

**CITY OF APPLETON 2024 BUDGET**

**LIBRARY**

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# CITY OF APPLETON 2024 BUDGET LIBRARY

## MISSION STATEMENT

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

## DISCUSSION OF SIGNIFICANT 2023 EVENTS

### Maintain high quality library services

Continued to provide service at the temporary library and began experimenting with programming at that site. Leveraged relationships with community partners for programming throughout community. Continued to receive positive community feedback regarding temporary library as well as interest in returning downtown quickly.

### Summer Reading Program

Offered for all ages utilizing online and in-person options; 989 children, 267 teens, and 551 adults participated.

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

Grants include:

- Made possible in part by the Institute of Museum and Library Services, two grants were received from Libraries in Bloom and the Library Services and Technology Act to fund limited term part-time employees. These initiatives will allow us to encourage individuals, specifically young people, to consider a career in libraries as well as to further our understanding of audiences that are impacted by the projects that are developed.
- Friends of the APL provided \$42,500 in grants.
- New North, in partnership with The Business Council (TBC) and The Ethnic & Diverse Business Coalition (EDBC), awarded \$5,000 for "Small Business - Big Impact Coworking", a series of mobile pop-up coworking experiences for small business owners and entrepreneurs, with specific focus on engaging BIPOC to address racial and ethnic disparities in business information access and networks of support.
- Appleton Rotary Foundation Helen Thom Roemer Fund within the Community Foundation of the Fox Valley - Librarians, engaged in initiatives at the State level, including the City Library Collective, System and Resource Library Administrators Association of Wisconsin, Wisconsin Library Services (WiLS), Wisconsin Leadership Development Institute, Department of Public Instruction (DPI) Data Team, Wisconsin State Genealogical Society, and Reach Out and Read's Wisconsin Executive Committee.
- Completion of Wisconsin Humanities Community Powered grant, a project designed to harness stories, histories and the strength of communities to build community resilience.

### Continue to explore facility needs and options

In 2023, staff worked with architects and the construction manager on completing a redesign of the renovated library. The redesign resulted in costs within budget and construction beginning on the new library.

### Continue cooperation with schools and other community organizations

- Through the Fox Cities Reads program, Bird Box by Josh Malerman was selected. This title offered a high interest, popular title in a genre never covered before in the Fox Cities Reads, horror. The discussions focused on deeper issues of fear and resilience.
- Collaborated with numerous educational institutions, businesses, non-profits, and civic groups. Collaborations include English Language Learner programs, Building for Kids, Appleton Downtown, Inc. (ADI), Fox Valley Symphony, and Boys & Girls Club.
- Staff continued to serve on Imagine Fox Cities committees.
- As a United Way Agency, the library continued to coordinate the Reach Out and Read - Fox Cities program.

### Utilize volunteers more effectively

In 2023, volunteerism at the temporary library continued with volunteers providing services in the areas of: greeting, technology help, delivering materials to homebound patrons, shelving and straightening, assistance with Children's programs in the community and some clerical local history projects. Outreach support continued with Reach Out and Read, and JJ's Laundromat's Read Play Learn space, where a volunteer assists at librarian-led story times, a library card sign up event, passive literacy activities and replenishing the books.

### Continuously work to improve website and online service delivery

- Expanded access to digital content, increasing titles and services offered.
- Offered programming in-person at remote sites and the temporary library, and online via video conferencing.
- Implemented new mobile app.
- E-circulation increased 9% from previous year (Q1), including e-books, audiobooks, videos, comics, magazines, music and games.

# CITY OF APPLETON 2024 BUDGET LIBRARY

## MAJOR 2024 OBJECTIVES

Apply the 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 library building project. Provide library service that is responsive to community needs during construction and develop new processes, procedures and systems for the new library. Support the work of the capital campaign.

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.

Leverage resources to support community enrichment and economic needs focusing on job loss, families struggling with educational needs, marginalized communities, individuals and families suffering from social isolation, and those who rely on the library to mitigate the impact of the digital divide.

Eliminate barriers to access and advance equity and inclusion for library policies, collections, programs and services.

Promote 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 while the library operates in a temporary location during construction.**

## DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	Change *
<b>Program Revenues</b>		\$ 1,241,646	\$ 1,195,930	\$ 1,110,405	\$ 1,170,676	\$ 1,186,628	6.86%
<b>Program Expenses</b>							
16010	Administration	744,086	817,121	678,708	695,488	636,156	-6.27%
16021	Children's Services	552,126	559,829	572,650	587,692	575,914	0.57%
16023	Public Services	680,716	659,767	754,213	758,213	789,086	4.62%
16024	Community Partnerships	526,658	562,575	529,106	544,406	549,149	3.79%
16031	Building Operations	380,755	764,788	574,837	574,837	640,030	11.34%
16032	Materials Management	1,439,720	1,337,667	1,351,777	1,375,984	1,317,500	-2.54%
16033	Network Services	236,393	323,925	232,198	234,198	260,670	12.26%
<b>TOTAL</b>		<b>\$ 4,560,454</b>	<b>\$ 5,025,672</b>	<b>\$ 4,693,489</b>	<b>\$ 4,770,818</b>	<b>\$ 4,768,505</b>	<b>1.60%</b>
<b>Expenses Comprised Of:</b>							
Personnel		3,288,863	3,406,823	3,579,902	3,585,902	3,627,189	1.32%
Training & Travel		33,568	37,011	28,234	32,734	26,494	-6.16%
Supplies & Materials		707,838	614,087	551,132	594,705	552,530	0.25%
Purchased Services		518,651	961,064	529,723	552,979	557,794	5.30%
Capital Outlay		11,534	6,687	4,498	4,498	4,498	0.00%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		45.00	45.00	45.00	45.00	45.00	

\* % change from prior year adopted budget  
Library.xls

# CITY OF APPLETON 2024 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:

Oversee the Library's long-range plan and ensure the Library is responsive to community needs.

Promote collections, programs and services.

Ensure quality library services for the public at Kensington, while developing long term strategies for service when the new library is completed.

Complete library renovations.

Work with the Friends of the Appleton Public Library to develop strong public and private partnerships and implement a successful capital campaign.

Be good stewards of grant funds.

Eliminate barriers to access, advance equity, and inclusion for library policies, collections, programs and services.

Continue identifying ways to leverage volunteers in the provision of library services, as well as proactively plan for new operational models upon the completion of the new library.

Ensure staff have the resources, planning and training to be prepared to serve the community in the new library when it is completed.

#### 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 through lost and paid funds. The offsetting revenue is recorded in the Materials Management budget. 2024 is the final year of the transition plan.

Throughout 2024, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

Contracted security guard expenses in Other Contracts have been moved to the Operations budget.

# CITY OF APPLETON 2024 BUDGET

## LIBRARY

Administration

Business Unit 16010

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
<b>Revenues</b>					
423200 Library Grants & Aids	\$ 1,091,736	\$ 1,063,001	\$ 1,064,805	\$ 1,064,805	\$ 1,166,028
480100 Charges for Services	3,980	742	-	-	-
501500 Rental of City Property	30,000	6,467	-	-	-
502000 Donations & Memorials	1,279	155	-	-	-
503500 Other Reimbursements	68,946	53,399	15,000	53,780	-
Total Revenue	<u>\$ 1,195,941</u>	<u>\$ 1,123,764</u>	<u>\$ 1,079,805</u>	<u>\$ 1,118,585</u>	<u>\$ 1,166,028</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 458,195	\$ 470,756	\$ 447,467	\$ 447,467	\$ 439,157
610400 Call Time Wages	600	200	-	-	-
610800 Part-Time Wages	6,724	8,578	5,208	5,208	11,913
615000 Fringes	164,126	183,849	158,542	158,542	159,455
620100 Training/Conferences	2,355	10,029	4,920	9,420	4,920
620600 Parking Permits	23,109	8,886	5,000	5,000	5,000
630100 Office Supplies	3,777	2,702	3,000	3,280	3,000
630300 Memberships & Licenses	2,202	3,053	2,200	2,200	2,200
630500 Awards & Recognition	1,073	819	850	1,850	850
630700 Food & Provisions	610	3,820	1,135	1,935	1,135
632001 City Copy Charges	-	-	100	100	-
632002 Outside Printing	2,463	1,132	-	1,200	-
641200 Advertising	6,330	7,040	1,288	9,288	1,288
641307 Telephone	3,407	4,630	5,298	5,298	5,298
641308 Cellular Phones	1,232	1,387	1,300	1,300	1,300
659900 Other Contracts/Obligation	67,883	110,240	42,400	43,400	640
Total Expense	<u>\$ 744,086</u>	<u>\$ 817,121</u>	<u>\$ 678,708</u>	<u>\$ 695,488</u>	<u>\$ 636,156</u>

**DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2024 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, 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 Appleton Area School District 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 one-on-one 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. Coordinate programming with community organizations to bring ELL book clubs, literacy classes, and other cultural celebrations to targeted families.

#### Major changes in Revenue, Expenditures, or Programs:

Throughout 2024, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

**CITY OF APPLETON 2024 BUDGET**

**LIBRARY**

**Children's Services**

**Business Unit 16021**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503500 Other Reimbursements	2,732	4,656	-	140	-
Total Revenue	\$ 2,732	\$ 4,656	\$ -	\$ 140	\$ -
Expenses					
610100 Regular Salaries	\$ 388,268	\$ 356,975	\$ 385,447	\$ 385,447	\$ 391,792
610800 Part-Time Wages	3,307	39,073	31,881	31,881	34,250
615000 Fringes	134,961	142,668	147,917	147,917	142,467
620100 Training/Conferences	3,759	5,540	4,405	4,405	4,405
630100 Office Supplies	7,101	12,634	2,000	9,307	2,000
630300 Memberships & Licenses	-	164	-	-	-
630700 Food & Provisions	270	64	-	3,779	-
659900 Other Contracts/Obligation	14,460	2,711	1,000	4,956	1,000
Total Expense	\$ 552,126	\$ 559,829	\$ 572,650	\$ 587,692	\$ 575,914

**DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2024 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 over 72,000 users.

Process holds in conjunction with the Materials Management section (approx. 145,000 items).

Send out overdue, billing and reserve notices, and 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:

Throughout 2024, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.



# CITY OF APPLETON 2024 BUDGET

## LIBRARY

**Public Services**

**Business Unit 16023**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503500 Other Reimbursements	\$ 28	\$ 9,386	\$ 100	\$ 100	\$ 100
Total Revenue	<u>\$ 28</u>	<u>\$ 9,386</u>	<u>\$ 100</u>	<u>\$ 100</u>	<u>\$ 100</u>
Expenses					
610100 Regular Salaries	\$ 439,164	\$ 428,860	\$ 469,258	\$ 469,258	\$ 498,737
610800 Part-Time Wages	84,680	61,461	88,022	88,022	103,645
615000 Fringes	154,298	167,103	182,844	182,844	173,515
620100 Training/Conferences	391	838	2,565	2,565	2,565
630100 Office Supplies	2,183	1,505	3,000	3,000	3,000
659900 Other Contracts/Obligation	-	-	8,524	12,524	7,624
Total Expense	<u>\$ 680,716</u>	<u>\$ 659,767</u>	<u>\$ 754,213</u>	<u>\$ 758,213</u>	<u>\$ 789,086</u>

**DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2024 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:

Throughout 2024, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

# CITY OF APPLETON 2024 BUDGET

## LIBRARY

**Community Partnerships**

**Business Unit 16024**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
<b>Revenues</b>					
503500 Other Reimbursements	\$ 2,125	\$ 8,482	\$ -	\$ 300	\$ -
Total Revenue	<u>\$ 2,125</u>	<u>\$ 8,482</u>	<u>\$ -</u>	<u>\$ 300</u>	<u>\$ -</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 350,702	\$ 356,173	\$ 372,436	\$ 372,436	\$ 385,346
610800 Part-Time Wages	18,621	17,980	-	6,000	-
615000 Fringes	141,221	155,952	149,720	149,720	156,853
620100 Training/Conferences	2,910	8,226	4,450	4,450	4,450
620600 Parking Permits	5	-	-	-	-
630100 Office Supplies	3,462	14,281	2,500	5,500	2,500
659900 Other Contracts/Obligation	9,737	9,963	-	6,300	-
Total Expense	<u>\$ 526,658</u>	<u>\$ 562,575</u>	<u>\$ 529,106</u>	<u>\$ 544,406</u>	<u>\$ 549,149</u>

**DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2024 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 cleanliness and sanitization, and perform light maintenance of the Library building.

Provide continued assistance to the Library staff and community.

Explore new strategies to support workflows and services throughout APL.

Proactively meet the needs of the community through quality customer service and by incorporating sustainable and cost-effective practices in day-to-day operations.

Facilitate work done in Library in conjunction with Facilities Management Department by performing cleaning, basic facility and equipment maintenance, and reporting building needs or concerns to management.

#### Major changes in Revenue, Expenditures, or Programs:

Throughout 2024, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

Contracted security guard expenses in Other Contracts/Obligation have been moved into the Operations budget, previously reported in the Administration budget.

# CITY OF APPLETON 2024 BUDGET

## LIBRARY

**Building Operations**

**Business Unit 16031**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
<b>Revenues</b>					
500100 Fees & Commissions	\$ 143	\$ 358	\$ -	\$ -	\$ -
503500 Other Reimbursements	6	-	-	-	-
Total Revenue	<u>\$ 149</u>	<u>\$ 358</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 77,563	\$ 77,999	\$ 138,634	\$ 138,634	\$ 135,824
610500 Overtime Wages	-	11	-	-	-
610800 Part-Time Wages	6,867	12,460	17,430	17,430	22,218
615000 Fringes	25,969	28,152	54,828	54,828	57,585
620100 Training/Conferences	-	120	830	830	830
630100 Office Supplies	-	36	-	-	-
630600 Building Maint./Janitorial	7,907	9,931	7,000	7,000	7,210
630902 Tools & Instruments	82	-	150	150	150
632300 Safety Supplies	245	230	550	550	550
632700 Miscellaneous Equipment	1,325	-	650	650	650
640700 Solid Waste/Recycling	3,897	6,246	1,200	1,200	5,200
641300 Utilities	122,878	161,447	50,000	50,000	66,000
641600 Building Repairs & Maint.	15	512	2,000	2,000	2,000
641800 Equipment Repairs & Maint.	-	445	1,000	1,000	1,000
642000 Facilities Charges	134,007	157,199	100,565	100,565	97,551
644000 Snow Removal Services	-	-	50,000	50,000	50,000
650200 Leases	-	310,000	150,000	150,000	150,000
659900 Other Contracts/Obligation	-	-	-	-	43,262
Total Expense	<u>\$ 380,755</u>	<u>\$ 764,788</u>	<u>\$ 574,837</u>	<u>\$ 574,837</u>	<u>\$ 640,030</u>

**DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000**

Snow Removal Services

Temporary library facility	\$ 50,000
	<u>\$ 50,000</u>

Leases

Temporary library facility	\$ 150,000
	<u>\$ 150,000</u>

Other Contracts/Obligation

Security guard	\$ 43,262
	<u>\$ 43,262</u>

# CITY OF APPLETON 2024 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 access.

#### Major changes in Revenue, Expenditures, or Programs:

Throughout 2024, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

Other Reimbursements represents amounts that are received from patrons for lost materials. These budgeted funds are part of a four-year plan to offset the lost revenue in Charges for Services, within the Administration budget, as a result of no longer charging overdue fines. 2024 is the final year of this plan.

# CITY OF APPLETON 2024 BUDGET

## LIBRARY

**Materials Management**

**Business Unit 16032**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
<b>Revenues</b>					
503500 Other Reimbursements	\$ 35,242	\$ 36,314	\$ 15,000	\$ 36,051	\$ 5,000
<b>Total Revenue</b>	<b>\$ 35,242</b>	<b>\$ 36,314</b>	<b>\$ 15,000</b>	<b>\$ 36,051</b>	<b>\$ 5,000</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 512,901	\$ 516,147	\$ 546,979	\$ 546,979	\$ 524,242
610800 Part-Time Wages	70,389	69,856	70,046	70,046	73,642
615000 Fringes	149,888	163,268	165,118	165,118	153,183
620100 Training/Conferences	1,003	3,252	3,324	3,324	3,324
630100 Office Supplies	18,157	22,619	24,417	24,468	24,417
631500 Books & Library Materials	623,739	498,418	475,000	499,156	475,000
659900 Other Contracts/Obligation	63,643	64,107	66,893	66,893	63,692
<b>Total Expense</b>	<b>\$ 1,439,720</b>	<b>\$ 1,337,667</b>	<b>\$ 1,351,777</b>	<b>\$ 1,375,984</b>	<b>\$ 1,317,500</b>

**DETAILED SUMMARY OF 2024 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	\$ 115,000
Adult materials	330,000
Digital content consortia	30,000
	<u>\$ 475,000</u>

Other Contracts/Obligations

OWLSnet contract	\$ 59,192
Collection agency	4,500
	<u>\$ 63,692</u>

# CITY OF APPLETON 2024 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:

Throughout 2024, software, technology and equipment will be selected for the new library building. Supervisors and staff in this section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.



# CITY OF APPLETON 2024 BUDGET

## LIBRARY

**Network Services**

**Business Unit 16033**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
<b>Revenues</b>					
503500 Other Reimbursements	\$ 5,429	\$ 12,970	\$ 15,500	\$ 15,500	\$ 15,500
Total Revenue	<u>\$ 5,429</u>	<u>\$ 12,970</u>	<u>\$ 15,500</u>	<u>\$ 15,500</u>	<u>\$ 15,500</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 81,178	\$ 111,505	\$ 115,861	\$ 115,861	\$ 116,975
610500 Overtime	-	258	-	-	-
615000 Fringes	19,238	37,539	32,264	32,264	46,390
620100 Training/Conferences	36	120	2,740	2,740	1,000
630100 Office Supplies	676	719	600	600	600
632700 Miscellaneous Equipment	32,568	41,960	27,980	29,980	27,980
641800 Equipment Repairs & Maint.	77,859	85,954	48,255	48,255	63,227
659900 Other Contracts/Obligation	13,304	39,183	-	-	-
681500 Software Acquisition	11,534	6,687	4,498	4,498	4,498
Total Expense	<u>\$ 236,393</u>	<u>\$ 323,925</u>	<u>\$ 232,198</u>	<u>\$ 234,198</u>	<u>\$ 260,670</u>

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

**DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000**

Miscellaneous Equipment

Computer replacements	\$ 15,000
Network hardware, wiring, etc.	12,980
	<u>\$ 27,980</u>

Equipment Repairs & Maint.

Photocopier lease & maintenance	\$ 12,123
Automated material handling equipment	2,000
Self-checks and RFID pad contract	13,035
Software license and maintenance fees	24,910
Other equipment repairs and maintenance	11,159
	<u>\$ 63,227</u>

**CITY OF APPLETON 2024 BUDGET  
LIBRARY**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
423200 Library Grants & Aids	1,091,736	1,063,001	575,066	1,064,805	1,064,805	1,166,028
480100 General Charges for Service	3,980	742	235	-	-	-
500100 Fees & Commissions	144	358	-	-	-	-
501500 Rental of City Property	30,000	6,467	-	-	-	-
502000 Donations & Memorials	1,279	155	9	-	-	-
503500 Other Reimbursements	<u>114,511</u>	<u>125,207</u>	<u>68,686</u>	<u>45,600</u>	<u>105,871</u>	<u>20,600</u>
TOTAL PROGRAM REVENUES	1,241,650	1,195,930	643,996	1,110,405	1,170,676	1,186,628
Personnel						
610100 Regular Salaries	2,038,393	2,104,220	691,309	2,476,082	2,476,082	2,492,073
610400 Call Time Wages	600	200	75	-	-	-
610500 Overtime Wages	-	269	1,537	-	-	-
610800 Part-Time Wages	220,589	209,408	72,713	212,587	218,587	245,668
611400 Sick Pay	11,953	(517)	1,542	-	-	-
611500 Vacation Pay	227,631	214,712	60,078	-	-	-
615000 Fringes	<u>789,697</u>	<u>878,531</u>	<u>261,920</u>	<u>891,233</u>	<u>891,233</u>	<u>889,448</u>
TOTAL PERSONNEL	3,288,863	3,406,823	1,089,174	3,579,902	3,585,902	3,627,189
Training~Travel						
620100 Training/Conferences	10,454	28,125	5,829	23,234	27,734	21,494
620600 Parking Permits	<u>23,114</u>	<u>8,886</u>	<u>457</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
TOTAL TRAINING / TRAVEL	33,568	37,011	6,286	28,234	32,734	26,494
Supplies						
630100 Office Supplies	35,354	54,496	9,676	35,517	46,155	35,517
630300 Memberships & Licenses	2,202	3,217	510	2,200	2,200	2,200
630500 Awards & Recognition	1,073	819	3,216	850	1,850	850
630600 Building Maint./Janitorial	7,907	9,931	2,850	7,000	7,000	7,210
630700 Food & Provisions	880	3,884	1,570	1,135	5,714	1,135
630902 Tools & Instruments	82	-	-	150	150	150
631500 Books & Library Materials	623,739	498,418	174,224	475,000	499,156	475,000
632001 City Copy Charges	-	-	-	100	100	-
632002 Outside Printing	2,463	1,132	-	-	1,200	1,288
632101 Uniforms	-	-	161	-	-	-
632300 Safety Supplies	245	230	(151)	550	550	550
632700 Miscellaneous Equipment	<u>33,893</u>	<u>41,960</u>	<u>4,862</u>	<u>28,630</u>	<u>30,630</u>	<u>28,630</u>
TOTAL SUPPLIES	707,838	614,087	196,918	551,132	594,705	552,530
Purchased Services						
640700 Solid Waste/Recycling Pickup	3,897	6,246	1,736	1,200	1,200	5,200
641200 Advertising	6,330	7,040	2,893	1,288	9,288	-
641301 Electric	88,237	113,796	32,235	30,000	30,000	42,000
641302 Gas	28,479	40,889	23,645	20,000	20,000	24,000
641303 Water	2,053	2,399	185	-	-	-
641304 Sewer	942	1,213	51	-	-	-
641306 Stormwater	3,167	3,150	794	-	-	-
641307 Telephone	3,407	4,630	1,663	5,298	5,298	5,298
641308 Cellular Phones	1,232	1,387	415	1,300	1,300	1,300
641600 Building Repairs & Maint.	15	512	-	2,000	2,000	2,000
641800 Equipment Repairs & Maint.	77,859	86,399	16,216	49,255	49,255	64,227
642000 Facilities Charges	134,007	157,199	5,805	100,565	100,565	97,551
644000 Snow Removal Services	-	-	64,177	50,000	50,000	50,000
650200 Leases	-	310,000	62,500	150,000	150,000	150,000
659900 Other Contracts/Obligation	<u>169,026</u>	<u>226,204</u>	<u>87,883</u>	<u>118,817</u>	<u>134,073</u>	<u>116,218</u>
TOTAL PURCHASED SVCS	518,651	961,064	300,198	529,723	552,979	557,794
Capital Outlay						
681500 Software Acquisition	<u>11,534</u>	<u>6,687</u>	<u>5,229</u>	<u>4,498</u>	<u>4,498</u>	<u>4,498</u>
TOTAL CAPITAL OUTLAY	<u>11,534</u>	<u>6,687</u>	<u>5,229</u>	<u>4,498</u>	<u>4,498</u>	<u>4,498</u>
TOTAL EXPENSE	<u>4,560,454</u>	<u>5,025,672</u>	<u>1,597,805</u>	<u>4,693,489</u>	<u>4,770,818</u>	<u>4,768,505</u>