



City of Appleton

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

Meeting Agenda - Final Library Board

Tuesday, September 19, 2023

4:30 PM

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

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

4. Approval of minutes from previous meeting

[23-1096](#) August 15, 2023 Meeting Minutes

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

5. Public Participation & Communication

Establish Order of the Day

6. Action Items

[23-1097](#) Bill Register - August 2023

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

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

[23-1098](#) September 2023 Budget Amendment

Attachments: [Sep23BudgetAmendment.pdf](#)

[23-1099](#) 2024 OWLS Resource Library Agreement

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

[23-1100](#) 2024 OWLS Service Agreement

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

[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](#)

[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](#)

[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](#)

[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

C. Staff Updates

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

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

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Meeting Minutes Library Board

Tuesday, August 15, 2023

4:30 PM

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

1. Call meeting to order

Vice President Margret Mann called the meeting to order at 4:30pm

2. Pledge of Allegiance

3. Roll call of membership

Others Present: Owen Anderson, Nicole Casner, Darrin Glad, Tina Krueger, Adriana McCleer, Dan McGinnis, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Missy Sawicki, Maureen Ward

Present: 6 - Looker, Mann, Nett, Brozek, Bunnow and Lee

Excused: 5 - Kellner, Scheuerman, Sivasamy, Van Zeeland and Keller

4. Approval of minutes from previous meeting

[23-0921](#)

July 18, 2023 Meeting Minutes

Attachments: [7-18-2023 Library Board Meeting Minutes.pdf](#)

Looker moved, seconded by Nett, that the July 18, 2023 Meeting Minutes be approved. Voice Vote. Motion Carried. (6-0)

5. **Public Participation & Communications**

[23-0971](#)

Governor Evers Commendation

Attachments: [Groundbreaking Commendation.pdf](#)

Establish Order of the Day

Vice President Mann called for a motion to place Action Items 23-0972, 23-0973 and 23-0976 on a Consent Agenda.

Looker moved, seconded by Bunnow that Action Items 23-0972, 23-0973 and 23-0976 be placed on a Consent Agenda. Voice Vote. Motion Carried. (6-0)

6. Action Items

Looker moved, seconded by Lee, that the Consent Agenda be approved. Voice Vote. Motion Carried. (6-0)

[23-0972](#)

Bill Register - July 2023

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

This Report Action Item was approved

[23-0973](#)

August 2023 Budget Amendment

Attachments: [Aug 23 Budget Amendment.pdf](#)

This Report Action Item was

[23-0975](#)

Report of the Nominating Committee

Attachments: [7-19-2023 Nominating Committee Meeting Minutes.pdf](#)

Mann moved, seconded by Looker, that the proposed Slate of Officers for 2023 - 2024 Margret Mann - President and Nancy Scheuerman - Vice President be approved. Voice Vote. Motion Carried. (6-0)

[23-0976](#)

Report of the Personnel & Policy Committee

Attachments: [7-27-2023 Personnel & Policy Committee Meeting Minutes.pdf](#)

This Report Action Item was approved

7. Information Items

A. Administrative Report

[23-0977](#)

Building Project Update

[23-0978](#)

APL Hiring Process Update

[23-0979](#)

Statistics - 2nd Quarter 2023

Attachments: [APRIL 2023.pdf](#)
[MAY 2023.pdf](#)
[JUNE 2023.pdf](#)

[23-0980](#)

Friends Grant Funded Program Summaries - 2nd Quarter 2023

Attachments: [2nd Quarter 2023 Friends Grant Funded Program Summaries FINAL.pdf](#)

B. President's Report

[23-0981](#)

Trustee Development - Community/Collaborative Environment

Attachments: [Trustee Development - Community Collaborative Environment.pdf](#)

Closed Session

8. Adjournment

Looker moved, seconded by Brozek, that the Meeting be adjourned. Voice Vote. Motion Carried. (6-0)

The meeting was adjourned at 4:56pm

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16010								Library Administration
16010	630100							Office Supplies
	001583	UNITED STATES POSTAL	107282	0	2023	8 INV P	18.48	pcard Postage - August Bo
	001583	UNITED STATES POSTAL	107283	0	2023	8 INV P	2.46	pcard Postage - August Bo
							20.94	
	002034	OFFICE DEPOT	107247	0	2023	8 INV P	29.71	pcard Rubber Bands, Legal
	002034	OFFICE DEPOT	107248	0	2023	8 INV P	29.90	pcard Paper Clips, Post i
	002034	OFFICE DEPOT	107697	0	2023	8 INV P	27.89	pcard Document Frame, Sha
	002034	OFFICE DEPOT	108246	0	2023	8 INV P	101.68	pcard Laminating Pouches
							189.18	
							ACCOUNT TOTAL	210.12
16010	630700							Food & Provisions
	000835	MANDERFIELD'S BAKERY	107164	0	2023	8 INV P	95.50	082323 560488 Donuts, Muffins for
	999990	TST* LITTLE SIAM	106977	0	2023	8 INV P	17.25	pcard TST* LITTLE SIAM
							ACCOUNT TOTAL	112.75
16010	641200							Advertising
	999990	SURVEYMONK* T 445954	107664	0	2023	8 INV P	468.00	pcard Survey Subscription
	999990	EIG*CONSTANTCONTACT.	107688	0	2023	8 INV P	1,196.32	pcard Email Marketing Sub
							1,664.32	
							ACCOUNT TOTAL	1,664.32
16010	641308							Cellular Phones
	000250	CELLCOM APPLETON PCS	107689	0	2023	8 INV P	103.75	pcard Monthly Cell Phone
							ACCOUNT TOTAL	103.75
16010	659900							Other Contracts/Obligation
	000081	APPLETON CITY BAND	107015	0	2023	8 INV P	361.00	081623 560320 Library Groundbreak
							ACCOUNT TOTAL	361.00
							ORG 16010 TOTAL	2,451.94
16021								Library Children's Services
16021	630100							Office Supplies
	001983	AMAZON	107299	0	2023	8 INV P	18.99	pcard Campfire playset fo
	001983	AMAZON	107635	0	2023	8 INV P	13.90	pcard I Spy Stickers
	001983	AMAZON	107636	0	2023	8 INV P	53.88	pcard SLP star stickers a
	001983	AMAZON	107637	0	2023	8 INV P	16.94	pcard I spy stickers
	001983	AMAZON	107638	0	2023	8 INV P	47.95	pcard Mario Activity Path
	001983	AMAZON	108040	0	2023	8 INV P	23.87	pcard Wind and Water Wond
	001983	AMAZON	108125	0	2023	8 INV P	21.76	pcard Wind and Water Wond

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
001983 AMAZON	108273	0	2023 8	INV	P	26.94		pcard	Avery Round Labels
001983 AMAZON	108275	0	2023 8	INV	P	18.69		pcard	Paper Organizer
001983 AMAZON	108295	0	2023 8	INV	P	35.98		pcard	guided reading stri
						278.90			
999990 VISTAPRINT	106960	0	2023 8	INV	P	22.80		pcard	Business Cards
						ACCOUNT TOTAL			301.70
16021 659900									Other Contracts/Obligation
999990 SQ *PRINCESS MY PART 107014		0	2023 8	INV	P	396.00		pcard	Heeler Pup Costumes
						ACCOUNT TOTAL			396.00
						ORG 16021 TOTAL			697.70
16023									Library Public Services
16023 630100									Office Supplies
001034 OUTAGAMIE WAUPACA LI 107096		0	2023 8	INV	P	240.00	082323	560503	Receipt Paper
						ACCOUNT TOTAL			240.00
						ORG 16023 TOTAL			240.00
16024									Library Community Partnerships
16024 620100									Training/Conferences
999990 WISCONSIN LIBRARY AS 108248		0	2023 8	INV	P	550.00		pcard	WLA 2023 LDI Regist
						ACCOUNT TOTAL			550.00
16024 630100									Office Supplies
000835 MANDERFIELD'S BAKERY 108235		0	2023 8	INV	P	32.00		pcard	24 ICED DECORATED C
001983 AMAZON	107356	0	2023 8	INV	P	11.91		pcard	It's In The Stars T
001983 AMAZON	107357	0	2023 8	INV	P	199.63		pcard	Its In The Stars Te
						211.54			
999990 VISTAPRINT	106960	0	2023 8	INV	P	91.19		pcard	Business Cards
999990 MICHAELS STORES 8783 107705		0	2023 8	INV	P	-6.74		pcard	Teen Program-Item R
999990 MICHAELS STORES 8783 107706		0	2023 8	INV	P	6.74		pcard	Teen Program Item R
999990 MICHAELS STORES 8783 107707		0	2023 8	INV	P	6.39		pcard	Teen Program
999990 MEIJER # 300	108236	0	2023 8	INV	P	9.99		pcard	24 PACK SODA FOR TE
						107.57			
						ACCOUNT TOTAL			351.11
16024 659900									Other Contracts/Obligation
002995 RAMONA HALLMON 107080		0	2023 8	INV	P	3,200.00	081623	560414	Entrepreneurs of Co

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8											
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION		
003007 KIMYATTA RATLIFF	107081	0	2023	8	INV P	3,200.00	081623	560381	Entrepreneurs of Co		
003176 MARY RISSEEUW	106401	0	2023	8	INV P	125.00	081623	560388	Find Your Ancestors		
003182 KIMBERLY MOUA	105811	0	2023	8	INV P	200.00	080923	560252	Groundbreaking Musi		
ACCOUNT TOTAL						6,725.00					
ORG 16024 TOTAL						7,626.11					
16031			Library Building Operations								
16031 630600			Building Maint./Janitorial								
001333 TARTAN SUPPLY CO., I	107284	0	2023	8	INV P	151.95	pcard		Hand Soap		
001983 AMAZON	108129	0	2023	8	INV P	76.76	pcard		Toilet Bowl Cleaner		
001983 AMAZON	108184	0	2023	8	INV P	31.74	pcard		Hand Held Stop Sign		
001983 AMAZON	108185	0	2023	8	INV P	34.85	pcard		Crossing Guard Vest		
						143.35					
002818 ARAMARK	106963	0	2023	8	INV P	21.41	pcard		ARAMARK UNIFORM		
002818 ARAMARK	107285	0	2023	8	INV P	21.41	pcard		Mats, Mop		
002818 ARAMARK	107690	0	2023	8	INV P	21.41	pcard		Mats, Mops		
002818 ARAMARK	108240	0	2023	8	INV P	21.41	pcard		Mats, Mops		
						85.64					
999990 TARTAN SUPPLY CO LLC	106962	0	2023	8	INV P	743.60	pcard		TARTAN SUPPLY CO LL		
ACCOUNT TOTAL						1,124.54					
16031 640700			Solid waste/Recycling Pickup								
001593 PFEFFERLE COMPANIES	107056	0	2023	8	INV P	112.00	081623	560410	August 2023 - Trash		
002545 GFL ENVIRONMENTAL	106953	0	2023	8	INV P	322.00	pcard		GFL ENVIRN- Recycli		
ACCOUNT TOTAL						434.00					
16031 641301			Electric								
001575 WE ENERGIES	559	0	2023	8	INV P	5,999.14	08092023	560312	00262		
001593 PFEFFERLE COMPANIES	107441	0	2023	8	INV P	4,302.54	082323	560504	July/Aug - Gas & El		
ACCOUNT TOTAL						10,301.68					
16031 641302			Gas								
001575 WE ENERGIES	559	0	2023	8	INV P	546.41	08092023	560312	00162		
001593 PFEFFERLE COMPANIES	107441	0	2023	8	INV P	29.91	082323	560504	July/Aug - Gas & El		
ACCOUNT TOTAL						576.32					

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
001983 AMAZON	107009	0	2023	8	INV	P	22.98	pcard	114-9383089-7712223
001983 AMAZON	107010	0	2023	8	INV	P	11.75	pcard	113-4780908-3275445
001983 AMAZON	107011	0	2023	8	INV	P	34.90	pcard	114-9928033-8513035
001983 AMAZON	107353	0	2023	8	INV	P	8.37	pcard	113-9628600-3417055
001983 AMAZON	107354	0	2023	8	INV	P	18.69	pcard	113-1345265-2792228
001983 AMAZON	108202	0	2023	8	INV	P	36.24	pcard	114-0388003-7510629
001983 AMAZON	108203	0	2023	8	INV	P	37.15	pcard	113-1783891-2398626
001983 AMAZON	108204	0	2023	8	INV	P	19.99	pcard	113-3742976-4263467
001983 AMAZON	108205	0	2023	8	INV	P	18.76	pcard	113-7657635-1178626
001983 AMAZON	108206	0	2023	8	INV	P	25.97	pcard	113-4098270-0180251
001983 AMAZON	108207	0	2023	8	INV	P	50.75	pcard	113-5935537-1521845
001983 AMAZON	108211	0	2023	8	INV	P	7.49	pcard	113-6496509-7572266
001983 AMAZON	108277	0	2023	8	INV	P	65.67	pcard	113-1850435-8164200
001983 AMAZON	108278	0	2023	8	INV	P	26.82	pcard	113-6768603-2137067
001983 AMAZON	108279	0	2023	8	INV	P	139.98	pcard	113-0724768-8758628
001983 AMAZON	108280	0	2023	8	INV	P	14.99	pcard	113-2169527-5017026
							675.33		
002396 INGRAM LIBRARY SERV	106980	0	2023	8	INV	P	1,040.17	pcard	77077400
002396 INGRAM LIBRARY SERV	106981	0	2023	8	INV	P	883.00	pcard	77095818
002396 INGRAM LIBRARY SERV	106982	0	2023	8	INV	P	120.12	pcard	77117548
002396 INGRAM LIBRARY SERV	106983	0	2023	8	INV	P	618.88	pcard	77129930
002396 INGRAM LIBRARY SERV	106984	0	2023	8	INV	P	509.77	pcard	77030019
002396 INGRAM LIBRARY SERV	106985	0	2023	8	INV	P	415.37	pcard	77039198
002396 INGRAM LIBRARY SERV	106986	0	2023	8	INV	P	364.08	pcard	77049601
002396 INGRAM LIBRARY SERV	107334	0	2023	8	INV	P	-25.20	pcard	77074056
002396 INGRAM LIBRARY SERV	107335	0	2023	8	INV	P	313.99	pcard	77139326
002396 INGRAM LIBRARY SERV	107336	0	2023	8	INV	P	39.31	pcard	77168770
002396 INGRAM LIBRARY SERV	107337	0	2023	8	INV	P	197.05	pcard	77189349
002396 INGRAM LIBRARY SERV	107338	0	2023	8	INV	P	1,433.54	pcard	77189348
002396 INGRAM LIBRARY SERV	107339	0	2023	8	INV	P	303.34	pcard	77224895
002396 INGRAM LIBRARY SERV	107340	0	2023	8	INV	P	328.02	pcard	77235381
002396 INGRAM LIBRARY SERV	108174	0	2023	8	INV	P	230.09	pcard	77271387
002396 INGRAM LIBRARY SERV	108175	0	2023	8	INV	P	484.07	pcard	77259564
002396 INGRAM LIBRARY SERV	108176	0	2023	8	INV	P	617.38	pcard	77291312
002396 INGRAM LIBRARY SERV	108177	0	2023	8	INV	P	767.29	pcard	77348115
002396 INGRAM LIBRARY SERV	108208	0	2023	8	INV	P	-81.86	pcard	77199003
002396 INGRAM LIBRARY SERV	108209	0	2023	8	INV	P	20.55	pcard	77280663
002396 INGRAM LIBRARY SERV	108210	0	2023	8	INV	P	1,526.11	pcard	77358388
002396 INGRAM LIBRARY SERV	108282	0	2023	8	INV	P	169.35	pcard	77379743
002396 INGRAM LIBRARY SERV	108283	0	2023	8	INV	P	256.33	pcard	77395751
002396 INGRAM LIBRARY SERV	108284	0	2023	8	INV	P	131.62	pcard	77405089
002396 INGRAM LIBRARY SERV	108285	0	2023	8	INV	P	518.13	pcard	77429364
002396 INGRAM LIBRARY SERV	108286	0	2023	8	INV	P	809.16	pcard	77438147
002396 INGRAM LIBRARY SERV	108287	0	2023	8	INV	P	266.37	pcard	77462330
002396 INGRAM LIBRARY SERV	108288	0	2023	8	INV	P	267.21	pcard	77462329
002396 INGRAM LIBRARY SERV	108289	0	2023	8	INV	P	438.26	pcard	77488236
							12,961.50		
002830 KANOPY, INC	105874	0	2023	8	INV	P	526.50	080923	560250 Invoice #359239

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
999990 THOMSON WEST*TCD	106978	0	2023 8	INV	P	1,097.57		pcard	R848556734
999990 THOMSON WEST*TCD	107333	0	2023 8	INV	P	1,097.57		pcard	848714620
999990 PAYPAL *BCHS	108178	0	2023 8	INV	P	22.00		pcard	Order # 160
999990 RDA*COUNTRY BOOKS	108281	0	2023 8	INV	P	38.98		pcard	01073
						2,256.12			
						ACCOUNT TOTAL			29,533.12
16032 641200						Advertising			
002158 CAREERBUILDER	107375	0	2023 8	INV	A	155.12			July 2023 Postings
						ACCOUNT TOTAL			155.12
16032 659900						Other Contracts/Obligation			
001398 UNIQUE MANAGEMENT SE	105876	0	2023 8	INV	P	275.80	080923	560296	Collection Agency -
						ACCOUNT TOTAL			275.80
						ORG 16032 TOTAL			30,363.33
16033						Library Network Services			
16033 632700						Miscellaneous Equipment			
001983 AMAZON	106991	0	2023 8	INV	P	132.29		pcard	wireless headset fo
						ACCOUNT TOTAL			132.29
16033 641800						Equip Repairs & Maint			
000911 MODERN BUSINESS MACH	107440	0	2023 8	INV	P	262.24	082323	560494	Copier Usage - Mete
000911 MODERN BUSINESS MACH	107721	0	2023 8	INV	P	201.00	083023	560608	Copier Contract - B
						463.24			
001961 WELLS FARGO FINANCIA	105776	0	2023 8	INV	P	399.74	080223	560210	Copier Lease - Augu
001961 WELLS FARGO FINANCIA	107818	0	2023 8	INV	A	399.74			Copier Lease - Sept
						799.48			
						ACCOUNT TOTAL			1,262.72
16033 681500						Software Acquisition			
999990 ZOOM.US 888-799-9666	108266	0	2023 8	INV	P	40.00		pcard	Monthly Zoom charge
						ACCOUNT TOTAL			40.00
						ORG 16033 TOTAL			1,435.01
FUND 100 General Fund						TOTAL:			72,894.38

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/8 TO 2023/8	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
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** END OF REPORT - Generated by Melissa E. Sawicki **



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

GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	JAN ACTUAL	FEB ACTUAL	MAR ACTUAL	APR ACTUAL	MAY ACTUAL	JUN ACTUAL	JUL ACTUAL	AUG 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	\$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	\$478.36	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	0.0%
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	0.0%
502000	Donations & Memorials	\$0.00	\$0.00	\$60.36	\$1.66	(\$49.41)	(\$2.91)	\$1.50	\$13.42	\$3.17	\$62.43	\$90.22	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	\$93,913.52	87.1%
	Total Revenue	\$1,110,405.00	\$1,172,676.00	\$1,619.39	\$1,766.46	\$64,401.78	\$576,273.91	\$2,067.34	\$4,832.24	\$1,266.78	\$507,059.20	\$1,159,287.10	98.9%

Expense	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	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)	(\$1,462,070.02)	59.0%	
610400 Call Time Wages	\$0.00	\$0.00	\$0.00	\$0.00	(\$75.00)	\$0.00	(\$150.00)	\$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	(\$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)	(\$145,128.44)	66.4%	
611400 Sick Pay	\$0.00	\$0.00	\$0.00	\$0.00	(\$603.28)	(\$938.43)	\$0.00	\$0.00	\$0.00	(\$268.12)	(\$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)	(\$142,168.58)	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	0.0%	
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)	(\$118,432.25)	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)	(\$106,178.69)	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)	(\$304,746.76)	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)	(\$21,520.06)	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)	(\$664.78)	100.0%	
	Personnel Services	(\$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)	(\$2,304,481.24)	64.3%

Expense	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	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)	(\$10,616.41)	38.3%
620200 Mileage Reimbursement	\$0.00	\$0.00	(\$387.00)	(\$387.00)	(\$387.00)	(\$387.00)	(\$455.78)	(\$500.78)	(\$387.00)	(\$387.00)	(\$3,278.56)	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)	(\$624.70)	12.5%
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)	(\$16,186.30)	35.1%
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	(\$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	(\$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)	(\$5,984.86)	85.5%
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)	(\$2,221.35)	38.9%
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	0.0%
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)	(\$315,108.15)	63.1%
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	0.0%
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	0.0%
632101 Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	(\$161.25)	\$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	\$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)	(\$8,825.95)	28.8%

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)	(\$3,150.00)	262.5%
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)	(\$7,984.43)	86.0%
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)	(\$65,854.76)	219.5%
641302	Gas	(\$20,000.00)	(\$20,000.00)	(\$3,431.49)	(\$7,268.52)	(\$9,709.01)	(\$1,216.68)	(\$3,287.06)	(\$66.62)	(\$883.44)	(\$576.32)	(\$26,439.14)	132.2%
641303	Water	\$0.00	\$0.00	\$0.00	(\$185.00)	\$0.00	\$0.00	(\$185.00)	\$0.00	\$0.00	(\$234.95)	(\$604.95)	100.0%
641304	Sewer	\$0.00	\$0.00	\$0.00	(\$51.00)	\$0.00	\$0.00	(\$54.55)	\$0.00	\$0.00	(\$69.28)	(\$174.83)	100.0%
641306	Stormwater	\$0.00	\$0.00	\$0.00	(\$793.97)	\$0.00	\$0.00	(\$776.71)	\$0.00	\$0.00	(\$793.97)	(\$2,364.65)	100.0%
641307	Telephone	(\$5,298.00)	(\$5,298.00)	\$0.00	(\$905.74)	(\$554.89)	(\$194.98)	(\$920.74)	(\$563.13)	(\$561.55)	(\$555.48)	(\$4,256.51)	80.3%
641308	Cellular Phones	(\$1,300.00)	(\$1,300.00)	(\$103.75)	\$0.00	(\$207.50)	(\$103.75)	(\$103.75)	(\$103.75)	\$0.00	(\$207.50)	(\$830.00)	63.8%
641600	Build Repairs & Maint	(\$2,000.00)	(\$2,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
641800	Equip Repairs & Maint	(\$49,255.00)	(\$49,255.00)	(\$2,602.74)	(\$399.74)	(\$11,287.11)	(\$1,526.32)	(\$2,668.45)	(\$402.80)	(\$2,001.94)	(\$1,576.88)	(\$22,465.98)	45.6%
642000	Facilities Charges	(\$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)	(\$18,999.56)	18.9%
644000	Snow Removal Services	(\$50,000.00)	(\$50,000.00)	\$0.00	\$0.00	\$0.00	(\$64,177.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$64,177.00)	128.4%
650200	Leases	(\$150,000.00)	(\$150,000.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$25,000.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$112,500.00)	75.0%
659900	Other Contracts/Obligation	(\$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)	(\$116,667.10)	85.7%
681500	Software Acquisition	(\$4,498.00)	(\$4,498.00)	(\$40.00)	(\$3,374.31)	(\$1,071.78)	(\$742.50)	(\$6,004.35)	(\$5,335.50)	\$0.00	(\$80.00)	(\$16,648.44)	370.1%
	Operating Expense	(\$1,113,587.00)	(\$1,186,916.00)	(\$73,893.57)	(\$114,156.78)	(\$159,646.94)	(\$127,927.93)	(\$109,265.67)	(\$76,467.67)	(\$72,158.28)	(\$96,144.58)	(\$829,661.42)	69.9%
	Personnel Services	(\$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)	(\$2,304,481.24)	
	Operating Expense	(\$1,113,587.00)	(\$1,186,916.00)	(\$73,893.57)	(\$114,156.78)	(\$159,646.94)	(\$127,927.93)	(\$109,265.67)	(\$76,467.67)	(\$72,158.28)	(\$96,144.58)	(\$829,661.42)	
	Total Expense	(\$4,693,489.00)	(\$4,772,818.00)	(\$248,638.40)	(\$384,251.27)	(\$529,659.08)	(\$402,246.69)	(\$380,653.71)	(\$357,761.58)	(\$346,314.08)	(\$484,617.85)	(\$3,134,142.66)	
	Total Revenue	\$1,110,405.00	\$1,172,676.00	\$1,619.39	\$1,766.46	\$64,401.78	\$576,273.91	\$2,067.34	\$4,832.24	\$1,266.78	\$507,059.20	\$1,159,287.10	

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	
Library Admin - Donation	16010	502000			\$ 50
MM: Books & Library Materials	16032	631500			\$ 50

For the purpose of:

*Donation for purchase of unspecified collection materials

Requested by:

 Department Head

 Date

Information:

Action:

 Finance Director

 Date

 Mayor

 Date

Reported to Finance Committee:

 Date

 Date

Finance comments:

Budget Entry (BE) No.: _____

2024 Resource Library Agreement
Outagamie Waupaca Library System • Appleton Public Library

THIS AGREEMENT is by and between the Outagamie Waupaca Counties Federated Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called “OWLS,” and the Appleton Public Library, hereinafter called “APL.”

WHEREAS, OWLS is organized under the authority of chapter 43 to provide for the improvement of public library services to residents of Outagamie and Waupaca Counties, and annually adopts a Plan of Library Service, and

WHEREAS, Section 43.16 Wisconsin Statutes requires that “each public library system shall have at least one system resource library,” and

WHEREAS, APL is a member of OWLS and meets all of the statutory requirements to serve as a resource library,

NOW THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED as follows:

1. APL shall serve as the resource library for OWLS.

As the resource library, APL shall remain in compliance with Wisconsin State Statutes by providing backup reference and information and interlibrary loan services including the development of and access to specialized collections. This agreement meets the requirement of Section 43.24(2)(b) Wisconsin Statutes.

2. As resource library, APL shall name an APL library board member to the OWLS Board of Trustees.
3. This agreement shall be in effect as of January 1, 2024 and shall remain in effect until December 31, 2024. This agreement may be amended at any time by mutual agreement of both parties.

For the Appleton Public Library:

For the Outagamie Waupaca Counties
Federated Library System:

(President)

(Date)

(President)

(Date)

2024 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, 2024 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. In addition to the \$5,000, APL is authorized to spend 50% of the OverDrive

holds reduction amount assigned by WPLC to OWLS to purchase copies of digital titles with high holds ratios.

- (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.

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. In addition to the \$5,000, OWLS will spend 50% of the OverDrive holds reduction amount assigned by WPLC to OWLS to purchase copies of digital titles with high holds ratios. OWLS authorizes APL to spend the other 50%.
- (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.

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, 2024. In the event that a new contract has not been signed by December 31, 2024, the term of the previous agreement shall be automatically extended through April 30, 2025 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)



"...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

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.

<u>Dealer</u>	<u>Total</u>
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 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

TO: Library Board

FROM: Dean R. Gazza

DATE: 9/19/2023

RE: Action: 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.

The Appleton Public Library includes funding for the Audio and Visual equipment and installation.

Request for Proposals were issued and publicly advertised. Proposals were received by two firms and carefully reviewed.

Blumm Technology	\$1,373,353.95
Smart Spaces	\$742,294.25 (\$974,767.59)

Smart Spaces original proposal was \$974,767.59 in which our team have worked to substitute some components to reduce the overall costs to meet our budget of \$750,000.

Please contact me at 832-5572 or at 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

TO: Library Board
FROM: Dean R. Gazza
DATE: 9/19/2023
RE: Action: Award the Appleton Public Library’s “Commissioning” contract to E Cube, in the amount of \$82,000.

The Appleton Public Library includes funding for commissioning services. Commissioning services are performed during and post construction to ensure the various systems including fire protection, fire alarm, plumbing, central building automation, mechanical, lighting controls and the building enclosure to ensure the systems are installed and perform to design.

Proposals were received by five firms and carefully reviewed. The lowest cost proposal met all the criteria, thus our recommendation for approval.

E cube = \$73,820 (+\$8,180 reimbursables budget)

dbHMS = \$74,000 (+\$10,000 reimbursable budget)

AEI = \$78,000 (+\$9,000 reimbursables budget)

IMEG = \$100,700 (+\$6,500 reimbursables budget)

STR-SEG = non-compliant proposal

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.

**APPLETON PUBLIC LIBRARY
BOARD OF TRUSTEES
September 2023**

COMMITTEE APPOINTMENTS 2023 – 2024

Offices

President	Mann
Vice President	Scheuerman

Committee Appointments

Finance	Keller (chair), Kellner, Lee, Nett, Van Zeeland
Personnel & Policy	Kellner (chair), Brozek, Bunnow, Keller, Scheuerman
Planning	Brozek (chair), Bunnow, Lee, Looker, Nett

Statutory Appointments

Common Council Appointment	Van Zeeland
AASD Appointment	Bunnow
OWLS Board	Looker
Outagamie County Appointment	Lee

Additional Roles

Friends of the Appleton Public Library	Mann
Teen Ambassador Appointment	Sivasamy



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BOLDT[®]
BUILD BOLDLY

August 2023

AUGUST REPORT

City of Appleton – Appleton Public Library

KEY PROGRESS POINTS

- Office Trailer/Subcontractor's Trailer:
 - Trailer location being finalized onsite
 - Fiber and power are being run to the trailers
- Recycling Program:
 - Program has been put into place
 - All metals are being recycled
 - Reaching out to Habitat for Humanity for other items, such as paper towel dispensers, toilet paper dispensers, etc.
- Demolition:
 - Lower-level ceilings and walls completed
 - Ground floor ceiling grid, lights, and demountable walls have been removed
 - 2nd Floor ceiling tile, lights, and aluminum store front frames have been removed

CONDITIONS & SAFETY

- Site conditions are good. We have been making sure workers are staying hydrated with the current heat conditions. There were no injuries this month.

PROGRESS PHOTOS



PROGRESS PHOTOS

