



City of Appleton

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

Meeting Agenda - Final Library Board

Tuesday, June 20, 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
[23-0694](#) May 16 2023 Meeting Minutes

Attachments: [5-16-2023 Library Board Meeting Minutes.pdf](#)

Public Participation & Communication

Establish Order of the Day

5. Action Items

[23-0695](#) May 2023 Bill Register

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

[23-0696](#) June 2023 Budget Amendment

Attachments: [Jun23BudgetAmendment.pdf](#)

[23-0697](#) Request for Approval to Hire Two Grant-Funded, Limited Term Part-Time Positions

[23-0698](#) United Way Agency Agreement for 2024-2025 funding for Reach Out and Read

Attachments: [United Way Fox Cities Award Letter RORFC.pdf](#)
[United Way Fox Cities Agency Agreement - 2024-2025 Funding.pdf](#)

[23-0718](#) Report of the Finance Committee

Attachments: [5-31-2023 Finance Committee Meeting Minutes.pdf](#)
[Financial Policy \(Approved 7-2021\).pdf](#)
[Procurement Contract Mgmt Policy 2015 ADOPTED.pdf](#)
[2024 Budget Primer.pdf](#)

6. Information Items

A. Administrative Report

[23-0700](#) Building Project Update

Attachments: [Parking Spotlight Information Update June 2023.pdf](#)

[23-0701](#) Summer Committee Meeting Schedule - Finance Committee 7/11/23 8am,
Nominating Committee 7/20/23 9am, Personnel & Policy Committee TBD

B. Friends Update

[23-0702](#) Friends 101

[23-0703](#) Capital Campaign Process

[23-0704](#) Friends Year in Review

C. OWLS Report

[23-0714](#) OWLS Updates

[23-0715](#) Intellectual Freedom

[23-0716](#) OWLS / Nicolet Planning

D. President's Report

[23-0705](#) Trustee Development: Budget Process Primer*
**see attachment in Report of the Finance Committee*

E. Staff Updates

[23-0706](#) Community Partnerships Updates

[23-0707](#) Children's Program Updates - School Age Children

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.

**We are currently experiencing intermittent issues/outages with our audio/video equipment. Meeting live streams and recordings are operational but unreliable at times. This is due to delays in receiving necessary system hardware components. We continue to look for solutions in the interim and we hope to have these issues resolved soon.*



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Meeting Minutes Library Board

Tuesday, May 16, 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

Others Present: Owen Anderson, Nicole Casner, Ann Cooksey, Darrin Glad, Betsy Kowall Jett, Tina Krueger, Adriana McCleer, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Missy Sawicki, Maureen Ward

Present: 8 - Looker, Kellner, Scheuerman, Nett, Van Zeeland, Brozek, Bunnow and Lee

Excused: 3 - Mann, Sivasamy and Keller

4. Approval of minutes from previous meeting

[23-0524](#)

April 18, 2023 Library Board Meeting Minutes

Attachments: [4-18-2023 Library Board Meeting Minutes.pdf](#)

Nett moved, seconded by Bunnow, that the April 18, 2023 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

5. **Public Participation & Communication**

[23-0525](#)

Introduction of Peter Lee - Outagamie County Appointee to Library Board

Attachments: [Outagamie County Appointment Peter Lee 2023 memo.pdf](#)

[23-0526](#)

Library Board Re-Appointment - Alderperson Katie Van Zeeland

Establish Order of the Day

President Scheuerman called for a motion to place Action Items 23-0527, 23-0528 and 23-0529 on a Consent Agenda.

Bunnow moved, seconded by Lee to place Action Items 23-0527, 23-0528 and 23-0529 on a Consent Agenda. Voice Vote. Motion Carried. (8-0)

6. Action Items

Lee moved, seconded by Nett that the Consent Agenda be approved. Voice Vote. Motion Carried. (8-0)

[23-0527](#)

Bill Register - April 2023

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

This Report Action Item was approved

[23-0528](#)

Trustee Bylaws

Attachments: [Bylaws \(Draft 4-12-2023\).pdf](#)

This Report Action Item was approved

[23-0529](#)

Appointment of the Nominating Committee

Attachments: [President Scheuerman Nominating Committee Memo 2023.pdf](#)

This Report Action Item was approved

7. Information Items

A. Administrative Report

[23-0530](#)

Building Project Update

Attachments: [2023_05_BuildingProjectUpdate.pdf](#)
[Renderings Narrative.pdf](#)

[23-0531](#)

APL Hiring Process Update

[23-0532](#)

APL Statistics - 1st Quarter 2023, January, February, March

Attachments: [JAN 2023.pdf](#)
[FEB 2023.pdf](#)
[MAR 2023.pdf](#)

[23-0533](#)

Future Committee Meetings: Finance Committee, Personnel & Policy Committee

Attachments: [2023 Board Committees 5-2023.pdf](#)

[23-0534](#) Friends Grant Funded Program Summaries - 1st Quarter 2023

Attachments: [1st Quarter 2023 Friends Grant Funded Program Summaries FINAL.pdf](#)

B. President's Report

[23-0535](#) Trustee Development: Intellectual Freedom Part 2

Attachments: [WLA Book Lifecycle LLD.pdf](#)

C. Staff Updates

[23-0536](#) APL Summer Library Program 2023

[23-0537](#) Children's Program Updates

8. Adjournment

Bunnow moved, seconded by Lee, that the Meeting be adjourned. Voice Vote. Motion Carried. (8-0)

The meeting was Adjourned at 5:40pm

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/5 TO 2023/5		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16010								Library Administration
16010	630100							Office Supplies
	001583	UNITED STATES POSTAL	101452	0	2023	5 INV P	15.84 pcard	Postage - Board Pac
	001583	UNITED STATES POSTAL	102168	0	2023	5 INV P	9.90 pcard	Postage Library Boa
							25.74	
	002034	OFFICE DEPOT	101453	0	2023	5 INV P	98.14 pcard	Clip Boards, Printe
							ACCOUNT TOTAL	123.88
16010	630500							Awards & Recognition
	999990	MANDERFIELDS HOME BA	100749	0	2023	5 INV P	40.00 pcard	Retirement cake for
	999990	MANDERFIELDS HOME BA	101150	0	2023	5 INV P	40.00 pcard	Retirement celebrat
							80.00	
							ACCOUNT TOTAL	80.00
16010	630700							Food & Provisions
	000835	MANDERFIELD'S BAKERY	101327	0	2023	5 INV P	82.75 052423	559122 Donuts, Muffins Sta
	999990	SQ *JB AREPAS	102103	0	2023	5 INV P	42.73 pcard	Food for Story Circ
							ACCOUNT TOTAL	125.48
16010	641200							Advertising
	002158	CAREERBUILDER	101300	0	2023	5 INV P	155.12 052423	559084 March 2023 Career B
	999990	DRI*SIGNS	101795	0	2023	5 INV P	760.21 pcard	Building Project Re
	999990	AMAZON.COM*JS9GM34T3	101880	0	2023	5 INV P	11.17 pcard	Rendering Sign Hold
							771.38	
							ACCOUNT TOTAL	926.50
16010	641307							Telephone
	999990	SPECTRUM	101386	0	2023	5 INV P	194.98 pcard	SPECTRUM 4/3/23
							ACCOUNT TOTAL	194.98
16010	641308							Cellular Phones
	000250	CELLCOM APPLETON PCS	101887	0	2023	5 INV P	103.75 pcard	Monthly Cell Phone
							ACCOUNT TOTAL	103.75
16010	659900							Other Contracts/Obligation
	002229	STAR PROTECTION AND	100515	0	2023	5 INV P	2,362.50 051023	558933 Security Guard - AP
							ACCOUNT TOTAL	2,362.50
							ORG 16010 TOTAL	3,917.09

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/5 TO 2023/5									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
16021									Library Children's Services
16021	620100								Training/Conferences
999990	WISCONSIN LIBRARY AS	100763	0	2023	5	INV	P	150.00	pcard WLA yearly membersh
999990	UW MADISON SOE PLACE	101420	0	2023	5	INV	P	150.00	pcard WLA Membership
								300.00	
								ACCOUNT TOTAL	300.00
16021	630100								Office Supplies
001207	SCHOLASTIC, INC.	100728	0	2023	5	INV	P	1,496.59	pcard Summer Library Prog
001983	AMAZON	100752	0	2023	5	INV	P	13.90	pcard Hmong Book Prizes
001983	AMAZON	101022	0	2023	5	INV	P	10.99	pcard Stickers for I Spy
001983	AMAZON	101023	0	2023	5	INV	P	29.98	pcard SLP Stickers and St
001983	AMAZON	101161	0	2023	5	INV	P	27.18	pcard Hmong Book Prize
001983	AMAZON	101416	0	2023	5	INV	P	44.97	pcard Outreach Bookmarks
001983	AMAZON	101417	0	2023	5	INV	P	62.36	pcard Green Tape
001983	AMAZON	101418	0	2023	5	INV	P	39.97	pcard Outreach paint & Un
001983	AMAZON	101419	0	2023	5	INV	P	34.95	pcard Outreach Glow in th
001983	AMAZON	101444	0	2023	5	INV	P	60.92	pcard Flower Fest Program
001983	AMAZON	101939	0	2023	5	INV	P	6.97	pcard Light the Night Eve
001983	AMAZON	101940	0	2023	5	INV	P	8.99	pcard Light the Night Eve
001983	AMAZON	102180	0	2023	5	INV	P	7.89	pcard Craft Supplies - ya
								349.07	
003095	TARGET CORPORATION	101899	0	2023	5	INV	P	25.00	pcard Gift Card - SLP Pri
999990	FUN EXPRESS	101440	0	2023	5	INV	P	37.39	pcard SLP Decorations
999990	PARTYCITY.COM	101441	0	2023	5	INV	P	-3.85	pcard SLP Decoration Tax
999990	PARTYCITY.COM	101442	0	2023	5	INV	P	66.15	pcard SLP Decorations
999990	PARTYCITY.COM	101443	0	2023	5	INV	P	3.85	pcard SLP Decorations Tax
999990	MARCUS VALLEY GRAND	101830	0	2023	5	INV	P	50.00	pcard Gift Card - SLP Pri
999990	INGRAM LIBRARY SERVI	101926	0	2023	5	INV	P	13.60	pcard Hmong Book Prize
								167.14	
								ACCOUNT TOTAL	2,037.80
16021	630100 3955								Office Supplies ELL
999990	KIDSBOKS US	102181	0	2023	5	INV	P	62.81	pcard Multicultural Club
								ACCOUNT TOTAL	62.81
16021	659900								Other Contracts/Obligation
001582	UNITED WAY FOX CITIE	101454	0	2023	5	INV	P	60.00	pcard ANNUAL MEETING REGI
								ACCOUNT TOTAL	60.00
								ORG 16021 TOTAL	2,460.61

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/5 TO 2023/5									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
16023									Library Public Services
16023	610800								Part-Time Wages
002158	CAREERBUILDER	101215	0	2023	5 INV P	77.56	052423	559084	April 2023 Postings
						77.56			ACCOUNT TOTAL
						77.56			ORG 16023 TOTAL
16024									Library Community Partnerships
16024	620100								Training/Conferences
999990	HAMPTON INNS	100727	0	2023	5 INV P	215.44	pcard		Lead the way 2023 T
999990	AMER LIB ASSOC-CAREE	102146	0	2023	5 INV P	100.00	pcard		Advanced purchase e
						315.44			
						315.44			ACCOUNT TOTAL
16024	630100								Office Supplies
000621	HEID MUSIC COMPANY,	100726	0	2023	5 INV P	147.95	pcard		HEID MUSIC COMPANY
001983	AMAZON	101460	0	2023	5 INV P	33.53	pcard		TSLP Book Lovers Pa
001983	AMAZON	101829	0	2023	5 INV P	15.83	pcard		Outreach Supplies S
001983	AMAZON	101898	0	2023	5 INV P	50.85	pcard		Hmong American Day
						100.21			
003095	TARGET CORPORATION	101009	0	2023	5 INV P	36.98	pcard		Teen Prizes for Sum
999990	FIVE BELOW #7059	101089	0	2023	5 INV P	15.00	pcard		Teen prizes for SLP
999990	FIVE BELOW #7059	101793	0	2023	5 INV P	-10.00	pcard		Returned items from
999990	PICK 'N SAVE #118	101794	0	2023	5 INV P	19.99	pcard		TSLP Prize (Squishm
999990	FESTIVAL FOODS	102147	0	2023	5 INV P	5.98	pcard		Drinks for TAP end
						30.97			
						316.11			ACCOUNT TOTAL
16024	659900								Other Contracts/Obligation
003115	MAHIMA GROVER	100420	0	2023	5 INV P	300.00	050323	558778	Bollywood Dance Wor
003126	PATRICIA BISHOP	101498	0	2023	5 INV P	125.00	052423	559147	Textile Landscape A
						425.00			ACCOUNT TOTAL
						1,056.55			ORG 16024 TOTAL
16031									Library Building Operations
16031	630600								Building Maint./Janitorial
000176	BELSON COMPANY	101978	0	2023	5 INV P	180.78	053123	559190	Towel, Tissue, Line
001983	AMAZON	101750	0	2023	5 INV P	111.99	pcard		Hand Sanitizer Amaz

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/5 TO 2023/5										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
002818 ARAMARK	100705	0	2023	5	INV P	21.41		pcard	Mats, Mops	
002818 ARAMARK	101092	0	2023	5	INV P	21.41		pcard	Mats, Mops	
002818 ARAMARK	101439	0	2023	5	INV P	21.41		pcard	Mats, Mops	
002818 ARAMARK	101888	0	2023	5	INV P	21.41		pcard	Mats, Mops	
002818 ARAMARK	102167	0	2023	5	INV P	21.41		pcard	Mats, Mop	
						107.05				
999990 TARTAN SUPPLY CO LLC	101437	0	2023	5	INV P	249.54		pcard	Toilet Paper, Glove	
999990 TARTAN SUPPLY CO LLC	101438	0	2023	5	INV P	548.40		pcard	Toilet paper, Liner	
999990 THE HOME DEPOT #4928	101751	0	2023	5	INV P	21.69		pcard	Paint Wood Liquid N	
999990 THE HOME DEPOT #4928	101842	0	2023	5	INV P	25.74		pcard	Shelf Anchor Screws	
						845.37				
ACCOUNT TOTAL						1,245.19				
16031 640700			Solid waste/Recycling Pickup							
001593 PFEFFERLE COMPANIES	100849	0	2023	5	INV P	112.00	051723		559038 May 2023 - Trash Ke	
ACCOUNT TOTAL						112.00				
16031 641301			Electric							
001575 WE ENERGIES	556	0	2023	5	INV P	5,251.83	050323		558828 00262	
001575 WE ENERGIES	557	0	2023	5	INV P	5,397.90	053123		559237 00262	
						10,649.73				
001593 PFEFFERLE COMPANIES	101335	0	2023	5	INV P	3,602.24	052423		559148 Apr/May - Gas & Ele	
ACCOUNT TOTAL						14,251.97				
16031 641302			Gas							
001575 WE ENERGIES	556	0	2023	5	INV P	2,019.32	050323		558828 00162	
001575 WE ENERGIES	557	0	2023	5	INV P	886.85	053123		559237 00162	
						2,906.17				
001593 PFEFFERLE COMPANIES	101335	0	2023	5	INV P	380.89	052423		559148 Apr/May - Gas & Ele	
ACCOUNT TOTAL						3,287.06				
16031 650200			Leases							
001593 PFEFFERLE COMPANIES	100468	0	2023	5	INV P	12,500.00	051023		558917 May 2023 Lease - Ke	
001593 PFEFFERLE COMPANIES	101993	0	2023	5	INV A	12,500.00			June 2023 Lease - K	
						25,000.00				
ACCOUNT TOTAL						25,000.00				
ORG 16031 TOTAL						43,896.22				

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/5 TO 2023/5										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
16032									Library Materials Management	
16032	503500								Other Reimbursements	
001615	DOOR COUNTY LIBRARY	101967	0	2023	5	INV	P	18.00	053123	559198 PATRON MATERIAL REI
999998	MARK DUQUETTE	100439	0	2023	5	INV	P	62.00	051023	558910 PATRON MATERIAL REI
999998	STEPHANIE WINKEL	101217	0	2023	5	INV	P	21.00	051723	559034 PATRON MATERIAL REI
								83.00		
								ACCOUNT TOTAL		101.00
16032	610100								Regular Salaries	
002158	CAREERBUILDER	101215	0	2023	5	INV	P	77.56	052423	559084 April 2023 Postings
								ACCOUNT TOTAL		77.56
16032	630100								Office Supplies	
001983	AMAZON	101123	0	2023	5	INV	P	12.09	pcard	Batteries for ukule
001983	AMAZON	101124	0	2023	5	INV	P	76.44	pcard	Rubber mat material
001983	AMAZON	101126	0	2023	5	INV	P	22.95	pcard	Jewel cases for mus
								111.48		
999990	ONLINE LABELS, INC.	101125	0	2023	5	INV	P	239.64	pcard	Spine labels
								ACCOUNT TOTAL		351.12
16032	631500								Books & Library Materials	
000468	FINDAWAY WORLD, LLC	101169	0	2023	5	INV	P	184.97	pcard	427794
000889	MIDWEST TAPE	101130	0	2023	5	INV	P	1,320.64	pcard	503690674, 50370955
000889	MIDWEST TAPE	101131	0	2023	5	INV	P	10,920.28	pcard	503721670
000889	MIDWEST TAPE	101902	0	2023	5	INV	P	564.74	pcard	503754392
000889	MIDWEST TAPE	101903	0	2023	5	INV	P	489.64	pcard	503779715
000889	MIDWEST TAPE	102169	0	2023	5	INV	P	880.53	pcard	503826234
								14,175.83		
001402	UNITED PARCEL SERVIC	101901	0	2023	5	INV	P	22.05	pcard	1ZR449350394476430
001583	UNITED STATES POSTAL	102170	0	2023	5	INV	P	8.90	pcard	9516412487373145544
001983	AMAZON	100757	0	2023	5	INV	P	40.97	pcard	113-7017930-5899456
001983	AMAZON	101132	0	2023	5	INV	P	27.95	pcard	112-2087894-8230663
001983	AMAZON	101133	0	2023	5	INV	P	15.99	pcard	112-8244515-6596200
001983	AMAZON	101165	0	2023	5	INV	P	13.99	pcard	113-5530981-1525045
001983	AMAZON	101166	0	2023	5	INV	P	59.88	pcard	113-2826331-0227442
001983	AMAZON	101167	0	2023	5	INV	P	35.41	pcard	113-8167399-6069854
001983	AMAZON	101168	0	2023	5	INV	P	24.99	pcard	113-8167399-6069854
001983	AMAZON	101478	0	2023	5	INV	P	59.99	pcard	113-4037321-9645051
001983	AMAZON	101479	0	2023	5	INV	P	35.00	pcard	113-7673173-7972208

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/5 TO 2023/5											
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
001983	AMAZON	101905	0	2023	5	INV P	12.99		pcard	112-0640976-8875433	
001983	AMAZON	101931	0	2023	5	INV P	13.09		pcard	114-3095155-3422649	
001983	AMAZON	101932	0	2023	5	INV P	59.99		pcard	113-4030520-0833029	
001983	AMAZON	101933	0	2023	5	INV P	23.75		pcard	113-8560484-8129006	
							423.99				
002396	INGRAM LIBRARY SERV	100731	0	2023	5	INV P	359.12		pcard	75630293	
002396	INGRAM LIBRARY SERV	100732	0	2023	5	INV P	2,933.43		pcard	75637579	
002396	INGRAM LIBRARY SERV	100733	0	2023	5	INV P	-120.50		pcard	75043055	
002396	INGRAM LIBRARY SERV	100734	0	2023	5	INV P	-81.54		pcard	71571123	
002396	INGRAM LIBRARY SERV	100735	0	2023	5	INV P	216.21		pcard	75591195	
002396	INGRAM LIBRARY SERV	100736	0	2023	5	INV P	642.24		pcard	75610585	
002396	INGRAM LIBRARY SERV	100737	0	2023	5	INV P	564.17		pcard	75622217	
002396	INGRAM LIBRARY SERV	100738	0	2023	5	INV P	158.92		pcard	75655707	
002396	INGRAM LIBRARY SERV	100739	0	2023	5	INV P	613.23		pcard	75655708	
002396	INGRAM LIBRARY SERV	100741	0	2023	5	INV P	303.84		pcard	75679077	
002396	INGRAM LIBRARY SERV	100742	0	2023	5	INV P	319.98		pcard	75689132	
002396	INGRAM LIBRARY SERV	101134	0	2023	5	INV P	-18.90		pcard	75717053	
002396	INGRAM LIBRARY SERV	101135	0	2023	5	INV P	675.20		pcard	75710578	
002396	INGRAM LIBRARY SERV	101136	0	2023	5	INV P	596.51		pcard	75703277	
002396	INGRAM LIBRARY SERV	101137	0	2023	5	INV P	20.28		pcard	75723214	
002396	INGRAM LIBRARY SERV	101138	0	2023	5	INV P	1,574.31		pcard	75723215	
002396	INGRAM LIBRARY SERV	101139	0	2023	5	INV P	279.64		pcard	75743664	
002396	INGRAM LIBRARY SERV	101140	0	2023	5	INV P	601.48		pcard	75767721	
002396	INGRAM LIBRARY SERV	101141	0	2023	5	INV P	282.64		pcard	75780765	
002396	INGRAM LIBRARY SERV	101142	0	2023	5	INV P	258.50		pcard	75789449	
002396	INGRAM LIBRARY SERV	101143	0	2023	5	INV P	750.41		pcard	75801260	
002396	INGRAM LIBRARY SERV	101833	0	2023	5	INV P	266.72		pcard	75813831	
002396	INGRAM LIBRARY SERV	101834	0	2023	5	INV P	1,942.13		pcard	75831348	
002396	INGRAM LIBRARY SERV	101835	0	2023	5	INV P	96.53		pcard	75831347	
002396	INGRAM LIBRARY SERV	101836	0	2023	5	INV P	323.07		pcard	75843312	
002396	INGRAM LIBRARY SERV	101837	0	2023	5	INV P	137.94		pcard	75859217	
002396	INGRAM LIBRARY SERV	101838	0	2023	5	INV P	1,290.99		pcard	75879285	
002396	INGRAM LIBRARY SERV	101839	0	2023	5	INV P	159.38		pcard	75899634	
002396	INGRAM LIBRARY SERV	101840	0	2023	5	INV P	583.49		pcard	75911864	
002396	INGRAM LIBRARY SERV	101906	0	2023	5	INV P	211.40		pcard	75922475	
002396	INGRAM LIBRARY SERV	101907	0	2023	5	INV P	407.61		pcard	75941732	
002396	INGRAM LIBRARY SERV	101908	0	2023	5	INV P	417.18		pcard	75952414	
002396	INGRAM LIBRARY SERV	101909	0	2023	5	INV P	400.55		pcard	75960750	
002396	INGRAM LIBRARY SERV	101910	0	2023	5	INV P	267.21		pcard	75960751	
002396	INGRAM LIBRARY SERV	101911	0	2023	5	INV P	1,732.71		pcard	75968800	
002396	INGRAM LIBRARY SERV	101912	0	2023	5	INV P	410.13		pcard	76006172	
002396	INGRAM LIBRARY SERV	101913	0	2023	5	INV P	202.82		pcard	76019225	
002396	INGRAM LIBRARY SERV	102171	0	2023	5	INV P	-10.25		pcard	76000801	
002396	INGRAM LIBRARY SERV	102172	0	2023	5	INV P	218.92		pcard	76028476	
002396	INGRAM LIBRARY SERV	102173	0	2023	5	INV P	1,693.44		pcard	76048445	
002396	INGRAM LIBRARY SERV	102174	0	2023	5	INV P	605.81		pcard	76068827	
002396	INGRAM LIBRARY SERV	102175	0	2023	5	INV P	869.31		pcard	76094348	
002396	INGRAM LIBRARY SERV	102176	0	2023	5	INV P	769.03		pcard	76130160	
							23,925.29				

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/5 TO 2023/5									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
002830 KANOPY, INC	100524	0	2023	5	INV P	425.70	051023	558886 Inv. #348377	
003011 LIBRARY IDEAS, LLC	100523	0	2023	5	INV P	46.95	051023	558894 Inv. #97858	
003011 LIBRARY IDEAS, LLC	101307	0	2023	5	INV P	361.73	052423	559116 Inv. 98662	
						408.68			
999990 VIDEOLIBRARIAN.COM	100740	0	2023	5	INV P	50.00	pcard	1329	
999990 MDC*MAGNOLIA JOURNAL	101144	0	2023	5	INV P	20.00	pcard	202305Mered	
999990 OVERDRIVE DIST	101145	0	2023	5	INV P	159.98	pcard	00669C023146034	
999990 NEENAHHISTSOCIETY	101832	0	2023	5	INV P	15.00	pcard	118	
999990 THOMSON WEST*TCD	101904	0	2023	5	INV P	1,097.57	pcard	848231401	
999990 OVERDRIVE DIST	101914	0	2023	5	INV P	27.50	pcard	00669C023153813	
999990 PAYPAL *FOREIGN AFF	102177	0	2023	5	INV P	29.95	pcard	7T008276U3857740D	
						1,400.00			
					ACCOUNT TOTAL	40,975.41			
16032 659900					Other Contracts/Obligation				
001398 UNIQUE MANAGEMENT SE	100794	0	2023	5	INV P	246.25	051023	558963 Collection Agency -	
					ACCOUNT TOTAL	246.25			
					ORG 16032 TOTAL	41,751.34			
16033					Library Network Services				
16033 632700					Miscellaneous Equipment				
001983 AMAZON	101047	0	2023	5	INV P	96.67	pcard	Amazon clickers and	
001983 AMAZON	101921	0	2023	5	INV P	14.89	pcard	USB C to HDMI Cable	
						111.56			
					ACCOUNT TOTAL	111.56			
16033 641800					Equip Repairs & Maint				
000362 DELL MARKETING L.P.	102179	0	2023	5	INV P	1,203.28	pcard	Dell server mainten	
000911 MODERN BUSINESS MACH	101336	0	2023	5	INV P	182.35	052423	559134 Copier Usage - Mete	
000911 MODERN BUSINESS MACH	101511	0	2023	5	INV P	201.00	052423	559134 Copier Contract - B	
						383.35			
001961 WELLS FARGO FINANCIA	100424	0	2023	5	INV P	399.74	050323	558830 Copier Lease - May	
001961 WELLS FARGO FINANCIA	101992	0	2023	5	INV A	399.74		Copier Lease - June	
						799.48			
999990 DNH*GODADDY.COM	101156	0	2023	5	INV P	42.34	pcard	DNH*GODADDY.COM	
999990 IN *TRAF-SYS INC.	101157	0	2023	5	INV P	240.00	pcard	Traf-Sys door count	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/5 TO 2023/5		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
								282.34	
ACCOUNT TOTAL								2,668.45	
16033	681500					Software Acquisition			
001619	CDW GOVERNMENT, INC.	101922	0	2023	5	INV P	850.51	pcard	Licenses for standa
001619	CDW GOVERNMENT, INC.	101923	0	2023	5	INV P	2,261.10	pcard	Veeam license renew
								3,111.61	
999990	ZOOM.US 888-799-9666	101046	0	2023	5	INV P	40.00	pcard	Monthly Zoom invoic
999990	CDW GOVT #JK83205	101411	0	2023	5	INV P	1,112.94	pcard	Adobe license renew
999990	ZOOM.US 888-799-9666	102178	0	2023	5	INV P	1,739.80	pcard	Annual zoom renewa
								2,892.74	
ACCOUNT TOTAL								6,004.35	
ORG 16033 TOTAL								8,784.36	
FUND 100		General Fund		TOTAL:		101,943.73			

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



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

GL		ORIGINAL		REVISED		JAN		FEB		MAR		APR		MAY		YTD TOTAL		% USED
Account	ACCOUNT DESCRIPTION	APPROP	BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
423200	Library Grants & Aids	\$1,064,805.00	\$1,064,805.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$575,066.50	\$0.00	\$0.00	\$0.00	\$0.00	\$575,066.50	54.0%
480100	General Charges for Service	\$0.00	\$0.00	\$12.97	\$23.22	\$192.06	\$7.22	\$112.79	\$348.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$348.26	100.0%
500100	Fees & Commissions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$11.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.20	100.0%
503500	Other Reimbursements	\$45,600.00	\$105,871.00	\$1,546.06	\$1,741.58	\$64,259.13	\$1,203.10	\$1,953.05	\$70,702.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,702.92	66.8%
Total Revenue		\$1,110,405.00	\$1,170,676.00	\$1,619.39	\$1,766.46	\$64,401.78	\$576,273.91	\$2,067.34	\$646,128.88	\$0.00	\$646,128.88	55.2%						

Expense		JAN		FEB		MAR		APR		MAY		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)	(\$862,239.47)	34.8%				
610400	Call Time Wages	\$0.00	\$0.00	\$0.00	\$0.00	(\$75.00)	\$0.00	(\$150.00)	(\$225.00)	100.0%				
610500	Overtime Wages	\$0.00	\$0.00	(\$364.52)	(\$755.09)	(\$208.30)	(\$208.92)	\$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)	(\$91,101.83)	41.7%				
611400	Sick Pay	\$0.00	\$0.00	\$0.00	\$0.00	(\$603.28)	(\$938.43)	\$0.00	(\$1,541.71)	100.0%				
611500	Vacation Pay	\$0.00	\$0.00	(\$9,176.95)	(\$6,629.58)	(\$20,481.93)	(\$23,789.05)	(\$14,827.13)	(\$74,904.64)	100.0%				
615000	Fringes	(\$891,233.00)	(\$891,233.00)	\$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)	(\$71,963.63)	100.0%				
615200	Retirement	\$0.00	\$0.00	(\$12,011.77)	(\$11,528.60)	(\$17,866.64)	(\$11,570.26)	(\$11,492.16)	(\$64,469.43)	100.0%				
615301	Health Insurance	\$0.00	\$0.00	(\$39,927.89)	(\$39,756.90)	(\$20,602.34)	(\$39,315.51)	(\$39,661.89)	(\$179,264.53)	100.0%				
615302	Dental Insurance	\$0.00	\$0.00	(\$2,956.29)	(\$2,934.60)	(\$1,349.48)	(\$2,851.48)	(\$2,823.46)	(\$12,915.31)	100.0%				
615400	Life Insurance	\$0.00	\$0.00	(\$74.10)	(\$76.50)	(\$76.50)	(\$84.90)	(\$83.88)	(\$395.88)	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)	(\$1,360,558.26)	37.9%				

Expense		JAN		FEB		MAR		APR		MAY		YTD TOTAL		% USED
620100	Training/Conferences	(\$23,234.00)	(\$27,734.00)	(\$285.00)	(\$30.00)	(\$1,753.25)	(\$912.45)	(\$1,803.71)	(\$4,784.41)	17.3%				
620200	Mileage Reimbursement	\$0.00	\$0.00	(\$387.00)	(\$387.00)	(\$387.00)	(\$387.00)	(\$455.78)	(\$2,003.78)	100.0%				
620600	Parking Permits	(\$5,000.00)	(\$5,000.00)	\$0.00	(\$383.00)	\$0.00	(\$73.93)	\$0.00	(\$456.93)	9.1%				
630100	Office Supplies	(\$35,517.00)	(\$46,155.00)	(\$1,134.08)	(\$1,921.91)	(\$2,266.33)	(\$2,558.93)	(\$3,002.48)	(\$10,883.73)	23.6%				
630300	Memberships & Licenses	(\$2,200.00)	(\$2,200.00)	\$0.00	(\$155.00)	(\$355.00)	\$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)	(\$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)	(\$4,073.35)	58.2%				
630700	Food & Provisions	(\$1,135.00)	(\$5,714.00)	(\$245.51)	(\$20.70)	(\$77.32)	(\$1,209.21)	(\$143.29)	(\$1,696.03)	29.7%				
630902	Tools & Instruments	(\$150.00)	(\$150.00)	\$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)	(\$208,727.15)	41.8%				
632001	City Copy Charges	(\$100.00)	(\$100.00)	\$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	0.0%				
632101	Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	(\$161.25)	\$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	\$151.24	-27.5%				
632700	Miscellaneous Equipment	(\$28,630.00)	(\$30,630.00)	(\$412.56)	(\$55.64)	(\$4,393.69)	\$0.00	(\$111.56)	(\$4,973.45)	16.2%				
640700	Solid Waste/Recycling Pickup	(\$1,200.00)	(\$1,200.00)	(\$434.00)	(\$112.00)	(\$434.00)	(\$756.00)	(\$112.00)	(\$1,848.00)	154.0%				
641200	Advertising	(\$1,288.00)	(\$9,288.00)	(\$592.90)	(\$1,867.38)	(\$164.99)	(\$267.83)	(\$926.50)	(\$3,819.60)	41.1%				
641301	Electric	(\$30,000.00)	(\$30,000.00)	(\$3,335.17)	(\$7,746.98)	(\$12,214.27)	(\$3,687.03)	(\$14,251.97)	(\$41,235.42)	137.5%				
641302	Gas	(\$20,000.00)	(\$20,000.00)	(\$3,431.49)	(\$7,268.52)	(\$9,709.01)	(\$1,216.68)	(\$3,287.06)	(\$24,912.76)	124.6%				
641303	Water	\$0.00	\$0.00	\$0.00	(\$185.00)	\$0.00	\$0.00	(\$185.00)	(\$370.00)	100.0%				
641304	Sewer	\$0.00	\$0.00	\$0.00	(\$51.00)	\$0.00	\$0.00	(\$54.55)	(\$105.55)	100.0%				
641306	Stormwater	\$0.00	\$0.00	\$0.00	(\$793.97)	\$0.00	\$0.00	(\$776.71)	(\$1,570.68)	100.0%				
641307	Telephone	(\$5,298.00)	(\$5,298.00)	\$0.00	(\$905.74)	(\$554.89)	(\$194.98)	(\$920.74)	(\$2,576.35)	48.6%				
641308	Cellular Phones	(\$1,300.00)	(\$1,300.00)	(\$103.75)	\$0.00	(\$207.50)	(\$103.75)	(\$103.75)	(\$518.75)	39.9%				
641600	Build Repairs & Maint	(\$2,000.00)	(\$2,000.00)	\$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)	(\$18,484.36)	37.5%				
642000	Facilities Charges	(\$100,565.00)	(\$100,565.00)	\$0.00	(\$66.84)	(\$5,671.50)	(\$66.84)	(\$3,722.80)	(\$9,527.98)	9.5%				
644000	Snow Removal Services	(\$50,000.00)	(\$50,000.00)	\$0.00	\$0.00	\$0.00	(\$64,177.00)	\$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)	(\$75,000.00)	50.0%				
659900	Other Contracts/Obligation	(\$118,817.00)	(\$134,073.00)	(\$2,100.00)	(\$14,924.11)	(\$64,612.70)	(\$3,334.32)	(\$3,243.75)	(\$88,214.88)	65.8%				
681500	Software Acquisition	(\$4,498.00)	(\$4,498.00)	(\$40.00)	(\$3,374.31)	(\$1,071.78)	(\$742.50)	(\$6,004.35)	(\$11,232.94)	249.7%				
Operating Expense		(\$1,113,587.00)	(\$1,184,916.00)	(\$73,893.57)	(\$114,156.78)	(\$159,646.94)	(\$127,927.93)	(\$109,265.67)	(\$584,890.89)	49.4%				
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)	(\$1,360,558.26)					
Operating Expense		(\$1,113,587.00)	(\$1,184,916.00)	(\$73,893.57)	(\$114,156.78)	(\$159,646.94)	(\$127,927.93)	(\$109,265.67)	(\$584,890.89)					
Total Expense		(\$4,693,489.00)	(\$4,770,818.00)	(\$248,638.40)	(\$384,251.27)	(\$529,659.08)	(\$402,246.69)	(\$380,653.71)	(\$1,945,449.15)					
Total Revenue		\$1,110,405.00	\$1,170,676.00	\$1,619.39	\$1,766.46	\$64,401.78	\$576,273.91	\$2,067.34	\$646,128.88					

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	
ROR - Other Reim	LIB-ROR .	ADMIN .	OTHREIMB		\$ 255
Lib Grants - Books	2550 .	631500			\$ 255

For the purpose of:
 UW Brown County

Requested by:

 Department Head

 Date

Information:

Action:

 Finance Director

 Date

 Mayor

 Date

Reported to Finance Committee:

 Date

 Date

Finance comments:

Budget Entry (BE) No.: _____



United Way Fox Cities

June 8, 2023

Colleen Rortved
Appleton Public Library
2411 S. Kensington Dr.
Appleton WI, 54915

Dear Colleen,

On behalf of the United Way Fox Cities Board of Directors, the Community Investment Committee (CIC) and the three Impact Committees, we are writing to inform you of United Way Fox Cities' investment in **Appleton Public Library** for 2024 and 2025. Impact volunteers reviewed funding requests from 39 partner agencies and 79 partner programs.

Funding recommendations and any feedback or suggestions provided to the programs were arrived at after thoughtful discussion and deliberation. Specific program recommendations were based on several considerations including performance measures, alignment with United Way Fox Cities' goals and ranked issues, and the quality of the funding proposal.

The following page(s) contains a summary of your program funding for 2024 and 2025, along with any recommendations from the volunteers. As always, your level of funding is contingent on successful campaigns in 2023 and 2024.

Please acknowledge the United Way Fox Cities' investment in your agency publications and correspondence. We also ask that you please forward this acknowledgement to your organization's Board Chair.

If you have any questions regarding your 2024 and/or 2025 investments, please contact Peter Gianopoulos, Wendy Krueger, Sarah Frye, Rhonda Hannemann or Lisa Severson at 954-7210.

In closing, we would like to express our appreciation to you, your staff and volunteers as we work together to build a stronger community.

Sincerely,

Suzanne VandenBroek

Suzanne VandenBroek
Chair
Community Investment Committee (CIC)
United Way Fox Cities

A handwritten signature in cursive script that reads "Melanie Miller".

Melanie Miller
Vice Chair
Community Investment Committee (CIC)
United Way Fox Cities



United Way Fox Cities

**UNITED WAY FOX CITIES
2024 and 2025 Investments**

Appleton Public Library
2411 S. Kensington Dr.
Appleton WI, 54915

	2023 Investment	2024 Investment	2025 Investment
Total Agency Investment	\$54,171	\$56,000	\$58,000
Change from Previous Year		3.38%	3.57%

Investment by Program:

Program Name	2023 Investment	2024 Investment	2025 Investment
Reach Out and Read Partners - Fox Cities	\$54,171	\$56,000	\$58,000

Please Note:

Designated contributions to your agency will be applied to United Way Fox Cities funded programs. You will be informed of such contributions as soon as the information is compiled.

Impact Committee's Comments and Recommendations:

Education Impact Committee

Reach Out and Read Partners – Fox Cities

The Impact Committee volunteers continue to recognize the value and importance of the services provided through this program. You are to be commended for your efforts to build upon your achievements and engage in continuous improvement opportunities. The Impact volunteers look forward to learning about the results of your planning discussions. No major issues or concerns were identified.

Agency Agreement

I. Both UWFC and the Partner Agency agree to:

- A. Maintain a volunteer governing board that is representative of the community and meets regularly to establish policy and to exercise responsibility for the organization's administration and financial management.
- B. Work cooperatively and collaboratively with each other and with other agencies, both not-for-profit and public, in meeting the health and human service needs of the Fox Cities and in promoting high standards of efficiency and effectiveness.
- C. Recognize, value and respect each other's autonomy while appreciating the mutual responsibilities and opportunities that exist in the relationship. Respect each other's confidentiality with client and non-profit records data.
- D. Promote equal opportunity, diversity and community representation in employment practices and the composition of the governing board.
- E. Provide services to those in need of UWFC funded programs regardless of ability to pay, or race, religion, color, gender, nationality, sexual orientation, disability, age, or any other characteristic protected by law. We recognize that partner agencies may identify special needs in the community and target services to a specific population based on those needs; however, the programs must be open to all people in those targeted populations.
- F. Maintain sound condition and accurate financial records in accordance with generally accepted accounting principles. Submit all financial records to an annual audit by an independent auditor and consider audited financial statements to be public records. Partner agencies will conduct a review by an independent public accountant. Financial accounting shall be on an accrual basis. In addition, Partner agencies will submit Form 990.
- G. Maintain appropriate organizational status in good standing, comply with all applicable laws and regulations, including laws relating to incorporation, charitable solicitation and collective bargaining, and be a tax-exempt organization

II. UWFC agrees to:

- A. Conduct fundraising efforts and invest in effective programs and initiatives aimed at addressing health and human service needs in the Fox Cities.
- B. Provide oversight and accountability for funds raised, funds invested in community programs, and community-level impact and population-level indicators achieved.
- C. Improve the standard of health and human services in the Fox Cities by encouraging coordination of existing programs among partner agencies and identifying programs that positively impact health and human service issues.
- D. Conduct community assessment for the purpose of identifying and reporting on critical health and human services needs.
- E. Promote public understanding of the role of UWFC and its partner agencies in improving the quality of life in the Fox Cities including using program data to communicate impacts in the community.
- F. Communicate regularly with partner agencies and respond to issues of concern that impact the partner agency relationship.
- G. Serve as a resource to partner agencies for services such as technical assistance, training or other needs to aid in better serving the community.
- H. Make the annual report and audit available to the public.

III. Partner Agency agrees to:

A. Apply all funds and report on performance measures in accordance with the program funding proposal and the funding notice, measure program impact with performance measures as stated in the funding proposal and share program data with UWFC and its representatives to help communicate the impact of the program in the community.

B. Notify UWFC as soon as agency anticipates significant changes in program delivery. In addition, agency agrees to notify UWFC in writing within 30 days of confirmation that a program is being discontinued, experiencing significant reduction (including number of clients served), or significant change in program service delivery (temporarily or permanently). Agencies are asked to contact UWFC staff to determine if a change in service delivery constitutes a "significant change".

C. Support and collaborate with UWFC and its representatives and partner agencies in serving the residents of the Fox Cities and achieving and reporting on common measures, as applicable.

D. Support and cooperate with UWFC and its partner agencies in the annual fundraising campaign, community investment process, program performance measurement, community initiatives, and communications activities.

E. Actively participate in the annual UWFC fall fundraising campaign by providing workplace speakers or other services as requested.

F. Prohibit, in any manner or form, an attempt to restrict, influence or create donor designations as part of the UWFC campaign.

G. Refrain from conducting or participating in any workplace payroll deduction campaign other than United Way.

H. Comply with all United Way policies and procedures which will be distributed to the Partner Agencies on a biannual basis.

I. Recognize UWFC's support by displaying the United Way logo in published materials of United Way funded programs (letterheads, annual reports, brochures, etc.) and at physical facilities, as appropriate. Communicate partnership with UWFC in publicity releases, publications and correspondence as "(program name), a United Way supported program."

J. Provide program, financial and administrative information as prescribed by UWFC including, but not limited to the following reporting requirements: Signed Partner Statement of Agreement; Board of Directors Roster; Annual Audit / Financial Statement; Review by independent public accountant; Management Letter, if one was issued; Federal 990 Form; Change in Executive Director, Program Director and/or Board President; Mergers / Consolidations / Collaborations / Re-appropriations of funds; Mid-year Financial Report (upon request); Annual report on program services, clients, program performance measures and program budget.

K. Obtain and maintain federal, state or local licenses or permits that are required to implement UWFC funded programs and achieve outcome indicator targets.

IV. Additional Provisions

A. Monthly payments of the investment will be made on the first of each month and will be prorated at one-twelfth of the total investment. The Partner Agency's investment is dependent upon the successful completion of the UWFC fundraising campaign.

B. The Partner Agency may terminate this Agreement and withdraw from its affiliation with UWFC by providing a thirty-day written notice to the Board of Directors of UWFC stating the reason(s) for withdrawal. UWFC funding will cease upon the effective date of termination. Funds intended for use after the date of termination shall be returned to UWFC.

C. UWFC reserves, in its sole discretion, the right to withhold, adjust or cancel investment payments as well as defund programs based upon the UWFC's President/CEO's and Committee Leadership determination of a Partner Agency's willful failure to comply with the terms of this Agreement. Non-compliance will result in the following: 1) The Partner Agency will be notified in writing of its failure to comply with this Agreement. 2) The Partner Agency may respond in writing and request to present its position orally before the Board of Directors of UWFC or its designees within thirty days of the date on the letter of notification. 3) After receiving the Partner Agency's written response and listening to the Partner Agency's oral presentation, if any, at its next scheduled meeting, the Board of Directors of UWFC will vote on the appropriate action to be taken.

D. UWFC encourages Partner Agency to conduct a United Way campaign within the Partner Agency's workplace.

Name of UWFC Chairperson Peter Gianopoulos
approving this agreement:

**Name of agency
representative approving
this agreement:**

By checking the box and submitting the form, I acknowledge that the terms of this Agreement have been reviewed and accepted by the Partner Agency, with the authority of their Board of Directors.



City of Appleton

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

Meeting Minutes Library Board

Wednesday, May 31, 2023

8:30 AM This Meeting Will Take Place at the Temporary Library
located at 2411 S. Kensington Dr. Appleton WI 54915 in the
Staff Meeting Room

Library Board Finance Committee

1. Call meeting to order

Finance Committee Chairperson John Keller called the meeting to order at
8:35am

2. Pledge of Allegiance

3. Roll call of membership

Aldeperson Katie Van Zeeland arrived at 8:40am

Others Present: Colleen Rortvedt, Missy Sawicki

Present: 4 - Nett, Van Zeeland, Keller and Lee

4. **Action Items**

None

5. **Information Items**

[23-0599](#)

Library and City Financial Policies Overview

Attachments: [Financial Policy \(Approved 7-2021\).pdf](#)
[Procurement Contract Mgmt Policy 2015 ADOPTED.pdf](#)

[23-0600](#)

Library Financial Reports

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

[23-0601](#)

Budget Process Primer

Attachments: [2024 Budget Primer.pdf](#)

6. Adjournment

Van Zeeland moved, seconded by Nett that the meeting be Adjourned. Voice Vote. Motion Carried. (4-0)

The meeting was Adjourned at 9:32am



FINANCIAL POLICY

The Appleton Public Library (“APL”) Board of Trustees (“library board”) establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of APL’s mission and goals, and compliance with appropriate laws and ordinances and City of Appleton (“city”) policies.

1. Consistency

- a. Library staff (“staff”), while preserving the library board’s legal prerogatives under Wis. Stats. §§ 43.58(1) and 43.58(2), will keep library practices in compliance with city policies.
- b. Staff will work with the city’s Finance Department to ensure that the city’s financial policies accommodate the library board’s responsibility and bring these policies to the library board for approval.

2. Budget

- a. The library board shall establish an annual budget request according to State of Wisconsin statutes and the city’s Budget Policy.
- b. Staff shall budget revenue funds and associated expenditures as follows:
 - i. Best estimate of revenue, but no associated expenditures for county reimbursements
 - ii. Best estimate of revenue, and associated expenditures for revenue based on use: printing/copying, reader-printers, vending machines, and benefitted positions funded by grant awards approved prior to budget.
 - iii. No revenue budgeted, but any revenue realized during the year to be transferred to appropriate spending accounts via budget adjustments: lost and paid materials with the exception of the variance in 4c, resource library agreement funds, memorials, unbudgeted grants received throughout the year, gifts and donations.”
- c. Staff shall work with the Mayor, Finance Department, and Common Council (“Council”) to seek adoption of the library board’s request, reporting any changes or concerns to the library board.
- d. After the budget adoption by the City Council, staff will present the adopted budget for the year to the library board for review and approval.
- e. The library board delegates to staff the expenditure of monies, the development of an annual collection budget to allocate funds available for library materials and development of a Friends of Appleton Public Library (“Friends”) grant budget all subject to review and approval by the library board.

- f. Budget amendments, transfers and new appropriations are subject to the city's Budget and Grants policies.
- g. The library board's authority over budgeted city funds shall lapse at the end of the calendar year and any budget fund balances shall revert to city authority, subject to city carryover policies and procedures.

3. Expenditures

- a. Staff will follow the city's Procurement and Contract Management Policy for purchases and processing of payments.
- b. On a monthly basis, staff shall present the bill register, a list of all expenditures, to the library board for review and approval. Staff will also present a monthly financial report showing the status of all accounts and funds.

4. Receipts

- a. Revenue received by the library from overdue fines, rent and utility payments, printing/copying, reader-printer copies, vending machine commissions, and county reimbursements for library service will be submitted to the city as general revenue. Non-sufficient fund charges will be submitted to the city as general revenue.
- b. Reimbursements for lost or damaged materials will be added to the materials budget via budget adjustments to be used to purchase replacement materials. These funds will be eligible for carryover.
- c. There is a multi-year variance as part of the elimination of overdue fines approved in 2021. For a limited time, a portion of the revenue earned from lost and paid materials will be treated in the manner of items in 4.a and will be submitted to the city as a general revenue based on the following schedule:
 - 2022: \$25,000
 - 2023: \$15,000
 - 2024: \$5,000
- d. Should the library utilize petty cash, staff will implement petty cash procedures consistent with city procedures, for use when immediate payment or reimbursement for a purchase or service is required.
- e. Staff will work with the city's Finance Department to ensure appropriate journal entries and necessary budget adjustments are prepared to reflect all additional revenues and expenditures.

5. Gifts and Donations

- a. Gifts and donations are subject to the library's Gifts and Donations Policy
- b. Staff will track donations for the express purpose of purchasing library materials or supporting a specific program. The purchase of specifically identified titles or the funding of specifically dictated programs or services with such funds cannot be guaranteed, nor

does the donor have the right of approval of titles or services before purchase. However, donors are encouraged to recommend subject or service areas.

- c. Staff will request carryover of any unexpended donated funds, so that funds shall be used to purchase materials or support programs consistent with donor wishes.
- d. Any cash found in the library and unclaimed after thirty (30) days will be considered donated funds.

6. Grants

- a. The library board shall have the right to approve or deny library utilization of grant or contract funds on behalf of the library by any organization or individual.
- b. Grants received are subject to the city's Grant Policy and approval of the library board.
- c. Friends' grants will be administered as follows:
 - i. Staff present a spending plan for Friends grants at the beginning of the library's fiscal year projecting funding based on the previous year's distribution.
 - ii. Friends will inform the library in spring of the grant allocation for their upcoming July to June fiscal year.
 - iii. Should the City of Appleton budget require amendments, staff will present amendments and updated spending plans upon approval of the Friends annual budget to the library board.
 - iv. Staff will present grant expenditures via the bill register and monthly reports. They will also provide quarterly report narratives of grant programs to the library board and Friends board.
 - v. Friends staff will provide semiannual disbursements upon receipt of a request from library administration.
 - vi. Expenditures and receipts will be recorded consistent with city policy and subject to carry over.
 - vii. Grants from the Friends of Appleton Library/Frank P. Young Scholarship Fund shall be made in accordance with the Scholarship Policy.
 - viii. Distributions from the FOCOL Fund will be made in accordance with the fund agreement.

7. Disposal of Property

- a. Withdrawn library materials, materials donated but not added to the collection, and other computer equipment no longer needed for library services may be given to the Friends for sale.
- b. Other surplus or obsolete supplies or equipment will be disposed of in compliance with the city's Procurement and Contract Management Policy.

8. Review and Reporting

- a. All library funds, expenditures and revenues will be audited as part of the city's annual audit. Staff shall report to the library board any notes or communications from the city's auditor regarding the library.
- b. Library finances will be reported annually to the State of Wisconsin's Department of Public Instruction.

-12/96, 12/99, 12/02, 10/04, 11/10, 2/2016, 12/2018, 7/2021

CITY OF APPLETON POLICY		TITLE: PROCUREMENT AND CONTRACT MANAGEMENT POLICY	
ISSUE DATE: 09/01/10	LAST UPDATE: 10/07/15	SECTION: Finance	FILE NAME:
POLICY SOURCE: Finance Department			TOTAL PAGES: 18
Reviewed by Attorney's Office Date: 09/10/15	Finance Committee Approval Date: 08/25/10 Date: 08/08/12 Date: 09/26/12 Date: 09/22/15	Council Approval Date: 09/01/10 Date: 08/15/12 Date: 10/03/12 Date: 10/07/15	

I. PURPOSE

Procurement Policy – To allow the City to acquire, on a competitive basis, all goods and services at the best value possible and to operate in a manner that maximizes the effectiveness and efficiency of services provided by and for the City.

Contract Management Policy – To allow for the City to manage all contracts, and change orders associated with all contracts, in a manner that maximizes the effectiveness and efficiency of those contracts and change orders while ensuring adequate internal controls are followed.

II. POLICY

This policy establishes a Purchasing Office, Purchasing Manager and a contract management process. The Purchasing Office will have the responsibility to institute and maintain an effective and economical program for the purchase of goods and services. The Purchasing Manager, acting as a representative of the Mayor and reporting to the Finance Director, will ensure the proper and efficient administration of this program, and monitor compliance with these procedures, rules and regulations throughout City operations.

The purpose of the purchasing program is to enable departments to acquire needed equipment, materials, supplies and services of suitable quality for the purpose intended from the lowest priced responsible and responsive bidder while enhancing competition and providing fair opportunity and equitable treatment for all vendors.

This will be accomplished by utilizing a combined effort between City departments and the Purchasing Office. The Purchasing Office will concentrate efforts on standardizing and centralizing purchases of common use items among all departments while enlisting individual departments' expertise in purchasing specialized items unique to their departments. When purchasing these specialized items, the individual department becomes responsible for ensuring that the provisions of this policy are followed.

The policy pertains to all agencies, departments or offices of the City and, when applicable unless otherwise provided by statute, those committees, boards or commissions which manage or operate other City properties, installations or activities.

Failure to comply with this policy may result in loss of individual purchasing authority and/or disciplinary action up to and including discharge.

III. DEFINITIONS

Auction Administrator. An individual assigned by the City to assist departments in selecting an auction type and venue, establish procedures and responsibilities, and conduct online auctions for the sale of surplus supplies or equipment.

Bid. A formal price solicited from a vendor for a good or service. Bids are required to conform to specific terms and well defined specifications contained in the solicitation documents. A sealed written bid is required with public notice setting a specific time and place to open all bids received for any project defined as public construction.

Change Order. Change Order is defined as any increase or decrease in an approved contract amount or time necessary to complete the approved project.

City. The City of Appleton, WI.

Contract Amendment. A change in the contract scope which results in a change in the amount payable to the contractor/consultant/vendor, either increasing or decreasing the amount due.

Committee of Jurisdiction. A sub-committee of the Appleton Common Council with authority to hear and act upon a particular scope of subject matter.

Contract. An agreement between two (2) or more parties to do something or provide specific goods or services.

Contract Cost. Total cost of a contract, whether for one or more years.

Contract with Contingency. This is a contract entered into for a specific dollar amount for a specific scope of work. A contingency amount is approved at the time of the contract approval with the contingency amount set aside for unforeseen conditions or design shortfalls identified after a construction project begins.

Contractual Services. Includes, but may not be limited to: telephone, gas, water, electric light, power and heating services; towel and cleaning services; leases for grounds, buildings, equipment, office or other space required by the user department; and the rental, repair or maintenance of equipment, machinery or other property owned by the City.

Council. The Common Council of the City of Appleton.

Critical timing issues. Critical timing issues are those where a decision must be made on a timely basis to avoid sources of significant costs.

Department. All agencies, departments or offices of the City and, when applicable unless otherwise provided by statute, those committees, boards or commissions which manage or operate other City properties, installations or activities.

Invitation for Bid (IFB). The documents used to solicit bids from vendors.

Lump Sum Contract. A contract entered into for a specific dollar amount which will be paid for all of the work required by the contract, regardless of the actual costs incurred. A contract amendment will only be considered when there is either an increase or decrease in the scope of work required.

Procurement Card. A credit card issued by the City to an employee for the purpose of facilitating primarily low-cost purchases and to reduce associated administration.

Professional Services. Services, the value of which are substantially measured by the professional competence of the persons performing them and which are not susceptible to realistic competition by cost alone. Such services include, but shall not be limited to those customarily rendered by architects, engineers, surveyors, real estate appraisers, certified public accountants, attorneys, financial advisors, medical and social service providers, computer software applications, systems development/implementation, management and other consultants, promotional programs such as marketing and advertising, and such other specific services as determined by the Mayor or his/her designee.

Project Upgrade. A project upgrade is considered to be either a new item not necessary to the functioning of the project or a significant change in quality.

Proposal. A plan received from a vendor and the related cost of implementing the plan. Proposals are usually requested when the specifications or scope of the services needed cannot be adequately prepared to provide all prospective vendors a complete and accurate description of the work to be performed. Vendors are asked to propose their best solution to the needs defined in the solicitation. Proposals are often requested when soliciting costs for professional services, high-tech equipment, other specialized equipment and research and development expenditures.

Public Construction. Substantial repairs, remodeling, construction or other changes to any City-owned land or building (Wisconsin Statute §62.15).

Quotation. An informal type of bid received from a vendor offering to sell a product or service. The quotation will contain specified pricing, terms and conditions of sale. The quotation may be either in writing (including a price list or catalog) or verbal, depending upon the dollar value as outlined in IV.C (2) (3).

Request for Proposal (RFP). All documents, whether attached or incorporated by reference, used for soliciting proposals for professional services.

Request for Qualifications (RFQ). All documents, whether attached or incorporated by reference, used for soliciting statements of qualification for professional services.

Request for Quotations (RFQ). A written request for informal bids or quotes.

Service. The furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than usual reports, materials or drawings which are the end result of and incidental to the required performance.

Unit Price Contract. A contract in which a fixed sum is paid for each completed unit of work.

IV. PROCEDURES

A. PURCHASING MANUAL

The Purchasing Manager shall prepare and maintain a Purchasing Manual setting forth the authorized purchasing procedures and the rules and regulations in connection therewith which shall be approved by Council.

B. DEPARTMENT SPECIFIC PURCHASES

In order to take advantage of the technical expertise within the various City departments, department personnel will have the authority to purchase specialized items unique to their operations. The Purchasing Office will be available to serve in an advisory capacity. However, if the department wishes, the responsibility for the purchase of these specialized items may be turned over to the Purchasing Office. Certain departments employ individuals whose duties include routine purchasing of non-specialized goods and services. These individuals retain such authority at the discretion of the Finance Director, and shall execute their purchasing responsibilities in accordance with all provisions of this policy and under the general oversight of the Purchasing Office. The individual coordinating the purchase will be responsible for ensuring that all provisions of the Procurement Policy are followed. Upon request of the Purchasing Manager, departments will furnish copies of quotes and other documentation to show compliance with the procurement policy.

C. PURCHASING AND CONTRACTING LEVELS

Purchases of and contracts for supplies, materials, equipment and contractual services shall be based on competitive bids/quotations whenever practical subject to the following spending guidelines. However, for all purchases the Purchasing

Manager reserves the right to coordinate the purchase of like items where such purchase is beneficial and practical to the City.

- (1) *Purchases up to \$ 2,000* may be made based on the best judgment of the department making the purchase, except as section IV.D applies. However, it is recommended to seek competition for these purchases for the lowest prices within the parameters of quality and delivery. Accordingly, whenever making a purchase under \$2,000 the department is encouraged to seek competition from as many sources *as reasonable* to assure best price and delivery.
- (2) *Purchases of \$ 2,000 or more but less than \$ 7,500* require the solicitation of two (2) or more quotes, which may be written or verbal, but documented in either case. When verbal quotes are received, all pertinent details of the quote should be documented in writing by the department and retained on file.
- (3) *Purchases of \$ 7,500 or more* require that a minimum of three (3) written quotations be solicited. Additionally, any new contracts or agreements for services or equipment with an anticipated contract cost of \$ 25,000 or more require the recommendation of the Committee of Jurisdiction and the approval of the Common Council prior to execution. New contracts or agreements shall be defined as those which:
 - a. are for services or equipment procured on a special or one-time basis; or
 - b. are *not* for the renewal or reaward of existing, previously approved and budgeted, ongoing operational requirements (i.e., existing maintenance agreements, fuel, salt); or
 - c. are not defined by either (a) or (b), but have an anticipated total contract cost in excess of \$100,000 (i.e., janitorial services, uniforms, etc.)
- (4) *Public Construction Projects.* In accordance with Wisconsin Statute §62.15, all such projects for which the cost is expected to be greater than \$25,000 must be competitively bid. The City Attorney's Office will determine the applicability of this statute to individual projects.

The bidding and awarding processes are detailed in Wisconsin Statute §66.0901. All public works bids and staff recommendations shall be submitted through the Finance Committee for Common Council approval.

D. STANDARD CONTRACTS

When the Purchasing Manager has standardized the purchasing of a good or service and has issued standard purchase orders or contracts for these goods or services, such goods or services shall be purchased from the agreed upon vendor for the length of the agreement. Exceptions will be made only when the requisition clearly states the reason for which the standard item is unacceptable.

E. COOPERATIVE PURCHASING

The Purchasing Manager and other authorized City personnel shall have authority to join with other units of government, with quasi-government agencies funded in whole or in part by the City, and with other purchasing associations in cooperative purchasing plans when the best interest of the City would be served. Competitively bid cooperative purchasing contracts onto which the City “piggybacks” must contain language specifically allowing participation by other government agencies. They are considered to have met competitive requirements, and no additional quotes are necessary. Additionally, if identical products can be obtained at a lower price than current cooperative purchasing contracts, no additional quotes are required.

F. PURCHASING FROM GOVERNMENT UNITS

Materials, supplies, machinery and equipment offered for sale by the federal or state government or by any municipality may be purchased without bids at prices to be agreed upon between the Purchasing Manager and the respective department for which the item is to be acquired. Expert assistance for appraisal of such items may be employed at the discretion of the Purchasing Manager.

G. SOLE SOURCE

Purchases of goods or services under \$25,000 may be made without competition when it is agreed in advance between the department and the Purchasing Office that there is a valid reason to purchase from one source or that only one source is available.

For sole source purchases over \$2,000 but less than \$7,500, the department shall obtain verbal approval from the Purchasing Office, and document the reasons and agreement at the department level. The Purchasing Manager may suggest or assist in locating additional competitive sources.

- (1) For sole source purchases over \$7,500 but less than \$25,000, a written justification shall be forwarded to the Purchasing Manager, who will either concur with the sole source or assist in locating additional competitive sources.

- (2) Any sole source purchase of \$25,000 or more must have a recommendation by the Committee of Jurisdiction and an approval of the Common Council.
- (3) The use of the sole source exception to the competitive bidding process will expire on an annual basis.
- (4) A sole source purchase may be allowed when a needed item becomes available on a one-time basis at an “exceptionally advantageous” price. The buyer must be able to show that the purchase price of the item presents a unique and temporary opportunity for significant savings relative to its market value. Examples include auctions, used equipment offerings, liquidations, etc. Approval procedures G.(1) through G.(3) above still apply.

H. EMERGENCY PURCHASES

Any City department or agency may purchase in the open market, without filing a requisition or estimate, or receiving competitive bids, any supplies, materials or equipment for immediate delivery to meet emergencies arising from unforeseen causes. The following situations constitute an emergency under this provision of the policy:

- (1) Any situation in which there exists immediate and substantial danger to the health, life or property of any person or any situation in which there exists potential for increased damage to City property if the situation is not immediately remedied;
- (2) Any situation where the normal operation of any City department or Agency is seriously impaired or is in jeopardy of being seriously impaired; or
- (3) When the Mayor’s Office declares an emergency.

I. PURCHASE OF RECYCLED MATERIALS

The Purchasing Manager will ensure that the average recycled content of all paper purchased by the City measured as a proportion, by weight, of the fiber content of all paper products purchased in the year is not less than those percentages specified in Wisconsin Statute §66.0131(3)(a)(2).

J. PURCHASE ORDERS

Purchase orders should be issued for all purchases of goods and services unless such payment is covered by an existing contract or other agreement. However,

purchase orders should not be issued when a City issued procurement card is used to facilitate the purchase.

K. PROCUREMENT CARDS

A City issued procurement card should be used whenever practicable for purchases of low dollar items (\$1,000 or less) in accordance with the limitations imposed on the cardholder and following the City's procurement card use policies. Authorized transactions greater than \$1,000 are still subject to the quote requirements of this policy. See the City of Appleton Procurement Card Policy for complete rules of use.

L. SERIAL CONTRACTING

No contract or purchase shall be subdivided to avoid the requirements of this policy. Serial contracting is the practice of issuing a series of purchase orders to the same vendor for the same commodity or service in any 90-day period in order to avoid the requirements of the Procurement Policy.

M. APPROPRIATIONS

All purchases shall be made in accordance with the appropriations (budgets) that have been approved by the Council for the operation of the respective City departments. The responsibility for not exceeding existing appropriations rests with the department head making the requisitions or purchases. Contracts or agreements extending beyond one year should contain language allowing for termination in the event funding is not appropriated in subsequent fiscal years.

N. LOWEST RESPONSIBLE BIDDER AND BEST VALUE CONCEPT

All open market orders or contracts shall be awarded to the lowest priced responsible bidder taking into consideration the following factors: the qualities of the articles to be supplied; conformity with specifications; product compatibility; maintenance costs; vendor support after the purchase, and delivery terms. Where appropriate, life cycle costing or TCO (total cost of ownership) concepts should be used to determine and evaluate cost components beyond the base purchase price.

If two or more qualified bids are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to the local bidder. Where this is not practical, the contract will be awarded to one of the bidders by drawing lots in public.

O. CONTRACT APPROVAL

Contract recommendation by Committee and approval by Council shall be approved with the following language:

Lump sum or unit price contract:

Award "Project Name" to "Vendor" in an amount not to exceed \$XX,XXX.XX.

Contract with contingency:

Award "Project Name" to "Vendor Name" in the amount of \$XXX,XXX with a XX% contingency of \$XX,XXX for a project total not to exceed \$XXX,XXX.

P. CHANGE ORDER PROCEDURE

Change orders to contracts shall be governed by this procedure, unless an exception to the procedure has been previously approved by Council. This procedure may be modified by the Common Council and Committee of Jurisdiction for larger Public Construction contracts. Under no circumstances shall a change order be split to fall within a desired category. Where feasible, critical timing issues may be addressed by scheduling a special committee meeting. Emergency actions affecting the health or safety of the community will be addressed in accordance with the existing emergency policy.

(1) EXPLANATION

- a. All Change Order approval requests will include a brief description of the change being made and the reason supporting the need for the change.

(2) CHANGE ORDER APPROVAL

- a. For projects with a contracted cost less than \$500,000, Change Orders of less than \$15,000 within contingency may be approved by the department head, and the item brought to the Committee of Jurisdiction as an informational item prior to issuing final payment.
- b. On projects with a contracted amount of \$500,000 or greater, Change Orders for less than \$50,000 within contingency, may be approved by the department head. The Change Order shall be reported out to the Committee of Jurisdiction as an informational item at its next regularly scheduled meeting or within thirty (30) days, whichever is sooner. Additionally, a project summary detailing the total cost of the project,

including Change Orders, shall be reported as an informational item to the Committee of Jurisdiction prior to issuing final payment.

- c. All Change Orders not included in either of the paragraphs above must be recommended by the Committee of Jurisdiction and approved by the City Council prior to the contractor being authorized to begin work.
- d. If approval of the Change Order results in the contract amount exceeding the remaining contingency and/or the project budget, recommendation of the contract amendment must be obtained from the Finance Committee, Committee of Jurisdiction, and approved by the Common Council prior to beginning any work under the Change Order.
- e. If, in the determination of the Mayor, the work called for under a proposed Change Order is a Critical Timing situation, the Change Order may be authorized by the Mayor, in consultation with Department Head and Director of Finance. Any such approval shall be reported to the Common Council as an informational item at its next regularly scheduled meeting or within thirty (30) days, whichever is sooner.

(3) REPORTING

- a. Change orders required to be recommended by Committee and approved by Council shall be submitted to Committee with the following language:

Change Order within contingency:

Approve Change Order # X to contract XXXXXX for “Project Name” to increase (decrease) for “description of why” in the amount of \$XX,XXX resulting in a(n) decrease (increase) to contingency from \$XX,XXX to \$XX,XXX. No change to overall contract amount.

Change Order outside of contingency:

Approve Amendment and Change Order # X to contract XXXXXX for “Project Name” to increase for “description of why” in the amount of \$XX,XXX resulting in a(n) decrease (increase) to contingency from \$XX,XXX to \$XX,XXX. Overall contract increased from \$XXX,XXX to \$XXX,XXX. (THIS MAY REQUIRE A BUDGET ADJUSTMENT IF

PROJECT BUDGET IS EXCEEDED – IF BUDGET ADJUSTMENT REQUIRED, IT MUST ALSO BE CONTINGENT UPON FINANCE COMMITTEE APPROVAL OF FUNDING.)

- (4) Change Orders not required to be recommended by Committee and approved by Council shall be reported out informationally to the Committee of Jurisdiction prior to the Finance Department issuing final payment.

Q. PROCUREMENT OF SERVICES

Whenever practical, the purchase of all services should be based on competitive bids/quotations/proposals subject to the spending guidelines noted in Procedure IV(C) of this policy. This includes, but is not limited to, the following categories of services:

Professional Services. Consulting and expert services provided by an organization or individual.

Contractor Services. The furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than those that are the end result of and incidental to the required performance.

Client Services. Those services provided directly to individuals on behalf of the City.

Construction Services. Services provided in the construction of roads, buildings or other infrastructure.

Technology Services. Services provided in the design, development, installation, and/or operation or maintenance of automated computer systems, including hardware and software.

If it is estimated that the service being solicited has a total cost of over \$ 25,000 and the value of the service is substantially measured by the professional competence of the providers rather than cost alone, it is recommended that a Request for Proposal (RFP) or Request for Qualifications (RFQ) be used to solicit vendor responses. The Purchasing Office is available to assist in these situations.

Exceptions to competition for procurement of services shall only be made in accordance with the City's Sole Source policy (see section IV.G.).

R. PROHIBITED BUSINESS TRANSACTIONS

- (1) Employees are not allowed to participate directly or indirectly in a purchase when the employee, or a member of the employee's family, has a financial interest in the purchase or the employee, or a member of the employee's family, is negotiating or has an arrangement concerning prospective employment with the supplier.
- (2) Purchases for services or goods should not be made from employees of the City unless the employee can be considered an independent contractor as defined by the Internal Revenue Service.
- (3) Employees of the City are not allowed to use City negotiated discounts or the City's tax exempt status to purchase goods or services for their own personal use or gain. Employee discount programs offered by vendors may be used by employees only when the discount is available to all City employees regardless of position, and is also offered to other organizations or companies of similar size.
- (4) The City of Appleton Code of Conduct Policy shall be referenced regarding receipt of gifts. Employees who receive offers of gifts or other improper attempts to influence purchasing decisions should report this to their supervisor and/or the Purchasing Manager, who will in turn consult with the City Attorney's Office to determine the appropriate course of action.

S. SURPLUS OR OBSOLETE SUPPLIES OR EQUIPMENT

Disposal of City-owned supplies or equipment that are no longer required or serving a useful purpose shall be handled in a manner that is:

- economically feasible;
- in compliance with all applicable laws, regulations and policies;
- environmentally responsible; and
- deemed to be in the best interest of the City.

Departments should contact the Purchasing Manager for assistance in determining the most appropriate and beneficial method of disposal. There are several approved methods for disposal of surplus, including:

- 1) A live auction conducted by the City or other government agency;
- 2) Internet-based auctions or selling tools (i.e., eBay);
- 3) Sale to the general public via advertised, sealed bidding;
- 4) Trade-in on new supplies or equipment;
- 5) Transfer to another City department;
- 6) Direct sale to an interested firm or individual;

- 7) Donation to approved non-profit organizations;
- 8) Sale, trade, transfer or donation to an outside publicly funded agency;
- 9) Recycling and/or sale as scrap;
- 10) Discarding as trash; and
- 11) Other methods which may be recommended on a case by case basis by the Finance Committee and approved by the Common Council, or the Library Board.

Which method of disposal is most appropriate will depend upon several factors, including:

- The condition, location and physical characteristics of the item(s);
- The amount of time, effort, administration and expense required for the method relative to the potential value received;
- The public benefits and/or liabilities associated with the method.

The City will assign one or more Auction Administrators to facilitate sale by auction when appropriate. He or she shall assist departments in selecting an auction type and venue, establish procedures and responsibilities and conduct online auctions.

Disposing of items or groups of items with an estimated value of \$500 or more using methods other than 1 through 5 in the approved methods list above shall require a recommendation of the Finance Committee and approval by the Common Council. Exception: method #6 (direct sale) may be used at the discretion of the Department, with agreement of the Purchasing Manager, on direct sale of items up to \$2500 to an interested firm or individual, when it is determined that one or more of the following is true:

- the item is so specialized that broader interest is unlikely;
- due diligence in locating other interested parties has been done;
- a pending offer for the item is deemed so advantageous that the City's best interest is only served by its timely acceptance.

For items or groups of items with an estimated value of less than \$50, departments may, at their discretion, utilize any of the approved methods listed, provided the disposal meets the general criteria listed at the beginning of this section. For estimated values over \$50, departments should contact the Purchasing Manager for assistance in determining the most appropriate and beneficial method of disposal.

All proceeds received from the sale of City surplus property shall be reported and delivered to the Accounting Manager of the Finance Department for deposit and application to the proper account(s).

City owned supplies or equipment shall not be taken by, given to, or sold to City employees except by public auction or competitive bidding, regardless of their apparent value or condition, unless a specific exception is granted by the Common Council.

T. INSURANCE REQUIREMENTS

A vendor's Certificate of Insurance is required in conjunction with many contracts for services or goods. A valid certificate must be received and approved by the Risk Management office prior to executing or beginning performance under the contract. Employees can check if a vendor has a Certificate of Insurance on file by accessing the Metafile system. Additionally, employees should consult with Risk Management when developing RFPs and IFBs to determine the appropriate levels of insurance and include the requirements as part of the solicitation documents.

U. OPEN RECORDS/PUBLIC INFORMATION

With few exceptions, records related to governmental purchasing are subject to public access under Wisconsin's Open Records Law. This includes, but is not limited to, quotes, bids, proposals, purchase orders and related correspondence. While employees may ask that open records requests be made in writing, the requestor is not required to do so.

- (1) When conducting public bid openings, the names of the bidders and certain bid details, including price shall be read aloud. In the case of proposal (RFP) openings, only the names of the proposers shall be read aloud. In either case, copies of the bids or proposals are not made available, nor is inspection of the documents permitted, until contract award has been submitted for recommendation to the Committee of Jurisdiction.
- (2) Vendors requesting confidentiality of their quotes, bids, proposals or portions thereof must identify the confidential materials as such and state the specific, legitimate reason(s), i.e., trade secret, propriety customer list.
- (3) Questions regarding compliance with an open records request should be referred to the City Attorney's Office. Also consult the City of Appleton Public Records Policy for more detail.

V. INFORMATION TECHNOLOGY RELATED EQUIPMENT AND SUPPLIES

In order to ensure compatibility and maintain standards for the City's information systems, all purchases of information technology equipment, supplies and

services must be initiated by and acquired through the Information Technology (IT) Department. This includes, but is not limited to, computers, software, printers, copiers, inks, toners, repair parts, support and maintenance services, telephone equipment, scanners or any peripheral device which interfaces with any part of the City's information systems. IT staff should be the primary vendor point of contact for all information technology needs. In turn, the IT Department is responsible for adhering to the provisions of this policy when conducting such procurement activities.

W. VALLEY TRANSIT

Procurement activities by or for Valley Transit are subject to the provisions of the Federal Transit Administration "Appendix A of Procurement Policies." A current version of this Appendix is available upon request to Valley Transit Administrative Services. The Appendix and its certifications, affidavits, and other requirements must be incorporated into all formal solicitation documents when the procurement is funded in whole or in part with federal monies. In addition, agencies issuing paratransit service contracts through Valley Transit will complete a procurement checklist, attach the appropriate documentation and submit it to the Valley Transit General Manager or his/her designee for review to ensure federal compliance.

X. LOCAL PROCUREMENT

Since there are often cost and service related advantages associated with buying from local sources, the Common Council has adopted the following resolution:

"Resolved, that where not prohibited by law, the City of Appleton include in the evaluations of all bids, proposals and quotations for goods and/or services (except public construction) where the value of such goods or services is expected to exceed \$5,000, evaluation criteria which favorably and accurately assess the relevant cost and service advantages of procurement from local sources. Where point based systems are used for proposal evaluation and award, the points available for this purpose shall be determined prior to proposal opening and shall not exceed 5% of the total points available."

The Purchasing Manager is available to assist departments in applying this policy resolution to specific procurement situations. Note regarding Valley Transit: The Federal Transit Administration has ruled that this resolution is a prohibited geographical preference which may not be applied when the procurement will be funded in whole or in part with federal monies.

Y. OWNER DIRECT PURCHASING

Owner direct purchasing refers to a tax exempt entity (City) directly buying and furnishing materials, equipment or components of a construction project to the contractor in order to save the sales tax that contractor normally would have paid

and included in their bid. While this method can be advantageous in certain cases, it also can be administratively complex and present risks that could offset the intended savings. Generally, owner direct purchasing should only be considered when:

- (1) The estimated sales tax savings exceeds \$1,000;
- (2) The item(s) to be directly purchased can be easily identified, quantified and separated from the bill of materials;
- (3) The original bid request documents, contractor's bid, and the resulting contract specifically provide for the direct purchase; and
- (4) Established administrative procedures are followed in the execution of the direct purchase. Contact the Purchasing Manager to obtain a copy of the procedures. The City Attorney's Office should be consulted on any legal questions or issues that could potentially impact the process.

The owner direct purchasing process does not relieve the City from other applicable requirements of the Procurement Policy; for example, documentation of quotes or bids for the item(s) purchased, sole source justification, Common Council approval, etc., as well as compliance with State Statutes regarding public construction projects.

Z. ENVIRONMENTALLY PREFERABLE PROCUREMENT

The City of Appleton recognizes that it is a large consumer of goods and services. All of its purchases have an environmental impact resulting from the combined effects of a product's manufacture, use and disposition. By including environmental considerations in purchasing decisions, along with traditional concerns of price, performance and availability, the City will remain fiscally responsible while promoting practices that improve public health and safety, reduce pollution, conserve natural resources, and reward manufacturers and vendors that reduce the adverse environmental impact of their production and distribution systems.

"Environmentally preferable" goods and services have reduced adverse effects on human health and the environment when compared with competing products and services that serve the same purpose. This comparison considers all phases of the product's life cycle, including raw materials, manufacturing, packaging, distribution, operation, maintenance and disposal, including potential for reuse or ability to be recycled.

When determining whether a product is environmentally preferable, buyers should consider attributes including, but not necessarily limited to, the following:

Bio based	Biodegradable
Carcinogen-free	Chlorofluorocarbon (CFC) –free
Compostable	Durable
Energy or fuel efficient	Heavy metal free (i.e., no lead, mercury, cadmium)
Less hazardous	Locally manufactured (less transportation)
Organic	Low-toxicity
Recycled content	Low volatile organic compound (VOC) content
Reduced packaging	Not persistent, bio-accumulative toxic (PBT)
Reduced greenhouse gas emissions	Refurbished
Reusable	Upgradeable
Multi-use	Water efficient
Certified (i.e., Green Seal, EcoLogo, Energy Star, EPEAT).	

Nothing in this policy shall be construed as requiring a buyer to procure products that do not perform adequately for their intended use, that exclude adequate competition, or are not available at a competitive price or in a reasonable period of time. However, when substantive, measurable environmental advantages can be identified for a product, any associated cost savings over the life cycle of the product should be considered when evaluating price.

AA. DOCUMENT RETENTION

Procurement-related documents shall be retained by the originating department as follows:

Bids, proposals and quotations (successful) –
Seven (7) years from contract expiration

Bids, proposals and quotations (unsuccessful) –
Two (2) years from award of contract

Purchase orders and related requisitions and invoices –
Seven (7) years from date of completion

Procurement card purchase receipts, statements and related documents –
Seven (7) years from date of transaction

Ref.: Appleton Municipal Code Sec. 2-1(a)(8)

BB. BONDING AND LEGAL REVIEW

- (1) The Purchasing Office along with the City Attorney’s Office shall have the authority to require a performance bond or other similar

instrument of surety in such amount as is reasonably necessary to protect the best interest of the City before entering into a contract.

- (2) Contracts must be approved as to form and sufficiency by the Office of the City Attorney, and routed for signatures in accordance with the City of Appleton Contract Routing procedure, as follows:
 - a) City Attorney
 - b) Mayor
 - c) Finance Director
 - d) HR/Risk (review insurance requirements)
 - e) City Clerk (filing of one original document)

CC. PAYMENTS IN ADVANCE

The City's policy is to avoid making advance (down) payments whenever practicable, except under certain conditions and with proper approval. When a vendor insists upon advance payment(s) prior to shipment or performance, the department shall submit a written request to the Finance Director or designee, including the amount requested, and the reason(s) why the purchase from the requesting vendor is necessary. The Finance Department will investigate and advise whether the payment may be made, taking into account any factors which may impact the City's financial interest.

2024 Budget Introduction

City of Appleton budget development process - Library

Kick off: Instructions from Finance & Mayor's office in spring

Library staff budget proposal



Library board budget



Executive budget



Council finance committee budget

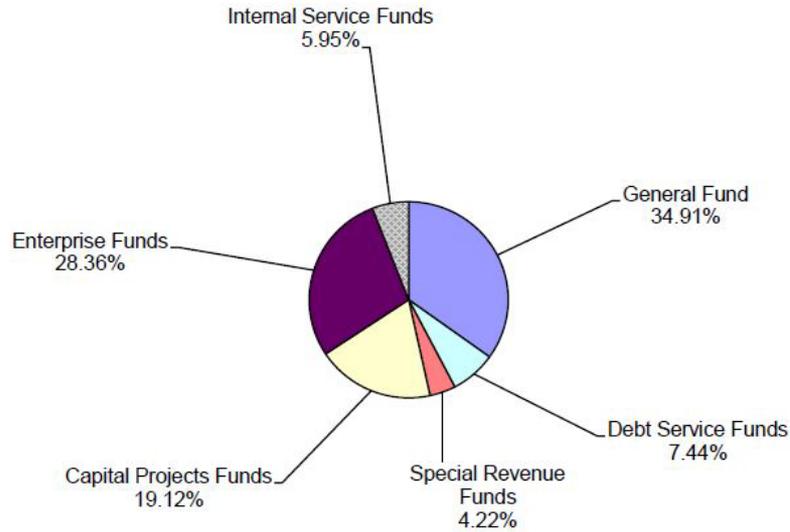


City of Appleton adopted budget

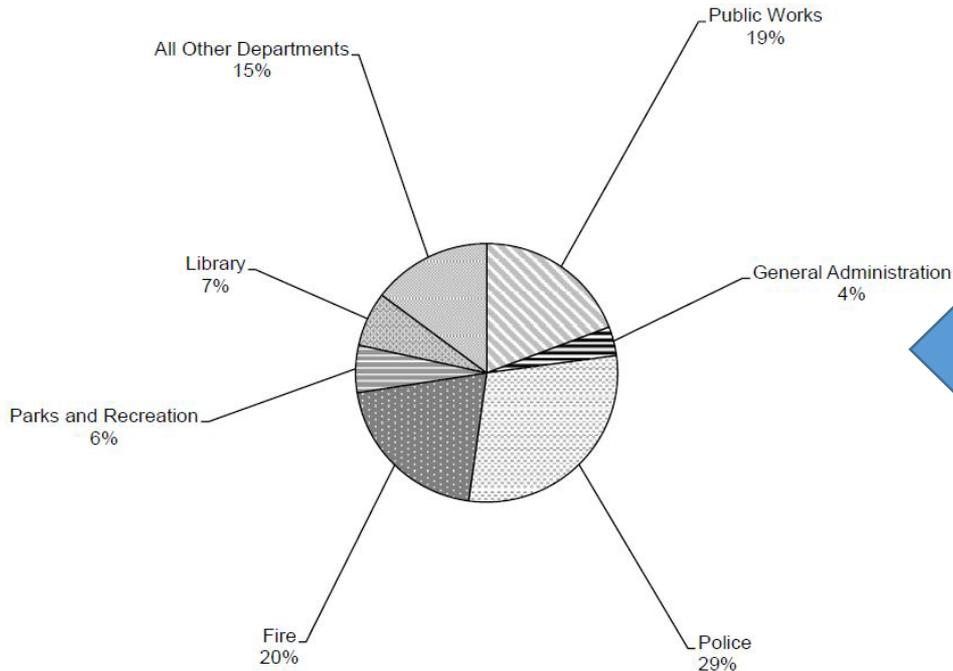
City Budget

EXPENDITURE BY FUND GROUP

\$197,507,180



City Budget: General Fund (~\$69 million)



Source	Funding goes to:
• Property taxes	• Public safety
• State aids	• Public works
• State shared revenues	• Education
• Other revenues	• Recreation
	• General Government

Walk through budget narrative document

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 1,237,716	\$ 1,241,646	\$ 1,107,501	\$ 1,171,230	\$ 1,110,405	0.26%
Program Expenses							
16010	Administration	648,023	744,086	696,009	729,509	678,708	-2.49%
16021	Children's Services	542,351	552,126	533,616	551,567	572,650	7.31%
16023	Public Services	680,116	680,716	704,889	735,189	754,213	7.00%
16024	Community Partnerships	501,360	526,658	500,775	518,775	529,106	5.66%
16031	Building Operations	406,380	380,755	525,935	821,007	574,837	9.30%
16032	Materials Management	1,436,398	1,439,720	1,302,967	1,341,546	1,351,777	3.75%
16033	Network Services	279,001	236,393	268,130	308,928	232,198	-13.40%
TOTAL		\$ 4,493,629	\$ 4,560,454	\$ 4,532,321	\$ 5,006,521	\$ 4,693,489	3.56%

	2020 ACTUAL	2021 ACTUAL	2022 YTD ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2023 BUDGET
Program Revenues						
423200	Library Grants & Aids	1,070,138	1,091,736	576,313	1,063,001	1,064,805
480100	General Charges for Service	14,728	3,980	314	-	-
500100	Fees & Commissions	337	144	259	600	-
501500	Rental of City Property	30,000	30,000	6,440	-	-
502000	Donations & Memorials	553	1,279	83	-	-
503500	Other Reimbursements	121,960	114,511	76,311	107,629	45,600
TOTAL PROGRAM REVENUES		1,237,716	1,241,650	659,720	1,171,230	1,110,405

Revenues

- Funding from counties for citizens who use libraries in communities that do not maintain a library
 - APL offsets 20% of funding with county reimbursements
- Funding for printing, copying
- Very little funding available from federal and state – Library Services and Technology Act, e-rate reimbursements
- Additional funding from donations, grants and patron bills. These are generally not projected in the budget as we cannot anticipate them.
- Additional funding from United Way Fox Cities for Reach Out and Read
- Revenues do not offset expenditures.

Expenditures

Personnel - ~75% of budget

Supplies and Services

- Materials
- Facilities Charges
- Utilities
- Equipment
- Service Contracts

Temporary Library

- Lease
- Snowplowing

Capital Projects

The City capitalizes assets costing \$10,000 or more per item and having an expected life of three years or more.

- Decisions are made with 5 year spending plan.
- Council may only commit funding for the next year.
- Anything over \$25,000 becomes a separate budget request or CIP.

Delayed projects

- Interior and exterior wiring, lighting and HVAC projects
- Carpet
- Safety and Security
- Section and collection layouts
- Furniture replacements and service desks layouts
- ADA improvements
- Ceiling tile and grid
- Plumbing
- Elevator upgrade

LIBRARY BUILDING PROJECT - PARKING AND PEDESTRIAN PATH TO LIBRARY

Updated June 2023

Access to convenient parking is essential for library patrons. In 2021, the City of Appleton hired Walker Parking Consultants to help address parking concerns in the area around the library.

Walker worked with city staff and held a stakeholder meeting that included SOM architects, library volunteers, library trustees, the Library Building Project Advisory Committee and Friends of Appleton Public Library.

Since then, the library design has been revised. The updated design does not extend as far to the south as the initial design, leaving more of the parking lot preserved. Library neighborhood parking will continue to be addressed through a multifaceted approach as follows:

Library Lot

The current library lot has 94 spaces.

Accessible parking is a priority in this lot and the initial design exceeds ADA requirements. In addition, the path to the library is barrier free with no curbs to navigate. The drive through area provides a speed table/crosswalk to slow down traffic and improve the arrival experience.

The specific design and number of spaces is still being finalized. We anticipate that the lot will retain close to the same number of spaces as it did previously.

Street Parking

Metered street parking provides 40 additional spaces in immediate blocks.

Yellow Ramp

The Yellow Ramp is 500 feet from the library and has over 1,100 spaces. Maximizing the existing ramp is important. According to Walker, structured parking in Wisconsin for a free-standing above-grade, 300-500 space ramp can range from \$22,000-\$28,000 per space in construction costs.

This structure is well lit and clean with ample parking capacity for future library and neighborhood growth. Analysis from Walker factored in conditions for average weekday conditions as well as for peak special event conditions including the needs for the new Merge development and the library.

The following recommendations were approved by Municipal Services Committee and the City Council to prioritize convenient parking for library patrons in the library lot and the Yellow Ramp.

- Ordinance modification that overnight parking in the Yellow Ramp is permitted only on levels 6 and 7, effective January 1, 2023.
- Policy modification that city employees park in the 12-hour on-street meters or in the Yellow Ramp, not the library parking lot.
- Ordinance change to make 1st Floor West Bay (nearest the library) 3-hour parking in addition to other areas within the ramp totaling 50 three-hour stalls.

The [downtown parking map](#) shows more details about parking on the street, within surface lots and within ramps parking.

Walker also recommends pedestrian improvements in the library plaza and sidewalks between the library and the Yellow Ramp to lead patrons towards the southwest corner of the ramp through direct and indirect visual cues and wayfinding signage.

They also recommend informational signage within the library interior as well as the Yellow Ramp to direct patrons to and from the library. Finally, they recommend a destination guide sign at the SE corner of the library lot to direct pedestrians to the Yellow Ramp that also indicates the distance remaining.

Valley Transit is working on long-term planning for the future of their facility. Pedestrian safety and wayfinding is a priority in their planning and our architects have been working with them to ensure that both facility plans complement each other.