



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, December 14, 2021

4:30 PM

City Hall, 6th Floor A/B

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[21-1708](#) November 16, 2021 Meeting Minutes

Attachments: [November 16 2021 Meeting Minutes.pdf](#)

4. Public Participation and Communication

- [21-1725](#) Alex Niemi, APL Network Services Supervisor

Establish Order of the Day

5. Action Items

- [21-1709](#) Bill Register - November 2021

Attachments: [Bill Register November 2021.pdf](#)
[November 2021 Budget Report.pdf](#)

- [21-1710](#) Library 2022 Budget:
- Operational Budget
- Special Revenue Fund
- CIP

Attachments: [Library Budget.pdf](#)
[Special Revenue Fund ROR.pdf](#)
[2022 Library CIP.pdf](#)

- [21-1711](#) Table of Organization Change Request

Attachments: [TO Change December 2021 memo.pdf](#)

[21-1712](#) OWLS - APL Service Agreement

Attachments: [2022 Service Agreement FINAL.pdf](#)

6. Information Items

A. Administrative Report

[21-1713](#) Library Building Project Update

Attachments: [Building Project Update December 2021.pdf](#)

[21-1715](#) OWLS Updates

[21-1716](#) APL Hiring Processes

B. President's Report

[21-1717](#) Trustee Training: Reflections from Welcome Survey

[21-1718](#) Trustee Training and Development Schedule

C. Friends Of Appleton Public Library Report

[21-1719](#) Endowments

[21-1720](#) Used Booksale

[21-1721](#) I Love My Library 2022

[21-1722](#) Upcoming Capital Campaign

D. Staff Updates

[21-1724](#) Community Partnerships Updates

[21-1723](#) Children's Program Updates

Attachments: [December 2021 Childrens Programming.pdf](#)

7. 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.



Meeting Minutes
Library Board

Tuesday, November 16, 2021

4:30 PM

City Hall, 6th Floor A/B

1. Call meeting to order

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

2. Roll call of membership

Others Present: Owen Anderson, Nicole Casner, Ann Cooksey, Robert Edwards, Darrin Glad, Adriana McCleer, Colleen Rortvedt, Tasha Saecker, Maureen Ward

Present: 9 - Hartjes, Kellner, Exarhos, Scheuerman, Mann, Nett, Van Zeeland, Keller and Brozek

Excused: 1 - Looker

Others : 1 - Sivasamy

3. Approval of minutes from previous meeting

[21-1598](#)

October 19, 2021 Meeting Minutes

Attachments: [October 19 2021 Meeting Minutes.pdf](#)

Mann moved, seconded by Exarhos, that the October 19, 2021 Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)

4. Public Participation and Communications

Establish Order of the Day

President Scheuerman called for a motion to place Action Items 21-1599, 21-1600, 21-1601, 21-1603, 21-1604 on a Consent Agenda.

Exarhos moved, seconded by Mann that Action Items 21-1599, 21-1600, 21-1601, 21-1603, 21-1604 be place on a Consent Agenda. Voice Vote. Motion Carried. (9-0)

5. Action Items

Mann moved, seconded by Hartjes that Consent Agenda Items 21-1599, 21-1600, 21-1601, 21-1603 and 21-1604 be approved. Voice Vote. Motion Carried. (9-0)

[21-1599](#)

Bill Register October 2021

Attachments: [Oct 2021 Bill Register.pdf](#)
[Oct 2021 Library Budget report.pdf](#)
[3Q Friends Oct 2021.pdf](#)

This Report Action Item was approved

[21-1600](#)

November 2021 Budget Amendment

Attachments: [Budget Amendment Request-102021.pdf](#)

This Report Action Item was approved

[21-1601](#)

Report of the Personnel & Policy Committee

Attachments: [Personnel & Policy Committee Meeting Minutes 10-29-2021.pdf](#)

This Report Action Item was approved

[21-1603](#)

2022 Library Board Meeting Schedule

Attachments: [APL Board Meeting Schedule 2022.pdf](#)

This Report Action Item was approved

[21-1604](#)

Proposed 2022 Library Closure Dates

Attachments: [Proposed Closures 2022 revised.pdf](#)

This Report Action Item was approved

6. Information Items

A. Administrative Report

[21-1602](#)

Report of the Planning Committee

Attachments: [Planning Committee Meeting Minutes 11-15-2021.pdf](#)

[21-1605](#)

Library Building Project Update

Attachments: [Building Project Update November 2021.pdf](#)

[21-1606](#)

City of Appleton and Library 2022 Budget Process Update

[21-1607](#) 2021 3rd Quarter Statistics - July, August, September

Attachments: [JULY 2021.pdf](#)
[AUGUST 2021.pdf](#)
[SEPT 2021.pdf](#)

[21-1608](#) 3rd Quarter 2021 Friends Grant Funded Program Summaries

Attachments: [Friends Grant Funded Program Summaries 3rd Quarter 2021 FINAL.pdf](#)

[21-1609](#) APL Hiring Processes

B. President's Report

[21-1610](#) Trustee Training: Trustee Essentials Chapter 14 - Open Meeting Laws

Attachments: [Trustee Training - Open Meetings Laws.pdf](#)

C. Staff Updates

[21-1611](#) Children's Program Updates

[21-1612](#) Community Partnerships Updates

Closed Session

7. Adjournment

Exarhos moved, seconded by Hartjes that the meeting be adjourned. Voice Vote. Motion Carried. (9-0)

The meeting was adjourned at 5:20 pm

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	YEAR/PERIOD: 2021/11 TO 2021/11	DOCUMENT	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
16010 16010 000512 FOX CITIES CHAMBER O 67696 INVOICE: 67696	0	Library Administration Training/Conferences 2021 11 INV P	0	2021 11 INV P	350.00 pcard	FOX CITIES CHAMBER
		FULL DESC: FOX CITIES CHAMBER FUTURE 15 EVENT			350.00	
		ACCOUNT TOTAL			350.00	
16010 001393 ULINE INVOICE: 67524	0	Office Supplies 2021 11 INV P	0	2021 11 INV P	141.22 pcard	Color Coding Sticks
		FULL DESC: Color Coding Stickers for move organization			141.22	
001583 UNITED STATES POSTAL 66180 INVOICE: 66180	0	2021 11 INV P	0	2021 11 INV P	6.64 pcard	P & P Committee Mail
001583 UNITED STATES POSTAL 67519 INVOICE: 67519	0	2021 11 INV P	0	2021 11 INV P	21.36 pcard	Library Board Agend
		FULL DESC: Library Board Agenda Packets Mailing			28.00	
002034 OFFICE DEPOT INVOICE: 66178	0	2021 11 INV P	0	2021 11 INV P	7.99 pcard	Zip Ties
002034 OFFICE DEPOT INVOICE: 66179	0	2021 11 INV P	0	2021 11 INV P	13.94 pcard	Pens
002034 OFFICE DEPOT INVOICE: 67643	0	2021 11 INV P	0	2021 11 INV P	49.98 pcard	Paper Rolls - Addin
002034 OFFICE DEPOT INVOICE: 67644	0	2021 11 INV P	0	2021 11 INV P	47.27 pcard	AA Batteries, Sharp
		FULL DESC: AA Batteries, Sharpies			119.18	
		ACCOUNT TOTAL			288.40	
16010 000084 ADI INVOICE: 67719	0	Awards & Recognition 2021 11 INV P	0	2021 11 INV P	85.00 pcard	Gift Certificates f
		FULL DESC: Gift certificates for Staff Recognition			85.00	
		ACCOUNT TOTAL			85.00	
16010 999990 SAMSCLUB #6321 INVOICE: 66181	0	Food & Provisions 2021 11 INV P	0	2021 11 INV P	46.59 pcard	Teen Focus Group sn
999990 SQ *JOSEF'S GYROS AN 66842 INVOICE: 66842	0	2021 11 INV P	0	2021 11 INV P	134.28 pcard	Lunch - SOM and Mov
		FULL DESC: Lunch - SOM and Move Mngr. Mtgs			180.87	
		ACCOUNT TOTAL			180.87	
16010 999990 FACEBK *ATXAX8KXX2 INVOICE: 66812	0	Advertising 2021 11 INV P	0	2021 11 INV P	17.03 pcard	Facebook Ad
		FULL DESC: Facebook Ad			17.03	
		ACCOUNT TOTAL			17.03	

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	YEAR/PERIOD: 2021/11 TO 2021/11	DOCUMENT	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
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16010 002272 U.S. CELLULAR INVOICE: 67645	641308 67645		0	2021 11 INV P	Cellular Phones 2021 11 INV P	Cell Phone payment
					-278.13 pcard	
					ACCOUNT TOTAL	
					-278.13	
16010 002229 STAR PROTECTION AND INVOICE: 202775	659900 66561		0	2021 11 INV P	Other Contracts/Obligation 2021 11 INV P	Security Guard
					2,739.80 111721	551204 Security Guard
002229 STAR PROTECTION AND INVOICE: 202810	67020		0	2021 11 INV P	Security Guard	Security Guard
					2,956.10 112321	551292 Security Guard
					5,695.90	
999990 WALGREENS #5102 INVOICE: 67475	67475		0	2021 11 INV P	Focus Group Incentives	Focus Group Incenti
					54.95 pcard	
					ACCOUNT TOTAL	
					5,750.85	
					ORG 16010 TOTAL	
					6,394.02	
16021 999990 AMZN MKTP US*ID8955W INVOICE: 66200	630100 66200		0	2021 11 INV P	Library Children's Services Office Supplies 2021 11 INV P	Amazon Label Maker
					48.98 pcard	
999990 AMZN MKTP US*2S8K01L INVOICE: 66201	66201		0	2021 11 INV P	Amazon Label Maker	Amazon Candy decals
					14.28 pcard	
999990 USPS PO 5602500943 INVOICE: 66798	66798		0	2021 11 INV P	Amazon Candy decals	Mail
					1.16 pcard	
999990 AMAZON.COM*ET7FR4BY3 INVOICE: 67413	67413		0	2021 11 INV P	Mail	AMAZON Storywalk Bo
					33.98 pcard	
999990 AMZN MKTP US*AZ1BA2K INVOICE: 67452	67452		0	2021 11 INV P	AMAZON Storywalk Book 2021 11 INV P	Amazon Cube Storage
					16.98 pcard	
999990 AMZN MKTP US*0G16018 INVOICE: 67729	67729		0	2021 11 INV P	Amazon Cube Storage Bins 2021 11 INV P	Cube Storage Bins
					83.45 pcard	
					198.83	
					ACCOUNT TOTAL	
					198.83	
16021 002664 RITA MOUA INVOICE:	630100 3955 67105		0	2021 11 INV P	Office Supplies ELL 2021 11 INV P	Virtual Hmong Langu
					250.00 120121	551382 Virtual Hmong Langu
999990 AMZN MKTP US*RH5E505 INVOICE: 67412	67412		0	2021 11 INV P	Virtual Hmong Language Classes Amazon ELL supplies	Amazon ELL supplies
					8.99 pcard	
					ACCOUNT TOTAL	
					258.99	
16021 999990 WAL-MART #1982	630700 3955 67462		0	2021 11 INV P	Food & Provisions ELL 2021 11 INV P	WAL-MART ELL SNACK
					55.76 pcard	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/11 TO 2021/11 DOCUMENT ACCOUNT/VENDOR PO YEAR/PR TYP S CHECK RUN CHECK DESCRIPTION

INVOICE: 67462	FULL DESC: WAL-MART	ELL SNACKS	ACCOUNT TOTAL	55.76			
16021 659900	0	Other Contracts/Obligation	2021 11 INV P	150.00	120121	551382	Virtual Hmong Langu
002664 RITA MOUA	67105	Virtual Hmong Language Classes		150.00			
INVOICE: 3768	FULL DESC: Receipt Paper, Barcodes	ORG 16021	TOTAL	663.58			
16023 630100	Library Public Services			61.00	120121	551376	Receipt Paper, Barc
16023 001034 OUTAGAMIE WAUPACA LI 67138	0	Office Supplies	2021 11 INV P	61.00			
INVOICE: 3768	FULL DESC: Receipt Paper, Barcodes	ORG 16021	TOTAL	61.00			
16024 620100	Library Community Partnerships			299.00	pcard		YALSA Conference Re
16024 999990 AMERLIBASSOC ECOMMER 66832	0	Training/Conferences	2021 11 INV P	299.00			
INVOICE: 66832	FULL DESC: YALSA Conference Registration	ACCOUNT TOTAL		299.00			
16024 630100	Office Supplies			3.99	pcard		teen holiday take n
999990 JOANN STORES #2149 66883	0	teen holiday take n create packs	2021 11 INV P	9.56	pcard		teen holiday take n
INVOICE: 66883	FULL DESC: teen holiday take n create packs	ACCOUNT TOTAL		32.00	pcard		Teen Services Busin
999990 MICHAELS STORES 8783 66884	0	teen holiday take n create packs	2021 11 INV P	45.55			
INVOICE: 66884	FULL DESC: Teen Services Business Cards	ACCOUNT TOTAL		45.55			
999990 VISTAPR*VISTAPRINT.C 67474	0	Other Contracts/Obligation	2021 11 INV P	100.00	110321	550957	ATR Sou] vessel pas
INVOICE: 67474	FULL DESC: AIR Sou] Vessel passive program	ACCOUNT TOTAL		220.00	120121	551356	Virtual Library Pre
16024 659900	0	Virtual Library Presentation	2021 11 INV P	320.00			
002728 ELYSE-KRISTA MISCH 65813	0	Library Presentation	2021 11 INV P	664.55			
INVOICE:	FULL DESC: Virtual Library Presentation	ACCOUNT TOTAL		664.55			
002774 KAREN ANN HOFFMAN 67009	0	ORG 16024	TOTAL				
INVOICE:	FULL DESC: Virtual Library Presentation	ACCOUNT TOTAL		664.55			

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	YEAR/PERIOD: 2021/11 TO 2021/11	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
16031					
16031	000274 CINTAS CORPORATION	66177			Library Building Operations
	INVOICE: 66177		2021 11 INV P		Building Maint./Janitorial
	000274 CINTAS CORPORATION	66839			FULL DESC: Rugs and Towels Cleaning
	INVOICE: 66839		2021 11 INV P		39.34 pcard
	000274 CINTAS CORPORATION	67518			FULL DESC: Rugs and Towels Cleaning
	INVOICE: 67518		2021 11 INV P		39.34 pcard
	000274 CINTAS CORPORATION	67642			FULL DESC: Rugs and Towels Cleaning
	INVOICE: 67642		2021 11 INV P		39.34 pcard
	000274 CINTAS CORPORATION	67718			FULL DESC: Rugs and Towels Cleaning
	INVOICE: 67718		2021 11 INV P		39.34 pcard
					196.70
			ACCOUNT TOTAL		196.70
16031	000113 ARAMARK REFRESHMENT	66182			FULL DESC: Safety Supplies
	INVOICE: 66182		2021 11 INV P		134.50 pcard
					Washable Masks (J. Miller purchase 3/2021)
			ACCOUNT TOTAL		134.50
16031	002034 OFFICE DEPOT	66840			FULL DESC: Miscellaneous Equipment
	INVOICE: 66840		2021 11 INV P		30.49 pcard
					Twist Ties, Extension Cord
			ACCOUNT TOTAL		30.49
16031	001575 WE ENERGIES	539			FULL DESC: Electric
	INVOICE: 539		2021 11 INV P		6,731.10 120121
					551397 00262
			ACCOUNT TOTAL		6,731.10
16031	001575 WE ENERGIES	539			FULL DESC: Gas
	INVOICE: 539		2021 11 INV P		2,588.50 120121
					551397 00162
			ACCOUNT TOTAL		2,588.50
			ORG 16031 TOTAL		9,681.29
16032	000930 MUEHL PUBLIC LIBRARY	65802			Library Materials Management
	INVOICE: 65802		2021 11 INV P		Other Reimbursements
	000930 MUEHL PUBLIC LIBRARY	66995			FULL DESC: Patron Reimbursement James Bennett
	INVOICE: 66995		2021 11 INV P		24.95 110321
					551369 PATRON REIMBURSEMENT
			ACCOUNT TOTAL		4.99 120121
			PATRON REIMBURSEMENT ABIGAIL HACKETT		29.94

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	YEAR/PERIOD: 2021/11 TO 2021/11	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
001023 ONEIDA COMMUNITY LIB	67013		0	2021 11	INV	P	14.95	120121	551372 PATRON MATERIAL REI
INVOICE:			PATRON MATERIAL REIMBURSEMENT-SIRENA				WHITE-LEISGAN		
001478 WAUPACA COUNTY	65850		0	2021 11	INV	P	21.00	110321	551016 Patron Material Rei
INVOICE:			Patron Material Reimbursement Betty Lacey						
001478 WAUPACA COUNTY	66996		0	2021 11	INV	P	30.00	120121	551395 Patron Reimbursemen
INVOICE:			Patron Reimbursement Joan Schneider						
							51.00		
001615 DOOR COUNTY LIBRARY	66372		0	2021 11	INV	P	20.00	111721	551165 Patron Material Rei
INVOICE:			Patron Material Reimbursement-Olivia Basina						
001851 MARINETTE COUNTY	66998		0	2021 11	INV	P	15.00	120121	551363 Patron Reimbursemen
INVOICE:			Patron Reimbursement Joan Schneider						
999998 Angela Solie-Borruso	65816		0	2021 11	INV	P	5.00	110321	550983 PATRON MATERIAL REI
INVOICE:			PATRON MATERIAL REIMBURSEMENTS						
999998 MARY DERKS	66589		0	2021 11	INV	P	60.00	111721	551187 PATRON MATERIAL REI
INVOICE:			PATRON MATERIAL REIMBURSEMENT						
999998 ROBERT BROOKS	67103		0	2021 11	INV	P	27.00	120121	551367 PATRON MATERIAL REI
INVOICE:			PATRON MATERIAL REIMBURSEMENTS						
999998 MARK TODD	67144		0	2021 11	INV	P	13.00	120121	551366 PATRON MATERIAL REI
INVOICE:			PATRON MATERIAL REIMBURSEMENT						
							105.00		
16032	630100						ACCOUNT TOTAL		
000526 FOX STAMP, SIGN & SP	66843		0	2021 11	INV	P	235.89		
INVOICE:			Office Supplies						
			WITHDRAWN stamps				167.96	pcard	WITHDRAWN stamps
001034 OUTAGAMIE WAUPACA LI	67138		0	2021 11	INV	P	294.35	120121	551376 Receipt Paper, Barc
INVOICE:			Receipt Paper, Barcodes						
999990 PREMIUM WATERS INC	66844		0	2021 11	INV	P	141.87	pcard	Distilled water for
INVOICE:			Distilled water for disc buffers						
999990 KAPCO-ONLINE	67720		0	2021 11	INV	P	579.86	pcard	Book jacket covers
INVOICE:			Book jacket covers						
							721.73		
16032	631500						ACCOUNT TOTAL		
000468 FINDAWAY WORLD, LLC	66162		0	2021 11	INV	P	1,184.04		
INVOICE:			Books & Library Materials						
000468 FINDAWAY WORLD, LLC	67487		0	2021 11	INV	P	49.99	pcard	
INVOICE:									
							125.98	pcard	

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	YEAR/PERIOD: 2021/11 TO 2021/11	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
000550 GALE / CENGAGE LEARN INVOICE: 67724	67724		0	2021 11	INV	P			175.97	
000870 MERGENT, INC. INVOICE: 1673016623	66218		0	2021 11	INV	P			1,131.00	551185 Appleton Public Lib
000889 MIDWEST TAPE INVOICE: 66160	66160		0	2021 11	INV	P			1,271.85	pcard
000889 MIDWEST TAPE INVOICE: 66161	66161		0	2021 11	INV	P			1,145.99	pcard
000889 MIDWEST TAPE INVOICE: 66815	66815		0	2021 11	INV	P			993.02	pcard
000889 MIDWEST TAPE INVOICE: 66816	66816		0	2021 11	INV	P			6,758.49	pcard
000889 MIDWEST TAPE INVOICE: 67485	67485		0	2021 11	INV	P			2,502.04	pcard
000889 MIDWEST TAPE INVOICE: 67610	67610		0	2021 11	INV	P			1,043.08	pcard
000889 MIDWEST TAPE INVOICE: 67703	67703		0	2021 11	INV	P			1,006.33	pcard
001265 SOO LINE HISTORICAL INVOICE: 66189	66189		0	2021 11	INV	P			37.00	pcard
001983 AMAZON INVOICE: 66186	66186		0	2021 11	INV	P			69.77	pcard
001983 AMAZON INVOICE: 66188	66188		0	2021 11	INV	P			44.99	pcard
001983 AMAZON INVOICE: 66846	66846		0	2021 11	INV	P			49.99	pcard
001983 AMAZON INVOICE: 66847	66847		0	2021 11	INV	P			49.95	pcard
001983 AMAZON INVOICE: 66880	66880		0	2021 11	INV	P			12.99	pcard
001983 AMAZON INVOICE: 66881	66881		0	2021 11	INV	P			59.99	pcard
001983 AMAZON INVOICE: 66882	66882		0	2021 11	INV	P			11.97	pcard
001983 AMAZON INVOICE: 67655	67655		0	2021 11	INV	P			49.99	pcard
001983 AMAZON INVOICE: 67656	67656		0	2021 11	INV	P			19.94	pcard
001983 AMAZON INVOICE: 67657	67657		0	2021 11	INV	P			119.76	pcard
001983 AMAZON INVOICE: 67658	67658		0	2021 11	INV	P			790.39	pcard
001983 AMAZON INVOICE: 67659	67659		0	2021 11	INV	P			47.79	pcard
									14,720.80	

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	YEAR/PERIOD: 2021/11 TO 2021/11	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
INVOICE: 67659										
001983 AMAZON		67660	0	2021 11	INV	P			-47.79	pcard
INVOICE: 67660										
001983 AMAZON		67661	0	2021 11	INV	P			14.95	pcard
INVOICE: 67661										
001983 AMAZON		67723	0	2021 11	INV	P			-8.11	pcard
INVOICE: 67723										
									1,286.57	
002396 INGRAM LIBRARY SERV		66163	0	2021 11	INV	P			199.28	pcard
INVOICE: 66163										
002396 INGRAM LIBRARY SERV		66164	0	2021 11	INV	P			314.83	pcard
INVOICE: 66164										
002396 INGRAM LIBRARY SERV		66165	0	2021 11	INV	P			1,083.60	pcard
INVOICE: 66165										
002396 INGRAM LIBRARY SERV		66166	0	2021 11	INV	P			304.45	pcard
INVOICE: 66166										
002396 INGRAM LIBRARY SERV		66167	0	2021 11	INV	P			536.13	pcard
INVOICE: 66167										
002396 INGRAM LIBRARY SERV		66168	0	2021 11	INV	P			302.89	pcard
INVOICE: 66168										
002396 INGRAM LIBRARY SERV		66169	0	2021 11	INV	P			1,893.53	pcard
INVOICE: 66169										
002396 INGRAM LIBRARY SERV		66170	0	2021 11	INV	P			204.91	pcard
INVOICE: 66170										
002396 INGRAM LIBRARY SERV		66171	0	2021 11	INV	P			2,622.73	pcard
INVOICE: 66171										
002396 INGRAM LIBRARY SERV		66817	0	2021 11	INV	P			669.22	pcard
INVOICE: 66817										
002396 INGRAM LIBRARY SERV		66818	0	2021 11	INV	P			158.11	pcard
INVOICE: 66818										
002396 INGRAM LIBRARY SERV		66819	0	2021 11	INV	P			573.72	pcard
INVOICE: 66819										
002396 INGRAM LIBRARY SERV		66820	0	2021 11	INV	P			177.11	pcard
INVOICE: 66820										
002396 INGRAM LIBRARY SERV		66821	0	2021 11	INV	P			1,624.08	pcard
INVOICE: 66821										
002396 INGRAM LIBRARY SERV		66822	0	2021 11	INV	P			1,211.43	pcard
INVOICE: 66822										
002396 INGRAM LIBRARY SERV		67488	0	2021 11	INV	P			162.37	pcard
INVOICE: 67488										
002396 INGRAM LIBRARY SERV		67489	0	2021 11	INV	P			289.30	pcard
INVOICE: 67489										
002396 INGRAM LIBRARY SERV		67490	0	2021 11	INV	P			376.34	pcard
INVOICE: 67490										
002396 INGRAM LIBRARY SERV		67491	0	2021 11	INV	P			724.54	pcard
INVOICE: 67491										
002396 INGRAM LIBRARY SERV		67492	0	2021 11	INV	P			1,370.41	pcard
INVOICE: 67492										
002396 INGRAM LIBRARY SERV		67493	0	2021 11	INV	P			733.38	pcard
INVOICE: 67493										

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	YEAR/PERIOD: 2021/11 TO 2021/11	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
002396 INGRAM LIBRARY SERV	67494		0	2021 11	INV	P	224.80		pcard	
INVOICE: 67494										
002396 INGRAM LIBRARY SERV	67495		0	2021 11	INV	P	396.11		pcard	
INVOICE: 67495										
002396 INGRAM LIBRARY SERV	67496		0	2021 11	INV	P	542.72		pcard	
INVOICE: 67496										
002396 INGRAM LIBRARY SERV	67611		0	2021 11	INV	P	242.44		pcard	
INVOICE: 67611										
002396 INGRAM LIBRARY SERV	67612		0	2021 11	INV	P	529.74		pcard	
INVOICE: 67612										
002396 INGRAM LIBRARY SERV	67613		0	2021 11	INV	P	381.27		pcard	
INVOICE: 67613										
002396 INGRAM LIBRARY SERV	67614		0	2021 11	INV	P	212.34		pcard	
INVOICE: 67614										
002396 INGRAM LIBRARY SERV	67615		0	2021 11	INV	P	1,292.09		pcard	
INVOICE: 67615										
002396 INGRAM LIBRARY SERV	67616		0	2021 11	INV	P	-77.90		pcard	
INVOICE: 67616										
002396 INGRAM LIBRARY SERV	67617		0	2021 11	INV	P	586.08		pcard	
INVOICE: 67617										
002396 INGRAM LIBRARY SERV	67618		0	2021 11	INV	P	198.92		pcard	
INVOICE: 67618										
002396 INGRAM LIBRARY SERV	67619		0	2021 11	INV	P	410.04		pcard	
INVOICE: 67619										
002396 INGRAM LIBRARY SERV	67704		0	2021 11	INV	P	240.47		pcard	
INVOICE: 67704										
002396 INGRAM LIBRARY SERV	67705		0	2021 11	INV	P	2,117.87		pcard	
INVOICE: 67705										
002396 INGRAM LIBRARY SERV	67706		0	2021 11	INV	P	273.16		pcard	
INVOICE: 67706										
002396 INGRAM LIBRARY SERV	67707		0	2021 11	INV	P	470.11		pcard	
INVOICE: 67707										
002396 INGRAM LIBRARY SERV	67708		0	2021 11	INV	P	448.44		pcard	
INVOICE: 67708										
							24,021.06			
002583 BLACKSTONE PUBLISHIN	66571		0	2021 11	INV	P	481.54		111721	551148 INV2006376
INVOICE: 66571										
002583 BLACKSTONE PUBLISHIN	66947		0	2021 11	INV	P	282.45		120121	551327 INV2007615
INVOICE: 66947										
002583 BLACKSTONE PUBLISHIN	66948		0	2021 11	INV	P	74.25		120121	551327 INV2008579
INVOICE: 66948										
002583 BLACKSTONE PUBLISHIN	66949		0	2021 11	INV	P	572.60		120121	551327 INV2008564
INVOICE: 66949										
							1,410.84			
999990 VALUE LINE PUBLISHIN	66185		0	2021 11	INV	P	3,145.00		pcard	
INVOICE: 66185										
999990 DATA AXLE-CITYDIRECT	66187		0	2021 11	INV	P	495.00		pcard	
INVOICE: 66187										

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	YEAR/PERIOD: 2021/11 TO 2021/11	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
999990 PAYPAL *MUSKYHUNTER	66190		0	2021 11	INV	P	28.95		pcard	
INVOICE: 66190										
999990 RDA*COUNTRY BOOKS	66845		0	2021 11	INV	P	35.98		pcard	
INVOICE: 66845										
999990 PAYPAL *BRYANSANSIV	66848		0	2021 11	INV	P	53.94		pcard	
INVOICE: 66848										
999990 THOMSON WEST*TCD	66878		0	2021 11	INV	P	1,054.95		pcard	
INVOICE: 66878										
999990 THOMSON WEST*TCD	66879		0	2021 11	INV	P	557.54		pcard	
INVOICE: 66879										
999990 UPS*1ZR4493503929844	67486		0	2021 11	INV	P	14.43		pcard	
INVOICE: 67486										
999990 OVERDRIVE DIST	67497		0	2021 11	INV	P	3,373.33		pcard	
INVOICE: 67497										
999990 LJI*THE HORN BOOK	67654		0	2021 11	INV	P	119.00		pcard	
INVOICE: 67654										
999990 OVERDRIVE DIST	67709		0	2021 11	INV	P	4,688.31		pcard	
INVOICE: 67709										
999990 OVERDRIVE DIST	67710		0	2021 11	INV	P	2,091.88		pcard	
INVOICE: 67710										
							15,658.31			
				ACCOUNT TOTAL			62,662.55			
			ORG 16032	TOTAL			64,082.48			
16033	630100			Library Network Services						
16033	002034 OFFICE DEPOT	66840	0	2021 11	INV	P	11.99		pcard	Twist Ties, Extensi
INVOICE: 66840										
002034 OFFICE DEPOT	66841		0	2021 11	INV	P	24.45		pcard	Rubbermaid Storage
INVOICE: 66841										
							36.44			
				ACCOUNT TOTAL			36.44			
16033	632700			Miscellaneous Equipment						
001619 CDW GOVERNMENT, INC.	67521		0	2021 11	INV	P	3,350.00		pcard	Apple iPads, Pencil
INVOICE: 67521										
				ACCOUNT TOTAL			3,350.00			
16033	641800			Equip Repairs & Maint						
000911 MODERN BUSINESS MACH	67523		0	2021 11	INV	P	354.56		pcard	COTG - A XEROX COMP
INVOICE: 67523										
				ACCOUNT TOTAL			354.56			
001961 WELLS FARGO FINANCIA	66378		0	2021 11	INV	P	421.73		111721	551229 Copier Lease
INVOICE: 5017442841										
				ACCOUNT TOTAL			776.29			

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	YEAR/PERIOD: 2021/11 TO 2021/11	DOCUMENT	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
16033 659900 999990 OCLC, INC INVOICE: 67411		67411	0	Other Contracts/Obligation 2021 11 INV P	4,262.00 pcard	OCLC, INC
				ACCOUNT TOTAL	4,262.00	
16033 681500 001619 CDW GOVERNMENT, INC. 67520 INVOICE: 67520			0	Software Acquisition 2021 11 INV P	4,024.50 pcard	SOPHOS Subscription
001619 CDW GOVERNMENT, INC. 67522 INVOICE: 67522			0	SOPHOS Subscription Renewal 2021 11 INV P	1,816.80 pcard	Barracuda Subscript
				ACCOUNT TOTAL	5,841.30	
				ACCOUNT TOTAL	5,841.30	
				ORG 16033 TOTAL	14,266.03	
				TOTAL:	95,812.95	

** END OF REPORT - Generated by Robert L. Edwards **

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
16010 Library Administration							
423200 Library Grants & Aids	-1,091,736	-1,091,736	-1,091,736.00	.00	.00	.00	100.0%
480100 General Charges for Service	-30,000	-30,000	-3,924.81	-75.73	.00	-26,075.19	13.1%
501500 Rental of City Property	-30,000	-30,000	-30,000.00	.00	.00	.00	100.0%
502000 Donations & Memorials	0	0	-1,276.92	-847.08	.00	1,276.92	100.0%
503500 Other Reimbursements	0	-37,500	-68,946.13	.00	.00	31,446.13	183.9%
610100 Regular Salaries	460,663	460,663	354,713.64	30,899.34	.00	105,949.36	77.0%
610400 Call Time wages	0	0	600.00	.00	.00	-600.00	100.0%
610800 Part-Time wages	8,790	8,790	6,181.14	441.70	.00	2,608.86	70.3%
611400 Sick Pay	0	0	1,831.47	.00	.00	-1,831.47	100.0%
611500 Vacation Pay	0	0	47,792.56	5,005.93	.00	-47,792.56	100.0%
615000 Fringes	179,508	179,508	.00	.00	.00	179,508.00	0.0%
615100 FICA	0	0	30,759.63	2,647.75	.00	-30,759.63	100.0%
615200 Retirement	0	0	28,089.88	2,423.63	.00	-28,089.88	100.0%
615301 Health Insurance	0	0	80,573.38	8,185.89	.00	-80,573.38	100.0%
615302 Dental Insurance	0	0	6,901.87	694.85	.00	-6,901.87	100.0%
615400 Life Insurance	0	0	70.00	10.00	.00	-70.00	100.0%
620100 Training/Conferences	4,920	12,020	2,265.22	350.00	.00	9,754.78	18.8%
620200 Mileage Reimbursement	0	0	60.00	30.00	.00	-60.00	100.0%
620600 Parking Permits	23,100	23,100	23,109.00	.00	.00	-9.00	100.0%
630100 Office Supplies	4,635	4,635	3,552.93	288.40	.00	1,082.07	76.7%
630300 Memberships & Licenses	2,200	2,200	1,446.33	.00	.00	753.67	65.7%
630500 Awards & Recognition	850	850	1,019.97	85.00	.00	-169.97	120.0%
630700 Food & Provisions	1,135	1,935	609.65	180.87	.00	1,325.35	31.5%
632002 Outside Printing	100	1,700	2,463.31	.00	.00	-1,763.31	351.9%
641200 Advertising	1,288	8,288	6,229.44	17.03	.00	2,058.56	75.2%
641307 Telephone	2,948	2,948	2,828.97	.00	.00	119.03	96.0%
641308 Cellular Phones	1,600	1,600	953.83	-278.13	.00	646.17	59.6%
659900 Other Contracts/Obligation	76,537	131,037	62,959.87	5,750.85	.00	68,077.13	48.0%
TOTAL Library Administration	-383,462	-350,962	-530,871.77	55,810.30	.00	179,909.77	151.3%
16021 Library Children's Services							
503500 Other Reimbursements	0	0	-2,247.59	-997.59	.00	2,247.59	100.0%
610100 Regular Salaries	369,371	369,371	288,810.19	25,051.39	.00	80,560.81	78.2%
610800 Part-Time wages	30,528	30,528	29,112.93	2,831.07	.00	1,415.07	95.4%
611500 Vacation Pay	0	0	27,594.76	2,857.44	.00	-27,594.76	100.0%
615000 Fringes	158,189	158,189	.00	.00	.00	158,189.00	0.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
615100 FICA	0	0	24,575.40	2,084.69	.00	-24,575.40	100.0%
615200 Retirement	0	0	22,196.95	1,883.86	.00	-22,196.95	100.0%
615301 Health Insurance	0	0	68,371.55	7,058.80	.00	-68,371.55	100.0%
615302 Dental Insurance	0	0	4,876.29	507.56	.00	-4,876.29	100.0%
615400 Life Insurance	0	0	155.10	14.10	.00	-155.10	100.0%
620100 Training/Conferences	4,405	4,405	3,354.08	.00	.00	1,050.92	76.1%
620200 Mileage Reimbursement	0	0	120.00	60.00	.00	-120.00	100.0%
630100 Office Supplies	2,812	16,979	6,585.59	457.82	.00	10,393.41	38.8%
630700 Food & Provisions	0	4,085	270.03	55.76	.00	3,814.97	6.6%
659900 Other Contracts/obligation	1,000	4,000	14,059.80	150.00	.00	-10,059.80	351.5%
TOTAL Library Children's Services	566,305	587,557	487,835.08	42,014.90	.00	99,721.92	83.0%
16023 Library Public Services							
503500 Other Reimbursements	-400	-400	-28.46	.00	.00	-371.54	7.1%
610100 Regular Salaries	455,427	455,427	348,152.45	27,314.01	.00	107,274.55	76.4%
610800 Part-Time wages	90,508	90,508	73,270.96	8,628.20	.00	17,237.04	81.0%
611400 Sick Pay	0	0	6,952.34	.00	.00	-6,952.34	100.0%
611500 Vacation Pay	0	0	36,737.79	5,354.62	.00	-36,737.79	100.0%
615000 Fringes	137,227	137,227	.00	.00	.00	137,227.00	.0%
615100 FICA	0	0	28,254.74	2,269.02	.00	-28,254.74	100.0%
615200 Retirement	0	0	24,692.77	1,965.54	.00	-24,692.77	100.0%
615301 Health Insurance	0	0	80,509.36	8,109.86	.00	-80,509.36	100.0%
615302 Dental Insurance	0	0	5,451.75	487.59	.00	-5,451.75	100.0%
615400 Life Insurance	0	0	192.90	21.00	.00	-192.90	100.0%
620100 Training/Conferences	2,565	2,565	390.84	.00	.00	2,174.16	15.2%
630100 Office Supplies	3,500	4,000	2,005.34	61.00	.00	1,994.66	50.1%
659900 Other Contracts/obligation	8,524	23,751	.00	.00	.00	23,751.00	.0%
TOTAL Library Public Services	697,351	713,078	606,582.78	54,210.84	.00	106,495.22	85.1%
16024 Library Community Partnerships							
503500 Other Reimbursements	0	0	-2,125.00	.00	.00	2,125.00	100.0%
610100 Regular Salaries	344,212	344,212	284,646.78	24,164.98	.00	59,565.22	82.7%
610800 Part-Time wages	0	6,000	16,334.58	1,524.56	.00	-10,334.58	272.2%
611500 Vacation Pay	0	0	25,742.45	2,710.10	.00	-25,742.45	100.0%
615000 Fringes	146,325	146,325	.00	.00	.00	146,325.00	100.0%
615100 FICA	0	0	23,366.75	1,937.68	.00	-23,366.75	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
615200 Retirement	0	0	21,764.76	1,814.06	.00	-21,764.76	100.0%
615301 Health Insurance	0	0	75,433.94	7,157.64	.00	-75,433.94	100.0%
615302 Dental Insurance	0	0	5,918.76	561.02	.00	-5,918.76	100.0%
615400 Life Insurance	0	0	106.70	9.70	.00	-106.70	100.0%
620100 Training/Conferences	4,450	4,450	2,465.52	299.00	.00	1,984.48	55.4%
620200 Mileage Reimbursement	0	0	264.00	132.00	.00	-264.00	100.0%
620600 Parking Permits	0	0	5.00	.00	.00	-5.00	100.0%
630100 Office Supplies	2,812	6,304	3,258.72	45.55	.00	3,045.28	51.7%
659900 Other Contracts/Obligation	0	9,000	7,736.66	320.00	.00	1,263.34	86.0%
TOTAL Library Community Partnersh	497,799	516,291	464,919.62	40,676.29	.00	51,371.38	90.0%
16031 Library Building Operations							
500100 Fees & Commissions	0	0	-143.57	3.25	.00	143.57	100.0%
503500 Other Reimbursements	-600	-600	-6.10	-1.25	.00	-593.90	1.0%
610100 Regular Salaries	76,128	76,128	60,405.32	4,818.53	.00	15,722.68	79.3%
610800 Part-Time Wages	3,912	3,912	5,156.10	723.32	.00	-1,244.10	131.8%
611500 Vacation Pay	0	0	8,242.28	1,125.33	.00	-8,242.28	100.0%
615000 Fringes	26,104	26,104	.00	.00	.00	26,104.00	0.0%
615100 FICA	0	0	5,392.71	452.14	.00	-5,392.71	100.0%
615200 Retirement	0	0	4,811.73	401.20	.00	-4,811.73	100.0%
615301 Health Insurance	0	0	12,290.62	1,168.50	.00	-12,290.62	100.0%
615302 Dental Insurance	0	0	843.58	79.96	.00	-843.58	100.0%
620100 Training/Conferences	830	830	.00	.00	.00	830.00	0.0%
630600 Building Maint./Janitorial	11,084	11,084	7,389.22	196.70	.00	3,694.78	66.7%
630902 Tools & Instruments	150	150	81.97	.00	.00	68.03	54.6%
632300 Safety Supplies	550	550	244.50	134.50	.00	305.50	44.5%
632700 Miscellaneous Equipment	650	650	1,324.85	30.49	.00	-674.85	203.8%
640700 Solid Waste/Recycling Pickup	4,005	4,005	3,240.00	.00	.00	765.00	80.9%
641301 Electric	95,890	95,890	82,417.00	6,731.10	.00	13,473.00	85.9%
641302 Gas	22,283	22,283	25,233.61	2,588.50	.00	-2,950.61	113.2%
641303 Water	5,125	5,125	1,367.28	.00	.00	3,757.72	26.7%
641304 Sewer	2,114	2,114	595.43	.00	.00	1,518.57	28.2%
641306 Stormwater	3,700	3,700	2,347.39	.00	.00	1,352.61	63.4%
641600 Build Repairs & Maint	2,000	2,000	15.06	.00	.00	1,984.94	.8%
641800 Equip Repairs & Maint	400	400	.00	.00	.00	400.00	0.0%
642000 Facilities Charges	183,973	183,973	112,473.57	.00	.00	71,499.43	61.1%
TOTAL Library Building Operations	438,298	438,298	333,722.55	18,452.27	.00	104,575.45	76.1%

16032 Library Materials Management

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
503500 Other Reimbursements	0	-21,000	-34,451.09	-1,208.65	.00	13,451.09	164.1%
610100 Regular Salaries	524,489	524,489	419,503.78	35,674.84	.00	104,985.22	80.0%
610800 Part-Time Wages	70,268	70,268	62,264.95	5,678.06	.00	8,003.05	88.6%
611400 Sick Pay	0	0	1,370.14	1,945.96	.00	-1,370.14	100.0%
611500 Vacation Pay	0	0	32,736.28	3,044.79	.00	-32,736.28	100.0%
615000 Fringes	161,250	161,250	.00	.00	.00	161,250.00	0.0%
615100 FICA	0	0	28,452.93	2,396.47	.00	-28,452.93	100.0%
615200 Retirement	0	0	25,146.84	2,112.35	.00	-25,146.84	100.0%
615301 Health Insurance	0	0	75,026.63	7,188.30	.00	-75,026.63	100.0%
615302 Dental Insurance	0	0	6,390.02	621.02	.00	-6,390.02	100.0%
615400 Life Insurance	0	0	86.50	9.50	.00	-86.50	100.0%
620100 Training/Conferences	3,324	3,324	850.33	.00	.00	2,473.67	25.6%
630100 Office Supplies	30,522	30,522	17,540.08	1,184.04	.00	12,981.92	57.5%
631500 Books & Library Materials	597,644	636,889	511,738.34	62,662.55	.00	125,150.66	80.3%
659900 Other Contracts/Obligation	67,248	67,248	62,748.00	.00	.00	4,500.00	93.3%
TOTAL Library Materials Management	1,454,745	1,472,990	1,209,403.73	120,309.23	.00	263,586.27	82.1%
16033 Library Network Services							
503500 Other Reimbursements	-18,500	-18,500	-5,064.29	-838.75	.00	-13,435.71	27.4%
610100 Regular Salaries	107,321	107,321	65,996.38	3,840.00	.00	41,324.62	61.5%
611500 Vacation Pay	0	0	3,851.37	.00	.00	-3,851.37	100.0%
615000 Fringes	43,193	43,193	.00	.00	.00	43,193.00	0.0%
615100 FICA	0	0	5,584.00	285.73	.00	-5,584.00	100.0%
615200 Retirement	0	0	4,973.99	259.20	.00	-4,973.99	100.0%
615301 Health Insurance	0	0	6,291.48	278.47	.00	-6,291.48	100.0%
615302 Dental Insurance	0	0	423.79	19.99	.00	-423.79	100.0%
615400 Life Insurance	0	0	65.50	.00	.00	-65.50	100.0%
620100 Training/Conferences	2,740	2,740	.00	.00	.00	2,740.00	0.0%
630100 Office Supplies	1,500	1,500	213.62	36.44	.00	1,286.38	14.2%
632700 Miscellaneous Equipment	67,980	71,980	18,719.79	3,350.00	.00	53,260.21	26.0%
641800 Equip Repairs & Maint	84,531	84,531	76,048.87	776.29	.00	8,482.13	90.0%
659900 Other Contracts/Obligation	0	0	4,304.34	4,262.00	.00	-4,304.34	100.0%
681500 Software Acquisition	4,498	4,498	8,139.19	5,841.30	.00	-3,641.19	181.0%
TOTAL Library Network Services	293,263	297,263	189,548.03	18,110.67	.00	107,714.97	63.8%
TOTAL General Fund	3,564,299	3,674,515	2,761,140.02	349,584.50	.00	913,374.98	75.1%
TOTAL REVENUES	-1,171,236	-1,229,736	-1,239,949.96	-3,965.80	.00	10,213.96	
TOTAL EXPENSES	4,735,535	4,904,251	4,001,089.98	353,550.30	.00	903,161.02	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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GRAND TOTAL	3,564,299	3,674,515	2,761,140.02	349,584.50	.00	913,374.98	75.1%
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** END OF REPORT - Generated by Robert L. Edwards **

CITY OF APPLETON 2022 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Assistant Library Director: Tasha M. Saecker

CITY OF APPLETON 2022 BUDGET LIBRARY

MISSION STATEMENT

Learn, know, gather and grow - your center of community life.

DISCUSSION OF SIGNIFICANT 2021 EVENTS

Maintain high quality library services

- 2021 was impacted by the pandemic resulting in redesigning library service in methods that are safe and slowly restoring services. By the start of summer, nearly all library services have been restored.
- Served as a vaccination site during the summer of 2021 focusing on vaccinating youth.
- Eliminated overdue fines and cleared patron accounts of existing fines for materials that have been returned.

Summer Reading Program

- Offered for all ages utilizing online and in person options; 1,251 children, 200 teens, and 495 adults participated.
- Summer programming was initially planned outdoors and as COVID and vaccination rates improved indoor programming resumed.

Increase marketing and advocacy, fund development, technology for efficiency, staffing levels and training, library environment and neighborhood

- Grants obtained include:
 - Small Business – Big Impact grant, an initiative to support business startup, retention, and expansion for people of color and immigrants, was launched with grant funding from the American Library Association for 2020/2021
 - WiLS Ideas to Action grant for Community Chords Project
 - East Asia in Wisconsin Grant from UW Madison's Center for East Asian Studies
 - READ Africa Grant from UW Madison's African Studies Program
 - Implemented grant with Outagamie Waupaca Library System (OWLS) and Friends of the Appleton Public Library (APL) to provide circulating laptops throughout the system from the WI Public Service Commission
 - Friends of the APL provided \$64,000 in grants
- Librarians engaged in initiatives at the State level, including serving as a mentor for Wisconsin Libraries - Transforming Communities. APL staff were among five libraries in the country chosen to serve as coaches for American Library Association's (ALA) ongoing Libraries Build Business initiative.

Continue to explore facility needs and options

- Selected architects Skidmore, Owings and Merrill to design library renovation/expansion and began work on design.
- Created multiple methods for public participation including working with the Mayor to establish a Library Building Project Advisory Committee.
- Began developing plans for temporary library during construction.
- Modified building to provide safe service to the public during the pandemic.

Continue cooperation with schools and other community organizations

- Maintained and enhanced relationships with partners throughout the year finding new ways to collaborate during the pandemic.
- As part of the Fox Cities Reads program, "George", was read and discussed throughout the community - author presentation was virtual; Fox Cities Book Festival include in person and virtual events.
- Collaborated with 37 local educational institutions, businesses, and non-profit and civic groups. Collaborations include English Language Learner programs, Building for Kids, ADI, Fox Valley Symphony, and Boys & Girls Club.
- Staff served on Imagine Fox Cities Leadership and Belonging Teams and hosted community conversations.
- As a United Way Agency, the library coordinates the Reach Out and Read - Fox Cities program.

Utilize volunteers more effectively

- In 2021, we have reinstated volunteers based on how services have been evolving surrounding the pandemic including shelving, children's program support, Reach Out and Read, obituary database entry and local history projects, Job Connection support and Walking Books delivery service to homebound individuals.

Continuously work to improve website and online service delivery

- Expanded access to digital content, increasing titles and services offered.
- Offered programming in person and online via videoconferencing when meeting in person was not feasible.
- Implemented new app and created Book Matchmaker service.
- e-circulation increased 17% from previous year including e-books, audiobooks, videos, comics, magazines, music and games.

CITY OF APPLETON 2022 BUDGET LIBRARY

MAJOR 2022 OBJECTIVES

Apply Library's mission, vision, values and strategic pillars to accomplish objectives that serve our community.

APL Vision: Where potential is transformed into reality.

VALUES:

WELCOMING - Everyone belongs here.

LITERACY - The City of Appleton is the City of literacy and learning.

ACCESS - The Library is accessible physically, culturally, and intellectually.

COMMUNITY - The Library is essential to every person and organization achieving their goals.

STRATEGIC PILLARS:

Hub of Learning and Literacy - We support and sustain education for all ages.

Collaborative Environment - We connect with many partners to share knowledge and information.

Educate and Inspire Youth - We ensure that children and teens find a supportive place for their futures.

Creation and Innovation - We are a platform that sparks discovery, development and originality.

Engaged and Connected - We focus on how to make a difference in people's lives.

Enriched Experiences - We provide experiences that are timely, inclusive and aligned with community interests.

Services and Programs for All - We give our community opportunities for growth, self-instruction and inquiry.

Other specific objectives include:

Complete the design of renovated/expanded library. Finalize and implement an interim library service model that is responsive to community needs during the 18 month construction process.

As a core component of public education for all, cultivate quality collections and develop and provide quality programs for all ages, including: outreach and group visits; age-appropriate programs for various developmental stages with inclusive programs; continue to explore ways to develop and support outreach to the community in nontraditional locations; collaborate with schools and community organizations to provide options for different levels of engagement; and continue efforts to extend outreach and circulation services out into the community.

Monitor continued impact and public health needs due to the pandemic. Leverage resources to support economic recovery focusing on job loss, families struggling with educational needs, marginalized communities, individuals/families suffering from social isolation and those who rely on the library to mitigate the impact of the digital divide.

Eliminate barriers by utilizing the State inclusive services assessment and other City, community and library initiatives to advance equity and inclusion for library policies, collections, programs and services.

Market collections, programs and services. Continue to develop the "digital branch" and virtual services.

NOTE: This budget reflects temporary anticipated reductions in some budget lines due to service limitations that will occur due to the library operating in a temporary library during the 18 month period of construction.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
Program Revenues		\$ 1,267,872	\$ 1,237,716	\$ 1,171,236	\$ 1,171,236	\$ 1,107,501	-5.44%
Program Expenses							
16010	Administration	659,324	648,023	768,274	828,774	696,009	-9.41%
16021	Children's Services	548,499	542,351	566,305	578,557	533,616	-5.77%
16023	Public Services	730,368	680,116	697,751	712,978	704,889	1.02%
16024	Community Partnerships	494,580	501,360	497,799	501,291	500,775	0.60%
16031	Building Operations	467,278	406,380	438,898	438,898	525,935	19.83%
16032	Materials Management	1,495,776	1,436,398	1,454,745	1,469,490	1,302,967	-10.43%
16033	Network Services	267,245	279,001	311,763	315,763	268,130	-14.00%
TOTAL		\$ 4,663,070	\$ 4,493,629	\$ 4,735,535	\$ 4,845,751	\$ 4,532,321	-4.29%
Expenses Comprised Of:							
Personnel		3,296,550	3,211,801	3,393,413	3,393,413	3,334,116	-1.75%
Training & Travel		43,267	39,904	46,334	49,334	35,234	-23.96%
Supplies & Materials		787,295	756,462	728,124	759,613	580,291	-20.30%
Purchased Services		533,654	480,886	563,166	638,893	578,182	2.67%
Capital Outlay		2,304	4,576	4,498	4,498	4,498	0.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		46.00	45.00	45.00	45.00	45.00	

* % change from prior year adopted budget
Library.xls

**CITY OF APPLETON 2022 BUDGET
LIBRARY**

Administration

Business Unit 16010

PROGRAM MISSION

To ensure delivery of library programs and services to patrons for the benefit of the community, the Administration program plans, organizes and develops resources, and facilitates effective and responsible staff efforts.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Encourage active community participation and involvement"; #3: "Recognize and grow everyone's talents"; #4: "Continually assess trends affecting the community and proactively respond"; #5: "Promote an environment that is respectful and inclusive"; #6: "Create opportunities and learn from successes and failures"; and #7: "Communicate our success through stories and testimonials".

Objectives:

- Complete design of renovated/expanded library. Finalize and implement an interim library service model that is responsive to community needs during the 18 month construction process.
- Oversee the Library's long-range plan and ensure Library is responsive to community needs, adapting as appropriate for the construction process and pandemic.
- Work with the Outagamie Waupaca Library System in their relocation from the library building.
- Share information about library programs, services and resources via effective marketing and communications.
- Utilize the State of Wisconsin Inclusive Services Assessment, GARE and other community and library initiatives to advance equity and inclusion for library policies, collections, programs and services.
- Work with Friends of the Appleton Public Library to develop strong public/private partnership. Be good stewards of grant funds.
- Continue identifying ways to leverage volunteers in the provision of library services.

Major changes in Revenue, Expenditures, or Programs:

- In 2021, the library eliminated overdue fines (charges for services) and developed a four year transition plan to offset the loss of revenue. The offsetting revenue is recorded in the Materials Management budget (\$25,000),
- Rental of City Property is eliminated for 2022. Outagamie Waupaca Library System (OWLS) will be moving to a new location.
- The Other Contracts budget reflects a temporary reduction in the security guard contract during renovations.

PERFORMANCE INDICATORS

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
Client Benefits/Impacts					
Library activities, programs and services are responsive to community needs					
% of surveyed patrons who rate the library as satisfactory	97%	97%	97%	97%	97%
Strategic Outcomes					
A better educated community					
Collaborations with educational institutions	233	37	200	200	200
Work Process Outputs					
Grant funds awarded	\$ 152,126	\$ 221,470	\$ 180,000	\$ 200,000	\$ 200,000
State-level meetings attended	38	55	40	40	40
Surveys conducted	1	1	1	3	1
Hours worked by library volunteers	7,437	2,002	3,000	2,500	2,500
Annual door count	408,532	105,816	250,000	200,000	200,000

CITY OF APPLETON 2022 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
423200 Library Grants & Aids	\$ 1,045,947	\$ 1,070,138	\$ 1,091,736	\$ 1,091,736	\$ 1,063,001
480100 Charges for Services	44,646	14,728	30,000	30,000	-
501500 Rental of City Property	30,012	30,000	30,000	30,000	-
502000 Donations & Memorials	587	553	-	-	-
503500 Other Reimbursements	14,666	22,082	-	-	-
Total Revenue	\$ 1,135,858	\$ 1,137,501	\$ 1,151,736	\$ 1,151,736	\$ 1,063,001
Expenses					
610100 Regular Salaries	\$ 394,145	\$ 430,382	\$ 460,663	\$ 460,663	\$ 466,769
610400 Call Time Wages	45	15	-	-	-
610500 Overtime Wages	-	48	-	-	-
610800 Part-Time Wages	8,446	4,599	8,790	8,790	7,500
615000 Fringes	132,534	142,050	179,508	179,508	177,689
620100 Training/Conferences	9,327	5,440	4,920	7,920	4,920
620600 Parking Permits	20,729	22,823	23,100	23,100	12,000
630100 Office Supplies	4,273	2,300	4,635	4,635	4,635
630300 Memberships & Licenses	3,065	3,393	2,200	2,200	2,200
630500 Awards & Recognition	1,157	879	850	850	850
630700 Food & Provisions	4,076	319	1,135	1,135	1,135
632001 City Copy Charges	-	302	100	100	100
632002 Outside Printing	1,031	1,033	-	-	-
641200 Advertising	2,409	2,477	1,288	6,288	1,288
641307 Telephone	3,069	3,358	2,948	2,948	2,948
641308 Cellular Phones	1,517	615	1,600	1,600	1,600
659900 Other Contracts/Obligation	73,501	27,990	76,537	129,037	12,375
Total Expense	\$ 659,324	\$ 648,023	\$ 768,274	\$ 828,774	\$ 696,009

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 BUDGET
LIBRARY**

Children's Services

Business Unit 16021

PROGRAM MISSION

In collaboration with the community, we educate, inspire, engage, motivate and provide access to resources for all children.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services"; #2: "Encourage active community participation and involvement"; #4: "Continually assess trends affecting the community and proactively respond"; #5: "Promote an environment that is respectful and inclusive"; and #6: "Create opportunities and learn from successes and failures".

Objectives:

Cultivate quality children's materials collections to support both education and recreation. Provide responsive customer service, including reference, readers' advisory and directional assistance. Explore staff mobility and examine new ways to staff service desks to better serve patrons.

Develop and provide quality programs for more than 25,000 children and caregivers, including field trips and group visits, age-appropriate programs for children birth to age 12, inclusive programs for children with sensory challenges, specialized programs and services to minority and low income families, and reading incentive programs.

Explore ways to develop and support outreach to the community in nontraditional locations. Work directly with Hmong and Hispanic families and coordinate with AASD Birth to 5 Programs, Outagamie County Birth to 3 Early Intervention, Fox Valley Literacy Council and Head Start by using a referral system to link families with needed resources, providing in-home visits to families and building towards their full use of the library and its services.

Provide specialized programs directed at families and children to include refugees, newcomers and those from culturally diverse backgrounds, including coordination with community organizations to bring ELL book clubs, literacy classes, and other cultural celebrations.

Major changes in Revenue, Expenditures, or Programs:

The Children's Department continues to develop ways to provide programming and services during the building process including planning for a temporary location. These plans include: in-person and virtual programming, the exploration and experimentation of non-traditional and traditional outreach programming, outdoor programs and the continuation of services such as Book Packs that grew in popularity during the pandemic.

CITY OF APPLETON 2022 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
503500 Other Reimbursements	31,600	18,800	-	-	-
Total Revenue	\$ 31,600	\$ 18,800	\$ -	\$ -	\$ -
Expenses					
610100 Regular Salaries	\$ 350,454	\$ 361,433	\$ 369,371	\$ 369,371	\$ 362,814
610800 Part-Time Wages	38,718	27,648	30,528	30,528	28,085
615000 Fringes	127,636	128,929	158,189	158,189	134,500
620100 Training/Conferences	3,996	5,480	4,405	4,405	4,405
630100 Office Supplies	21,003	16,460	2,812	10,979	2,812
630300 Memberships & Licenses	153	-	-	-	-
630700 Food & Provisions	1,444	690	-	4,085	-
659900 Other Contracts/Obligation	5,095	1,711	1,000	1,000	1,000
Total Expense	\$ 548,499	\$ 542,351	\$ 566,305	\$ 578,557	\$ 533,616

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 BUDGET
LIBRARY**

Public Services

Business Unit 16023

PROGRAM MISSION

Public Services is at the front-line, providing excellent customer service by helping the community use library resources.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services"; #4: "Continually assess trends affecting the community and proactively respond"; #5: "Promote an environment that is respectful and inclusive"; and #6: "Create opportunities and learn from successes and failures".

Objectives:

Work with patrons in support of the strategic pillars of Hub of Learning and Literacy, Engaged and Connected, Enriched Experiences, and Services and Programs for All; work with other system libraries and state libraries in a collaborative environment; embrace new technologies and best library practices; improve staff mobility and examine new ways to staff service desks to better serve patrons.

Respond to reference, readers' advisory, technological and directional questions in person, via phone, email, and online social media and work to create consistent customer service levels at all service desks in the library; use technology competencies for the adult service desk staff for increased consistency between desks and focused training; provide quality service to our patrons in person, via phone and remotely.

Register new patrons and maintain a database of 75,000 users; process holds in conjunction with the Materials Management section (approx. 145,000 items); send out overdue, billing and reserve notices; utilize the Tax Refund Intercept Program (TRIP) and a collection agency for the collection of long overdue items and bills.

Promote and educate the public on the use of the self-check machines.

Prepare and maintain displays of new and/or popular materials. Continue to work with Materials Management and OWLS to improve functionality of library catalog and discovery layer; oversee the inter-library loan process.

Explore ways to develop and support outreach to the community in non-traditional locations.

Major changes in Revenue, Expenditures, or Programs:

Public Services continues to develop ways to provide resources and services during the building process including planning for a temporary location.

CITY OF APPLETON 2022 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
503500 Other Reimbursements	\$ 12,494	\$ 1,814	\$ 400	\$ 400	\$ 400
Total Revenue	<u>\$ 12,494</u>	<u>\$ 1,814</u>	<u>\$ 400</u>	<u>\$ 400</u>	<u>\$ 400</u>
Expenses					
610100 Regular Salaries	\$ 475,860	\$ 458,777	\$ 455,427	\$ 455,427	\$ 449,189
610500 Overtime Wages	4	1	-	-	-
610800 Part-Time Wages	91,753	74,200	90,508	90,508	83,267
615000 Fringes	150,514	138,466	137,227	137,227	157,844
620100 Training/Conferences	2,443	2,167	2,565	2,565	2,565
630100 Office Supplies	2,960	2,243	3,500	3,500	3,500
659900 Other Contracts/Obligation	6,834	4,262	8,524	23,751	8,524
Total Expense	<u>\$ 730,368</u>	<u>\$ 680,116</u>	<u>\$ 697,751</u>	<u>\$ 712,978</u>	<u>\$ 704,889</u>

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 BUDGET
LIBRARY**

Community Partnerships

Business Unit 16024

PROGRAM MISSION

Community Partnerships: Engage, Educate, Entertain, Elevate.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services"; #2: "Encourage active community participation and involvement"; #4: "Continually assess trends affecting the community and proactively respond"; #5: "Promote an environment that is respectful and inclusive"; and #6: "Create opportunities and learn from successes and failures".

Objectives:

Connect members of the Appleton community with opportunities for growth, self-instruction, and inquiry in the library, online, and throughout the Appleton area; provide enriched entertainment opportunities for teen and adult community members by maintaining a broad range of materials and programs.

Provide access to local history materials, services, and programs; preserve Appleton and APL history by increasing and improving access to digital materials.

Collaborate with partner agencies utilizing the Community Partnerships Framework to provide options for different levels of engagement; serve on local boards and participate in various organizations to increase collaboration, build shared capacity, and connect patrons with local resources.

Foster partnerships and celebrate our diverse community by providing lifelong learning opportunities through services and programs for all. Develop relationships and services focused on economic development.

Work with Public Services and Children's Services staff to bring circulation services to the community.

Major changes in Revenue, Expenditures, or Programs:

Community partnerships staff will work in partnership with other community agencies and institutions to coordinate off-site programs and services during the building process including planning for a temporary location.

CITY OF APPLETON 2022 BUDGET

LIBRARY

Community Partnerships

Business Unit 16024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
503500 Other Reimbursements	\$ 17,500	\$ 32,000	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 17,500</u>	<u>\$ 32,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 318,218	\$ 346,580	\$ 344,212	\$ 344,212	\$ 349,375
610800 Part-Time Wages	17,714	13,321	-	-	-
615000 Fringes	138,006	126,676	146,325	146,325	144,138
620100 Training/Conferences	4,545	3,990	4,450	4,450	4,450
630100 Office Supplies	5,010	3,149	2,812	3,304	2,812
630300 Memberships & Licenses	-	74	-	-	-
659900 Other Contracts/Obligation	11,087	7,570	-	3,000	-
Total Expense	<u>\$ 494,580</u>	<u>\$ 501,360</u>	<u>\$ 497,799</u>	<u>\$ 501,291</u>	<u>\$ 500,775</u>

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2022 BUDGET
LIBRARY**

Building Operations

Business Unit 16031

PROGRAM MISSION

Support the community and the library's role as a hub of learning and literacy by maintaining a welcoming environment that promotes and contributes to lifelong learning.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services"; #4: "Continually assess trends affecting the community and proactively respond"; #5: "Promote an environment that is respectful and inclusive"; and #6: "Create opportunities and learn from successes and failures".

Objectives:

Maintain increased cleanliness, sanitization and perform light maintenance of the library building while providing assistance to Library staff and the community.

Ensure library meeting room needs are met.

Explore new ways to support workflows and service throughout APL; proactively meet the needs of the community through quality customer service and incorporating sustainable and cost-effective practices in our day-to-day operations.

Facilitate the work done in the library in conjunction with the City Facilities Management Department and the contracted cleaning service by performing basic facility and equipment maintenance and informing the appropriate person of building needs or concerns.

Major changes in Revenue, Expenditures, or Programs:

Operations will support facility needs during the building process including preparing and moving to a temporary location.

CITY OF APPLETON 2022 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
500100 Fees & Commissions	\$ 1,005	\$ 337	\$ 600	\$ 600	\$ 600
503500 Other Reimbursements	111	-	-	-	-
Total Revenue	<u>\$ 1,116</u>	<u>\$ 337</u>	<u>\$ 600</u>	<u>\$ 600</u>	<u>\$ 600</u>
Expenses					
610100 Regular Salaries	\$ 112,716	\$ 77,876	\$ 76,128	\$ 76,128	\$ 77,270
610500 Overtime Wages	57	703	-	-	-
610800 Part-Time Wages	4,619	3,915	3,912	3,912	8,000
615000 Fringes	47,020	23,898	26,104	26,104	26,297
620100 Training/Conferences	-	4	830	830	830
630100 Office Supplies	29	-	-	-	-
630600 Building Maint./Janitorial	12,560	6,416	11,084	11,084	7,000
630902 Tools & Instruments	-	14	150	150	150
632101 Uniforms	-	180	-	-	-
632300 Safety Supplies	500	1,039	550	550	550
632700 Miscellaneous Equipment	279	238	650	650	650
640700 Solid Waste/Recycling	2,563	4,219	4,005	4,005	4,125
641300 Utilities	120,401	106,777	129,112	129,112	40,000
641600 Build Repairs & Maint	2,424	1,788	2,000	2,000	2,000
641800 Equip Repairs & Maint	160	-	400	400	400
642000 Facilities Charges	163,950	179,313	183,973	183,973	100,000
650200 Leases	-	-	-	-	258,663
Total Expense	<u>\$ 467,278</u>	<u>\$ 406,380</u>	<u>\$ 438,898</u>	<u>\$ 438,898</u>	<u>\$ 525,935</u>

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Leases

Temporary library facility	\$ 258,663
	<u>\$ 258,663</u>

**CITY OF APPLETON 2022 BUDGET
LIBRARY**

Materials Management

Business Unit 16032

PROGRAM MISSION

To develop, organize, and maintain well-rounded collections. Collections are built in anticipation of and response to Appleton residents' informational, educational & recreational needs.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services"; #4: "Continually assess trends affecting the community and proactively respond"; and #6: "Create opportunities and learn from successes and failures".

Objectives:

Materials Management creates entries and database records for approximately 25,000 new titles in the online catalog. We process 27,500 items annually, including labels, RFID tags and jacket protectors. We receive 1,800 newspapers, periodicals and standing order subscriptions and process over 5,000 magazine issues for circulation and storage.

Other specific objectives include:

Collect and route approximately 140,000 items to fill reserves at other OWLSnet libraries; accurately check-in, sort and re-shelve over a million returned materials using the automated materials handling system; expand staff participation in displays.

Continue to enhance and evaluate the "digital branch" with access to e-courses for lifelong learning and mobile content.

Implement collection development procedures focused on high-interest, popular materials, including utilizing collection management data tools.

Actively work with OWLSnet on implementation of the integrated library system, as well as ways to reduce barriers to

Major changes in Revenue, Expenditures, or Programs:

Develop and implement plan for relocation of physical collection (approximately 245,000 items) to interim service and/or storage location(s) in advance of building construction project.

Materials Management continues to develop ways to provide access to collections during the building process including planning for a temporary location.

The Library Materials and Supplies budgets reflect temporary reductions due to limitations that will occur because of the library operating in a temporary location during the 18 month period of construction.

Other Reimbursements represents amounts that are received from patrons for lost materials. These amounts have not been budgeted for in the past. The revenue represents the offset to revenues lost due to the elimination of fines on overdue materials.

CITY OF APPLETON 2022 BUDGET

LIBRARY

Materials Management

Business Unit 16032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
503500 Other Reimbursements	\$ 46,356	\$ 41,692	\$ -	\$ -	\$ 25,000
Total Revenue	<u>\$ 46,356</u>	<u>\$ 41,692</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,000</u>
Expenses					
610100 Regular Salaries	\$ 506,768	\$ 523,499	\$ 524,489	\$ 524,489	\$ 513,223
610500 Overtime Wages	2	-	-	-	-
610800 Part-Time Wages	98,336	63,614	70,268	70,268	64,647
615000 Fringes	149,405	139,627	161,250	161,250	156,650
620100 Training/Conferences	1,029	-	3,324	3,324	3,324
630100 Office Supplies	31,152	21,602	30,522	30,522	24,417
631500 Books & Library Materials	641,651	623,914	597,644	612,389	475,000
659900 Other Contracts/Obligation	67,433	64,142	67,248	67,248	65,706
Total Expense	<u>\$ 1,495,776</u>	<u>\$ 1,436,398</u>	<u>\$ 1,454,745</u>	<u>\$ 1,469,490</u>	<u>\$ 1,302,967</u>

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Office Supplies

General office supplies	\$ 3,128
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	16,084
RFID supplies	5,205
	<u>\$ 24,417</u>

Books & Library Materials

Children's materials	\$ 115,603
Adult materials	331,194
Digital content consortia	28,203
	<u>\$ 475,000</u>

Other Contracts/Obligations

OWLSnet contract	\$ 61,206
Collection agency	4,500
	<u>\$ 65,706</u>

CITY OF APPLETON 2022 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM MISSION

Providing high-quality technology, in the most cost-effective manner, to best serve our community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services"; #4: "Continually assess trends affecting the community and proactively respond"; and #6: "Create opportunities and learn from successes and failures".

Objectives:

Develop multi-year schedule of technology projects and replacements; replace 20% of staff and public computing devices annually to maintain usability and update the network hardware and software to ensure responsiveness to patron and staff need; replace aging network switches to increase uptime and reliability; maintain warranties on production servers and utilize the Federal government program e-rate to attain the best rates and reimbursements for eligible items.

Maintain online public access catalogs, public workstations, AV equipment, digital signage, RFID and automated materials handling equipment; filter and protect internet connections to keep library staff and public technology reasonably safe.

Support the video security system; maintain reliable data communication between the library's and OWLS' networks.

Work to improve staff mobile access to Library systems to enable them to move about the building assisting patrons and provide remote access for laptops as appropriate.

Assist staff in technical aspects of providing electronic services to the public and support staff computer users; seek out and evaluate technologies to provide increased efficiencies for staff and operations; partner with OWLS to reduce costs and increase efficiencies when providing services to both the public and staff.

Major changes in Revenue, Expenditures, or Programs:

Network Services continues to develop ways to provide access to technology during the building process including planning and implementing in a temporary location.

The Equipment Repairs and Maintenance and Miscellaneous Equipment budgets reflect temporary reductions due to limitations that will occur while the library operates in a temporary location during the 18 month construction period. Fewer PCs will be replaced during this time and some service contracts will be terminated.

CITY OF APPLETON 2022 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
503500 Other Reimbursements	\$ 22,948	\$ 5,572	\$ 18,500	\$ 18,500	\$ 18,500
Total Revenue	\$ 22,948	\$ 5,572	\$ 18,500	\$ 18,500	\$ 18,500
Expenses					
610100 Regular Salaries	\$ 95,343	\$ 96,849	\$ 107,321	\$ 107,321	\$ 104,234
610500 Overtime	225	46	-	-	-
615000 Fringes	38,011	28,650	43,193	43,193	22,625
620100 Training/Conferences	1,198	-	2,740	2,740	2,740
630100 Office Supplies	82	15	1,500	1,500	1,500
632700 Miscellaneous Equipment	56,870	72,201	67,980	71,980	52,980
641800 Equip Repairs & Maint	73,211	76,664	84,531	84,531	79,553
681500 Software Acquisition	2,305	4,576	4,498	4,498	4,498
Total Expense	\$ 267,245	\$ 279,001	\$ 311,763	\$ 315,763	\$ 268,130

Note: The costs above reflect the needs while located in the temporary space during renovations.

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Computer replacements	\$ 20,000
Network hardware, wiring, etc.	18,000
Network attached storage	14,980
Total	\$ 52,980

Equipment Repairs and Maintenance

Photocopier lease & maintenance	\$ 11,840
Automated material handling equipment	20,000
Self checks and security gate contract	18,927
Software license and maintenance fees	25,199
Other equipment repairs and maintenance	3,587
Total	\$ 79,553

**CITY OF APPLETON 2022 BUDGET
LIBRARY**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
Program Revenues						
423200 Library Grants & Aids	1,045,947	1,070,138	-	1,091,736	1,091,736	1,063,001
480100 General Charges for Service	44,646	14,728	1,296	30,000	30,000	-
500100 Fees & Commissions	1,005	337	-	-	-	600
501500 Rental of City Property	30,013	30,000	30,000	30,000	30,000	-
502000 Donations & Memorials	587	553	148	-	-	-
503500 Other Reimbursements	<u>145,674</u>	<u>121,960</u>	<u>64,958</u>	<u>19,500</u>	<u>19,500</u>	<u>43,900</u>
TOTAL PROGRAM REVENUES	1,267,872	1,237,716	96,402	1,171,236	1,171,236	1,107,501
Personnel						
610100 Regular Salaries	2,026,765	2,104,094	678,950	2,337,611	2,337,611	2,322,874
610400 Call Time Wages	45	15	600	-	-	-
610500 Overtime Wages	284	798	-	-	-	-
610800 Part-Time Wages	259,586	187,297	55,869	204,006	204,006	191,499
611400 Sick Pay	5,064	4,338	1,833	-	-	-
611500 Vacation Pay	221,679	186,964	30,414	-	-	-
615000 Fringes	<u>783,127</u>	<u>728,295</u>	<u>247,811</u>	<u>851,796</u>	<u>851,796</u>	<u>819,743</u>
TOTAL PERSONNEL	3,296,550	3,211,801	1,015,477	3,393,413	3,393,413	3,334,116
Training~Travel						
620100 Training/Conferences	22,538	17,081	2,537	23,234	26,234	23,234
620600 Parking Permits	<u>20,729</u>	<u>22,823</u>	<u>23,100</u>	<u>23,100</u>	<u>23,100</u>	<u>12,000</u>
TOTAL TRAINING / TRAVEL	43,267	39,904	25,637	46,334	49,334	35,234
Supplies						
630100 Office Supplies	64,508	45,770	9,744	45,781	54,440	39,676
630300 Memberships & Licenses	3,218	3,467	1,066	2,200	2,200	2,200
630500 Awards & Recognition	1,157	879	168	850	850	850
630600 Building Maint./Janitorial	12,560	6,416	3,481	11,084	11,084	7,000
630700 Food & Provisions	5,520	1,009	230	1,135	5,220	1,135
630902 Tools & Instruments	-	14	82	150	150	150
631500 Books & Library Materials	641,651	623,914	204,953	597,644	612,389	475,000
632001 City Copy Charges	-	302	-	-	-	100
632002 Outside Printing	1,031	1,033	2,059	100	100	-
632101 Uniforms	-	180	-	-	-	-
632300 Safety Supplies	500	1,039	110	550	550	550
632700 Miscellaneous Equipment	<u>57,150</u>	<u>72,439</u>	<u>753</u>	<u>68,630</u>	<u>72,630</u>	<u>53,630</u>
TOTAL SUPPLIES	787,295	756,462	222,646	728,124	759,613	580,291
Purchased Services						
640700 Solid Waste/Recycling Pickup	2,563	4,219	1,296	4,005	4,005	4,125
641200 Advertising	2,409	2,477	4,151	1,288	6,288	1,288
641301 Electric	88,808	83,151	24,010	95,890	95,890	24,778
641302 Gas	22,352	16,437	10,244	22,283	22,283	4,283
641303 Water	4,363	2,895	384	5,125	5,125	5,125
641304 Sewer	1,803	1,144	134	2,114	2,114	2,114
641306 Stormwater	3,075	3,150	811	3,700	3,700	3,700
641307 Telephone	3,069	3,358	1,125	2,948	2,948	2,948
641308 Cellular Phones	1,517	615	285	1,600	1,600	1,600
641600 Build Repairs & Maint	2,424	1,788	-	2,000	2,000	2,000
641800 Equip Repairs & Maint	73,371	76,664	51,658	84,931	84,931	79,953
642000 Facilities Charges	163,950	179,313	23,395	183,973	183,973	100,000
650200 Leases	-	-	-	-	-	258,663
659900 Other Contracts/Obligation	<u>163,950</u>	<u>105,675</u>	<u>90,299</u>	<u>153,309</u>	<u>224,036</u>	<u>87,605</u>
TOTAL PURCHASED SVCS	533,654	480,886	207,792	563,166	638,893	578,182
Capital Outlay						
681500 Software Acquisition	<u>2,304</u>	<u>4,576</u>	-	<u>4,498</u>	<u>4,498</u>	<u>4,498</u>
TOTAL CAPITAL OUTLAY	2,304	4,576	-	4,498	4,498	4,498
TOTAL EXPENSE	<u>4,663,070</u>	<u>4,493,629</u>	<u>1,471,552</u>	<u>4,735,535</u>	<u>4,845,751</u>	<u>4,532,321</u>

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Library Grants

Business Unit 2550

PROGRAM MISSION

This program accounts for the receipt of Library grants and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to Strategy:

Implements Key Strategy #4: "Continually assess trends affecting the community and proactively respond".

Objectives:

Reach Out and Read (ROR) is a research-based and evidence-based national program that puts books in the hands of families and children through their pediatricians. The doctors use the books to help facilitate developmental screenings and also to provide families information on how important it is to read to their small children. The books are provided to children aged birth to five and the program in the Fox Cities includes Appleton, Neenah, Menasha and the surrounding region.

The library is a United Way Agency for the ROR program, which has been supported by grants from the United Way since its inception in 2016. A strategic planning process involving the participating clinics and a professional facilitator was completed in 2017 to establish an ongoing funding model for the program. The United Way will continue to support ROR overall but the various clinics have begun to reimburse the program for the books they distribute to patients. The physician liaison working for this program continues to coordinate the selection and purchase of all books and all clinics sign an MOU committing to fund the books they distribute in well child visits.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
Program Revenues		\$ 77,626	\$ 150,670	\$ 112,396	\$ 112,396	\$ 112,396	0.00%
Program Expenses		\$ 96,911	\$ 113,801	\$ 133,138	\$ 134,769	\$ 126,411	-5.05%
Expenses Comprised Of:							
	Personnel	25,279	39,098	39,048	39,048	39,771	1.85%
	Training & Travel	373	49	2,350	2,350	2,350	0.00%
	Supplies & Materials	64,643	52,420	78,140	78,140	77,690	-0.58%
	Purchased Services	6,616	22,234	13,600	15,231	6,600	-51.47%
Full Time Equivalent Staff:							
	Personnel allocated to programs	0.50	0.50	0.50	0.50	0.50	

**CITY OF APPLETON 2022 BUDGET
SPECIAL REVENUE FUNDS**

Library Grants

Business Unit 2550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
503500 Other Reimbursements	\$ 77,626	\$ 150,670	\$ 112,396	\$ 112,396	\$ 112,396
Total Revenue	<u>\$ 77,626</u>	<u>\$ 150,670</u>	<u>\$ 112,396</u>	<u>\$ 112,396</u>	<u>\$ 112,396</u>
Expenses					
610100 Regular Salaries	\$ 22,632	\$ 24,213	\$ 25,250	\$ 25,250	\$ 25,881
610800 Part Time	-	3,581	-	-	-
615000 Fringes	2,647	11,304	13,798	13,798	13,890
620100 Training/Conferences	373	49	2,350	2,350	2,350
630100 Office Supplies	3,155	654	3,950	3,950	3,500
631500 Books & Library Materials	61,488	51,766	74,190	74,190	74,190
640400 Consulting Services	3,810	3,999	3,600	3,600	3,600
641200 Advertising	2,806	1,885	10,000	10,000	3,000
659900 Other Contracts	-	16,350	-	1,631	-
Total Expense	<u>\$ 96,911</u>	<u>\$ 113,801</u>	<u>\$ 133,138</u>	<u>\$ 134,769</u>	<u>\$ 126,411</u>

DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000

Books & Library Materials

Books for well-child visits	\$ 74,190
	<u>\$ 74,190</u>

**CITY OF APPLETON 2022 BUDGET
LIBRARY GRANTS**

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Other Reimbursements	\$ 77,626	\$ 150,670	\$ 112,396	\$ 112,396	\$ 112,396
Total Revenues	77,626	150,670	112,396	112,396	112,396
Expenses					
Program Costs	96,911	113,801	133,138	134,769	126,411
Total Expenses	96,911	113,801	133,138	134,769	126,411
Other Financing Sources (Uses)					
Transfer In - General Fund	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Revenues over (under) Expenses	(19,285)	36,869	(20,742)	(22,373)	(14,015)
Fund Balance - Beginning	79,139	59,854	96,723	96,723	74,350
Fund Balance - Ending	\$ 59,854	\$ 96,723	\$ 75,981	\$ 74,350	\$ 60,335

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Library

PROJECT DESCRIPTION

Justification:

Studies done over the past ten years have concluded that the library needs more space to accommodate large meetings, more efficient circulation practices and flexible space. Considering the findings of these studies and community input already received, rebuilding or renovating the library at its current location was determined to be the best option. The lot at 225 N. Oneida Street is currently owned and managed by the City of Appleton. Remaining at this location will simplify, or eliminate altogether, multi-party agreements and site acquisition issues, which will remove key barriers to the project and will likely yield cost savings as well. A project at the current site supports stewardship of existing investments in parking and other public infrastructure, including an opportunity to retain accessible parking on-site and to maximize use of the 1200-stall Yellow Ramp. A reconstruction or renovation of the existing site will put the library at the center of neighborhood revitalization efforts, encouraging other businesses, organizations and homeowners to move into an area ripe for reactivation.

The planning process will employ the following principles:

- Treat APL as the focal point in an overall neighborhood revitalization effort
- Create opportunities for public input and collaboration at each step of the process
- Steward existing community investments wherever possible – this includes considerations into the full or partial reuse of the current building and maximizing use of the 1200-stall Yellow Ramp
- Ensure the project incorporates accessible parking for those with mobility needs
- Design a project that minimizes environmental impact; ideally lowering operating expenses while doing so
- Deliver a cost-effective plan, maximizing taxpayer value while meeting community needs
- Use as much information from previous studies, design work, and community input as possible

In March, 2021, the architectural firm of Skidmore, Owings and Merrill (SOM) was hired to lead the library design process. In conjunction with City staff, SOM performed a building condition assessment which concluded that the building structure is solid and will integrate well into a new design. Concurrently, meetings with library staff are ongoing to determine programmatic and space needs which will serve as the basis for the design concepts to ensure the design will support the necessary functions of the library. Additionally, public input sessions are being planned as well as finalizing the structure and membership of a Library Building Project Advisory Committee to encourage and promote community engagement in the project.

The amounts noted below are estimates of construction costs in 2022 and 2023 of the total \$26.4 million project.

Discussion of operating cost impact:

A larger facility may increase maintenance and utility expenses, but those will be at least partially offset by more efficient mechanical systems, lighting, and general building design. The net impact on operating expenses is, therefore, not presently quantifiable.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
PRFMD Design	-	-	-	-	-	\$ -
Library reconstruction / Renovation	10,000,000	13,542,500	-	-	-	\$ 23,542,500
Total - Facilities Capital Projects	\$ 10,000,000	\$ 13,542,500	\$ -	\$ -	\$ -	\$ 23,542,500

COST ANALYSIS

Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	-	-	\$ -
Construction	10,000,000	13,542,500	-	-	-	\$ 23,542,500
Other	-	-	-	-	-	\$ -
Total	\$ 10,000,000	\$ 13,542,500	\$ -	\$ -	\$ -	\$ 23,542,500
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	NQ *

* N/Q = Not Quantifiable



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, DIRECTOR – APPLETON PUBLIC LIBRARY

DATE: DECEMBER 9, 2021

RE: LIBRARY TABLE OF ORGANIZATION CHANGE REQUEST

In February of 2020 the library created the role of Safety Supervisor. As a new role we had this position reporting to the Assistant Director. During this time we have found significant synergies with the facility safety roles that the Business Manager oversees as the lead contact with the City Safety Team. Therefore, we recommend moving the Safety Supervisor to report to the Business Manager.

This TO change is budget neutral.

2022 Services Agreement
Outagamie Waupaca Library System
Appleton Public Library

Article I: General

The Outagamie Waupaca Library System Board and the Board of the Appleton Public Library do hereby enter into this agreement, for the purpose of defining the mutually agreed upon fees and services between the Appleton Public Library and the Outagamie Waupaca Library System. This agreement shall become effective January 1, 2022 or upon the approval by both Boards and shall work in concert with the approved resource library contract.

Article II: Definitions

For the purposes of this agreement:

- (1) Outagamie Waupaca Library System Board is the body established by the Boards of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) Outagamie Waupaca Library System, hereinafter known as OWLS, is the agency established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.
- (3) The Appleton Public Library Board is the body, established under the provisions of Section 43.54 of the Wisconsin Statutes, that administers the Appleton Public Library.
- (4) The Appleton Public Library, also known as APL, is the agency established under Section 43.52 of the Wisconsin Statutes by the City of Appleton to provide municipal public library service.
- (5) OWLSnet is a program established by OWLS to provide a shared, integrated library automation system to OWLS and Nicolet Federated Library System member libraries.

Article III: Appleton Public Library Responsibilities

It is mutually agreed that the Appleton Public Library shall:

- (1) Select and add up to \$21,000 worth of materials, paid for by OWLS, to the collection to enhance the Resource Library's ability to serve as a resource for the entire system and OWLSnet.
- (2) Contribute at least \$5,000 toward the purchase of digital content through the Overdrive Advantage program. This can be modified by mutual agreement should there be budgetary constraints.

- (3) Provide \$25,000 in cataloging services to OWLSnet.
- (4) Allow OWLS to use library meeting spaces whenever available, for staff, board, or other library-related meetings. OWLS will have priority access to meeting space after APL programs and events.
- (5) Promote innovation and best practices in library service among other OWLS libraries by sharing staff expertise and new knowledge gained through OWLS-funded continuing education.
- (6) Develop a mutually agreed upon transition plan to address staff, property and network transitions to ensure OWLS is able to maintain network connectivity and APL's building project is not delayed

Article IV: OWLS Responsibilities

It is mutually agreed that OWLS shall:

- (1) Fund the acquisition of up to \$21,000 worth of materials to be added to APL's collection to enhance APL's ability to serve as a resource for the entire system and OWLSnet.
- (2) Contribute at least \$5,000 toward the purchase of digital content through the Overdrive Advantage program. This can be modified by mutual agreement should there be budgetary constraints.
- (3) Provide a credit of \$25,000 toward APL's OWLSnet fee for cataloging services provided.
- (4) Provide APL with up to \$6,000 of printing and photocopying services. Additional printing or photocopying will be billed at OWLS prevailing rates.
- (5) Provide Appleton Public Library staff with at least \$3,500 in continuing education funds.
- (6) Develop a mutually agreed upon transition plan to address staff, property and network transitions to ensure OWLS is able to maintain network connectivity and APL's building project is not delayed.

Article V: Mutual Understandings

It is mutually understood and agreed that:

- (1) Implementation of this agreement is consistent with the provisions of Wisconsin law. Should any part of this agreement become inconsistent with any state law, the State of Wisconsin law shall take precedence over this agreement.

(2) This contract shall continue in force through December 31, 2022. In the event that a new contract has not been signed by December 31, 2022, the term of the previous agreement shall be automatically extended through April 30, 2023 or until an agreement is approved by both Boards.

(3) This contract may be amended at any time as is mutually agreeable to both parties.

For the Appleton Public Library:

(President) (Date)

For the Outagamie Waupaca Counties
Federated Library System:

(President) (Date)



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
Members of the City of Appleton Common Council**
**FROM: Dean Gazza, Director of Parks Recreation and Facilities Management
Colleen Rortvedt, Library Director**
DATE: December 8, 2021
RE: November Library Building Project Update

City staff continue to work with architects Skidmore, Owings and Merrill (SOM) on the library project. The following progress has been made in the past month:

Design, Community Engagement and Communication

- a. We are currently in the design development phase.
- b. Schedules are being finalized for the next phase including more detailed interior design and work on furnishings and finishes. Staff workshops and community updates are being scheduled for early 2022 including a Library Building Project Advisory Committee meeting.
- c. The architects continue to refine the design based on all the feedback they receive.
- d. Community engagement opportunities during construction are being planned.

Additional Site Assessment Updates

We are finalizing soil testing. Recent testing concentrated on an area that may house an underground stormwater management trap. Since there is minimal green space or space for a retention pond a trap would be most suitable. Additional soil testing was completed to determine design for foundation and footings. Recent testing was better than anticipated which will allow us to use standard spread footings.

Parking

A report of the parking analysis is being finalized by Walker Parking Consultants. This report will help to ensure there is adequate, convenient parking for library patrons. In addition, it will provide recommendations to enhance the pedestrian experience within the library neighborhood.

Interim library needs

We continue to evaluate the best option for a temporary library location and work through lease negotiations. The temporary library will provide scaled-down space that prioritizes access to the library collection and technology. While

we are not able to announce a location at this time, staff also has been working with partners to develop plans for programming in other places in the community during construction.

We are working with CCS, our move management consultants, to draft an RFP for moving company proposals. The moving company will move all collections as well as staff items to designated places in the temporary location, including disassembling and reassembling the shelving and placing materials back in the correct order. This RFP also covers our move back to the new library in 2023.

The Friends of Appleton Public Library held a book sale to deal with the backlog of donated and withdrawn materials that have been accumulating throughout the pandemic. This has started the important process of clearing out back of house spaces.

Library staff have been working with the Finance Department on plans for appropriate disposal of items and are currently listing some items on govdeals.com. We are researching using an auction service to complete the process furniture and no longer needed items. All revenue earned from this process goes to the City's general fund per our Procurement Policy.

Staff is also coordinating with the Outagamie Waupaca Library System (OWLS) on issues of data circuit relocation and reconfiguring APL's connection to the OWLS network. OWLS is currently a tenant in the library and will also be relocating to their own offices.

College Avenue North Neighborhood Planning

The Planappleton.com website and interactive map has been visited 2435 total times by 752 unique users. Thank you for helping to get the word out about this site.

The design studio sessions for the College North Neighborhood Plan were held on November 9 and November 10 for the public to offer input. At these meetings, RDG Planning & Design shared an annotated map of concepts, suggestions, and thoughts. Discussion and updated development concepts per feedback from the November design studios and city review as well as review the mobility network will continue. Updates will be shared with the public again in late January/early February.

Budget and Funding

In November, initial estimates came in with the project costs at approximately \$39 million including pandemic-driven escalation costs. Regardless, the City of Appleton commitment will remain \$26.4 million and the Mayor has allocated \$2 million in ARPA funding for broadband network infrastructure.

Staff are working to determine the remaining funding to provide a diverse funding package for this project including grants and fundraising. The Friends of Appleton Public Library are conducting a feasibility study to determine potential for private fundraising.

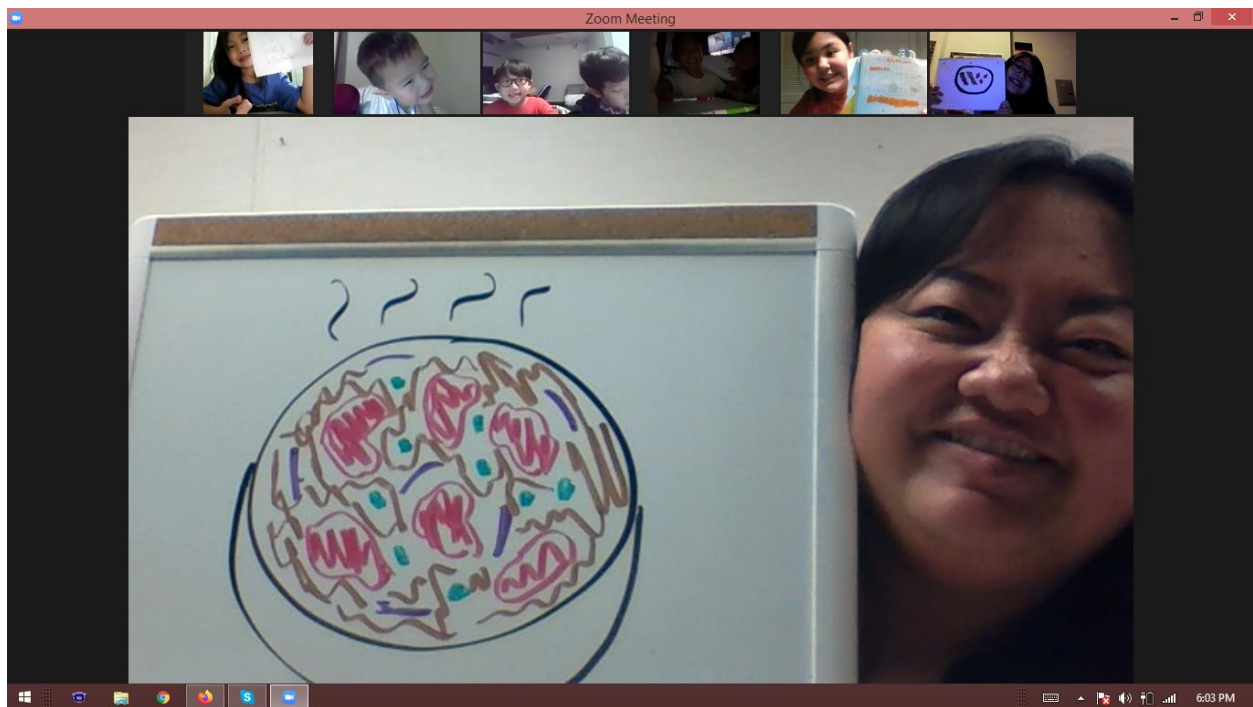
Stay up to date on the library project at apl.org/planning and sign up for email updates at apl.org/email and select "Building Process Updates."

Hmong Language Class Fall 2019 – Fall 2021

Hmong Language Class was designed in response to a survey conducted in 2018 that showed Hmong families interest in preserving the Hmong language and culture. Since then we have offered 4 semesters of Hmong language classes, fall 2019, fall 2020, spring 2021, fall 2021, serving approximately 175 students. We saw an increase in participation from families outside of the Fox Cities region when we switched to a virtual learning environment in 2020, reaching families in Colorado, California, and other Midwest states. This semester, I translated a hello/goodbye song in Hmong and taught the students how to sing it. The students were able to sing the song in Hmong all by themselves by the end of the semester and that's what I'm most proud of!

Pa Ja Yang Hmong Family Outreach Specialist

Fall 2021 (October-November)





Spring 2021 (March-April)



