAMARK	109315	0	2023	9 INV P	21.41	pcard Mats, Mops
	002818	ARAMARK	109603	0	2023	9 INV P	21.41	pcard Mat, Mop
	002818	ARAMARK	109948	0	2023	9 INV P	21.41	pcard Mat, Mop
							85.64	
ACCOUNT TOTAL							683.86	
16031	640700				Solid waste/Recycling Pickup			
	001593	PFEFFERLE COMPANIES	109380	0	2023	9 INV P	112.00	092023 560885 September 2023 - Tr
	002545	GFL ENVIRONMENTAL	109804	0	2023	9 INV P	322.00	pcard GFL TRASH AUG '23
ACCOUNT TOTAL							434.00	
16031	641301				Electric			
	001575	WE ENERGIES	560	0	2023	9 INV P	1,094.97	090623 560716 00262
	001593	PFEFFERLE COMPANIES	109477	0	2023	9 INV P	4,000.32	092723 560971 Aug/Sept - Gas & El
ACCOUNT TOTAL							5,095.29	
16031	641302				Gas			
	001575	WE ENERGIES	560	0	2023	9 INV P	192.37	090623 560716 00162
	001593	PFEFFERLE COMPANIES	109477	0	2023	9 INV P	28.06	092723 560971 Aug/Sept - Gas & El
ACCOUNT TOTAL							220.43	
16031	650200				Leases			
	001593	PFEFFERLE COMPANIES	109420	0	2023	9 INV P	12,500.00	092023 560885 October 2023 - Leas
ACCOUNT TOTAL							12,500.00	
16031	659900				Other Contracts/Obligation			
	002229	STAR PROTECTION AND	108316	0	2023	9 INV P	5,681.25	090623 560702 Security Guard - AP
ACCOUNT TOTAL							5,681.25	
ORG 16031 TOTAL							24,692.83	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16032								Library Materials Management
16032	503500							Other Reimbursements
	999998 MENSITA SOICHY	108302	0	2023 9	INV P	18.00	090623	560687 PATRON MATERIAL REI
	999998 MEREDITH MASON	109476	0	2023 9	INV P	7.00	092723	560960 PATRON MATERIAL REI
						<b>25.00</b>		
						ACCOUNT TOTAL		25.00
16032	620100							Training/Conferences
	999990 AMERLIBASSOC ECOMMER	109986	0	2023 9	INV P	247.00	pcard	ALA Membership Rene
						ACCOUNT TOTAL		247.00
16032	630100							Office Supplies
	000468 FINDAWAY WORLD, LLC	109287	0	2023 9	INV P	16.73	pcard	404272
	001034 OUTAGAMIE WAUPACA LI	108381	0	2023 9	INV P	645.45	090623	560690 Item Barcodes
	999990 CCI SOLUTIONS	109963	0	2023 9	INV P	260.46	pcard	Audiobook cases
						ACCOUNT TOTAL		922.64
16032	631500							Books & Library Materials
	000468 FINDAWAY WORLD, LLC	109626	0	2023 9	INV P	791.87	pcard	405508
	000468 FINDAWAY WORLD, LLC	110014	0	2023 9	INV P	672.89	pcard	406163
						<b>1,464.76</b>		
	000889 MIDWEST TAPE	109283	0	2023 9	INV P	1,093.77	pcard	504208089 , 5042420
	000889 MIDWEST TAPE	109340	0	2023 9	INV P	1,269.76	pcard	504275277 , 50431121
	000889 MIDWEST TAPE	109341	0	2023 9	INV P	12,597.64	pcard	504294026
	000889 MIDWEST TAPE	110010	0	2023 9	INV P	992.74	pcard	504328186 , 5043608
						<b>15,953.91</b>		
	001983 AMAZON	109284	0	2023 9	INV P	10.79	pcard	113-5575222-9996202
	001983 AMAZON	109285	0	2023 9	INV P	24.84	pcard	113-2102604-2895436
	001983 AMAZON	109286	0	2023 9	INV P	14.25	pcard	114-1980152-5885020
	001983 AMAZON	109342	0	2023 9	INV P	17.99	pcard	113-7173374-4157033
	001983 AMAZON	109625	0	2023 9	INV P	7.58	pcard	113-6317398-0053006
	001983 AMAZON	110011	0	2023 9	INV P	18.80	pcard	111-4310603-7069869
	001983 AMAZON	110012	0	2023 9	INV P	10.99	pcard	111-7431188-2117001
	001983 AMAZON	110013	0	2023 9	INV P	30.00	pcard	113-7469839-9285027
						<b>135.24</b>		
	002396 INGRAM LIBRARY SERV	109288	0	2023 9	INV P	478.31	pcard	77514206
	002396 INGRAM LIBRARY SERV	109289	0	2023 9	INV P	611.69	pcard	77528919
	002396 INGRAM LIBRARY SERV	109290	0	2023 9	INV P	785.17	pcard	77538104
	002396 INGRAM LIBRARY SERV	109291	0	2023 9	INV P	493.36	pcard	77561058

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9												
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION			
002396	INGRAM LIBRARY SERV	109293	0	2023	9	INV	P			385.64	pcard	77570285
002396	INGRAM LIBRARY SERV	109294	0	2023	9	INV	P			1,147.87	pcard	77570284
002396	INGRAM LIBRARY SERV	109295	0	2023	9	INV	P			317.42	pcard	77590131
002396	INGRAM LIBRARY SERV	109296	0	2023	9	INV	P			477.54	pcard	77590130
002396	INGRAM LIBRARY SERV	109297	0	2023	9	INV	P			165.34	pcard	77631897
002396	INGRAM LIBRARY SERV	109298	0	2023	9	INV	P			273.31	pcard	77619232
002396	INGRAM LIBRARY SERV	109344	0	2023	9	INV	P			352.04	pcard	77643327
002396	INGRAM LIBRARY SERV	109345	0	2023	9	INV	P			692.06	pcard	77656659
002396	INGRAM LIBRARY SERV	109346	0	2023	9	INV	P			314.21	pcard	77666074
002396	INGRAM LIBRARY SERV	109347	0	2023	9	INV	P			394.57	pcard	77688351
002396	INGRAM LIBRARY SERV	109348	0	2023	9	INV	P			270.38	pcard	77696266
002396	INGRAM LIBRARY SERV	109349	0	2023	9	INV	P			1,969.37	pcard	77696265
002396	INGRAM LIBRARY SERV	109350	0	2023	9	INV	P			246.49	pcard	77717349
002396	INGRAM LIBRARY SERV	109351	0	2023	9	INV	P			21.90	pcard	77717348
002396	INGRAM LIBRARY SERV	109628	0	2023	9	INV	P			-10.25	pcard	77738174
002396	INGRAM LIBRARY SERV	109629	0	2023	9	INV	P			215.46	pcard	77747559
002396	INGRAM LIBRARY SERV	109630	0	2023	9	INV	P			57.84	pcard	77763877
002396	INGRAM LIBRARY SERV	109631	0	2023	9	INV	P			356.79	pcard	77776149
002396	INGRAM LIBRARY SERV	109632	0	2023	9	INV	P			896.84	pcard	77786916
002396	INGRAM LIBRARY SERV	109633	0	2023	9	INV	P			1,812.41	pcard	77808855
002396	INGRAM LIBRARY SERV	109634	0	2023	9	INV	P			1,162.05	pcard	77829825
002396	INGRAM LIBRARY SERV	109635	0	2023	9	INV	P			261.26	pcard	77860205
002396	INGRAM LIBRARY SERV	109636	0	2023	9	INV	P			87.32	pcard	77873247
002396	INGRAM LIBRARY SERV	110015	0	2023	9	INV	P			-10.25	pcard	77788542
002396	INGRAM LIBRARY SERV	110016	0	2023	9	INV	P			662.11	pcard	77885443
002396	INGRAM LIBRARY SERV	110017	0	2023	9	INV	P			479.94	pcard	77897721
002396	INGRAM LIBRARY SERV	110018	0	2023	9	INV	P			975.85	pcard	77885444
002396	INGRAM LIBRARY SERV	110019	0	2023	9	INV	P			332.54	pcard	77907199
002396	INGRAM LIBRARY SERV	110020	0	2023	9	INV	P			1,812.96	pcard	77937165
002396	INGRAM LIBRARY SERV	110021	0	2023	9	INV	P			722.51	pcard	77954797
002396	INGRAM LIBRARY SERV	110022	0	2023	9	INV	P			769.76	pcard	77990612
002396	INGRAM LIBRARY SERV	110023	0	2023	9	INV	P			451.75	pcard	77990613
002396	INGRAM LIBRARY SERV	110024	0	2023	9	INV	P			404.32	pcard	77978856
002396	INGRAM LIBRARY SERV	110025	0	2023	9	INV	P			114.32	pcard	77990614
										20,952.20		
002583	BLACKSTONE PUBLISHIN	108593	0	2023	9	INV	P			244.65	092023	560825 inv. #2116165 , cus
002583	BLACKSTONE PUBLISHIN	108595	0	2023	9	INV	P			354.30	092023	560825 inv. #2116171 , cus
										598.95		
002830	KANOPY, INC	108597	0	2023	9	INV	P			504.90	092023	560858 INV. #363732
999990	RDA*COUNTRY BOOKS	109343	0	2023	9	INV	P			38.98	pcard	01074
999990	THOMSON WEST*TCD	109624	0	2023	9	INV	P			1,097.57	pcard	848869490
999990	ANC* NEWSPAPERS.COM	109627	0	2023	9	INV	P			74.90	pcard	9211146
999990	OVERDRIVE DIST	109637	0	2023	9	INV	P			239.96	pcard	20230906-111836-447
999990	SP LANEWALKERBOOKS	109638	0	2023	9	INV	P			81.43	pcard	94599
999990	PAYPAL *WI ST GEN S	109639	0	2023	9	INV	P			30.00	pcard	7UB536566S708764K
										1,562.84		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
				ACCOUNT TOTAL		41,172.80		
16032	659900			Other Contracts/Obligation				
001398	UNIQUE MANAGEMENT SE	108510	0	2023	9 INV P	295.50	091323	560801 Collection Agency -
				ACCOUNT TOTAL		295.50		
				ORG 16032	TOTAL	42,662.94		
16033	632700			Library Network Services				
16033	CDW GOVERNMENT, INC.	109336	0	2023	9 INV P	458.20	pcard	CDW Replacement bat
001619	CDW GOVERNMENT, INC.	109991	0	2023	9 INV P	121.60	pcard	USB Headsets
						579.80		
999990	MOBILE BEACON	108497	0	2023	9 INV P	120.00	pcard	MOBILE BEACON - Hot
				ACCOUNT TOTAL		699.80		
16033	641800			Equip Repairs & Maint				
000911	MODERN BUSINESS MACH	109422	0	2023	9 INV P	202.66	092023	560875 Copier Usage Metere
000911	MODERN BUSINESS MACH	109707	0	2023	9 INV P	201.00	092723	560962 Copier Contract - B
						403.66		
999990	CDW GOVT #LR41142	109583	0	2023	9 INV P	26.50	pcard	CDW GOVT #LR41142 -
999990	FS *TECHSMITH	109621	0	2023	9 INV P	99.99	pcard	FS *TECHSMITH
						126.49		
				ACCOUNT TOTAL		530.15		
16033	681500			Software Acquisition				
001619	CDW GOVERNMENT, INC.	109988	0	2023	9 INV P	148.62	pcard	CDW Adobe Acrobat L
001619	CDW GOVERNMENT, INC.	109989	0	2023	9 INV P	603.48	pcard	CDW Additional stan
001619	CDW GOVERNMENT, INC.	109990	0	2023	9 INV P	3,024.00	pcard	Barracuda email arc
						3,776.10		
999990	CLOUD DNS LTD	109334	0	2023	9 INV P	11.70	pcard	CLOUD DNS renewal
999990	ZOOM.US 888-799-9666	109987	0	2023	9 INV P	40.00	pcard	Monthly Zoom charge
						51.70		
				ACCOUNT TOTAL		3,827.80		
				ORG 16033	TOTAL	5,057.75		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/9 TO 2023/9	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
FUND 100 General Fund			TOTAL:		76,000.13			

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



Appleton Public Library Cash Flow Report September-2023 Year to Date			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP			
GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	ACTUAL	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	\$0.00	\$489,738.50	\$0.00	\$1,064,805.00	100.0%
480100	General Charges for Service	\$0.00	\$0.00	\$12.97	\$23.22	\$192.06	\$7.22	\$112.79	\$95.21	\$11.48	\$23.41	\$152.85	\$631.21	100.0%
500100	Fees & Commissions	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$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	\$3.17	\$62.43	\$0.54	\$90.76	100.0%
503500	Other Reimbursements	\$45,600.00	\$107,871.00	\$1,546.06	\$1,741.58	\$64,259.13	\$1,203.10	\$1,953.05	\$4,723.61	\$1,252.13	\$17,234.86	\$1,687.47	\$95,600.99	88.6%
	<b>Total Revenue</b>	<b>\$1,110,405.00</b>	<b>\$1,172,676.00</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>\$1,266.78</b>	<b>\$507,059.20</b>	<b>\$1,840.86</b>	<b>\$1,161,127.96</b>	<b>99.0%</b>

Expense			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	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)	(\$165,204.11)	(\$253,484.21)	(\$166,376.67)	(\$1,628,446.69)	65.8%
610400	Call Time Wages	\$0.00	\$0.00	\$0.00	\$0.00	(\$75.00)	\$0.00	(\$150.00)	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$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)	(\$16,046.81)	(\$23,619.92)	(\$17,528.95)	(\$162,657.39)	74.4%
611400	Sick Pay	\$0.00	\$0.00	\$0.00	\$0.00	(\$603.28)	(\$938.43)	\$0.00	\$0.00	\$0.00	(\$268.12)	\$0.00	(\$1,809.83)	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)	(\$23,802.16)	(\$28,968.31)	(\$17,742.56)	(\$159,911.14)	100.0%
615000	Fringes	(\$891,233.00)	(\$891,233.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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)	(\$12,973.70)	(\$19,944.15)	(\$12,824.82)	(\$131,257.07)	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)	(\$11,730.89)	(\$17,686.01)	(\$11,273.88)	(\$117,452.57)	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)	(\$41,491.38)	(\$41,580.57)	(\$38,487.68)	(\$343,234.44)	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)	(\$2,814.95)	(\$2,828.28)	(\$2,636.98)	(\$24,157.04)	100.0%
615400	Life Insurance	\$0.00	\$0.00	(\$74.10)	(\$76.50)	(\$76.50)	(\$84.90)	(\$83.88)	(\$83.40)	(\$91.80)	(\$93.70)	(\$84.20)	(\$748.98)	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>(\$274,155.80)</b>	<b>(\$388,473.27)</b>	<b>(\$266,955.74)</b>	<b>(\$2,571,436.98)</b>	<b>71.7%</b>

Expense			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	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)	(\$3,413.14)	(\$1,913.86)	(\$1,247.00)	(\$11,863.41)	42.8%
620200	Mileage Reimbursement	\$0.00	\$0.00	(\$387.00)	(\$387.00)	(\$387.00)	(\$387.00)	(\$455.78)	(\$500.78)	(\$387.00)	(\$387.00)	(\$60.00)	(\$3,338.56)	100.0%
620600	Parking Permits	(\$5,000.00)	(\$5,000.00)	\$0.00	(\$383.00)	\$0.00	(\$73.93)	\$0.00	\$0.00	\$0.00	(\$167.77)	(\$43.59)	(\$668.29)	13.4%
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)	(\$1,884.14)	(\$1,641.65)	(\$2,810.14)	(\$18,996.44)	41.2%
630300	Memberships & Licenses	(\$2,200.00)	(\$2,200.00)	\$0.00	(\$155.00)	(\$355.00)	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$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)	(\$279.24)	(\$1,307.62)	(\$683.86)	(\$6,668.72)	95.3%
630700	Food & Provisions	(\$1,135.00)	(\$5,714.00)	(\$245.51)	(\$20.70)	(\$77.32)	(\$1,209.21)	(\$143.29)	(\$306.97)	(\$80.25)	(\$138.10)	(\$150.80)	(\$2,372.15)	41.5%
630902	Tools & Instruments	(\$150.00)	(\$150.00)	\$0.00	\$0.00	\$0.00	\$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)	(\$29,668.59)	(\$40,030.16)	(\$41,172.80)	(\$356,280.95)	71.4%
632001	City Copy Charges	(\$100.00)	(\$100.00)	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	0.0%
632101	Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	(\$161.25)	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$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)	(\$1,885.85)	(\$448.65)	(\$1,179.80)	(\$10,005.75)	32.7%
640700	Solid Waste/Recycling Pickup	(\$1,200.00)	(\$1,200.00)	(\$434.00)	(\$112.00)	(\$434.00)	(\$756.00)	(\$112.00)	(\$434.00)	(\$434.00)	(\$434.00)	(\$434.00)	(\$3,584.00)	298.7%
641200	Advertising	(\$1,288.00)	(\$9,288.00)	(\$592.90)	(\$1,867.38)	(\$164.99)	(\$267.83)	(\$926.50)	(\$495.53)	(\$1,367.53)	(\$2,301.77)	(\$158.96)	(\$8,143.39)	87.7%
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)	(\$10,158.72)	(\$10,301.68)	(\$5,095.29)	(\$70,950.05)	236.5%

641302	<b>Gas</b>	(\$20,000.00)	(\$20,000.00)	(\$3,431.49)	(\$7,268.52)	(\$9,709.01)	(\$1,216.68)	(\$3,287.06)	(\$66.62)	(\$883.44)	(\$576.32)	(\$220.43)	<b>(\$26,659.57)</b>	133.3%
641303	<b>Water</b>	\$0.00	\$0.00	\$0.00	(\$185.00)	\$0.00	\$0.00	(\$185.00)	\$0.00	\$0.00	(\$234.95)	\$0.00	<b>(\$604.95)</b>	100.0%
641304	<b>Sewer</b>	\$0.00	\$0.00	\$0.00	(\$51.00)	\$0.00	\$0.00	(\$54.55)	\$0.00	\$0.00	(\$69.28)	\$0.00	<b>(\$174.83)</b>	100.0%
641306	<b>Stormwater</b>	\$0.00	\$0.00	\$0.00	(\$793.97)	\$0.00	\$0.00	(\$776.71)	\$0.00	\$0.00	(\$793.97)	\$0.00	<b>(\$2,364.65)</b>	100.0%
641307	<b>Telephone</b>	(\$5,298.00)	(\$5,298.00)	\$0.00	(\$905.74)	(\$554.89)	(\$194.98)	(\$920.74)	(\$563.13)	(\$561.55)	(\$555.48)	(\$389.96)	<b>(\$4,646.47)</b>	87.7%
641308	<b>Cellular Phones</b>	(\$1,300.00)	(\$1,300.00)	(\$103.75)	\$0.00	(\$207.50)	(\$103.75)	(\$103.75)	(\$103.75)	\$0.00	(\$207.50)	(\$103.75)	<b>(\$933.75)</b>	71.8%
641600	<b>Build Repairs &amp; Maint</b>	(\$2,000.00)	(\$2,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	0.0%
641800	<b>Equip Repairs &amp; Maint</b>	(\$49,255.00)	(\$49,255.00)	(\$2,602.74)	(\$399.74)	(\$11,287.11)	(\$1,526.32)	(\$2,668.45)	(\$402.80)	(\$2,001.94)	(\$1,576.88)	(\$581.30)	<b>(\$23,047.28)</b>	46.8%
642000	<b>Facilities Charges</b>	(\$100,565.00)	(\$100,565.00)	\$0.00	(\$66.84)	(\$5,671.50)	(\$66.84)	(\$3,722.80)	(\$2,881.42)	(\$66.84)	(\$6,523.32)	(\$3,576.17)	<b>(\$22,575.73)</b>	22.4%
644000	<b>Snow Removal Services</b>	(\$50,000.00)	(\$50,000.00)	\$0.00	\$0.00	\$0.00	(\$64,177.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>(\$64,177.00)</b>	128.4%
650200	<b>Leases</b>	(\$150,000.00)	(\$150,000.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$25,000.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	<b>(\$125,000.00)</b>	83.3%
659900	<b>Other Contracts/Obligation</b>	(\$118,817.00)	(\$136,073.00)	(\$2,100.00)	(\$14,924.11)	(\$64,612.70)	(\$3,334.32)	(\$3,243.75)	(\$7,911.55)	(\$6,586.05)	(\$13,954.62)	(\$7,258.35)	<b>(\$123,925.45)</b>	91.1%
681500	<b>Software Acquisition</b>	(\$4,498.00)	(\$4,498.00)	(\$40.00)	(\$3,374.31)	(\$1,071.78)	(\$742.50)	(\$6,004.35)	(\$5,335.50)	\$0.00	(\$80.00)	(\$3,827.80)	<b>(\$20,476.24)</b>	455.2%
<b>Operating Expense</b>		<b>(\$1,113,587.00)</b>	<b>(\$1,186,916.00)</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>(\$72,158.28)</b>	<b>(\$96,144.58)</b>	<b>(\$81,494.00)</b>	<b>(\$911,155.42)</b>	76.8%
<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)	(\$274,155.80)	(\$388,473.27)	(\$266,955.74)	<b>(\$2,571,436.98)</b>	
<b>Operating Expense</b>		<b>(\$1,113,587.00)</b>	<b>(\$1,186,916.00)</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>(\$72,158.28)</b>	<b>(\$96,144.58)</b>	<b>(\$81,494.00)</b>	<b>(\$911,155.42)</b>	
<b>Total Expense</b>		<b>(\$4,693,489.00)</b>	<b>(\$4,772,818.00)</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>(\$346,314.08)</b>	<b>(\$484,617.85)</b>	<b>(\$348,449.74)</b>	<b>(\$3,482,592.40)</b>	
<b>Total Revenue</b>		<b>\$1,110,405.00</b>	<b>\$1,172,676.00</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>\$1,266.78</b>	<b>\$507,059.20</b>	<b>\$1,840.86</b>	<b>\$1,161,127.96</b>	

**MAJOR PROJECT TITLE**

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

**PROJECT TITLE**

LIB-FRIENDLibrary - Friends of the Library

BEGINNING BALANCE -9,337.58

FUNDING SOURCES	TITLE	AMOUNT
LIB-FRIEND.COMMPART .OTHREIMB .	Community Partnerships	-15,000.00
	FUNDING SOURCE TOTAL	-15,000.00

EXPENSE STRINGS	TITLE	AMOUNT
LIB-FRIEND.CHILDSERV .OTHCONTR .	Children's Services	755.00
LIB-FRIEND.CHILDSERV .SUPPLIES .	Children's Services	591.38
LIB-FRIEND.COMMPART .OTHCONTR .	Community Partnerships	1,550.00
LIB-FRIEND.COMMPART .PTWAGES .	Community Partnerships	4,457.71
LIB-FRIEND.COMMPART .SUPPLIES .	Community Partnerships	309.92
LIB-FRIEND.LIBADMIN .ADVERTISNG.	Library - Friends advertising	3,268.02
LIB-FRIEND.LIBADMIN .FOOD/PROV .	Library Administration	346.97
	EXPENSE TOTAL	11,279.00

ENDING BALANCE -13,058.58

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

BEGINNING BALANCE	-9,337.58
FUNDING SOURCE	-15,000.00
EXPENSE	11,279.00
ENDING BALANCE	-13,058.58

REPORT TOTAL: -13,058.58

\*\* 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>\$ 100</b>
Children's - Office Supplies	16021	630100			\$ 100
<b>Children's Services - Other Reim</b>	<b>16021</b>	<b>503500</b>			<b>\$ 500</b>
Children's - Office Supplies	16021	630100			\$ 500

For the purpose of:

Modern Woodmen of American - Donation in honor of Marsha Dawson  
OWLS Reimbursement

Requested by:

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

\_\_\_\_\_  
Date

**Information:**

**Action:**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

Reported to Finance Committee:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Finance comments:

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

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



“...meeting community needs...enhancing quality of life.”

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Library Board

FROM: Dean R. Gazza

DATE: 10/17/2023

RE: Action: Award the Appleton Public Library’s “Appleton Public Library Furniture” contracts to Systems Furniture for \$184,016.63.

**Note that the previous action item to approve furniture for the library inadvertently excluded Systems Furniture in the Action Statement but they were recognized in the body of the memo (see attached). To ensure the Action item is properly recognized, we are resubmitting this memo for approval of the Systems Furniture contract for \$184,016.63.**

The Appleton Public Library project included an allocation for \$2.5 million to cover the cost of the furniture and shelving product and installation. Proposals were reviewed by sixteen suppliers in which we received proposals from eleven and eventually chose six to provide the furniture and shelving.

Request for Proposals were issued and publicly advertised. Proposals were received by eight firms and carefully reviewed. Our team carefully reviewed each proposal and worked with suppliers to select products that met our specification, and our budget.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Library Board

FROM: Dean R. Gazza

DATE: 9/19/2023

RE: Action: Award the Appleton Public Library's "Appleton Public Library Furniture" contracts to Thomas Interiors \$598,790.42, Building Services Inc. \$373,182.28, Emmons Business Interiors \$211,869.56, Library Furniture International \$1,039,543.09 and Nordon Business Interiors \$97,886.75.

The Appleton Public Library project included an allocation for \$2.5 million to cover the cost of the furniture and shelving product and installation. Proposals were reviewed by sixteen suppliers in which we received proposals from eleven and eventually chose six to provide the furniture and shelving.

Request for Proposals were issued and publicly advertised. Proposals were received by eight firms and carefully reviewed. Our team carefully reviewed each proposal and worked with suppliers to select products that met our specification, and also our budget.

<b><u>Dealer</u></b>	<b><u>Total</u></b>
LFI	\$1,039,543.09
Thomas	\$598,790.42
EBI	\$211,869.56
Systems	\$184,016.63
BSI	\$373,182.28
Nordon	\$97,886.75
	\$2,505,288.73

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.



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**APPLETON PUBLIC LIBRARY**  
2411 S. Kensington Drive  
Appleton, WI 54915  
920-832-6170 | FAX: 920-832-6182

**TO: APPLETON PUBLIC LIBRARY BOARD OF TRUSTEES**

**FROM: TASHA SAECKER, ASSISTANT DIRECTOR – APPLETON PUBLIC LIBRARY**

**DATE: SEPTEMBER 29, 2023**

**RE: LIBRARY TABLE OF ORGANIZATION CHANGE REQUEST – Library Assistant, Copy Cataloging**

In the Materials Management section of the library, work has shifted from a previous need for original cataloging, meaning that cataloging librarians catalog from the individual item, to instead having the majority of our collection using existing cataloging records downloaded from an online service. These copy cataloging records need editing, and the work is simpler than original cataloging.

APL will retain one cataloging librarian position to continue to work on original cataloging for both APL and the Outagamie Waupaca Library System (OWLS). We are contracted to provide OWLS cataloging services, receiving a discount on our annual fees for the service. A single cataloging librarian will be able to keep up with all original cataloging.

The currently vacant librarian position will be changed to be a library assistant with a focus on copy cataloging and projects. This will allow most of our items to move through the cataloging process more quickly and allow our remaining librarian cataloger to focus on higher-level work as is appropriate for her skill level and training.

Project work assigned to this position would allow Materials Management the capacity to do collection development work, database maintenance, and projects related to our new building spaces.

With the reclassification of the position from librarian to library assistant, APL should see savings going forward. Using 2023 salaries, this change would result in the following:

- Full-time librarian salary minimum - \$27.72/hour - \$57,658/annual.
- Full-time library assistant salary minimum - \$22.91/hour - \$47,653/annual.
- Annual savings - \$10,005.

This is an opportunity for us to focus librarian-level staff on the correct level of work while making the Materials Management section more flexible and responsive to modern workflow. I request you approve these changes to the library's table of organization.

# REQUEST TO APPLY FOR/ACCEPT GRANT FUNDS



## **PART #1: Request to Apply for Grant Funds**

(complete before submission of grant application; email to [grants@appleton.org](mailto:grants@appleton.org))

**APPLICANT DEPARTMENT:** Library **DATE:** 10/1/23  
**APPLICANT DEPARTMENT GRANT CONTACT NAME/TITLE:** Owen Anderson, Public Services Supervisor  
**COMMITTEE OF JURISDICTION:** Library Board  
**NAME OF GRANT/FUNDING SOURCE:** Outagamie County Workforce Development Grant - ARPA  
**AMOUNT OF GRANT REQUEST:** \$ 668,211.83 **LOCAL MATCH REQUIREMENT:** \$ 0  
**SOURCE OF MATCH:**  General Fund  Non-General Fund  Not Applicable  
**TIMEFRAME OF GRANT:** \_\_\_/\_\_\_/\_\_\_ through 12/31/2026  
**TYPE OF GRANT REQUEST:**  Monetary  Other (explain under 'purpose of grant')  
**PURPOSE OF GRANT (summary):** Support workforce development initiatives in libraries in Outagamie County using libraries as access points.  
**How does the grant meet City/Department/Program goals?**  
 Appleton Public Library (APL) in collaboration with Outagamie Waupaca Library System (OWLS) are seeking funding to expand Job Connection services, which APL has been providing to community members since July 2019.  
**What are the personnel requirements (include both existing and new staff) of the grant?** \_\_\_\_\_  
 2 grant funded FTE for the period of the grant and all expenses related to training, travel. Also funded technology, supplies, marketing and job related databases and services.  
**DEPARTMENT HEAD SIGNATURE:**

## **PART #2: Request to Accept Grant Funds**

(complete after notification of grant award; email to [grants@appleton.org](mailto:grants@appleton.org))

**AMOUNT OF GRANT AWARD:** \$ \_\_\_\_\_ **FEDERAL/STATE ID #:** \_\_\_\_\_  
**LOCAL MATCH REQUIREMENT:** \$ \_\_\_\_\_  
**Please describe the source of match, if applicable:** \_\_\_\_\_  
**Please describe any major changes in proposed grant-funded activities:** \_\_\_\_\_

PART	TO:	DATE:	TO:	DATE:	TO:	DATE:
#1: Request to Apply	Finance Dept		COJ – Info/Action		FAC – Info/Action	
#2: Request to Accept	Finance Dept		COJ – Action		FAC – Action	

COJ = Committee of Jurisdiction

FAC = Finance and Administration Committee



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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**  
**FROM: Dean Gazza, Director of Parks Recreation and Facilities management**  
**Colleen Rortvedt, Library Director**  
**DATE: October 16, 2023**  
**RE: Recommend approval of sublease agreement between Appleton Public Library and the Thompson Center on Lourdes through December 31, 2024 with an option to extend, if necessary, contingent upon library closure date approval, approval of the moving contract, approval of ARPA support to Thompson Center on Lourdes, and the approval of a sublease agreement by the Thompson Center on Lourdes.**

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Due to the current temporary library lease ending December 31, 2023, we propose that the library enter into a sublease agreement with the Thompson Center on Lourdes (TCoL), contingent on several factors:

- The financial terms of the sublease should be consistent with current net operating expenses.
- Approval of library closure dates from the library board per October 16, 2023 memo.
- Approval of move contract from the library board per October 16, 2023 memo.
- Approval of the use of ARPA funds to support TCoL from the City of Appleton Common Council.
- Approval of sublease agreement by TCoL.

This approach meets the library's needs in the most cost-effective manner while leveraging a partnership with Thompson Center on Lourdes.



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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**  
**FROM: Dean Gazza, Director of Parks Recreation and Facilities Management**  
**Tasha Saecker, Assistant Library Director**  
**DATE: October 16, 2023**  
**RE: Request to award Move to New Temporary Library Location on College Avenue to Boulevard Relocation Services for an amount of \$ \$177,119.42 with a 5% contingency, contingent upon approval of sublease agreement, library closure dates, and ARPA fund allocation to Thompson Center on Lourdes.**

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#### Background

Due to the current temporary library lease ending December 31, 2023, the library will need to move to a new temporary location.

Four companies showed initial interest in the request for proposals for library moving companies released on 2/18/2022. We received two on-time bids: Boulevard Relocation Services (BRS) and Hallett & Sons Expert Movers. BRS was recommended based on qualifications, local service area, and price.

#### Past Performance and Current Recommendation

We were highly satisfied with BRS's on-time completion of our move to the temporary location on Kensington Drive. Our 2021 RFP included a second move, and BRS has been kept up to date on our project timeline to ensure their availability for the move back to the Oneida Street library after project completion.

Below is the scope of work BRS will perform:

- BRS to provide labor and equipment to relocate, books contents and misc. furniture.
- Office Systems Installation (OSI) to provide labor and equipment to disassemble all shelving, relocate and reassemble all shelving at the new temporary library as shown on floor plan to be provided by the library.
- Origin: 2411 Kensington Dr.; Appleton, WI
- Destination: 3000 East College Ave; Appleton, WI
- Changes to scope of work could result in change orders for additional labor, material, or equipment costs.

#### Next Steps

This memo requests approval to engage BRS for a move to our new temporary location on College Avenue for an amount of \$177,119.42 plus 5% contingency.



This approval is contingent on the approval of the following additional actions by the library board, Appleton Common Council, or Thompson Center on Lourdes Board of Directors (“TCoL”):

- Sublease terms approved via the library board and Thompson Center on Lourdes board approved per October 16, 2023 memo
- Library closure dates via the library board per October 16, 2023 memo
- Approval of the use of ARPA funds to support TCoL via the City of Appleton Common Council



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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**  
**FROM: Colleen Rortvedt, Library Director**  
**DATE: October 16, 2023**  
**RE: Recommendation to temporarily close the library to relocate from 2411 S. Kensington Dr. to 3000 E. College Ave. from November 22, 2023 to January 8, 2024, contingent upon approval of sublease agreement, approval of the moving contract, and approval of ARPA support to Thompson Center on Lourdes**

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To facilitate the move from our current temporary location on Kensington Drive to the new temporary location at 3000 E. College Avenue, we request approval for a temporary library closure. The proposed closure dates are from Wednesday, November 22, 2023, through no later than January 9, 2024.

This will allow for the relocation of physical materials, furniture, library network, and phones.

We will continue to staff the City of Appleton information line during standard business hours M-F throughout the closure, as well as respond to library phone calls and emails. Staff will be involved in various aspects of the moving process.

Upon approval by all parties of the following contingencies we will start to make changes to loan rules and communicate with patrons about how to access and manage materials during the closure. Additional contingencies are:

- Sublease terms approved via the library board and Thompson Center on Lourdes board approved per October 16, 2023 memo
- Approval of the move contract per October 16, 2023 memo
- Approval of the use of ARPA funds to support TCoL from the City of Appleton Common Council



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BUILD BOLDLY

September 2023

## SEPTEMBER REPORT

City of Appleton – Appleton Public Library

## KEY PROGRESS POINTS

- Office Trailer/Subcontractor's Trailer:
  - Still waiting for power to be hooked-up by WE Energies.
  - Camera will be installed once we have power.
- Recycling Program:
  - Boldt continues to recycle items, as necessary.
  - Weights to date of all metals are 138,000 lbs.
- Progress:
  - Lower-Level demolition was completed and now mechanical, electrical, and plumbing demolition is taking place.
  - Ground Level wall demolition was completed and mechanical, electrical, plumbing, and fire protection demolition has been completed as well.
  - Upper-Level mechanical, electrical, plumbing, and fire protection demolition was completed and CMU wall demolition has begun.
  - Building permit was obtained.

## CONDITIONS & SAFETY

- Site conditions are good. Continuously monitoring our safety program and making sure workers and the general public are safe.
- There were no injuries this month.

**PROGRESS PHOTOS**



Items salvaged and taken to Restore



Exterior



Exterior

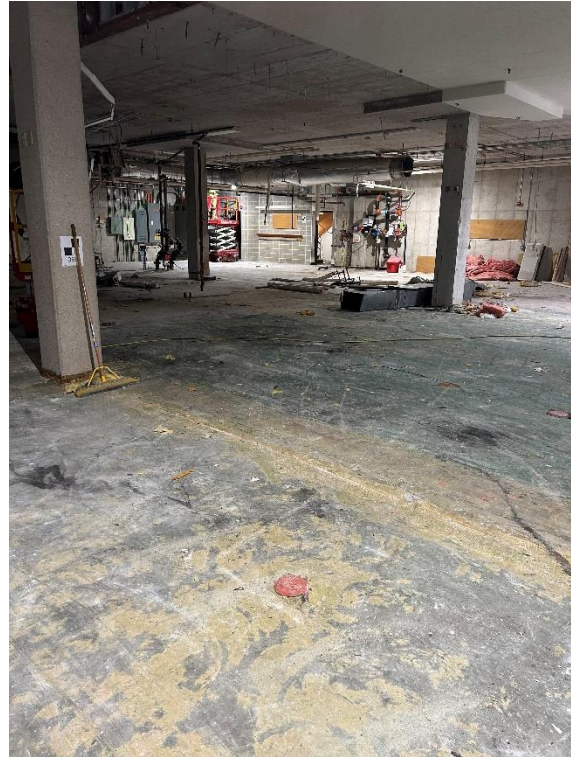


Ground Level

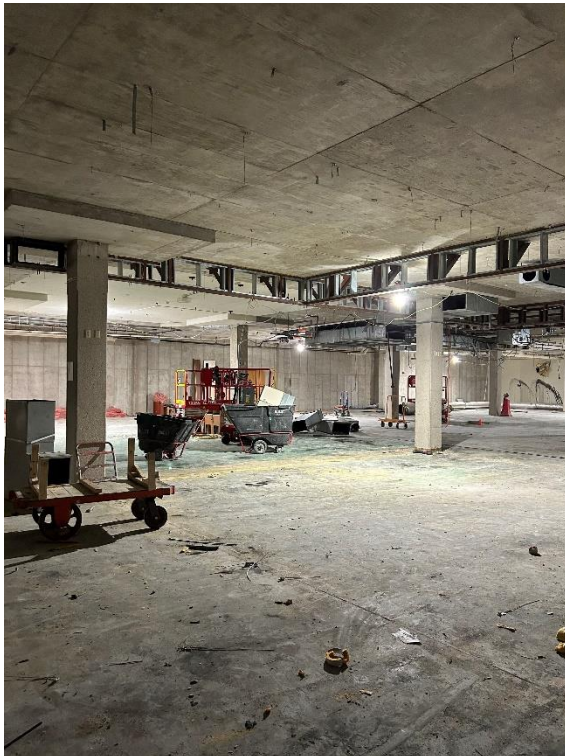
**PROGRESS PHOTOS**



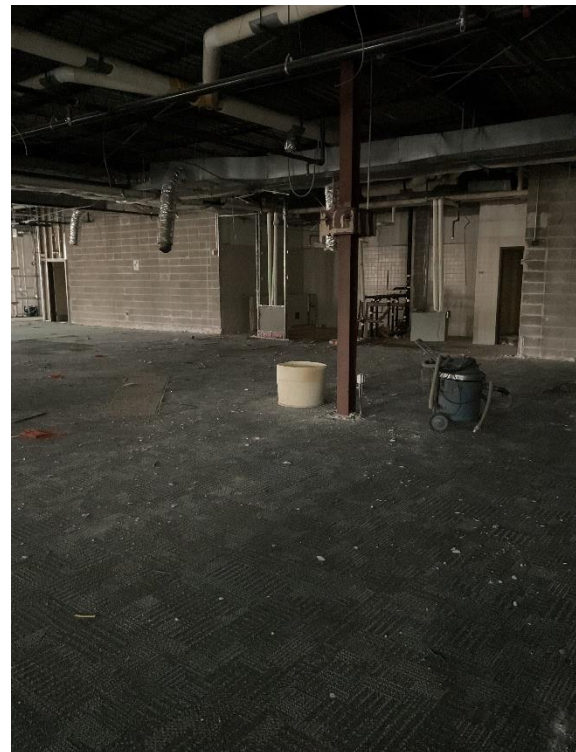
**Northeast Ground Level**



**Northwest Lower Level**



**Northeast Lower Level**



**North Upper Level**