



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final-revised Library Board

Tuesday, December 15, 2020

4:30 PM

City Hall 6th Floor A/B
100 N. Appleton Street, Appleton WI 54911

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[20-1619](#) October 20, 2020 Meeting Minutes

Attachments: [October 20 2020 Meeting Minutes.pdf](#)

4. **Pubic Participation and Communications**

Establish Order of the Day

5. **Action Items**

- [20-1620](#) Bill Register - October 2020 and November 2020

Attachments: [October Bill Register.pdf](#)
[October Expense Report.pdf](#)
[November Bill Register.pdf](#)
[November Expense Report.pdf](#)

- [20-1621](#) December 2020 Budget Amendment

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

- [20-1622](#) City Policies:
- **Exception to Salary Administration Policy**
- **Emergency Sick Leave Policy Extension**

Attachments: [Salary Administration Policy Exception 12-9-20.pdf](#)
[Emergency Sick Leave Extension.pdf](#)

- [20-1623](#) 2021 Budget Approval
Attachments: [2021 Library Budget FINAL.pdf](#)
[2021 Library CIP FINAL.pdf](#)
[2021 Roof Replacement CIP FINAL.pdf](#)
[2021 Library Grants FINAL.pdf](#)
- [20-1624](#) 2021 Library Board Meeting Schedule
Attachments: [APL Board Meeting Schedule 2021.pdf](#)
- [20-1625](#) OWLS Resource Library Agreement
Attachments: [Resource Library Agreement 2021 10-12 proposal mark up.pdf](#)
- [20-1626](#) Report of the Personnel & Policy Committee
Attachments: [Personnel and Policy Committee Minutes 11-20-2020.pdf](#)
- [20-1634](#) Library Director's 2020 End of Year Performance Review

6. Information Items

A. Administrative Report

- [20-1627](#) Library 2020 Mid-Year Collaborative Efforts List
Attachments: [2020 Library MidYear Collaborative Cooperative Agreements List FINAL.pdf](#)
[2020 Collaborative Cooperative Totals.pdf](#)
- [20-1628](#) Continuity of Operations and Library Service Update
Attachments: [Reopening Plans 2021 Board Memo.pdf](#)
[2020 Pandemic Summary Library Board 12-9-2020.pdf](#)
- [20-1629](#) APL Hiring Processes
- [20-1630](#) Grants Update
Attachments: [2020 Grant Report for Board - Dec 2020.pdf](#)

B. President's Report

[20-1632](#)

Request for Proposals for Architectural and Engineering Services

Attachments: [Library Listening Session Memo 12-11-2020.pdf](#)
[Appleton Public Library - RFP 2020 12-11-20.pdf](#)
[RFP Memo.pdf](#)

Closed Session

The Board may go into Closed Session pursuant to WI statute 19.85(f)(c) to discuss personnel matters and then resume meeting in open session.

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.



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, October 20, 2020

4:30 PM

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

1. Call meeting to order

President Rebecca Kellner called the meeting to order at 4:53pm

2. Roll call of membership

Scheuerman and Siebers were present for the meeting but were unable to participate due to technical issues.

Others Present: Owen Anderson, Ann Cooksey, Darrin Glad, Karen Harkness, Derik Henken, Elizabeth Kowal, Tina Krueger, Adriana McCleer, Jessica Miller, Michael Nitz, Colleen Rortvedt, Tasha Saecker, Maureen Ward

Present: 6 - Bergman, Peterson, Looker, Kellner, Exarhos and Mann

Excused: 3 - Hartjes, Siebers and Scheuerman

3. Approval of minutes from previous meeting

[20-1357](#)

September 15, 2020 Meeting Minutes

Attachments: [September 15 2020 Meeting Minutes.pdf](#)

Peterson moved, seconded by Mann, that the September 15, 2020 Meeting Minutes be approved. Voice Vote. Motion Carried (6-0)

4. Public Participation and Communications

Establish Order of the Day

President Kellner moved Information Item 20-1364 to the beginning of the meeting for presentation and discussion.

President Kellner called for a motion to move Action Items 20-1358, 20-1359 and 20-1360 to a Consent Agenda.

Peterson moved, seconded by Bergman that Action Items 20-1358, 20-1359 and 20-1360 be moved to a Consent Agenda. Voice Vote. Motion Carried. (6-0)

[20-1364](#) Library Project Update

Attachments: [Library Building Study Historic Timeline 2020.pdf](#)
[Finance Committee - Fund Balance Policy - Neighborhood Level Planning.pdf](#)
[CompPlanatLibraryBoard2020.pdf](#)
[CompPlan LibraryRelatedExcerpts.pdf](#)

5. Action Items

Mann moved, seconded by Bergman, that Action Items 20-1358, 20-1359 and 20-1360 be approved. Voice Vote. Motion Carried. (6-0)

[20-1358](#) Bill Register - September 2020

Attachments: [September Bill Register.pdf](#)
[September Expense Report.pdf](#)

This Report Action Item was approved

[20-1359](#) United Way 2019 / 2020 Compliance Documents

Attachments: [2021 Program Funding Letter Notification Reach Out and Read.pdf](#)
[United Way Compliance Document.pdf](#)

This Report Action Item was approved

[20-1360](#) 2021 Proposed Library Closed Dates

Attachments: [Closures 2021.pdf](#)

This Report Action Item was approved

6. Information Items

A. Administrative Report

[20-1361](#) Library Pandemic Response / Continuity of Operations

Attachments: [Library Pandemic Status Flow.pdf](#)

[20-1362](#) Carpeting Project Update

[20-1363](#)

3rd Quarter Friends Grant Funded Program Summaries

Attachments: [3rd Quarter 2020 Friends Grant Funded Program Summaries FINAL.pdf](#)

B. President's Report

[20-1365](#)

Trustee Training: Core Values of Librarianship Webinar Overview

Attachments: [Trustee webinar Core values of librarianship.pdf](#)
[ALA_LBORwithInterpretations.pdf](#)

This item was postponed for discussion.

7. Adjournment

Peterson moved, seconded by Exarhos that the meeting be adjourned. Voice Vote. Motion Carried. (6-0)

The meeting was adjourned at 5:44pm

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/10 TO 2020/10		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16010									Library Administration
16010	620100	000260 CHARLES LATORRE CONS	42352	0	2020 10	INV P	500.00 101420	545332	Leadership Consulti
									Training/Conferences
							500.00		ACCOUNT TOTAL
16010	630100	001441 VERITIV OPERATING CO	42484	0	2020 10	INV P	270.00 110420	545699	40 Cases Copy Paper
		001583 UNITED STATES POSTAL	43462	0	2020 10	INV P	13.00 pcard		Board Meeting Packe
		999990 SAMS MEMBERSHIP	43130	0	2020 10	INV P	47.25 pcard		SAMS MEMBERSHIP ANN
							330.25		ACCOUNT TOTAL
16010	630500	999990 THE CAKE GURU	43889	0	2020 10	INV P	156.00 pcard		Curbside milestone
		999990 THE CAKE GURU	43890	0	2020 10	INV P	26.25 pcard		Curbside milestone
							182.25		ACCOUNT TOTAL
16010	632002	999990 EIG*CONSTANTCONTACT.	43723	0	2020 10	INV P	612.50 pcard		Constant Contact Em
							612.50		ACCOUNT TOTAL
16010	641200	999990 FACEBK *YRJUWJYX2	43051	0	2020 10	INV P	10.00 pcard		Facebook Ad
		999990 LOOMLY	43655	0	2020 10	INV P	714.00 pcard		Social Media Manage
		999990 FREEPIK & FLATICON	43722	0	2020 10	INV P	11.99 pcard		Website Advertising
		999990 EIG*CONSTANTCONTACT.	43723	0	2020 10	INV P	350.00 pcard		Constant Contact Em
							1,085.99		ACCOUNT TOTAL
16010	641308	999990 USCELL RECURRING	43736	0	2020 10	INV P	95.00 pcard		Cellphone
							95.00		ACCOUNT TOTAL
16010	659900	002229 STAR PROTECTION AND	42353	0	2020 10	INV P	180.00 101420	545383	Security Guard
		002229 STAR PROTECTION AND	43032	0	2020 10	INV P	160.00 102820	545590	Security Guard
		002229 STAR PROTECTION AND	43034	0	2020 10	INV P	180.00 102820	545590	Security Guard
							520.00		ACCOUNT TOTAL

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/10 TO 2020/10		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION	
				ORG 16010	TOTAL		3,325.99		
16021	630100			Library Children's Services					
16021	630100			Office Supplies					
001441	VERITIV OPERATING CO	42484	0	2020	10	INV P	270.00 110420	545699 40 Cases Copy Paper	
001983	AMAZON	43479	0	2020	10	INV P	23.14 pcard	STREAM Team Supplie	
001983	AMAZON	43715	0	2020	10	INV P	25.98 pcard	AMAZON Book for Sto	
							49.12		
999990	MISCHIEF & MAGIC	43650	0	2020	10	INV P	555.00 pcard	MISCHIEF & MAGIC Pr	
ACCOUNT TOTAL							874.12		
16021	630100 3955			Office Supplies ELL					
001983	AMAZON	43618	0	2020	10	INV P	32.98 pcard	AMZN ELL Supplies	
001983	AMAZON	43878	0	2020	10	INV P	44.91 pcard	AMAZON.COM*MK3JP9EW	
							77.89		
ACCOUNT TOTAL							77.89		
16021	630700 3955			Food & Provisions ELL					
999990	WALGREENS #5102	43619	0	2020	10	INV P	9.58 pcard	WALGREENS ELL Snack	
999990	PICK'N SAVE #123	43645	0	2020	10	INV P	54.41 pcard	PICK'N SAVE ELL SNA	
999990	WAL-MART #2958	43714	0	2020	10	INV P	20.26 pcard	WAL-MART ELL FOOD	
							84.25		
ACCOUNT TOTAL							84.25		
				ORG 16021	TOTAL		1,036.26		
16023	630100			Library Public Services					
16023	630100			Office Supplies					
001441	VERITIV OPERATING CO	42484	0	2020	10	INV P	270.00 110420	545699 40 Cases Copy Paper	
001983	AMAZON	42222	0	2020	10	INV P	15.98 pcard	Architectural Ruler	
001983	AMAZON	43131	0	2020	10	INV P	-15.98 pcard	REFUND	
001983	AMAZON	43726	0	2020	10	INV P	59.99 pcard	Document Shredder	
							59.99		
ACCOUNT TOTAL							329.99		
				ORG 16023	TOTAL		329.99		
16024	630100			Library Community Partnerships					
16024	630100			Office Supplies					
001441	VERITIV OPERATING CO	42484	0	2020	10	INV P	270.00 110420	545699 40 Cases Copy Paper	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/10 TO 2020/10		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
999990	WALGREENS #5102		43129	0	2020 10	INV P	50.00	pcard	Barnes & Noble Gift
ACCOUNT TOTAL							320.00		
16024	659900					Other Contracts/Obligation			
001835	WISCONSIN HISTORICAL		42369	0	2020 10	INV P	100.00	102120	545508 Genealogical Resear
ACCOUNT TOTAL							100.00		
ORG 16024 TOTAL							420.00		
16031						Library Building Operations			
16031	630600					Building Maint./Janitorial			
001983	AMAZON		43622	0	2020 10	INV P	15.00	pcard	Vacuum Belts
999990	JON DON ECOMM #999		43620	0	2020 10	INV P	46.97	pcard	Vacuum Brush
999990	JON DON ECOMM #999		43621	0	2020 10	INV P	46.97	pcard	Vacuum Brush
999990	CINTAS CORP		43648	0	2020 10	INV P	39.16	pcard	Rug cleaning
999990	CINTAS CORP		43649	0	2020 10	INV P	39.16	pcard	Rug cleaning
999990	CINTAS CORP		43658	0	2020 10	INV P	39.16	pcard	Rug cleaning
999990	CINTAS CORP		43735	0	2020 10	INV P	39.16	pcard	Rug Cleaning
							250.58		
ACCOUNT TOTAL							265.58		
16031	632700					Miscellaneous Equipment			
001983	AMAZON		43659	0	2020 10	INV P	128.26	pcard	Leaf Blower
999990	OVERHALFSAL		44139	0	2020 10	INV P	109.90	pcard	Dirty/Clean flip si
ACCOUNT TOTAL							238.16		
16031	640700					Solid waste/Recycling Pickup			
999990	ADVANCED DISPOSAL ON		43412	0	2020 10	INV P	74.00	pcard	Sept trash
999990	ADVANCED DISPOSAL ON		43413	0	2020 10	INV P	250.00	pcard	Sept. recycling
							324.00		
ACCOUNT TOTAL							324.00		
16031	641301					Electric			
001575	WE ENERGIES		526	0	2020 10	INV P	7,177.95	102820	545608 4835-258-176 Librar
ACCOUNT TOTAL							7,177.95		
16031	641302					Gas			
001575	WE ENERGIES		526	0	2020 10	INV P	972.84	102820	545608 5229-670-389 Public
ACCOUNT TOTAL							972.84		
ORG 16031 TOTAL							8,978.53		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/10 TO 2020/10		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
16032											Library Materials Management
16032	630100										Office Supplies
	001441	VERITIV OPERATING CO	42484	0	2020	10	INV P	270.00	110420	545699	40 Cases Copy Paper
								ACCOUNT TOTAL			270.00
16032	631500										Books & Library Materials
	000414	ELIAS SPORTS BUREAU,	43192	0	2020	10	INV P	19.95			pcard
	000842	MARQUETTE UNIVERSITY	41298	0	2020	10	INV P	65.00	100720	545274	Foundations in WI 3
	000889	MIDWEST TAPE	43064	0	2020	10	INV P	1,946.51			pcard
	000889	MIDWEST TAPE	43065	0	2020	10	INV P	2,494.18			pcard
	000889	MIDWEST TAPE	43428	0	2020	10	INV P	6,180.87			pcard
	000889	MIDWEST TAPE	43429	0	2020	10	INV P	720.41			pcard
	000889	MIDWEST TAPE	43464	0	2020	10	INV P	769.46			pcard
	000889	MIDWEST TAPE	43737	0	2020	10	INV P	653.29			pcard
								12,764.72			
	001533	WISCONSIN STATE GENE	43193	0	2020	10	INV P	30.00			pcard
	001587	UNIVERSITY OF WISCON	43190	0	2020	10	INV P	84.15			pcard
	001590	STATE BAR OF WISCONS	43182	0	2020	10	INV P	116.00			pcard
	001590	STATE BAR OF WISCONS	43762	0	2020	10	INV P	76.95			pcard
								192.95			STATE BAR OF WISCON
	001938	BLUE GAVEL PRESS	43191	0	2020	10	INV P	129.35			pcard
	001983	AMAZON	43183	0	2020	10	INV P	14.48			pcard
	001983	AMAZON	43184	0	2020	10	INV P	11.24			pcard
	001983	AMAZON	43185	0	2020	10	INV P	41.50			pcard
	001983	AMAZON	43186	0	2020	10	INV P	148.96			pcard
	001983	AMAZON	43187	0	2020	10	INV P	14.99			pcard
	001983	AMAZON	43188	0	2020	10	INV P	51.40			pcard
	001983	AMAZON	43189	0	2020	10	INV P	12.24			pcard
	001983	AMAZON	43481	0	2020	10	INV P	95.50			pcard
	001983	AMAZON	43483	0	2020	10	INV P	59.90			pcard
	001983	AMAZON	43484	0	2020	10	INV P	234.46			pcard
	001983	AMAZON	43485	0	2020	10	INV P	47.90			pcard
	001983	AMAZON	43486	0	2020	10	INV P	22.93			pcard
								755.50			
	002042	PROQUEST LLC	43178	0	2020	10	INV P	1,719.75			pcard
	002396	INGRAM LIBRARY SERV	43057	0	2020	10	INV P	1,558.84			pcard
	002396	INGRAM LIBRARY SERV	43058	0	2020	10	INV P	849.22			pcard
	002396	INGRAM LIBRARY SERV	43059	0	2020	10	INV P	890.48			pcard

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/10 TO 2020/10		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
002396	INGRAM LIBRARY SERV	43060	0	2020	10	INV	P		1,738.14	pcard
002396	INGRAM LIBRARY SERV	43061	0	2020	10	INV	P		870.11	pcard
002396	INGRAM LIBRARY SERV	43062	0	2020	10	INV	P		345.35	pcard
002396	INGRAM LIBRARY SERV	43063	0	2020	10	INV	P		5,000.00	pcard
002396	INGRAM LIBRARY SERV	43430	0	2020	10	INV	P		453.45	pcard
002396	INGRAM LIBRARY SERV	43431	0	2020	10	INV	P		534.77	pcard
002396	INGRAM LIBRARY SERV	43432	0	2020	10	INV	P		1,029.58	pcard
002396	INGRAM LIBRARY SERV	43433	0	2020	10	INV	P		986.72	pcard
002396	INGRAM LIBRARY SERV	43434	0	2020	10	INV	P		882.26	pcard
002396	INGRAM LIBRARY SERV	43465	0	2020	10	INV	P		1,160.36	pcard
002396	INGRAM LIBRARY SERV	43466	0	2020	10	INV	P		230.82	pcard
002396	INGRAM LIBRARY SERV	43467	0	2020	10	INV	P		943.63	pcard
002396	INGRAM LIBRARY SERV	43468	0	2020	10	INV	P		244.99	pcard
002396	INGRAM LIBRARY SERV	43469	0	2020	10	INV	P		1,224.27	pcard
002396	INGRAM LIBRARY SERV	43470	0	2020	10	INV	P		1,111.69	pcard
002396	INGRAM LIBRARY SERV	43471	0	2020	10	INV	P		2,024.59	pcard
002396	INGRAM LIBRARY SERV	43472	0	2020	10	INV	P		755.17	pcard
002396	INGRAM LIBRARY SERV	43473	0	2020	10	INV	P		509.69	pcard
002396	INGRAM LIBRARY SERV	43474	0	2020	10	INV	P		1,692.76	pcard
002396	INGRAM LIBRARY SERV	43475	0	2020	10	INV	P		2,013.24	pcard
002396	INGRAM LIBRARY SERV	43476	0	2020	10	INV	P		1,081.45	pcard
002396	INGRAM LIBRARY SERV	43738	0	2020	10	INV	P		2,851.27	pcard
002396	INGRAM LIBRARY SERV	43739	0	2020	10	INV	P		2,438.14	pcard
002396	INGRAM LIBRARY SERV	43740	0	2020	10	INV	P		373.92	pcard
002396	INGRAM LIBRARY SERV	43741	0	2020	10	INV	P		276.89	pcard
002396	INGRAM LIBRARY SERV	43742	0	2020	10	INV	P		1,125.09	pcard
002396	INGRAM LIBRARY SERV	43743	0	2020	10	INV	P		733.26	pcard
002396	INGRAM LIBRARY SERV	43744	0	2020	10	INV	P		1,287.09	pcard
002396	INGRAM LIBRARY SERV	43745	0	2020	10	INV	P		1,991.59	pcard
002396	INGRAM LIBRARY SERV	43746	0	2020	10	INV	P		2,289.82	pcard
002396	INGRAM LIBRARY SERV	43747	0	2020	10	INV	P		1,506.96	pcard
002396	INGRAM LIBRARY SERV	43748	0	2020	10	INV	P		961.31	pcard
								43,966.92		
999990	RDA*COUNTRY BOOKS	43179	0	2020	10	INV	P		71.96	pcard
999990	THOMSON WEST*TCD	43180	0	2020	10	INV	P		521.07	pcard
999990	THOMSON WEST*TCD	43181	0	2020	10	INV	P		924.65	pcard
999990	PAYPAL *AJAMOBUTLE	43194	0	2020	10	INV	P		34.98	pcard
999990	PAYPAL *HERPUBLISHE	43195	0	2020	10	INV	P		99.23	pcard
999990	OUR WI MAG	43196	0	2020	10	INV	P		19.98	pcard
999990	DATABASE LLC	43197	0	2020	10	INV	P		8,100.00	pcard
999990	OLDHOUSEONLINE.COM	43198	0	2020	10	INV	P		11.98	pcard
999990	BCHS/VOYAGEUR	43199	0	2020	10	INV	P		22.00	pcard
999990	THE PENWORTHY COMPAN	43482	0	2020	10	INV	P		1,210.44	pcard
								11,016.29		
ACCOUNT TOTAL								70,744.58		
ORG 16032 TOTAL								71,014.58		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/10 TO 2020/10		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16033									Library Network Services
16033	632700								Miscellaneous Equipment
	000362	DELL MARKETING L.P.	44156	0	2020 10	INV P		7,559.52	pcard Monitor Replacement
	000839	MARCO TECHNOLOGIES L	42409	0	2020 10	INV P	110420	1,320.00	545658 Library Phones
	001983	AMAZON	44147	0	2020 10	INV P		109.99	pcard Monitor for Zephyr
	999990	TALKROUTE.COM	44144	0	2020 10	INV P		59.00	pcard TALKROUTE Monthly F
	999990	CASPIO, INC.	44146	0	2020 10	INV P		66.00	pcard Caspio Overage Char
								125.00	
								ACCOUNT TOTAL	9,114.51
16033	641800								Equip Repairs & Maint
	000437	EVANCED SOLUTIONS, L	44161	0	2020 10	INV P		4,376.92	pcard Evanced Room Softwa
	000451	FARONICS TECHNOLOGIE	44162	0	2020 10	INV P		1,443.50	pcard Faronics Renewals
	000911	MODERN BUSINESS MACH	44145	0	2020 10	INV P		242.99	pcard MODERN BUSINESS MAC
	001619	CDW GOVERNMENT, INC.	44138	0	2020 10	INV P		1,079.16	pcard Barracuda Message A
	001961	WELLS FARGO FINANCIA	42354	0	2020 10	INV P	101420	802.30	545408 Copier Lease
	999990	DNH*GODADDY.COM	44157	0	2020 10	INV P		21.17	pcard Domain Renewals
								ACCOUNT TOTAL	7,966.04
								ORG 16033 TOTAL	17,080.55
		FUND 100 General Fund						TOTAL:	102,185.90

** END OF REPORT - Generated by Jessica J. Miller **

YEAR-TO-DATE BUDGET REPORT
2020 YEAR TO DATE BUDGET

FOR 2020 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
160 Library							
423200 Library Grants & Aids	-1,070,138	0	-1,070,138	-1,070,138.00	.00	.00	100.0%
480100 General Charges for Service	-50,000	0	-50,000	-13,713.51	.00	-36,286.49	27.4%
500100 Fees & Commissions	-600	0	-600	-336.66	.00	-263.34	56.1%
501500 Rental of City Property	-30,000	0	-30,000	-30,000.00	.00	.00	100.0%
502000 Donations & Memorials	0	0	0	-552.97	.00	552.97	100.0%
503500 Other Reimbursements	-18,900	-34,000	-52,900	-119,158.33	.00	66,258.33	225.3%
610100 Regular Salaries	2,289,492	0	2,289,492	1,706,207.11	.00	583,284.89	74.5%
610400 Call Time Wages	0	0	0	15.00	.00	-15.00	100.0%
610500 Overtime Wages	0	0	0	797.15	.00	-797.15	100.0%
610800 Part-Time Wages	203,913	5,750	209,663	144,914.00	.00	64,749.00	69.1%
611400 Sick Pay	0	0	0	2,045.29	.00	-2,045.29	100.0%
611500 Vacation Pay	0	0	0	126,111.23	.00	-126,111.23	100.0%
615000 Fringes	835,669	250	835,919	.00	.00	835,919.00	.0%
615100 FICA	0	0	0	133,266.70	.00	-133,266.70	100.0%
615200 Retirement	0	0	0	120,589.76	.00	-120,589.76	100.0%
615301 Health Insurance	0	0	0	370,532.97	.00	-370,532.97	100.0%
615302 Dental Insurance	0	0	0	14,373.45	.00	-14,373.45	100.0%
615400 Life Insurance	0	0	0	204.76	.00	-204.76	100.0%
620100 Training/Conferences	23,234	400	23,634	15,466.11	.00	8,167.89	65.4%
620600 Parking Permits	24,780	0	24,780	22,820.00	.00	1,960.00	92.1%
630100 Office Supplies	45,781	9,500	55,281	23,708.37	.00	31,572.63	42.9%
630300 Memberships & Licenses	2,200	0	2,200	2,687.78	.00	-487.78	122.2%
630500 Awards & Recognition	850	300	1,150	324.45	.00	825.55	28.2%
630600 Building Maint./Janitorial	11,084	0	11,084	4,371.43	.00	6,712.57	39.4%
630700 Food & Provisions	1,135	1,200	2,335	638.32	.00	1,696.68	27.3%
630902 Tools & Instruments	150	0	150	14.22	.00	135.78	9.5%
631500 Books & Library Materials	597,644	5,897	603,541	448,355.42	.00	155,185.58	74.3%
632001 City Copy Charges	0	0	0	302.60	.00	-302.60	100.0%
632002 Outside Printing	100	600	700	420.13	.00	279.87	60.0%
632101 Uniforms	0	0	0	179.77	.00	-179.77	100.0%
632300 Safety Supplies	550	0	550	906.59	.00	-356.59	164.8%
632700 Miscellaneous Equipment	68,630	0	68,630	21,114.17	.00	47,515.83	30.8%
640700 Solid waste/Recycling Pickup	2,707	0	2,707	3,246.75	.00	-539.75	119.9%
641200 Advertising	1,288	2,000	3,288	1,330.58	.00	1,957.42	40.5%
641301 Electric	93,551	0	93,551	70,489.91	.00	23,061.09	75.3%
641302 Gas	22,283	0	22,283	12,502.48	.00	9,780.52	56.1%
641303 Water	5,125	0	5,125	2,428.86	.00	2,696.14	47.4%
641304 Sewer	2,114	0	2,114	973.39	.00	1,140.61	46.0%
641306 Stormwater	3,611	0	3,611	2,347.39	.00	1,263.61	65.0%
641307 Telephone	2,948	0	2,948	2,521.85	.00	426.15	85.5%

YEAR-TO-DATE BUDGET REPORT
2020 YEAR TO DATE BUDGET

FOR 2020 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
641308 Cellular Phones	1,155	0	1,155	313.52	.00	841.48	27.1%
641600 Build Repairs & Maint	2,000	0	2,000	1,618.57	.00	381.43	80.9%
641800 Equip Repairs & Maint	84,931	0	84,931	67,515.29	.00	17,415.71	79.5%
642000 Facilities Charges	184,361	0	184,361	95,199.50	.00	89,161.50	51.6%
642400 Software Support	4,498	0	4,498	.00	.00	4,498.00	.0%
659900 Other Contracts/Obligation	152,769	11,000	163,769	99,298.37	.00	64,470.63	60.6%
681500 Software Acquisition	0	0	0	4,576.10	.00	-4,576.10	100.0%
TOTAL Library	3,498,915	2,897	3,501,812	2,290,829.87	.00	1,210,982.13	65.4%
TOTAL REVENUES	-1,169,638	-34,000	-1,203,638	-1,233,899.47	.00	30,261.47	
TOTAL EXPENSES	4,668,553	36,897	4,705,450	3,524,729.34	.00	1,180,720.66	
GRAND TOTAL	3,498,915	2,897	3,501,812	2,290,829.87	.00	1,210,982.13	65.4%

** END OF REPORT - Generated by Jessica J. Miller **

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/11 TO 2020/11									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
16010									Library Administration
16010	630100								Office Supplies
002034	OFFICE DEPOT	43998	0	2020	11 INV P	61.35		pcard	Post it notes, Lami
						61.35			ACCOUNT TOTAL
16010	659900								Other Contracts/Obligation
002229	STAR PROTECTION AND	44342	0	2020	11 INV P	160.00	111820		545882 Security Guards
002229	STAR PROTECTION AND	44343	0	2020	11 INV P	160.00	111820		545882 Security Guard
						320.00			
999990	SMK*SURVEYMONKEY.COM	44251	0	2020	11 INV P	99.00		pcard	Annual Survey Subsc
						419.00			ACCOUNT TOTAL
						480.35			ORG 16010 TOTAL
16021									Library Children's Services
16021	630100								Office Supplies
999990	SAMSCLUB.COM	44275	0	2020	11 INV P	86.28		pcard	T-shirt bags for cu
						86.28			ACCOUNT TOTAL
						86.28			ORG 16021 TOTAL
16023									Library Public Services
16023	630100								Office Supplies
999990	SAMSCLUB.COM	44275	0	2020	11 INV P	86.28		pcard	T-shirt bags for cu
						86.28			ACCOUNT TOTAL
						86.28			ORG 16023 TOTAL
16024									Library Community Partnerships
16024	659900								Other Contracts/Obligation
000511	FOX CITIES BOOK FEST	44519	0	2020	11 INV P	2,000.00	112420		545919 FCBF contribution
002502	CRAIG CLIFFORD	44472	0	2020	11 INV P	300.00	112420		545911 Artist in Residence
002537	AMERICAN ANCESTORS &	44521	0	2020	11 INV P	250.00	112420		545899 Genealogy Lecture a
						2,550.00			ACCOUNT TOTAL
						2,550.00			ORG 16024 TOTAL
16031									Library Building Operations
16031	641301								Electric
001575	WE ENERGIES	527	0	2020	11 INV P	6,555.83	112420		545969 4835-258-176 Librar
						6,555.83			ACCOUNT TOTAL

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/11 TO 2020/11		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
16031	641302				Gas					
	001575	WE ENERGIES	527	0	2020 11	INV	P	1,491.02	112420	545969 5229-670-389 Public
ACCOUNT TOTAL								1,491.02		
ORG 16031 TOTAL								8,046.85		
16032					Library Materials Management					
16032	631500				Books & Library Materials					
	001265	SOO LINE HISTORICAL	44024	0	2020 11	INV	P	37.00		pcard
	001983	AMAZON	44022	0	2020 11	INV	P	-17.47		pcard
	002396	INGRAM LIBRARY SERV	44000	0	2020 11	INV	P	1,652.07		pcard
	002396	INGRAM LIBRARY SERV	44001	0	2020 11	INV	P	336.35		pcard
	002396	INGRAM LIBRARY SERV	44002	0	2020 11	INV	P	1,632.02		pcard
	002396	INGRAM LIBRARY SERV	44003	0	2020 11	INV	P	256.44		pcard
	002396	INGRAM LIBRARY SERV	44004	0	2020 11	INV	P	801.68		pcard
	002396	INGRAM LIBRARY SERV	44005	0	2020 11	INV	P	1,807.77		pcard
	002396	INGRAM LIBRARY SERV	44006	0	2020 11	INV	P	157.36		pcard
	002396	INGRAM LIBRARY SERV	44007	0	2020 11	INV	P	571.18		pcard
	002396	INGRAM LIBRARY SERV	44008	0	2020 11	INV	P	344.31		pcard
	002396	INGRAM LIBRARY SERV	44009	0	2020 11	INV	P	937.24		pcard
	002396	INGRAM LIBRARY SERV	44010	0	2020 11	INV	P	228.88		pcard
	002396	INGRAM LIBRARY SERV	44011	0	2020 11	INV	P	171.27		pcard
	002396	INGRAM LIBRARY SERV	44012	0	2020 11	INV	P	274.64		pcard
	002396	INGRAM LIBRARY SERV	44013	0	2020 11	INV	P	472.68		pcard
	002396	INGRAM LIBRARY SERV	44014	0	2020 11	INV	P	192.07		pcard
								9,835.96		
	999990	EBS CO	43999	0	2020 11	INV	P	10,381.00		pcard
	999990	THOMSON WEST*TCD	44020	0	2020 11	INV	P	924.65		pcard
	999990	THOMSON WEST*TCD	44021	0	2020 11	INV	P	521.07		pcard
	999990	REI*GREENWOODHEINEMA	44023	0	2020 11	INV	P	25.00		pcard
	999990	THE BUSINESS JOURNAL	44025	0	2020 11	INV	P	140.00		pcard
								11,991.72		
ACCOUNT TOTAL								21,847.21		
ORG 16032 TOTAL								21,847.21		
16033					Library Network Services					
16033	632700				Miscellaneous Equipment					
	000362	DELL MARKETING L.P.	44240	0	2020 11	INV	P	814.71		pcard Docking stations fo
	001983	AMAZON	44239	0	2020 11	INV	P	29.99		pcard Headset for working
	001983	AMAZON	44241	0	2020 11	INV	P	727.35		pcard webcams for program
								757.34		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2020/11 TO 2020/11	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
				ACCOUNT TOTAL			1,572.05
			ORG 16033	TOTAL			1,572.05
FUND 100	General Fund			TOTAL:			34,669.02

** END OF REPORT - Generated by Jessica J. Miller **

YEAR-TO-DATE BUDGET REPORT
2020 YEAR TO DATE BUDGET

FOR 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
160 Library							
423200 Library Grants & Aids	-1,070,138	0	-1,070,138	-1,070,138.00	.00	.00	100.0%
480100 General Charges for Service	-50,000	0	-50,000	-13,719.61	.00	-36,280.39	27.4%
500100 Fees & Commissions	-600	0	-600	-336.66	.00	-263.34	56.1%
501500 Rental of City Property	-30,000	0	-30,000	-30,000.00	.00	.00	100.0%
502000 Donations & Memorials	0	0	0	-552.97	.00	552.97	100.0%
503500 Other Reimbursements	-136,484	-114,072	-250,556	-262,946.79	.00	12,390.79	104.9%
599900 Fund Balance Applied	0	-63,102	-63,102	.00	.00	-63,102.00	.0%
610100 Regular Salaries	2,313,558	0	2,313,558	1,892,213.07	.00	421,344.93	81.8%
610400 Call Time Wages	0	0	0	15.00	.00	-15.00	100.0%
610500 Overtime Wages	0	0	0	797.15	.00	-797.15	100.0%
610800 Part-Time Wages	203,913	15,100	219,013	161,062.61	.00	57,950.39	73.5%
611400 Sick Pay	0	0	0	2,045.29	.00	-2,045.29	100.0%
611500 Vacation Pay	0	0	0	141,235.89	.00	-141,235.89	100.0%
615000 Fringes	836,047	500	836,547	.00	.00	836,547.00	.0%
615100 FICA	0	0	0	147,439.08	.00	-147,439.08	100.0%
615200 Retirement	0	0	0	133,453.62	.00	-133,453.62	100.0%
615301 Health Insurance	0	0	0	417,198.47	.00	-417,198.47	100.0%
615302 Dental Insurance	0	0	0	17,698.01	.00	-17,698.01	100.0%
615400 Life Insurance	0	0	0	255.06	.00	-255.06	100.0%
620100 Training/Conferences	25,584	16,398	41,982	15,774.83	.00	26,207.17	37.6%
620600 Parking Permits	24,780	0	24,780	22,823.00	.00	1,957.00	92.1%
630100 Office Supplies	49,731	40,815	90,546	28,061.11	.00	62,484.89	31.0%
630300 Memberships & Licenses	2,200	0	2,200	2,687.78	.00	-487.78	122.2%
630500 Awards & Recognition	850	300	1,150	506.70	.00	643.30	44.1%
630600 Building Maint./Janitorial	11,084	0	11,084	5,031.70	.00	6,052.30	45.4%
630700 Food & Provisions	1,135	6,300	7,435	722.57	.00	6,712.43	9.7%
630902 Tools & Instruments	150	0	150	14.22	.00	135.78	9.5%
631500 Books & Library Materials	671,834	94,086	765,920	513,320.41	.00	252,599.59	67.0%
632001 City Copy Charges	0	0	0	302.60	.00	-302.60	100.0%
632002 Outside Printing	100	1,200	1,300	1,032.63	.00	267.37	79.4%
632101 Uniforms	0	0	0	179.77	.00	-179.77	100.0%
632300 Safety Supplies	550	0	550	906.59	.00	-356.59	164.8%
632700 Miscellaneous Equipment	68,630	2,000	70,630	39,102.88	.00	31,527.12	55.4%
640400 Consulting Services	3,600	0	3,600	1,855.00	.00	1,745.00	51.5%
640700 Solid Waste/Recycling Pickup	2,707	0	2,707	3,246.75	.00	-539.75	119.9%
641200 Advertising	11,288	4,000	15,288	3,246.57	.00	12,041.43	21.2%
641301 Electric	93,551	0	93,551	77,045.74	.00	16,505.26	82.4%
641302 Gas	22,283	0	22,283	13,993.50	.00	8,289.50	62.8%
641303 Water	5,125	0	5,125	2,428.86	.00	2,696.14	47.4%
641304 Sewer	2,114	0	2,114	973.39	.00	1,140.61	46.0%

YEAR-TO-DATE BUDGET REPORT
2020 YEAR TO DATE BUDGET

FOR 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
641306 Stormwater	3,611	0	3,611	2,347.39	.00	1,263.61	65.0%
641307 Telephone	2,948	0	2,948	2,797.97	.00	150.03	94.9%
641308 Cellular Phones	1,155	0	1,155	425.10	.00	729.90	36.8%
641600 Build Repairs & Maint	2,000	0	2,000	1,788.45	.00	211.55	89.4%
641800 Equip Repairs & Maint	84,931	0	84,931	74,863.40	.00	10,067.60	88.1%
642000 Facilities Charges	184,361	0	184,361	107,864.52	.00	76,496.48	58.5%
642400 Software Support	4,498	0	4,498	.00	.00	4,498.00	.0%
659900 Other Contracts/Obligation	152,769	38,572	191,341	116,133.37	.00	75,207.63	60.7%
681500 Software Acquisition	0	0	0	4,576.10	.00	-4,576.10	100.0%
TOTAL Library	3,499,865	42,097	3,541,962	2,579,772.12	.00	962,189.88	72.8%
TOTAL REVENUES	-1,287,222	-177,174	-1,464,396	-1,377,694.03	.00	-86,701.97	
TOTAL EXPENSES	4,787,087	219,271	5,006,358	3,957,466.15	.00	1,048,891.85	
GRAND TOTAL	3,499,865	42,097	3,541,962	2,579,772.12	.00	962,189.88	72.8%

** END OF REPORT - Generated by Jessica J. Miller **

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2020

<u>Budget Description</u>	<u>Business Unit</u>	<u>Acct. No.</u>	<u>Sub Acct No.</u>	<u>Subledger No.</u>	<u>Transfer Amount</u>
Other Reimbursements: Children's	16021	503500	3954		\$ 800.00
Children's: Supplies	16021	630100	3954		\$ 800.00

For the purpose of:
 -Bouwer Grant Donation to support Appleton Ready to Read

 Department Head _____
 Date

Budget Entry (BE) No.: _____

Approved by:

 Tony D. Saucerman, Finance Director _____
 Date

 Jacob A. Woodford, Mayor _____
 Date
 Reported to Finance Committee: _____
 Date

Additional comments: _____

BUDGET AMENDMENT POLICY, revised 7/07:

The following items require approval of the Mayor and the Finance Director and will be reported to the Finance Committee as information items:

- Transfers of \$15,000 or less between operations programs within a department or between departments within a fund ;
- New appropriations of \$15,000 or less funded by grants, user fees, or other non-tax revenues.

The following items will be reported to the Finance Committee as action items and require approval by two thirds of the Common Council:

- Transfers in excess of \$15,000 between programs within a department or departments within a fund;
- New appropriations in excess of \$15,000 funded by grants, user fees, or other non-tax revenues;
- Any transfers between funds;
- Any new appropriations funded by debt or current year tax levy;
- Any carryover of unexpended budgets from a prior period;
- Any transfers from the reserve for contingencies;
- Use of funds budgeted for a particular capital project for any other purpose.
- Use of budgeted personnel dollars to increase the supplies and services budget .

For the Appleton Public Library operating budget, transfers of \$15,000 or less between budget lines and / or between budget programs require written approval by the Library Director. Transfers in excess of \$15,000 and all new library appropriations funded by grants user fees or other non-tax revenues require the approval of the Library Board Finance Committee and two-thirds of the full Library Board. All Library budget changes will be reported to the Council Finance Committee as informational items.

CITY OF APPLETON

HUMAN RESOURCES DEPARTMENT



100 N. Appleton Street
Appleton, WI 54911



(920) 832-6458



(920) 832-5845



humanresources@appleton.org

MEMO

December 2, 2020

To: Human Resources Committee

From: Sandy Matz, Human Resources Director

Re: HR Committee 12-9-2020 (Exception to Salary Administration Policy)

The 2021 Budget included an allocation of 1.5% for pay for performance for the non-represented employees. The current policy would have the 1.5% increase be allocated to departments for granting pay for performance increases within their respective departments. As a leadership team, we have discussed this and are recommending a deviation from the policy for allocation of raises this year. The team proposes that the 1.5% increase be granted as an across the board increase to all employees. Employees with an inconsistent rating would not be eligible for the across the board adjustment until the rating is brought up to a consistent level and maintained for a period of at least ninety (90) days.

Below is the relevant section of the Salary Administration Policy:

Pay for Performance

The amount allocated for performance pay shall be established each year by the Mayor and included in the annual budget, subject to approval by the Common Council. Upon approval of the budget the amount will be divided and allocated to each individual department based on total base wages of eligible employees within the plan. Upon conclusion of the annual employee performance review process, individual department directors will then divide the allocated amount to individual employees within their department based on the employee's annual performance evaluation score.

The maximum Pay for Performance Adjustment shall not exceed the approved Pay Range Adjustment plus 3%.

CITY OF APPLETON

HUMAN RESOURCES DEPARTMENT



100 N. Appleton Street
Appleton, WI 54911



(920) 832-6458



(920) 832-5845



humanresources@appleton.org

MEMO

December 2, 2020

To: Human Resources Committee

From: Sandy Matz, Human Resources Director

Re: HR Committee 12-9-2020 (Emergency Sick Leave Policy Extension)

Earlier this year, the US Department of Labor established the Families First Coronavirus Response Act (FFCRA). This Act provided certain leave entitlements to assist employees during the current public health emergency, namely, Emergency Paid Sick Leave of up to eighty (80) hours. As a covered employer, we adopted a Families First Compliance Policy and Emergency Responder Paid Sick Leave Policy. Our policies and the mandate will expire December 31, 2020.

Since there has been no further guidance from the US Department of Labor as to extension of the mandate and since we are far from being out of the public health emergency, the leadership team is proposing an extension to our Emergency Sick Leave policies. Our proposal is to extend the policies until June 30, 2021 at which time we can re-evaluate the conditions of the pandemic and determine whether another extension might be suggested.

Our proposal would be to extend only the Emergency Sick Leave portions of the policy which would allow employees to carry-over any portion of their unused emergency sick leave into 2021. Employees would not be entitled to a new eighty (80) hour emergency sick leave benefit.

Upon Council approval, we will update the policy and delete reference to the federal mandate.

CITY OF APPLETON 2021 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Assistant Library Director: Tasha M. Saecker

CITY OF APPLETON 2021 BUDGET LIBRARY

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2020 EVENTS

Maintain high quality library services

2020 has been defined by the pandemic resulting in redesigning library service in methods that are safe.

- Developed contact-free curbside pick-up
- Created a materials quarantine process
- Transitioned many services online
- Provided telephone service, served as the City's info line, without interruption, throughout the pandemic
- Developed reopening plan focusing on services that could be scaled up or down based on local public health needs, including appointments for public computers, photocopiers/fax machines and notary services
- Multiple staff members served on committees that developed state guidelines for pandemic best practices
- Supported needs of other City departments including the Mayor's office and Clerk's office

Summer Reading Program

Offered for all ages and modified in 2020 for the pandemic using an online system and offering scheduled pick up of prizes. Take-and-create packs provided for teens for pick up and provided at Boys and Girls Club. 1,099 children and 305 adults participated.

Completed migration to new Integrated Library System/online catalog

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

Grants obtained include: "Small Business – Big Impact," an initiative to support business startup, retention, and expansion for people of color and immigrants, is launched with grant funding from the American Library Association for 2020/2021; Libraries Lead with Digital Skills grant from Google; worked with OWLS and Friends of the APL to obtain grant for circulating laptops throughout the system from the WI Public Services Commission; Friends of the APL provided \$67,500 in grants

Completed a needs assessment on providing a social worker in the library and began implementing recommendations from the report

Librarians engaged in initiatives at the State level including Wisconsin Library Association Leadership Institute and Mentorship Program, Wisconsin Libraries Transforming Communities

Continue to explore facility needs and options

Modified building to provide safe service to the public during the pandemic

Library Director serves on economic development team for library building project

Continue cooperation with schools and other community organizations

Maintained and enhanced relationships with partners throughout the year finding new ways to collaborate during the pandemic

Fox Cities Reads, The Latehomecomer, was read and discussed throughout the community - author presentation was postponed and will occur virtually; Fox Cities Book Festival will occur virtually in fall

Collaborated with 233 local educational institutions, businesses, and non-profit and civic groups; Collaborations include English Language Learner programs, Building for Kids, YMCA, ADI, Fox Valley Symphony, Boys & Girls Club

Staff served on Imagine Fox Cities Leadership and Belonging Teams

Implemented several initiatives related to employment via the Friends grant -funded Community Partnerships Specialist; have applied for grants to scale up this program; developed community job needs assessment with LEAVEN, WI Dept of Workforce Development and Forward Services

As a United Way Agency the library coordinates the Reach Out and Read - Fox Cities program

Developed MOU with Gannett to house historic Post Crescent microfilm and photo archives

Utilize volunteers more effectively

In 2019, expanded roles for volunteers including increased support for computer help, and programming; offered Spanish language computer assistance with volunteers; in 2020 created contact-free walking books program

Continuously work to improve website and online service delivery

Expanded access to digital content, increasing titles and services offered; offered programming in person and online via synchronous and asynchronous videoconferencing when meeting in person was not feasible

2020 total e-circulation is up 20% from 2019: e-books, audiobooks, videos, comics, magazines, music and games

CITY OF APPLETON 2021 BUDGET LIBRARY

MAJOR 2021 OBJECTIVES

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

APL Vision: Where potential is transformed into reality.

VALUES:

WELCOMING - Everyone belongs here.

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

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

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

STRATEGIC PILLARS:

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

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

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

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

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

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

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

Other specific objectives include:

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

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

Work on building process as a Library-wide team together with the City, Board of Trustees and City Council; provide the community space for civic engagement and public meetings as public health conditions allow.

Cultivate quality children's materials collections and develop and provide quality programs for more than 35,000 children and caregivers, including fieldtrips and group visits, age-appropriate programs for children birth to age 12 with inclusive programs; explore ways to develop and support outreach to the community in nontraditional locations.

Collaborate with schools and other community organizations utilizing the Community Partnerships framework to provide options for different levels of engagement; continue efforts to extend outreach and circulation services out into the community.

Market collections, programs and services, incorporating social media; continue to enhance the "digital branch" with increased access to e-courses for lifelong learning and mobile content.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2018	2019	Adopted 2020	Amended 2020	2021	Change *
Program Revenues		\$ 1,289,961	\$ 1,267,872	\$ 1,169,638	\$ 1,203,638	\$ 1,171,236	0.14%
Program Expenses							
16010	Administration	613,894	659,324	670,625	677,125	768,274	14.56%
16021	Children's Services	540,909	548,499	528,203	537,203	566,305	7.21%
16023	Public Services	768,101	730,368	719,896	720,396	697,751	-3.08%
16024	Community Partnerships	510,858	494,580	500,772	515,772	497,799	-0.59%
16031	Building Operations	445,171	467,278	495,059	495,059	438,898	-11.34%
16032	Materials Management	1,473,151	1,495,776	1,450,048	1,455,945	1,454,745	0.32%
16033	Network Services	281,116	267,245	303,950	303,950	311,763	2.57%
TOTAL		\$ 4,633,200	\$ 4,663,070	\$ 4,668,553	\$ 4,705,450	\$ 4,735,535	1.43%
Expenses Comprised Of:							
	Personnel	3,337,118	3,296,550	3,329,074	3,335,074	3,393,413	1.93%
	Training & Travel	37,724	43,267	48,014	48,414	46,334	-3.50%
	Supplies & Materials	742,491	787,295	728,124	745,621	728,124	0.00%
	Purchased Services	515,612	533,654	558,843	571,843	563,166	0.77%
	Capital Outlay	255	2,304	4,498	4,498	4,498	0.00%
Full Time Equivalent Staff:							
	Personnel allocated to programs	46.50	46.00	46.00	45.00	45.00	

CITY OF APPLETON 2021 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Oversee the Library's long-range plan and ensure Library is responsive to community needs; prioritize in-house services that most support our community's economic recovery
- Communicate the role of libraries in 21st century society in particular during times of economic and social upheaval
- Continue working on library facility plans allowing for citizen engagement and transparency in library planning
- Utilize the State of Wisconsin Inclusive Services Assessment, GARE and other community and library initiatives to advance equity and inclusion for library policies, collections, programs and services
- Work with Valley Transit and DPW on security guard collaboration, work with Safety Supervisor to ensure the library is a safe place focusing on staff training, de-escalation and trauma informed approaches; continue to implement recommendations from the needs assessment for a social worker in the library
- Work with Friends to develop strong public/private partnership; be good stewards of grant funds
- Develop process for safely increasing use of volunteers

Major changes in Revenue, Expenditures, or Programs:

The COVID-19 pandemic has created significant disruption and modifications to Library service that result in dramatic variances in current and projected outputs.

The 2020 budget included an internal budget adjustment during the year to hire a Safety Supervisor. The 2021 budget continues with that position in Administration.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Library activities, programs and services are responsive to community needs					
% of surveyed patrons who rate the library as satisfactory	97%	97%	97%	97%	97%
Strategic Outcomes					
A better educated community					
Collaborations with educational institutions	196	233	190	200	200
Work Process Outputs					
Grant funds awarded	\$ 174,940	\$ 152,126	\$ 180,000	\$ 180,000	\$ 180,000
State-level meetings attended	35	38	35	75	40
Surveys conducted	1	1	1	2	1
Hours worked by library volunteers	7,761	7,437	7,500	1,500	3,000
Annual door count	440,696	408,532	425,000	125,000	250,000

CITY OF APPLETON 2021 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
423200 Library Grants & Aids	\$ 1,062,448	\$ 1,045,947	\$ 1,070,138	\$ 1,070,138	\$ 1,091,736
480100 General Charges for Svc	49,213	44,646	50,000	50,000	30,000
501500 Rental of City Property	30,000	30,012	30,000	30,000	30,000
502000 Donations & Memorials	1,632	587	-	-	-
503500 Other Reimbursements	18,300	14,666	-	6,500	-
Total Revenue	\$ 1,161,593	\$ 1,135,858	\$ 1,150,138	\$ 1,156,638	\$ 1,151,736
Expenses					
610100 Regular Salaries	\$ 383,767	\$ 394,145	\$ 392,278	\$ 392,278	\$ 460,663
610400 Call Time Wages	14	45	-	-	-
610500 Overtime Wages	-	-	-	-	-
610800 Part-Time Wages	8,281	8,446	8,781	8,781	8,790
615000 Fringes	128,318	132,534	149,018	149,018	179,508
620100 Training/Conferences	5,856	9,327	4,920	5,320	4,920
620600 Parking Permits	20,309	20,729	24,780	24,780	23,100
630100 Office Supplies	3,101	4,273	4,635	4,635	4,635
630300 Memberships & Licenses	3,199	3,065	2,200	2,200	2,200
630500 Awards & Recognition	1,924	1,157	850	1,150	850
630700 Food & Provisions	5,203	4,076	1,135	2,335	1,135
632001 City Copy Charges	-	-	100	700	100
632002 Outside Printing	686	1,031	-	-	-
641200 Advertising	1,827	2,409	1,288	3,288	1,288
641307 Telephone	2,665	3,069	2,948	2,948	2,948
641308 Cellular Phones	1,405	1,517	1,155	1,155	1,600
659900 Other Contracts/Obligation	47,339	73,501	76,537	78,537	76,537
Total Expense	\$ 613,894	\$ 659,324	\$ 670,625	\$ 677,125	\$ 768,274

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Security Guard	\$ 72,912
Piano Tuning	400
Valley Transit Guard Collaboration	3,225
	<u>\$ 76,537</u>

CITY OF APPLETON 2021 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Develop and provide quality programs for more than 10,000 children and caregivers, including fieldtrips and group visits, age-appropriate programs for children birth to age 12, inclusive programs for children with sensory challenges, specialized programs and services to minority and low income families, and reading incentive programs.

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

Provide specialized English Language Learner (ELL) programs directed at school age ELL students to include refugees, including coordination with other organizations to bring specialized programs like Lego Robotics to ELL students and taking our ELL classes to partnering organizations like the Building for Kids and the YMCA.

Major changes in Revenue, Expenditures, or Programs:

The Children's Department continues to develop ways to provide programming and services during the pandemic. Programs are offered using both synchronous and asynchronous videoconferencing combined with curbside pickups and contactless drop offs. The collection continues to be developed and shared with the public using new and updated electronic book lists.

We partnered with Appleton Downtown Inc. and the Appleton Parks and Recreation Department to create Story Walks in downtown Appleton and Memorial Park. Children's also partnered with the Building for Kids, Catalpa Health and the Fox Valley Symphony Orchestra to create a series of live streaming programs highlighting stories, music, mental health and movement.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Children have access to a wide range of quality programs					
Attendance at children's programs	25,505	45,473	35,000	8,500	10,000
Drop-in activity participants	8,181	6,667	6,000	2,000	2,000
Strategic Outcomes					
Children discover joy of reading & develop love of learning					
Summer Library program participants	3,838	3,775	4,000	500	1,500
Members of the Appleton community find high quality programs at the library					
% of attendees satisfied with programs (survey done in odd years)	95%	96%	96%	96%	80%
Work Process Outputs					
Reference transactions	18,468	15,984	16,000	3,500	1,200
Number of children's programs	732	968	800	500	500

CITY OF APPLETON 2021 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
503500 Other Reimbursements	35,623	31,600	-	9,000	-
Total Revenue	<u>\$ 35,623</u>	<u>\$ 31,600</u>	<u>\$ -</u>	<u>\$ 9,000</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 342,559	\$ 350,454	\$ 354,349	\$ 354,349	\$ 369,371
610800 Part-Time Wages	44,370	38,718	30,531	30,531	30,528
615000 Fringes	118,120	127,636	135,106	135,106	158,189
620100 Training/Conferences	3,355	3,996	4,405	4,405	4,405
630100 Office Supplies	18,097	21,003	2,812	8,812	2,812
630300 Memberships & Licenses	150	153	-	-	-
630700 Food & Provisions	1,313	1,444	-	-	-
659900 Other Contracts/Obligation	12,945	5,095	1,000	4,000	1,000
Total Expense	<u>\$ 540,909</u>	<u>\$ 548,499</u>	<u>\$ 528,203</u>	<u>\$ 537,203</u>	<u>\$ 566,305</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2021 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Respond to reference, readers' advisory, technological and directional questions in person, via phone, email, and online social media and work to create consistent customer service levels at all service desks in the library; use technology competencies for the adult service desk staff for increased consistency between desks and focused training in 2020; provide quality service to over 400,000 people.

Register new patrons and maintain a database of 81,800 users; process holds in conjunction with the Materials Management section (approx. 145,000 items); send out overdue, billing and reserve notices; utilize the Tax Refund Intercept Program (TRIP) and a collection agency for the collection of long overdue items and fines.

Promote and educate the public on the use of the self-check machines by patrons at an average of 70% of library materials check out via self-check each month.

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

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

Major changes in Revenue, Expenditures, or Programs:

In response to the COVID-19 pandemic, we developed a contact-free curbside pick-up service that allows patrons to access library materials without entering the building. We also created an appointment-based service for public computers, copy and fax machines, and notary public services.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Convenient and fast access to accurate information					
Reference questions answered	41,134	39,962	40,000	25,000	25,000
Strategic Outcomes					
Members of the Appleton community who will use the library and encourage others to do so					
Number of registered patrons	80,715	79,729	82,000	80,000	80,000
Members of the Appleton community find high quality service at the library					
% of respondents satisfied with library service (survey done on odd years)	92%	94%	94%	94%	75%
Work Process Outputs					
Adult materials circulation	581,358	545,136	550,000	155,000	300,000
Children's materials circulation	388,212	345,935	370,000	95,000	180,000
Reserves filled for APL patrons	146,076	146,567	150,000	50,000	90,000

CITY OF APPLETON 2021 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
503500 Other Reimbursements	\$ 3,789	\$ 12,494	\$ 400	\$ 900	\$ 400
Total Revenue	<u>\$ 3,789</u>	<u>\$ 12,494</u>	<u>\$ 400</u>	<u>\$ 900</u>	<u>\$ 400</u>
Expenses					
610100 Regular Salaries	\$ 490,671	\$ 475,860	\$ 474,782	\$ 474,782	\$ 455,427
610500 Overtime Wages	3	4	-	-	-
610800 Part-Time Wages	95,416	91,753	90,452	90,452	90,508
615000 Fringes	163,428	150,514	141,558	141,558	137,227
620100 Training/Conferences	1,348	2,443	2,565	2,565	2,565
630100 Office Supplies	4,421	2,960	3,500	4,000	3,500
659900 Other Contracts/Obligation	12,814	6,834	7,039	7,039	8,524
Total Expense	<u>\$ 768,101</u>	<u>\$ 730,368</u>	<u>\$ 719,896</u>	<u>\$ 720,396</u>	<u>\$ 697,751</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2021 BUDGET

LIBRARY

Community Partnerships

Business Unit 16024

PROGRAM MISSION

Community Partnerships: Engage, Educate, Entertain, Elevate.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

"Small Business – Big Impact," an initiative to support business startup, retention, and expansion for people of color and immigrants, is launched with grant funding from the American Library Association for 2020/2021.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Members of the Appleton community find high quality programs at the library					
% of attendees satisfied with library programs (survey done on odd years)					
Adult programs	98%	97%	97%	97%	75%
Young adult programs	92%	93%	93%	93%	75%
Strategic Outcomes					
Members of the Appleton community engage with the library as a hub of learning and literacy					
Young adult program attendance	4,909	3,243	4,500	500	750
Adult program attendance	4,925	5,162	4,500	900	1,500
Work Process Outputs					
Web page "hits" (page accesses)	1,047,900	875,356	1,000,000	500,000	650,000
Number of locally produced databases or digital collections available via web	10	10	10	10	10

CITY OF APPLETON 2021 BUDGET

LIBRARY

Community Partnerships

Business Unit 16024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
503500 Other Reimbursements	\$ 20,349	\$ 17,500	\$ -	\$ 15,000	\$ -
Total Revenue	<u>\$ 20,349</u>	<u>\$ 17,500</u>	<u>\$ -</u>	<u>\$ 15,000</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 325,219	\$ 318,218	\$ 336,378	\$ 336,378	\$ 344,212
610800 Part-Time Wages	19,779	17,714	-	5,750	-
615000 Fringes	145,098	138,006	157,132	157,382	146,325
620100 Training/Conferences	2,408	4,545	4,450	4,450	4,450
620600 Parking Permits	18	-	-	-	-
630100 Office Supplies	6,175	5,010	2,812	5,812	2,812
630300 Memberships & Licenses	105	-	-	-	-
659900 Other Contracts/Obligation	12,056	11,087	-	6,000	-
Total Expense	<u>\$ 510,858</u>	<u>\$ 494,580</u>	<u>\$ 500,772</u>	<u>\$ 515,772</u>	<u>\$ 497,799</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2021 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Ensure library meeting room needs are met.

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

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

Major changes in Revenue, Expenditures, or Programs:

The performance indicator concerning safety for 2018 and 2019 reflects a combined response to safety inside the library and in the neighborhood. In future years these questions will be asked separately.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
The public enjoys a safe and clean facility					
% of patrons satisfied with public meeting rooms (surveyed on odd years)	98%	93%	98%	N/A	90%
% of patrons satisfied with safety in the library (surveyed on odd years)	87%	85%	90%	N/A	90%
Strategic Outcomes					
The community increasingly uses opportunities for meetings, programs and discussions					
# of meetings and programs	4,332	4,489	4,100	500	500
Work Process Outputs					
# of satisfactory monthly inspections completed	12	12	12	12	12
# of staff training opportunities completed	22	22	20	15	20

CITY OF APPLETON 2021 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
500100 Fees & Commissions	\$ 955	\$ 1,005	\$ 600	\$ 600	\$ 600
503500 Other Reimbursements	-	111	-	-	-
Total Revenue	\$ 955	\$ 1,116	\$ 600	\$ 600	\$ 600
Expenses					
610100 Regular Salaries	\$ 109,160	\$ 112,716	\$ 110,532	\$ 110,532	\$ 76,128
610400 Call Time Wages	60	-	-	-	-
610500 Overtime Wages	202	57	-	-	-
610800 Part-Time Wages	3,626	4,619	3,906	3,906	3,912
615000 Fringes	47,985	47,020	51,205	51,205	26,104
620100 Training/Conferences	1,233	-	830	830	830
630100 Office Supplies	303	29	-	-	-
630600 Building Maint./Janitorial	11,001	12,560	11,084	11,084	11,084
630902 Tools & Instruments	99	-	150	150	150
632101 Uniforms	230	-	-	-	-
632300 Safety Supplies	126	500	550	550	550
632700 Miscellaneous Equipment	368	279	650	650	650
640700 Solid Waste/Recycling	2,520	2,563	2,707	2,707	4,005
641300 Utilities	122,930	120,401	126,684	126,684	129,112
641600 Build Repairs & Maint	900	2,424	2,000	2,000	2,000
641800 Equip Repairs & Maint	225	160	400	400	400
642000 Facilities Charges	144,203	163,950	184,361	184,361	183,973
Total Expense	\$ 445,171	\$ 467,278	\$ 495,059	\$ 495,059	\$ 438,898

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2021 BUDGET

LIBRARY

Materials Management

Business Unit 16032

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Materials Management creates entries and database records for approximately 30,000 new titles in the online catalog. We process 37,000 items annually, including labels, RFID tags and jacket protectors. We receive 1,800 newspapers, periodicals and standing order subscriptions and process over 5,000 magazine issues for circulation and storage.

Other specific objectives include:

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

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

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

Actively work with OWLSnet on implementation of the new integrated library system, as well as ways to reduce barriers to access in the Fox Cities.

Major changes in Revenue, Expenditures, or Programs:

In response to the COVID-19 pandemic, we developed and implemented 3-day quarantining procedure for returned materials.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
People can obtain the materials they need quickly					
% of holds filled within 1 week of being placed	58%	60%	58%	30%	50%
Improved efficiencies in delivering service					
Number of volunteer hours in Materials Management	4,169	3,259	4,000	800	1,000
Strategic Outcomes					
People have reading, viewing and listening materials that stimulate their thinking, enhance their knowledge of the world, and improve the quality of their leisure time					
# of unique titles owned at end of year	278,139	240,888	245,000	238,000	235,000
Work Process Outputs					
# of volumes processed	27,979	31,159	27,000	27,000	27,000
# of volumes weeded	35,018	75,687	30,000	30,000	30,000

CITY OF APPLETON 2021 BUDGET

LIBRARY

Materials Management

Business Unit 16032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
503500 Other Reimbursements	\$ 42,659	\$ 46,356	\$ -	\$ 3,000	\$ -
Total Revenue	<u>\$ 42,659</u>	<u>\$ 46,356</u>	<u>\$ -</u>	<u>\$ 3,000</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 508,906	\$ 506,768	\$ 520,646	\$ 520,646	\$ 524,489
610500 Overtime Wages	-	2	-	-	-
610800 Part-Time Wages	97,779	98,336	70,243	70,243	70,268
615000 Fringes	163,609	149,405	159,476	159,476	161,250
620100 Training/Conferences	2,652	1,029	3,324	3,324	3,324
630100 Office Supplies	34,195	31,152	30,522	30,522	30,522
631500 Books & Library Materials	598,405	641,651	597,644	603,541	597,644
659900 Other Contracts/Obligation	67,605	67,433	68,193	68,193	67,248
Total Expense	<u>\$ 1,473,151</u>	<u>\$ 1,495,776</u>	<u>\$ 1,450,048</u>	<u>\$ 1,455,945</u>	<u>\$ 1,454,745</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

Office Supplies

General office supplies	\$ 3,910
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	20,105
RFID supplies	6,507
	<u>\$ 30,522</u>

Books & Library Materials

Children's materials	\$ 144,504
Adult materials	423,717
Digital content consortia	29,423
	<u>\$ 597,644</u>

Other Contracts/Obligations

OWLSnet contract	\$ 62,748
Collection agency	4,500
	<u>\$ 67,248</u>

CITY OF APPLETON 2021 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Develop multi-year schedule of technology projects and replacements; replace 20% of staff and public computing devices annually to maintain usability and update the network hardware and software to ensure responsiveness to patron and staff need; replace aging network switches to increase uptime and reliability; maintain warranties on production servers.

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

Expand our digital content by allowing the recording of programs to be posted online by exploring the implementation of expanded AV equipment for the meeting rooms to allow room audio to be captured directly on a digital camera.

Support staff who are working from home due to COVID, including providing access to Office 365 and VPN connectivity, and consulting with staff doing online programming and events.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
People will have reliable access to up-to-date technology					
% surveyed who are satisfied with the library website (survey done in odd years)	96%	88%	88%	88%	90%
Strategic Outcomes					
Hours of public internet computer use	45,260	39,440	43,000	15,000	20,000
Sessions on public computers	54,510	50,269	50,000	18,000	25,000
Community enjoys a high level of access to electronic information resources					
# of referrals to InfoSoup online catalog	132,093	140,366	150,000	85,000	100,000
Database sessions	964,324	1,288,401	1,200,000	1,350,000	1,350,000
Work Process Outputs					
PC workstations & other devices installed	40	40	40	40	40

CITY OF APPLETON 2021 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
503500 Other Reimbursements	\$ 24,993	\$ 22,948	\$ 18,500	\$ 18,500	\$ 18,500
Total Revenue	<u>\$ 24,993</u>	<u>\$ 22,948</u>	<u>\$ 18,500</u>	<u>\$ 18,500</u>	<u>\$ 18,500</u>
Expenses					
610100 Regular Salaries	\$ 100,525	\$ 95,343	\$ 100,527	\$ 100,527	\$ 107,321
610500 Overtime	-	225	-	-	-
615000 Fringes	40,221	38,011	42,174	42,174	43,193
620100 Training/Conferences	545	1,198	2,740	2,740	2,740
630100 Office Supplies	1,020	82	1,500	1,500	1,500
632700 Miscellaneous Equipment	52,371	56,870	67,980	67,980	67,980
641800 Equip Repairs & Maint	86,179	73,211	84,531	84,531	84,531
681500 Software Acquisition	255	2,305	4,498	4,498	4,498
Total Expense	<u>\$ 281,116</u>	<u>\$ 267,245</u>	<u>\$ 303,950</u>	<u>\$ 303,950</u>	<u>\$ 311,763</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Workstation replacements	\$ 36,000
Network hardware, wiring, etc.	15,000
Network Attached Storage	16,980
	<u>\$ 67,980</u>

Equipment Repairs and Maintenance

Photocopier lease & maintenance	\$ 11,840
Automated material handling equipment	20,000
Self checks and security gate contract	21,791
Security camera maintenance	2,500
Software license and maintenance fees	11,000
Other equipment repairs and maintenance	17,400
	<u>\$ 84,531</u>

**CITY OF APPLETON 2021 BUDGET
LIBRARY**

	2018 <u>ACTUAL</u>	2019 <u>ACTUAL</u>	2020 <u>YTD ACTUAL</u>	2020 <u>ORIG BUD</u>	2020 <u>REVISED BUD</u>	2021 <u>BUDGET</u>
Program Revenues						
423200 Library Grants & Aids	1,062,448	1,045,947	598,559	1,070,138	1,070,138	1,091,736
480100 General Charges for Service	49,213	44,646	12,564	50,000	50,000	30,000
500100 Fees & Commissions	955	1,005	334	600	600	-
501500 Rental of City Property	30,000	30,013	30,000	30,000	30,000	30,000
502000 Donations & Memorials	1,632	587	551	-	-	-
503500 Other Reimbursements	145,713	145,674	109,133	18,900	52,900	19,500
TOTAL PROGRAM REVENUES	1,289,961	1,267,872	751,141	1,169,638	1,203,638	1,171,236
Personnel						
610100 Regular Salaries	2,016,516	2,026,765	1,294,243	2,289,492	2,289,492	2,337,611
610400 Call Time Wages	74	45	15	-	-	-
610500 Overtime Wages	204	284	749	-	-	-
610800 Part-Time Wages	269,251	259,586	107,783	203,913	209,663	204,006
611000 Other Compensation	710	-	-	-	-	-
611400 Sick Pay	2,256	5,064	2,045	-	-	-
611500 Vacation Pay	241,327	221,679	96,089	-	-	-
615000 Fringes	806,780	783,127	496,853	835,669	835,919	851,796
TOTAL PERSONNEL	3,337,118	3,296,550	1,997,777	3,329,074	3,335,074	3,393,413
Training~Travel						
620100 Training/Conferences	17,397	22,538	12,272	23,234	23,634	23,234
620600 Parking Permits	20,327	20,729	22,680	24,780	24,780	23,100
TOTAL TRAINING / TRAVEL	37,724	43,267	34,952	48,014	48,414	46,334
Supplies						
630100 Office Supplies	67,311	64,508	19,149	45,781	55,281	45,781
630300 Memberships & Licenses	3,454	3,218	2,688	2,200	2,200	2,200
630500 Awards & Recognition	1,924	1,157	324	850	1,150	850
630600 Building Maint./Janitorial	11,001	12,560	4,053	11,084	11,084	11,084
630700 Food & Provisions	6,516	5,520	638	1,135	2,335	1,135
630902 Tools & Instruments	99	-	13	150	150	150
631500 Books & Library Materials	598,405	641,651	386,635	597,644	603,541	597,644
632001 City Copy Charges	-	-	303	-	-	-
632002 Outside Printing	686	1,031	301	100	700	100
632101 Uniforms	230	-	180	-	-	-
632300 Safety Supplies	126	500	440	550	550	550
632700 Miscellaneous Equipment	52,739	57,150	18,038	68,630	68,630	68,630
TOTAL SUPPLIES	742,491	787,295	432,762	728,124	745,621	728,124
Purchased Services						
640700 Solid Waste/Recycling Pickup	2,520	2,563	2,275	2,707	2,707	4,005
641200 Advertising	1,827	2,409	1,276	1,288	3,288	1,288
641301 Electric	91,269	88,808	46,949	93,551	93,551	95,890
641302 Gas	22,283	22,352	10,498	22,283	22,283	22,283
641303 Water	4,701	4,363	2,429	5,125	5,125	5,125
641304 Sewer	1,955	1,803	973	2,114	2,114	2,114
641306 Stormwater	2,722	3,075	2,347	3,611	3,611	3,700
641307 Telephone	2,665	3,069	2,250	2,948	2,948	2,948
641308 Cellular Phones	1,405	1,517	314	1,155	1,155	1,600
641600 Build Repairs & Maint	900	2,424	402	2,000	2,000	2,000
641800 Equip Repairs & Maint	86,404	73,371	65,205	84,931	84,931	84,931
642000 Facilities Charges	144,203	163,950	74,280	184,361	184,361	183,973
659900 Other Contracts/Obligation	152,758	163,950	93,611	152,769	163,769	153,309
TOTAL PURCHASED SVCS	515,612	533,654	302,809	558,843	571,843	563,166
Capital Outlay						
681500 Software Acquisition	255	2,304	1,076	4,498	4,498	4,498
TOTAL CAPITAL OUTLAY	255	2,304	1,076	4,498	4,498	4,498
TOTAL EXPENSE	4,633,200	4,663,070	2,769,376	4,668,553	4,705,450	4,735,535

CITY OF APPLETON 2021 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Library

PROJECT DESCRIPTION

Justification:

Studies done over the past ten years have concluded that the library needs more space to accommodate large meetings, more efficient circulation practices and flexible space. Considering the findings of these studies and community input already received, rebuilding or renovating the library at its current location is the best option.

The lot at 225 N. Oneida Street is currently owned and managed by the City of Appleton. Remaining at this location will simplify, or eliminate altogether, multi-party agreements and site acquisition issues, which will remove key barriers to the project and will likely yield cost savings as well.

A project at the current site supports stewardship of existing investments in parking and other public infrastructure, including an opportunity to retain accessible parking on-site and to maximize use of the 1200-stall Yellow Ramp. A reconstruction or renovation of the existing site will put the library at the center of neighborhood revitalization efforts, encouraging other businesses, organizations and homeowners to move into an area ripe for reactivation.

The planning process will employ the following principles:

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

The project proposed for 2021 is for design only. Though much work has already been done to identify Library needs, in terms of both space and function, and solicit community input, actual design of the structure remains to be done. Once a design has been completed, a construction budget and timeline will be developed. In anticipation of that design, estimated construction costs of \$12,000,000 per year have been included.

Discussion of operating cost impact:

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

However, not moving forward with this project will necessitate the investment of substantial financial resources into the current library for maintenance, furniture, technology and space needs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2021	2022	2023	2024	2025	Total
PRFMD	Design	2,400,000	-	-	-	-	\$ 2,400,000
	Library reconstruction / Renovation	-	12,000,000	12,000,000	-	-	\$ 24,000,000
Total - Facilities Capital Projects Fund		\$ 2,400,000	\$ 12,000,000	\$ 12,000,000	\$ -	\$ -	\$ 26,400,000

COST ANALYSIS

Estimated Cash Flows

Components	2021	2022	2023	2024	2025	Total
Planning	2,400,000	-	-	-	-	\$ 2,400,000
Construction	-	12,000,000	12,000,000	-	-	\$ 24,000,000
Other	-	-	-	-	-	-
Total	\$ 2,400,000	\$ 12,000,000	\$ 12,000,000	\$ -	\$ -	\$ 26,400,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	NQ *

* N/Q = Not Quantifiable

CITY OF APPLETON 2021 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Roof Replacement

PROJECT DESCRIPTION

Justification:

Roof areas at various facilities are reaching their expected life and are in need of replacement. Blistering, membrane shrinkage, etc. is affecting base flashings and causing leaks. Roofs require annual preventive and corrective maintenance to maximize their useable life. Each roof is inspected annually and repairs are completed as necessary. A roof audit was completed and roof replacements have been prioritized. Priorities can change and are adjusted annually if needed.

Fire Stations: (2021) Fire Station #2 roof replacement. (2023) Fire Station #4 Roof Replacement.

Library: (2023) Partial roof replacement.

Parks: (2021) Pavilion roof replacement for Schaefer Park pavilion and Telulah Park large/small pavilions. (2024) Pavilion roof replacement for Highview Park pavilion, City Park pavilion, and AMP amphitheater and pavilion.

Wastewater: (2023) Partial roof replacement for V-Building. (2025) Partial roof replacement for B-Building.

Discussion of operating cost impact:

Roofs are the most critical component of a facility and require ongoing repair and replacement. The average life span of a well maintained roof can reach 25 years. The City has 113 roof areas totaling over 536,000 sq. ft. The total replacement cost is estimated at \$5,092,000. Based on a 25 year replacement cost, we should expect an average of approximately \$203,680 in replacement costs annually to keep our roofs up-to-date. No overall impact on operating costs is expected from roof replacements.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2021	2022	2023	2024	2025	Total
PRFM	Fire Stations	150,000	-	175,000	-	-	\$ 325,000
	Library	-	-	400,000	-	-	\$ 400,000
	Parks	125,000	-	-	125,000	-	\$ 250,000
Facilities Capital Projects		275,000	-	575,000	125,000	-	\$ 975,000
WW	Wastewater Plant	-	-	200,000	-	200,000	\$ 400,000
	WW Utility Capital Projects	-	-	200,000	-	200,000	\$ 400,000
Total - Roof Replacement Projects		\$ 275,000	\$ -	\$ 775,000	\$ 125,000	\$ 200,000	\$ 1,375,000

COST ANALYSIS

Estimated Cash Flows

Components	2021	2022	2023	2024	2025	Total
Planning	25,000	-	75,000	15,000	20,000	\$ 135,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	250,000	-	700,000	110,000	180,000	\$ 1,240,000
Other	-	-	-	-	-	\$ -
Total	\$ 275,000	\$ -	\$ 775,000	\$ 125,000	\$ 200,000	\$ 1,375,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2021 BUDGET
SPECIAL REVENUE FUNDS**

Library Grants

Business Unit 2550

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

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

PERFORMANCE INDICATORS

Actual 2018 Actual 2019 Target 2020 Projected 2020 Target 2021

Note: Since this program exists solely to account for receipt and expenditure of various grants, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2018	2019	Adopted 2020	Amended 2020	2021	
	Program Revenues	\$ 164,918	\$ 77,626	\$ 117,584	\$ 139,156	\$ 112,396	-4.41%
	Program Expenses	\$ 85,779	\$ 96,911	\$ 118,534	\$ 140,106	\$ 133,138	12.32%
Expenses Comprised Of:							
	Personnel	22,948	25,279	24,444	27,044	39,048	59.74%
	Training & Travel	1,653	373	2,350	2,950	2,350	0.00%
	Supplies & Materials	59,378	64,643	78,140	83,440	78,140	0.00%
	Purchased Services	1,800	6,616	13,600	26,672	13,600	0.00%
Full Time Equivalent Staff:							
	Personnel allocated to programs	0.50	0.50	0.50	0.50	0.50	

**CITY OF APPLETON 2021 BUDGET
SPECIAL REVENUE FUNDS**

Library Grants

Business Unit 2550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
503500 Other Reimbursements	\$ 98,218	\$ 77,626	\$ 117,584	\$ 139,156	\$ 112,396
592100 Transfer In - General Fund	66,700		-	-	-
Total Revenue	\$ 164,918	\$ 77,626	\$ 117,584	\$ 139,156	\$ 112,396
Expenses					
610100 Regular Salaries	\$ 22,577	\$ 22,632	\$ 24,066	\$ 26,666	\$ 25,250
615000 Fringes	371	2,647	378	378	13,798
620100 Training/Conferences	1,653	373	2,350	2,950	2,350
630100 Office Supplies	1,603	3,155	3,950	7,450	3,950
630700 Food & Provisions	-	-	-	1,800	-
631500 Books & Library Materials	57,775	61,488	74,190	74,190	74,190
640400 Consulting Services	1,800	3,810	3,600	3,600	3,600
641200 Advertising	-	2,806	10,000	10,000	10,000
659900 Other Contracts	-	-	-	13,072	-
Total Expense	\$ 85,779	\$ 96,911	\$ 118,534	\$ 140,106	\$ 133,138

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

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

**CITY OF APPLETON 2021 BUDGET
LIBRARY GRANTS**

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

	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Revenues					
Other Reimbursements	\$ 98,218	\$ 77,626	\$ 117,584	\$ 139,156	\$ 112,396
Total Revenues	<u>98,218</u>	<u>77,626</u>	<u>117,584</u>	<u>139,156</u>	<u>112,396</u>
Expenses					
Program Costs	85,779	96,911	118,534	140,106	133,138
Total Expenses	<u>85,779</u>	<u>96,911</u>	<u>118,534</u>	<u>140,106</u>	<u>133,138</u>
Other Financing Sources (Uses)					
Transfer In - General Fund	66,700	-	-	-	-
Total Other Financing Sources (Uses)	<u>66,700</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues over (under) Expenses	79,139	(19,285)	(950)	(950)	(20,742)
Fund Balance - Beginning	-	79,139	59,854	59,854	58,904
Fund Balance - Ending	<u>\$ 79,139</u>	<u>\$ 59,854</u>	<u>\$ 58,904</u>	<u>\$ 58,904</u>	<u>\$ 38,162</u>

Appleton Public Library Board
Meeting Dates 2021

Board Meetings are held the Tuesday before the 3rd Wednesday of each month

Tuesday, **January 19**, 2021

4:30 p.m.

APL Board Room

Tuesday, **February 23**, 2021*

4:30 p.m.

APL Board Room

** note this meeting is the last Tuesday in February per compliance with DPI Annual Report submission*

Tuesday, **March 16**, 2021

4:30 p.m.

APL Board Room

Tuesday, **April 20**, 2021

4:30 p.m.

APL Board Room

Tuesday, **May 18**, 2021

4:30 p.m.

APL Board Room

Tuesday, **June 15**, 2021

4:30 p.m.

APL Board Room

Tuesday, **July 20**, 2021

4:30 p.m.

APL Board Room

Tuesday, **August 17**, 2021

4:30 p.m.

APL Board Room

Tuesday, **September 14**, 2021

4:30 p.m.

APL Board Room

Tuesday, **October 19**, 2021

4:30 p.m.

APL Board Room

Tuesday, **November 16**, 2021

4:30 p.m.

APL Board Room

Tuesday, **December 14**, 2021

4:30 p.m.

APL Board Room

2021 Resource Library Agreement
Outagamie Waupaca Library System
Appleton Public Library

Article I: General

The Outagamie Waupaca Library System Board and the Board of the Appleton Public Library do hereby enter into an agreement as authorized by Chapter 43.16, *Wisconsin Statutes*, for the purpose of designating the Appleton Public Library a resource library for the Outagamie Waupaca Library System. This agreement shall become effective January 1, 2021 and shall render any earlier resource library contract null and void.

Article II: Definitions

For the purposes of this agreement:

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

Article III: Resource Library Responsibilities

It is mutually agreed that the Appleton Public Library shall:

- (1) Provide backup reference and interlibrary loan services to all public libraries participating in the system, including the development of and access to specialized collections, in accordance with *Wisconsin Statutes* s. 43.24(2)(b).
- (2) Select and add up to \$21,000 worth of materials, paid for by OWLS, to the collection to enhance the Resource Library's ability to serve as a resource for the entire system and OWLSnet.
- (3) Allow OWLS to connect staff workstations to APL's local area network.

- (4) Collaborate with OWLS to make effective use of the OWLS-funded Internet connection shared by Appleton Public Library and OWLS.
- (5) Cooperate with OWLS or OWLS's contracted entities to provide continuing education to Appleton Public Library staff, OWLS staff, and system library staff, in accordance with *Wisconsin Statutes* s.43.24(2)(e).
- (6) Allow OWLS to use its Board Room, whenever available, for staff, board, or other library-related meetings. In addition, APL shall allow OWLS to book its public meeting rooms on the same basis as APL staff books public meeting rooms.
- (7) Cooperate with OWLS to create and evaluate content for InfoSoup.
- (8) Provide space for OWLS operations under terms and conditions agreed upon by the APL Board and OWLS Board.
- (9) Collaborate with OWLS to unpack and sort library materials sent to APL through the library system and statewide delivery services as efficiently as possible. This collaboration may include the use of APL's automated materials handling equipment to sort materials.
- (10) Contribute at least ~~\$10,000~~\$5,000 toward the purchase of digital content through the Overdrive Advantage program.
- (11) Contribute \$28,203.41 to the Wisconsin Public Library Consortium's statewide digital media buying pool.
- (12) Provide Overdrive website e-mail support to APL and other OWLS member library patrons.
- (13) Provide \$25,000 in cataloging services to OWLSnet.

Article IV: OWLS Responsibilities

It is mutually agreed that OWLS shall:

- (1) Pay all interlibrary loan charges for borrowing materials from libraries outside of the system or OWLSnet.
- (2) Pay all costs (approximately \$3,600 in 2021) to provide access for APL staff and patrons to resource sharing software for items outside of OWLSnet.
- (3) Pay approximately \$78,000 to provide access to mutually agreed upon electronic resources from vendors such as Novelist, Proquest, Newspaper Archive, and Tumbleweed Press.

Commented [b1]: Vendor names have changed

- (4) Fund the acquisition of up to \$21,000 worth of materials to be added to APL's collection to enhance APL's ability to serve as a resource for the entire system and OWLSnet.
- (5) On behalf of APL, request \$128,302 from adjacent counties as compensation for the extension of intersystem services in 2019.
- (6) Maintain its membership in the Wisconsin Public Library Consortium (\$5,855 in 2021) in order to provide access to Overdrive and other digital resources available through the Consortium.
- (7) Collaborate with Appleton Public Library to make effective use of the Internet connection shared by APL and OWLS. Furthermore, OWLS agrees to pay the full cost of providing not less than 500 mbps of bandwidth for the shared Internet connection (at a cost of approximately \$17,300).
- (8) Cooperate with Appleton Public Library to provide continuing education to APL staff, OWLS staff and system library staff, in accordance with *Wisconsin Statutes* s.43.24(2)(e).
- (9) Provide Appleton Public Library staff with at least \$3,500 in continuing education scholarships.
- (10) ~~Provide approximately 10 hours per week of assistance to APL to retrieve shelved materials that have been placed on hold by patrons or other libraries, as requested by APL.~~ Contribute at least \$5,000 toward the purchase of digital content through the Overdrive Advantage program.
- (11) Collaborate with APL to sort and pack library materials sent by APL through the library system and statewide delivery services as efficiently as possible. This collaboration may include the use of APL's automated materials handling equipment to sort materials.
- (12) Occupy space in Appleton Public Library for OWLS operations under terms and conditions agreed upon by the APL Board and OWLS Board.
- (13) Maintain membership in Recollection Wisconsin to provide access to CONTENTdm or a similar content management system and provide consulting to assist APL to organize and make accessible in digital format unique local library resources.
- (14) Pay software licensing fees for antivirus software for Appleton Public Library's staff and public computers.
- (15) Provide APL with up to \$6,000 of printing and photocopying services. Additional printing or photocopying will be billed at OWLS prevailing rates.

(16) Provide a credit of \$25,000 toward APL's OWLSnet fee for cataloging services provided.

Article V: Mutual Understandings

It is mutually understood and agreed that:

- (1) Implementation of this agreement is consistent with the provisions of Wisconsin law. Should any part of this agreement become inconsistent with any state law, the State of Wisconsin law shall take precedence over this agreement.
- (2) This contract shall continue in force through December 31, 2021. In the event that a new contract has not been signed by December 31, 2021, the term of this agreement shall be automatically extended through December 31, 2022 in accordance with *Wisconsin Statutes* s. 43.16.
- (3) This contract may be amended at any time as is mutually agreeable to both parties.

For the Appleton Public Library:

(President) (Date)

For the Outagamie Waupaca Counties
Federated Library System:

(President) (Date)



Meeting Minutes - Draft
Library Board

Monday, November 30, 2020

4:00 PM

City Hall 6th Floor A/B

Personnel & Policy Committee

1. Call meeting to order

Chairperson Margi Mann called the meeting to order at 4:01pm

2. Roll call of membership

Present: 3 - Peterson, Exarhos and Mann

Others : 2 - Kellner and Rortvedt

3. **Action Items**

Closed Session

Peterson moved, seconded by Exarhos that the Committee move into Closed Session pursuant to WI Statute 19.85(f)(c) to discuss personnel matters. Voice Vote. Motion Carried. (3-0)

Roll Call was taken. The meeting went into Closed Session at 4:05pm

Peterson moved, seconded by Exarhos that the Committee resume meeting in Open Session. Voice Vote. Motion Carried. (3-0)

Roll Call was taken. The meeting resumed Open Session at 4:51pm

[20-1537](#)

Library Director's 2020 End of Year Performance Review

Peterson moved, seconded by Mann, that the Library Director's 2020 End of Year Performance Evaluation be recommended for approval. Voice Vote. Motion Carried. (3-0)

4. Adjournment

Exarhos moved, seconded by Peterson that the meeting be adjourned. Voice Vote. Motion Carried. (3-0)

The meeting was adjourned at 4:53pm

Collaborative/Cooperative Agreements

Library

2020 Mid-Year

Maintained Agreements	
Other Governments	
Appleton Housing Authority	Outreach, committee membership
Black Creek Public Library	Reach Out and Read
City of Appleton Diversity & Inclusion	Programs
City of Appleton Health Department	Display, Program
City of Appleton Human Resources	Student Leadership Event, training program
City of Appleton Mayor's Office	Program
City of Appleton Police Department	APL staff training, Summer of Service, Summer Library Program
City of Appleton Parks & Rec	Summer Library Program, Display, Story Walk
Fox Cities Workforce Development - Job Center of Wisconsin	Volunteer Training, outreach
Gerald H. Van Hoof Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
Hortonville Public Library	Reach Out and Read
James J Siebers Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
Kaukauna Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
Menasha Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read, Latino Fest
Muehl Public Library	Reach Out and Read
Neenah Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
New London Public Library	Reach Out and Read
Outagamie Birth-3 Early Intervention	Appleton Ready to Read (ARTR)
Outagamie County Mentoring Program	Program
Outagamie County Public Health	Display
Outagamie County Restorative Justice	Volunteer program
Outagamie Waupaca Library System	16 municipalities
OWLSnet	consortium
Wisconsin Department of Vocational Rehabilitator	Work Experience Volunteer
Wisconsin Digital Archives	online initiative
Valley Transit	Read & Ride
School Districts	
AASD	Outreach Visits & 3-5 yr old Screenings, Fox Cities Book Festival, Fox Cities Reads
AASD	4K-12th grade
AASD	Birth to 5 programs
AASD Appleton Bilingual	Regular field trips
AASD Columbus Elementary	Regular field trips
AASD Appleton Public Montessori	Regular field trips
AASD Diversity, Equity & Inclusion Department	Program, outreach, MLK day committee member
AASD ELL Teachers	ELL Club
AASD McKinley School	ELL and Appleton Ready to Read (ARTR)
AASD Title 1	Appleton Ready to Read (ARTR)
Appleton North High School	Go Valley Kids Resource Fair
Appleton Public Montessori Diversity Committee	Diversity Book Bags and Programming
Community Early Learning Center	ARTR
Home School Hub	Virtual programming
Lutheran Schools	Celebration Lutheran, Riverview Lutheran, Mt. Olive, Saint Paul and Saint Peter
St. Frances Xavier Catholic School System	School age visits and outreach
Valley New School	Volunteers
Non-Profit Organizations	
AARP	Tax Aide
Aktion Club	Outreach program
Alzheimer's Association of Greater WI	Display
African Heritage Inc.	Program
American Association of University Women (AAUW)	STEM essay contest
Appleton Community Blood Center	Display
Appleton Downtown Inc.	Rhythms of the World program, Marketing committee, Summer Library Program, Story Walk
Appleton Downtown Rotary	Rhythms of the World program
Appleton Fox Cities Kiwanis Club	Fox Cities, Kidz Expo, Outreach program
Appleton Historical Society	Board membership, Display, Research support, program marketing, outreach
Appleton Visually Impaired Support Group	Outreach program
Appleton Y Service Club	Outreach program
Autism Society of the Fox Valley	APL staff training, program
Bay Area Genealogical Society	Membership, program marketing
Boys & Girls Club	ELL Club & SLP Outreach, programs with S.T.A.R., programs with Runaway and Homeless Youth
Building for Kids	multiple collaborations based on exhibits, Children's Parade and special events, Reach Out & Interagency meetings and grant support - Latino Fest, Scholarship reviewer
Casa Hispana	Display
Community Blood Center	Display
Community Outreach Center	Program, outreach
Children's Hospital of Wisconsin	Reach Out and Read
Daughters of the American Revolution	Display
ESTHER	Program
Even Start	Outreach & ARTR
Family Roots - Wisconsin	Organization membership, program marketing
Feeding America	Outreach Table in APL lobby
Five Stones	Display
Fox Arts Network - participating organizations: Appleton Boy choir, ADI Inc.,	FAN Pass
Forward Services	ELL Job Club Outreach, work experiences, Appleton Ready to Read
Fox Cities Book Festival	Author committee membership, Fox Cities Reads, programs, APL volunteers
Fox Cities Community Council	Board membership, outreach
Fox Cities Housing Coalition	Monthly meetings
Fox Cities Performing Arts Center	Various programs based on current shows and programs, North East Wisconsin Professional
Fox Cities Resource Provider Group	Program
Fox Valley Symphony	Symphony Storytime - virtual with Building for Kids (BFK)
Fox Valley Literacy Council	Outreach Specialists Refer Families, Board and committee membership, Appleton Ready to read
Friends of Appleton Public Library	Display
Friends of the Scheig Center Gardens	Display
Goodwill Industries	Fox Cities Reads, outreach, volunteer work experience
Goodwill LGBTQ Partnership	Staff Training Presentation
Goodwill Prosperity Center	Outreach
Green Lake Festival of Music	Children's Program
Harbor House	Work experience
Headstart	ARTR (Appleton Ready To Read), Outreach, Programming
Hearthstone Historic House Museum	Program marketing
Heckrodt Nature Preserve	MakerQuest
Heid Music	ELL Club, outreach program
Hispanic Center of the Fox Valley	Programs
History Museum at the Castle	SLP, Hmong American programs, local history reference, ELL Club, display

Hmong American Partnership	Hmong American Day
Hmong Service Center	Program
Hmong Wisconsin Chamber	Program
Hortonvill Robotics Team	Program
Imagine Fox Cities	Committee membership, programs
Lawrence University	ELL Pollinator Project, LU volunteer program, D&I Advisory board, Display, 5th Ensemble, Artist in
Lawrence University Music Academy	ELL Club, Girls Choir Program, 5th Ensemble
League of Woman Voters	Registration table, program
LEAVEN	Program, outreach
Little Chute Historical Society	Program marketing
Manitowoc County Genealogical Society	Membership, program marketing
Multiple Sclerosis Awareness	Display
NAMI	Outreach & Represent Library on Committee, programs
Outagamie County Master Gardeners	Programs
Outagamie Philatelic Society	Display
Paper Discovery Center	ELL Club
POINT - US Venture	Action Team
Reach Out and Read	Wisconsin
Reach Out and Read	National
Riverview Gardens	Job Service Table in Library
Salvation Army	Translate for large events, Appleton Ready to Read, outreach
Salvation Army Life Skills Program	Outreach program
Sexual Assault Crisis Center	Display
Sierra Club - Fox Valley Group	Program
St. Joe's Food Program	Outreach
St. Vincent De Paul Next Step Program	Outreach program
The Space LGBTQ+ Teens	Outreach programs
United Hmong American Association	Outreach, programs
United Way	Reach Out and Read, 211 Display, staff training presentation
UW Madison Extension	ELL Club, program planning, programs
UW Oshkosh Head Start	Outreach
Volunteer Fox Cities	RSVP volunteers
Wisconsin Women's Business Initiative Corporation (WWBIC)	Outreach, programs
World Relief Fox Valley	Refugee resettlement, monthly meetings, outreach
Winnepigoland Genealogical Society	Membership, program marketing
WUCMAA- Wisconsin United Coalition of Mutual Assistance Associations	Program
YMCA	ELL Clubs, Summer Library Program
Youth Advocacy Network	Membership, program marketing
Youth Worker Coalition	Outreach program
Other	
Acension	Reach Out and Read
Active Minds Community	Outreach program
Appleton Coworking	Outreach
Appleton Retirement Community	Outreach programs
The Atrium Post Acute Care	Outreach service
Aurora Health System	Reach Out and Read
B.A.B.E.S.	SLP Outreach
Bellin Health	Reach Out and Read
Bergstrom-Mahler Museum of Glass	Outreach
BMO Harris Bank	ELL Sponsor
Bowl 91	Hmong New Year
Brookdale Senior Living	Outreach service
Cake and Sweet Things	ELL Club
Camp Akeela	Volunteer Work Experience Program
Century Oaks Assisted Living	Outreach service
Child care providers	Apple Tree Connections, Child's Choice Learning Center, Creative Child, Celebration
Digital Readiness Community of Practice	Committee Membership
Family Care Fox Cities	Reach Out and Read
Fox Valley Humane Association	Display
Fox Valley Lutheran Home	Outreach programs, outreach service
Fox Valley Technical College - Venture Center	Outreach
Fox Valley Technical College	Student tour, outreach, volunteer recruitment
Stephanie Harvey	Artist in Residence committee, program marketing
The Heritage	Outreach service, Walking Books
Homeschool Hub Teen Group	Program
Imagine Fox Cities	Committee membership, programs
Indiana University	Dr. Beth Wahler
Innovative Services	Outreach programs
Inspira LLC	Volunteer work experience program
IndUS of Fox Valley	Rhythms of the World, program planning, outreach
Joy Jordan	Program
Local Voices Network	Service and collection offering
Long Cheng Market Place	Outreach
Max Kade Institute	Display
Debra Morningstar - Native American Storyteller	Display
Mosaic Family Health	Reach Out and Read
Mosquito Hill Nature Center	ELL Club
New Fusion Dance and Performing Arts	Programs
NEW Hmong Professionals	Committee membership, programs
Nicole VanOoyen	Display (dyslexia awareness)
NL Photography	Hmong Special
Northeastern Wisconsin Throwers	ELL Club and Skill Toy Club
Oneida Heights (Appleton Housing Authority)	Outreach service program
Orthopedic Spine and Surgery	Program, display
The Personal Past	Program
Paper Valley Garden Club	Display
Partnership Community Health Center	Reach Out and Read
Pfefferle Management	Appleton Ready to Read (ARTR)
Pillars	Program
Prevea Health	Reach Out and Read
Primary Care Associates of Appleton	Reach Out and Read
Recollection Wisconsin	Project
Ridgeview Highlands Community	Outreach service
Thedacare Health System	Reach Out and Read
Thedacare Mommy & Me	Outreach
The Fire	ELL Outreach, programs
The Seed Guild	Appleton Seed Library, Programs
Trout Museum	ELL Club, Light Up Appleton outreach

University of Wisconsin Green Bay Cofrin Library	Program
University of Wisconsin Oshkosh - School of Social Work	Social Worker Intern
University of Wisconsin Press	Author Program
Valley Packaging	ARTR Outreach, programs
WFRV	Program and service marketing
WHBY	Outreach
Wisconsin Historical Society Press	Program
Wisconsin Library Services (WILS)	Project
Wriston Art Galleries	Hmong Exhibit Program
Yoga Teacher Leela Peebles	Children's Yoga Program
Young Professionals Visioning Group	Committee Membership
New Agreements	
Other Governments	
Outagamie Health and Human Services, Children and Families Division	Program
School Districts	
Appleton Public Montessori Diversity Committee	Windows, Doors and Backpacks: A Literature and Diversity Community Project (AEF Grant) and
Non-Profit Organizations	
Advance Care Planning Partnership and Let's Talk Fox Valley	Program
Belgian Heritage Center	Program
CAP Services	Program planning
Catalpa	Storytime Live with Building For Kids (BFK)
Chaminade Women's Chorus	Program
Diverse & Resilient	Information resources
Fox Cities Muslim Group	Program
Fox Cities Tai Chi	Program
Girls Who Code	Program
Storycatchers	Program
St. Therese	Program, outreach
Therapy Dogs Inc.	Program
WISCIBS	ELL Club
Wisconsin Herd	March Book Madness
Wisconsin Public Radio	Program
Other	
The Ancestor Guy	Program and marketing
Braids Unlimited Salon and Barbershop	Take and Create Drop Off
College Connectors	Program
Fox Cities Chamber of Commerce	Leadership Fox Cities involvement
Hmong Grocery Store	Take and Create Drop Off
Karen Ross - Author	Kindness Program
Kelsey Thao - Baker	ELL Club
Lisa Gardiner - Baker	ELL Club
Stephen Curan - Author	Program
University of Wisconsin Green Bay	Program
University of Wisconsin Milwaukee	Program

Collaborative/Cooperative Agreements

2018 YEAR END

Department	Agreement	Maintained	New
Community & Economic Development	Other Govts	26	0
	School Dist	7	0
	Non-Profits	45	1
	Other	25	0
Finance	Other Govts	16	0
	School Dist	2	0
	Non-Profits	1	0
	Other	2	0
Fire	Other Govts	28	0
	School Dist	15	1
	Non-Profits	9	0
	Other	15	1
Health	Other Govts	17	0
	School Dist	4	0
	Non-Profits	12	0
	Other	19	0
Human Resources	Other Govts	8	0
	School Dist	7	1
	Non-Profits	0	0
	Other	2	0
Information Technology	Other Govts	6	0
	School Dist	6	0
	Non-Profits	0	0
	Other	1	0
Legal Services	Other Govts	4	1
	School Dist	2	0
	Non-Profits	0	0
	Other	0	0
Library	Other Govts	26	1
	School Dist	17	1
	Non-Profits	87	15
	Other	69	11
Park, Rec, Facilities & Grounds	Other Govts	9	0
	School Dist	12	1
	Non-Profits	18	0
	Other	52	7
Police	Other Govts	70	6
	School Dist	10	2
	Non-Profits	43	5
	Other	21	1
Public Works	Other Govts	31	7
	School Dist	10	0
	Non-Profits	3	2
	Other	4	2
Utilities	Other Govts	12	1
	School Dist	3	0
	Non-Profits	5	0
	Other	0	0
Valley Transit	Other Govts	13	0
	School Dist	2	0
	Non-Profits	5	0
	Other	4	0

		Maintained	New
Totals	Other Govts	266	16
	School Dist	97	6
	Non-Profits	228	23
	Other	214	22

MEMO

December 9, 2020

TO: The Appleton Public Library Board of Trustees

FROM: Tasha Saecker, Assistant Director

REOPENING PLANNING FOR 2021

As the pandemic continues, we are starting to see drops in cases locally, despite rising cases elsewhere in the country. If this trend continues and with the agreement of the City of Appleton Health Department, we plan to move from Curbside Only to Appointment/Walk-In Service in early 2021.

The plan would be to stay in Appointment/Walk-In just long enough to train security guards and staff on the new service model, then we would move to Browsing. Below is a reminder of what Browsing Status would look like for us:

- Returns taken
- Holds pick up in person
- Public allowed in building for computer usage, copier, fax and browsing
- No public seating offered
- Limited building capacity

Since we have yet to reopen to the Browsing status, we will be learning as we go, just as we did with Appointments and Curbside. This may mean that we implement browsing appointments, depending on how popular it is, simply to handle building capacity in a proactive and transparent way.

As with all of our status implementations, this status is not permanent, and if cases start to rise again or advice from the state or city health departments changes, we will respond by moving to a different status that reflects what is appropriate for the safety of our community and our staff.



APPLETON PUBLIC LIBRARY
225 North Oneida Street
Appleton, WI 54911-4780
(920) 832-6170 | FAX: (920) 832-6182

TO: Members of the Appleton Public Library Board of Trustees
FROM: Colleen Rortvedt, Library Director
DATE: December 9, 2020
RE: 2020 Summary of Library Services

The Appleton Public Library has been a part of our community since 1897. As we approach the end of a year unlike any we have seen in a century, it is important that the astounding efforts of our library staff are recognized. Their creativity, dedication and resilience has resulted in the creation of many new services while pivoting others to ensure that we were in alignment with our community's public health priorities.

Here is a look back on this year's accomplishments.

ENSURED SAFE ACCESS TO COLLECTIONS AND RESOURCES

- **Electronic Library Cards:** This service didn't exist prior to the pandemic due to system restrictions and staff worked with the Outagamie Waupaca Library System to develop procedures that would make this feasible both for checking out electronic resources and physical resources.
- **New and Updated Library Cards:** We have created over 600 new cards since mid-March and we have updated over 5,000 cards since August (data for card updates prior to that is not available due to the migration).
- **Curbside:** By the time of the Library Board meeting we will have reached 18,000 curbside pick up orders resulting in many times that in materials. This entirely new service is the result of an extensive effort led by our Public Services section. We have 806 curbside pick-up slots per week (Mon-Sat) and have nearly 100% utilization of those spots. This does not include spots for book packs and take and create packs.
- **Book Packs:** Book Packs began on July 15. Since then we have had 659 Book Pack requests with a total of 14,407 items checked out.
- **Suspended the collection of fines:** Returns and delivery were disrupted throughout most of the year with our regional and state-wide delivery systems shut down for periods of time and fluctuating quarantine periods based on the evolving understanding of the life of the virus on library materials. As we are focused on ensuring patrons have access to resources, we have suspended the collection of fines for the time being.
- **Public access computers, copiers, faxing, notary services:** While these services are currently not available, they will be reinstated when feasible in consultation with the health department.
- **Extended Wi-Fi Access to the parking lot:** Providing access to individuals to safely use personal devices for internet access on chairs placed outside or from inside their vehicles.

- **Telephone and electronic reference services:** We have kept phones open all our pre-pandemic hours and continued to respond to e-mail and social media inquiries without disruption. Phone service has been an integral part of helping patrons navigate digital services, new procedures and services. Community members relied on library staff for information about evolving government information and provided access to information on the elections, pandemic, etc.
- **Access to electronic resources:** Provided enhanced access to new services and collections including many that were provided by publishers for free during the pandemic. Circulation of electronic resources is up 20% over the previous year.
- **Quarantine periods for library materials:** APL followed state-recommended guidelines that changed throughout the year as research was conducted regarding the life of the virus on library materials. This was very staff intensive as over the years we reduced staff and increased automation and the automated systems were not designed to accommodate this and our meeting room has transformed into a quarantine area for materials. We have been able to reduce quarantine periods from four days to one alleviating confusing disconnects between patron records, restoring the delivery system and ensuring patrons and staff feel comfortable with the protocols.
- **New Infosoup Online Catalog:** OWLSnet had a once-in-a-generation system migration scheduled this summer. This was a significant effort requiring many APL Materials Management and Public Services Staff to ensure the public had minimal disruptions to their catalog access and took the majority of the year to prepare for, execute and work through inevitable issues.
- **Created new ways to connect patrons with great reads:** [Book Matchmaker](#) and a [Virtual Shelf Browse](#) online tool.

PROVIDED HIGH-QUALITY PROGRAMS, CLASSES AND SERVICES FOR ALL AGES

Programming has pivoted to virtual offerings and the pandemic has allowed us to have access to presenters across the country in ways we would not have been able to if we needed the presenter to appear in person. We have been offering programs on a variety of platforms including Facebook Live & Zoom. Live programs have included opportunities for interaction in new ways and now that they are recorded has expanded access to those who are not able to make the original time. We needed to upgrade our zoom account to accommodate the size of attendance we were receiving at some programs.

- Summer Library Program was offered fully virtually with 1,099 Children, 10 Childcares and 305 adults participating. Children received books as incentives that were distributed via curbside.
- We have offered 667 programs throughout 2020 for children, teens and adults with 14,340 participants and growing.
- Since March, at least 527 Take & Create kits have been bagged and dropped off at various community locations for distribution including: Braids Salon, Appleton Downtown Incorporated, Harbor House, Long Cheng Market, FVLC & more.
- Provided virtual field trips and story times for schools and daycares
- Developed Story Walks: In Partnership with Parks and Recreation and Appleton Downtown Incorporated our Children's section created multiple story walks that provide families with a literacy-rich experience outdoors.
- Offered teens kits via curbside with all the materials to make a project.
- Offer limited contact-free walking books delivery to homebound patrons.

CONTINUED TO ADDRESS SHORT-TERM AND LONG-TERM FACILITY NEEDS

- Furniture has been rearranged to accommodate physical distancing and touch points have been minimized to the extent possible.
- Barriers have been added to service desks.
- Carpet replacement was scheduled to coincide with pandemic-related closure to not additionally disrupt library access.
- An ionization system was installed in November.
- Long-term building planning has resumed with a request for proposals for architectural and engineering services being released this month.

SUPPORTED CITY-WIDE PRIORITIES

- Supported the city's spring and fall election efforts by providing staff to help process absentee ballot requests and work at polling locations.
- Participated in the City's emergency operations command center and supported city-wide communications
- Library meeting rooms are the source for a centralized inventory of PPE ensuring that all our departments have access to masks, sanitizing materials and other resources to ensure a healthy environment.

During the pandemic APL has been committed to leveraging resources to support those suffering from job loss, families struggling with educational needs, marginalized communities, individuals and families suffering from social isolation and those who rely on the library to mitigate the impact of the digital divide.

If you have a conversation with anyone who works at the library, you will learn that this is a team of helpers who are committed to serving the community they call home. As in past times of economic distress, we know that APL is going to be relied on by our community as part of their physical, economic and emotional recovery from the pandemic. As COVID rates improve and vaccinations are distributed, this team of helpers is looking forward with great optimism for restoring the services and access that have been missing while maintaining the innovations that have resulted from the pandemic and helping our community thrive.

Please note: There are far too many individual programs, services and collaborations to mention here.

*Most of the programs are provided in our quarterly **Friends Grant Summary Reports** as many of them are made possible thanks to Friends of Appleton Public Library grant funding which has been essential in our ability to adapt this year. Other programs are listed in this month's report on outside grants that the library has obtained this year. Of course, we continue to support our medical clinics offering Reach Out and Read in well child visits thanks to funding from The United Way Fox Cities. Finally, the library could not do all of this alone and we work with many community partners. The organizations that we work with in our collaborations are compiled multiple times a year in our **Collaborative Cooperative Agreements List**, which is attached to the December Library Board agenda.*

2020 GRANT REPORT

December 8, 2020

This year, the library has received several grants. Here is an update on the status of these grants at the end of the year:

ALA

The American Library Association awarded Appleton Public Library a “Libraries Build Business” grant of \$64,717.97 to expand services to small businesses and entrepreneurs. APL designed “Small Business – Big Impact” to support business startup, retention, and expansion for people of color and immigrants. The grant is funding a part-time library assistant position, program speaker fees, multilingual marketing, technology for programs, staff training, and consulting fees to design and implement a four-month business academy.

CEAS

The University of Wisconsin-Madison’s Center for East Asian Studies (CEAS) has awarded Appleton Public Library a grant of \$1,000 as part of the new East Asia in Wisconsin Library Program.

The Appleton Public Library Children’s Department will use the grant to fund a children’s East Asian music & stories program called *The Backyard Groove*. This educational program will feature local East Asian music experts and their corresponding areas of expertise; each expert will teach their musical tradition to children and their families through highly interactive, virtual music-making sessions on Zoom. Our aim with this program is to develop our community’s ability to embrace and honor people and traditions from East Asia through the power of music-making and stories.

WILS

The Appleton Public Library has been awarded a \$5000 grant through the WiLS Ideas to Action fund to implement of *The Piano Project: Community Engagement through Music and Art*.

For this project the Appleton Public Library will collect used pianos and partner with local artists and community members to offer interactive displays throughout the city using music to engage the public in a community read while also raising awareness of the Hmong American experience as expressed through stories such as *The Late Homecomer* by Kao Kalia Yang.



APPLETON PUBLIC LIBRARY
225 North Oneida Street
Appleton, WI 54911-4780
(920) 832-6170 | FAX: (920) 832-6182

TO: Members of the Appleton Public Library Board of Trustees
Members of the City of Appleton Common Council
FROM: Colleen Rortvedt, Library Director
DATE: December 11, 2020
RE: Library Request for Proposals Public Listening Session

A virtual listening session was held on Wednesday, December 9 to allow the public an opportunity to provide input into the library project prior to the release of the Request for Proposals (RFP) next week.

City and Library representatives included Mayor Woodford, Director of Parks, Recreation and Facilities Management Dean Gazza, Library Board President Rebecca Kellner, Library Board Building and Equipment Chair Nancy Scheuerman and myself. Assistant Library Director Tasha Saecker, Marketing Coordinator Tina Krueger and City Senior Communications Specialist Sheng Riechers were present to help facilitate the meeting.

There were a total of four participants as well as a media representative. Another individual submitted thoughts in writing as they were unable to attend the listening session.

Director Gazza provided an overview of the RFP process for a public construction project and I provided a description of the unique distribution of oversight for Wisconsin public libraries, how it pertains to a building project and why it is important to ensure that the library board and city council receive regular and frequent communication on the status of this project.

The following is a summary of the themes and input we received:

Sustainability

- Use funds wisely.
- Consider all costs during process.
- Reuse and recycle when appropriate - use existing footprint/land area.
- Create energy efficient building.
- Provide creative, unique and flexible solutions.
- Focus on long-term functionality of the building.
- Design must support sustainability in operational needs.

Community

- Include community in the planning process.
- Utilize local talent.
- Focus on diverse populations and serving them well.
- Provide specially designed spaces for various populations (preschool, teens, etc.)
- Provide additional meeting space.
- Provide common areas for gathering.

- Multimodal and accessible parking options (cars, bikes, etc).
- Re-envision the entire neighborhood.
- Amenities: drive-up book drop, fireplace, terrace.

Technology

- Focus on technology of today and look toward the future.

Public Art

- Create space for art, local exhibits, local theater/auditorium

Safety

- Library seen as the focal point of the downtown area.
- Improve the link with neighborhood and downtown
- Library must be inviting but issues with the area north of College Avenue need to be addressed.
- Safety and security of staff and the public must be addressed in design (entrances, exits, space utilization, site lines)

As time permitted, City/Library representatives responded to the questions.

What happens to all the work done in the previous processes?

There have been several studies over the past twelve years resulting in short and long term recommendations for the library. Many of these have been implemented and have resulted in cost savings such as the addition of Radio Frequency Identification. Other studies allowed us to do a significant amount of preparatory work and discuss philosophical questions about the long-term vision of the library. These studies have served as building blocks to where we are today.

How will the existing library structure, if reused, support technology going forward?

This will be an important part of the design and engineering.

What is the timeline for releasing the RFP?

Timeline was provided and is detailed in the RFP

The RFP has been reviewed and updated since the listening session to incorporate this feedback.

City of Appleton

Public Library



Request for Proposals

Architectural and Engineering

Services

Proposals Due by February 4, 2021



CITY OF APPLETON REQUEST FOR PROPOSALS

CITY OF APPLETON LIBRARY ARCHITECTURAL & ENGINEERING SERVICES

Appleton, Wisconsin

CLOSING DATE FOR PROPOSALS: February 4th, 2:00 PM CST

Proposals must be received at the City of Appleton, 1819 E. Witzke Blvd. Appleton, Wisconsin 54911, on or before the closing date and time indicated above.

Please send the proposal to the attention of: **Dean Gazza, Director of Parks, Recreation, and Facilities Management**

Project Overview

The City of Appleton, Wisconsin, is requesting proposals for architectural and engineering services for the renovation of, addition to, and/or replacement of the Appleton Public Library on its current site at 225 N. Oneida Street. The library is located immediately north of a metered City public parking lot that is expected to be utilized, at least in part, for its expansion.

The architect selected will be required to provide design options and cost estimates. The options proposed are to compare designs that include the design of an enhanced facility, showing alternates with and without using the current library in the overall design. The design must incorporate accessible parking in the site plan, maximize parking on-site and provide options for improving utilization of the nearby parking structure ("Yellow Ramp" 130 East Washington Street). A skywalk should be considered. The architect will plan for and oversee the logistics of maintaining library operations during all phases of construction.

The redesigned library identified in previous planning, is intended to reflect the priorities of a participatory 21st Century library. The goal of this project is to create an inspiring and flexible space that will satisfy the community's needs for generations to come. This library is estimated to require approximately 120,000 gross square feet. Spaces will include, but not be limited to, an adult collection, children's collection, children's program space, study/conference rooms, popular collection space, staff areas, loading dock and consider spaces such as an outdoor terrace, drive through book drop, auditorium/lecture hall space and an experimental black box space. It will be important this Library include technology to serve the current and future needs and the Library be designed to be environmentally responsible. Design will begin in early 2021 to allow for bidding and start of construction in winter/spring of 2021-22

The architect will work with a main Project Team, which will consist of members of the Appleton Public Library, the Mayor and the Director of Parks, Recreation and Facilities Management. In addition, an Advisory Committee will be established to provide additional input during design.

The architect will also be expected to work in conjunction with a simultaneous neighborhood level planning process, which will have a separate Request for Proposal process in the future to ensure that the library fits within the neighborhood and serves as an anchor for a comprehensive neighborhood redevelopment process.

The City of Appleton's project delivery method will be Design-Bid-Build. The successful consultant will enter into a Standard Form Agreement between Owner and Consultant as developed by the City of Appleton (refer to appendix).

Experience in remodel/re-use and construction of new public libraries is essential, preferably in the reuse and modernization of similar architectural styles to existing condition. A clear understanding of the functionality of a Library is mandatory. **If either of these criteria are not met, the firm will not be considered.** *Note: The team presented in the RFP must demonstrate direct experience performing public library work directly, not just experience of the firm or past employees of the firm. An experienced team is an absolute must and the proposal must detail the specific team members and their roles within this project. This includes the use of sub-contractors and specialty consultants also.*

Experience in the State of Wisconsin is preferred. If the responding firm does not have a presence in the State of Wisconsin, the firm must identify:

- Experience in and knowledge of local building code, including all applicable rules and regulations related to the City of Appleton, Outagamie County and the State of Wisconsin.

The Library and the City of Appleton view the ability to collaborate as a critical component of success. Qualified firms must demonstrate the ability to work with all members of the project and the public as a cohesive team.

Project Contact(s):

Dean Gazza – Project Manager
1819 E. Witzke Blvd.
Appleton, Wisconsin 54911
Phone: 920-832-5572
E-Mail: dean.gazza@appleton.org

Colleen Rortvedt – Library Director
225 N. Oneida Street
Appleton, Wisconsin 54911
Phone: 920-832-6167
E-Mail: crortvedt@apl.org

TABLE OF CONTENTS

Notice of Request for Proposals	Page 1
Project Contacts	Page 2
Table of Contents	Page 3
General Information	Page 4
Background History, and Project Description	Page 6
Scope of Work	Page 7
Proposal Requirements	Page 8
Fee Information	Page 11
Evaluation Process	Page 11
Timetable	Page 12
Insurance	Page 12
Exhibits	Page 14

GENERAL INFORMATION

General Information and Requirements

1. In accordance with WI Statutes, all proposals received, and all materials contained therein, once opened are public record, and subject to disclosure to any person, organization, or firm, including other firms responding to this Request for Proposals.
2. The City of Appleton reserves the right to accept or reject any or all proposals, or part thereof, to waive any informalities or technicalities, or to award contracts in the best interest of the City of Appleton. In all instances, the City of Appleton's decision shall be final.
3. The City of Appleton reserves the right to reject any or all items in the proposal, if in its judgment the item does not meet the needs of the City of Appleton, or for any reason it deems suitable.
4. Prospective firms hereby warrant by virtue of submission of proposals that all terms, conditions, and requirements as stated in this document are valid, enforceable, and binding upon the selected firm.
5. Indemnification Clause
The prospective firm agrees to indemnify, defend and hold harmless the City and its officers, officials, employees and agents from against any and all liability, loss, damage expense, costs (including attorney fees) arising out of the submitted proposal, caused in whole or in part by provider or anyone for whose acts any of them may be liable, except where caused by sole negligence or willful misconduct of the City.
6. Safety
Consultant shall be responsible for all OSHA safety requirements. Failure of the Consultant to follow OSHA requirements may result in stop of work order from the City until the violation is corrected, or termination of the Contract, at the City's option. Consultant shall not be entitled to any additional compensation, over the original contract amount, or additional time to complete the project, for any delay resulting from a sanction pursuant to this section.

Submission of Proposals

1. The Proposals shall be mailed or delivered to Project Manager on or before the deadline indicated above. (see contact information on page 1)
2. Proposal shall be on company letterhead and signed by an authorized representative of the company.
3. Firms will submit their proposal along with their fee structure document for performing the required services outlined in this Request for Proposals. The fee structure will be in a separate sealed envelope marked "Fee Structure." Packages containing the proposal and any related materials shall be plainly marked on the outside in the following manner: "*City of Appleton Public Library – Architectural and Engineering Services*".
4. Proposals will include **10** hard copies of the presentation/proposal **and** a Flash Drive with the presentation/proposal on it in PDF/Word format. Font size to be 12.
5. The City of Appleton will not be liable for any cost's incidental for the preparation of the Request for Proposals.

Evaluation of the Proposals

The City of Appleton will evaluate and analyze all proposals, and select the firm that, in the City of Appleton's sole and final judgment, represents the best qualified and fiscally responsible solution for the City of Appleton. The City of Appleton reserves the right to seek clarification from prospective firms on any issue in their proposal or take any other action it determines necessary to evaluate the proposals and construct a solution that is in the City of Appleton's best interest.

The City of Appleton also specifically reserves the right to conduct candidate interviews.

Specific Information and Requirements

There is a Virtual Pre-Proposal meeting scheduled for January 7, 2021 @ 9:00am CST. Consultants intending to submit formal proposals may email their questions to Dean Gazza, Project Manager. The deadline for questions is January 28, 2021. Written responses to the questions will be provided to all Consultants prior to the deadline for submittal of proposals.

BACKGROUND, HISTORY AND PROJECT DESCRIPTION

Background

Serving the community for over 120 years, Appleton Public Library currently operates from an 85,000 square foot facility at 225 N. Oneida Street. Established under state law by the City of Appleton, APL is governed by a nine-member citizen Board of Trustees.

In 2008 and 2009, the library completed a Building Services Study and a detailed Program Design Study. Concerns were expressed that the library was putting the building first, therefore they dedicated several years to develop the framework for APL 150. Upon completing community conversations, visiting various libraries, conducting community surveys, listening to library futurists and experts and developing a community advisory committee, the Library was ready to identify the environment necessary to meet current and future needs to meet the vision and strategies as identified through this journey.

In 2014 the library hired an architectural firm to update the Program Design Study completed in 2009. Though program development and conceptual designs were a component of the Study conducted in 2014, this Request for Proposal requires the architect to utilize these resources only as reference. They are not to imply that these functions have been completed. It is the responsibility of the architect hired to verify, test and ensure that the programming and conceptual designs meet the expectations of the Library prior to proceeding with further design.

In 2018, additional planning was completed that analyzed the potential for the library to be part of a mixed-use development on a site. The decision has been made to stay in its current location.

History

The City of Appleton is in the Fox River Valley of northeastern Wisconsin and has a population of nearly 75,000. APL provides service to a population of 115,000. The City is serviced by Interstate 41, US Highway 10 and US Highway 441. It is 90 miles north of Milwaukee and 30 miles southwest of Green Bay. More information about the City is available on our website at www.appleton.org.

Downtown Appleton is the heart of the Fox Valley. As an arts and entertainment district, Downtown has embraced the creative economic energy of business, tourism, education and love of the Fox River. Downtown's resurgence and increased vibrancy has drawn recent praise with College Avenue being named one of the "Great Places in America" by the American Planning Association in 2014 and frequently is cited in publications as a best place to live, raise children and retire.

Cultural growth was encouraged early in Appleton. Central to that development has been public library service. While there were privately-owned community reading rooms prior to the establishment of a public library, on September 1, 1897, the first publicly owned library and reading room opened above a meat market on College Avenue.

The Appleton Public Library has developed over the years from a book warehouse to an exciting and interactive gathering place that offers opportunities for the entire community to "Learn, Know, Gather and Grow". Today it is located at 225 North Oneida Street and has a 300,000-volume collection including a wide range of popular and educational resources. In addition to materials, the library offers free computer access, notary service, meeting rooms for non-profits and civic groups, study rooms and serves as a WIFI hotspot. The Library's webpage, www.apl.org, offers remote access to a "digital branch" that provides research databases, digital downloads and links too many unique local resources. The Library has a robust Community Partnerships department that collaborates with many local organizations and has an extensive event calendar with programming for all ages. In 2019 the library welcomed 408,500 visitors with checkouts of 891,000, experienced 50,000 computer sessions and reached its highest overall program attendance of 53,800.

As we witnessed in the last 123 years, the demand and growth for library services continues to evolve resulting in a facility that no longer meets the needs and expectations of our community. Now is the time to once again accommodate the physical needs for the library with a new facility. A timeline of the library's history can be found at www.apl.org/history.

SCOPE OF WORK

The scope of architectural design and engineering services includes, but not limited to, the following:

1. Facility Condition Audit and Report:
 - a. Services to identify and address all physical deficiencies of existing structure including but not limited to the following:
 - i. Architectural considerations; roofing, windows, overall energy efficiency of the building, new insulation systems.
 - ii. Electrical system; energy efficiency.
 - iii. Hazardous concerns; asbestos, lead paint.
 - iv. HVAC system, indoor air quality, quantity of fresh air per person, code requirements, boiler plant, chiller plant.
 - v. Plumbing system
 - vi. Fire system
 - vii. Security
2. Public Input, Workshops and Stakeholder Meetings
 - a. The consultant will conduct focus groups to finalize programming and conceptual designs. Focus groups will allow maximum input prior to the planning and design. Focus

groups may include staff, local elected officials, community leaders, city boards, commissions and committee members, staff and the general public. The architect will work closely with the Library Director, Library Committee(s), and interested groups throughout the study process.

3. Programming/Program Development
4. Space Schematics/Flow Diagrams
5. Conceptual Design
6. Schematic Design
7. Schedule Development and Monitoring
8. Prepare Bid Packages for Construction and Furniture, Fixtures & Equipment
 - i. Will assist the owner in distribution, evaluation and award of bids.
9. Demolition Design/Engineering/Environmental Services Specifications
10. Utility Design and Coordination
11. Civil Design, including, but not limited to topographic and boundary surveys and geo-technical work
12. Environmentally Responsible Design/LEED Certification
13. Landscape Design, Site Plan and Stormwater Management
14. Interior Design
15. FF&E Selection & Specification
16. A/V and Telecom Design. Technology to be flexible and consider future needs.
17. Site Security and Safety. Considered in all aspects of building design and use of technology.
18. Accessibility. Facility must be accessible and equitable to all.
19. Move Management. The architect will be responsible for relocating the Library to an off-site space during construction including all facets of the move and return.
20. Value Analysis/Engineering
21. Construction Administration
22. Commissioning
23. Detailed Cost Estimating:
 - i. Accurate detailed cost estimating will be required during each phase (30%, 60%, 90% and full Construction Documents). Cost estimates to compare options. Monies for construction will be approved by the City of Appleton's Common Council. Note the architect hired will be responsible for the cost of redesigns if over budget.
24. Construction and Record Drawings:
 - i. AutoCAD & REVIT
 - ii. Use of Conflict Identification software in Construction Documents prior to bidding.
 - iii. Owner may choose to use third-party drawing review (Redi-Check). All findings to be fixed by architect and engineers at no additional cost.
25. Government Approvals including Plan Commission, site plan review, building codes and City Ordinances.
26. Presentation Materials:
 - i. Presentation materials for the public and other stakeholders to include 3-D graphics including fly-through modeling of the proposed design.
27. Community Listening Sessions/Workshops/Presentations:
 - i. The consultant will be required to provide representation of the project status to appropriate committees and the City's Common Council throughout the project.
28. Success Stories. Videos, graphics and photos that will highlight key moments throughout project that can be shared with key stakeholders present and future. At least one video should focus on the public input, design and construction process and the importance of the library to the community and potential developers.

PROPOSAL REQUIREMENTS

Each proposal will include six (6) sections. Each section is laid out below with the expectations clearly defined for each section. Each section also has a percentage identified, that percentage is the weighting value added to the final score for each section as determined by the selection committee. Please provide (10) hard copies and (1) thumb-drive with all documents loaded.

1) **Executive Summary and Introductory Letter (5%)**

a) **Executive Summary**

- I. Fees must not be included in this letter or in any portion of the submittal except on the “Fee Structure Spreadsheet”.
- II. Executive Summary defines proposal elements in less than three (3) pages.

b) **Introductory Letter**

This letter shall stipulate the following:

- I. All terms and conditions outlined in the Request for Proposals are acceptable to the Consultant, or if not, clearly define those elements and reasons for the objection.
- II. Person(s) authorized to represent the Consultant during the evaluation process, any negotiations, and signing of agreements that may result.
- III. Any additional items that the Consultant believes should be added to the project.

c) **Misc.**

- I. The proposal is not more than 50 pages in length and sections are bound separately
- II. Identify any objections to the RFP and/or any additional services you feel have been omitted that are necessary for your firm to complete a successful project.

2) **Description of Firm (15%)**

This relates to the Consultant’s firm and any sub-consultants. All sub-consultants and their respective roles, qualifications, and experience must be clearly identified. This section will provide a basis for judging how well the Consultant’s qualifications and experience relate to this specific project. Consultant firm profiles may be included. Elements that will be evaluated are:

- a) Background & Stability of the Consultant firm. (Length of time in business, ownership, affiliations, financials, etc.)
- b) Relevant projects the Consulting firm has completed. **Please only provide examples of projects that the project team members have worked on.** (Provide references).
 - I. Provide specific examples of projects that your firm has evaluated the use of an existing library within the final design of a new library. Be specific of your choice of architecture and how you integrated the older design with the new design including integration into the surrounding neighborhood.
- c) Background of any sub-consulting firm(s) used on this project and an explanation of prior relationships with the consultant.
- d) Relevant projects the sub-consulting firm(s) has completed. (Provide references)
- e) Please describe how the Consulting Firm(s) handles conflicts, errors, and/or missing information in the project drawings and project specifications.
- f) Please describe the Consulting Firm’s quality assurance/quality control (QA/QC) policies and procedures designed to minimize or eliminate errors, omissions and/or missing information.
- g) Available resources from the firm.

3) Project Team (35%)

This criterion relates to the project principal, project manager, key staff, and sub consultant staff. This section will provide a basis for judging how well the project team's qualifications, experience with similar projects, and time allocation relate to this specific project. Individual resumes must be included. Proposed hours for each project team member must be identified in this section. Elements that will be evaluated are:

- a) Number of people and hours assigned to this project with information to be provided in a spreadsheet format that clearly identifies staff and hours.
- b) The Lead Engineer/Architect for each discipline (i.e. - engineer/architect with the most billable project time) shall have a **minimum of ten (10) years of experience** with comparable projects. Please provide references and examples.
- c) Provide examples showing a history of successful projects that the **proposed project team has completed together** and what was the keys to the overall success?
- d) Extent of principal and project manager involvement. Meeting with the Project Team as often as necessary to meet objectives and additional meetings, as consultant believes necessary to enhance this project.
- e) Key project team members on similar projects and unique qualifications that make them a valuable resource on this specific project, including experience with other design teams and consulting firms.
- f) Project team members are experienced with remodel/re-use projects.
- g) Key project team member roles during this project.
- h) Does the project team cover all phases of this project?
- i) Project Manager's technical and managerial experience with projects of similar scope and nature.
- j) Provide examples of the Firms Responsiveness capabilities.

4) Project Understanding (35%)

A discussion of the approach the Consultant will use to complete the project. The proposal shall include a clear and concise understanding of the project, the work to be completed, and the coordination required based on existing information. Elements that will be evaluated are:

- a) Detailed description of Firm approach provided for each task demonstrating project understanding and needs.
- b) Clear and concise explanation of specific tasks and associated schedule that provides quantifiable deliverables.
- c) Defines issues to be resolved in the course of the project.
- d) Incorporates coordination and involvement of City staff within key elements.
- e) Description of project quality control that will meet the City of Appleton's needs and meet budget parameters.
- f) Key project meetings identified with staff to ensure that a high-quality project will be delivered.
- g) Recognition of elements with project not identified in this proposal the City of Appleton may wish to consider.
- h) Include value-added services or creativity to proposal elements and/or incorporate new desirable elements not originally identified.
- i) Firm makes clear their ability to effectively meet scope of work.

5) Project Schedule (10%)

This relates to the Consultant's time requirements to complete those tasks identified. Elements that will be evaluated include:

- a) Time required to complete tasks (duration).
- b) Inter-relations between tasks (dependencies).
- c) Key events during the project (milestones).
- d) Critical input points from the City of Appleton.
- e) Ability to meet the overall schedule.

6) **Additional Information**

The Consultant may submit any information they believe relevant that does not fit within the body of the proposal. This may include brochures, company information, supplemental resumes, additional project descriptions, and any other information the consultant believes is useful. This additional submittal will be used by the Project Team as they see fit and may not have a significant bearing on the selection process.

FEE INFORMATION

Proposed consultant fees for this project must be submitted in a spreadsheet format in a sealed envelope marked **“Fee Structure – Do Not Open.”** The fee structure relates to the total estimated fee for this project as described by the consultant in Section Proposal Requirements – Project Understanding and Project Schedule. Proposed resources for each task must be identified, including hours and wage rates for consultants and sub consultants. The Consultant must identify work the Consultant will not provide and must be provided by the City of Appleton. Elements that will be evaluated include:

1. Availability of resources from the consultant and sub consultant(s) for the project.
2. Estimated hours and fees to complete individual work elements.
3. Total **not-to-exceed** fee for the project. Note that your fee is to complete a scope of work as outlined in the RFP. If the A/E underestimates the amount of effort required to complete the work, they will **not** receive extra compensation. The A/E is expected to design to the City of Appleton’s project budget and perform thorough cost estimating. If the bids exceed the project budget the A/E will complete re-design and bidding at no additional cost to the owner to meet the project budget. In addition, 5% retainage will occur in A/E fees until the project is closed out.
4. List of tasks not performed by consultant or sub consultant(s) for project that must be performed by the City.
5. Identify firm’s reimbursable expenses and detailed costs of expenses.

EVALUATION PROCESS

A committee of City of Appleton staff (Selection Committee) will evaluate proposals. The proposals will be evaluated and ranked based on the information submitted in the proposals according to the evaluation criteria. The City of Appleton is intending to identify a Consultant with the following attributes:

1. Compliance with, and satisfaction of the requirements of this RFP.
2. Qualified and experienced team members who have designed and successfully constructed similar projects.
3. A demonstrated ability to provide a variety of functional and energy efficient designs through creative use of available space, resources and project team input.
4. A demonstrated ability to work with municipalities, elected officials and involve the general public on similar type projects.
5. A demonstrated ability to assemble a comprehensive and well-coordinated set of project documents.
6. A demonstrated ability to effectively coordinate and complete all tasks described above.
7. A demonstrated ability to produce accurate cost estimates and effective cost control.
8. A demonstrated ability to provide effective and timely administration of project deliverables.
9. A demonstrated ability to provide effective design cost control.

Project fees will be evaluated separately after ratings of the proposals are completed. Weighing of the project fee will be subjective; however, lowest cost does not assure selection. The City of Appleton reserves the right to select any Consultant it believes to be in its best interest and to negotiate fees or to reject any or all proposals at its sole discretion. The proposals will require an estimated ten (10) working days for evaluation.

The Selection Committee may request that consultant firms schedule trips for the Selection Committee to view relevant projects. If the Selection Committee deems interviews are required, they will be held approximately two weeks after the proposals are received. The Selection Committee will make a recommendation to the Library Board of Trustees and the City of Appleton Finance Committee, who will recommend the award of the contract to the Common Council. These officials have the right to terminate the project or to change the contract or budget, subject to subsequent agreement by the proposed Consultant.

The City of Appleton will not be liable for any cost's incidental to the preparation of the Request for Proposals, presentations, or interviews relating to the selection process.

Public Information

Proposals will be treated as proprietary and confidential from the time of receipt and through the review process; however, the Consultant shall understand that all submitted proposals become the property of the City of Appleton and information included therein or attached thereto shall become public record pursuant to Wisconsin Statute after recommendation for endorsement of contract is made. Any specific portions of the proposal which the Consultant desires to remain confidential due to legitimate "proprietary information" or "trade secret" must be clearly labeled as such upon submittal. Any such designations as "proprietary information" or "trade secret" must be strictly limited by the Consultant with the understanding that the Wisconsin Public Records Law supports a presumption of disclosure. **Moreover, Consultant agrees to indemnify, defend and hold harmless the City of Appleton and its officers, officials, employees and agents from against any and all liability, loss, damage expense, costs (including attorney fees) arising out of the release or non-release of all or part of Consultant's submitted proposal in response to a request for said information pursuant to Wisconsin's Public Records Law.**

TIMETABLE

- Issue RFP – 12/17/2020
- Virtual Pre-Proposal Meeting – 1/7/2021, 9:00 AM, CST
- Request for Proposal Deadline – 2/4/2021, 2:00 PM CST
- RFP Review Begins – 2/8/2021
- In-Person Interviews Anticipated to Begin – 2/22/2021
- Finance Committee Approval – 3/8/2021
- Library Board and City Council Approval – 3/16/2021 & 3/17/2021

INSURANCE

Provider shall furnish required certificate of insurance specified below for small exposure work and is attached to this document. The certificate shall name the CITY; its officers and employees, as additional insured.

CITY OF APPLETON INSURANCE REQUIREMENTS "PROFESSIONAL SERVICES"

It is hereby agreed and understood that the insurance required by the City of Appleton is primary coverage insurance and that any insurance or self-insurance maintained by the City of Appleton, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. Proof of the required insurance must be submitted to the applicable City of Appleton department before the contract or purchase

order is considered for approval by the City of Appleton. All insurance must be in full force and effect prior to commencing work and must remain in full force and effect for the longer of the following: (a) until the entire job is completed, (b) for the length of time that is specified in the contract, or (c) as listed below.

1. PROFESSIONAL LIABILITY

- A. Liability limits:
 - (1) \$1,000,000 - Each claim, and
 - (2) \$1,000,000 - Annual aggregate.
- B. Must continue coverage for two (2) years after final acceptance of service/job.

2. GENERAL LIABILITY COVERAGE

- A. Commercial General Liability limits:
 - (1) \$1,000,000 - Each occurrence limit,
 - (2) \$1,000,000 - Personal Liability and Advertising Injury,
 - (3) \$2,000,000 - General aggregate, and
 - (4) \$2,000,000 - Products-Completed Operations aggregate, which must be carried for two (2) years after the acceptance of the completed work.
- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:
 - (1) Premises and Operations liability,
 - (2) Contractual liability,
 - (3) Personal Injury,
 - (4) Explosion, Collapse and Underground coverage, and
 - (5) The general aggregate must apply separately to this project/location.

2. BUSINESS AUTOMOBILE LIABILITY

- A. Liability limits:
 - (1) \$1,000,000 - Combined single limit for Bodily Injury and Property Damage for each accident.
- B. Must cover liability for Symbol #1 – “Any Auto” – including owned, non-owned and hired automobile liability.

4. WORKERS’ COMPENSATION AND EMPLOYERS LIABILITY – If required by Wisconsin State Statute or any workers’ compensation statute of a different State.

- A. Liability limits:
 - (1) \$100,000 - Each accident,
 - (2) \$500,000 - Disease Policy limit, and
 - (3) \$100,000 - Disease, for each employee.

5. UMBRELLA LIABILITY – If exposure exists, provide coverage at least as broad as the underlying General Liability, Business Automatable Liability, Workers’ Compensation and Employer’s Liability, with a minimum limit of \$5,000,000 for each occurrence and \$5,000,000 aggregate, and a maximum self-insured retention of \$10,000.

6. ADDITIONAL REQUIREMENTS

- A. Primary and Non-Contributory Requirement – All insurance must be primary and non-contributory to any insurance or self-insurance carried by City of Appleton.
- B. Acceptability of Insurers – Insurance is to be placed with insurers who have an *A.M. Best* rating of no less than A- and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the State of Wisconsin.
- C. Additional Insured Requirements – The following must be named as additional insured on all Liability Policies for liability arising out of project work: “City of Appleton, and its officers, council members, agents, employees and authorized volunteers.” On the Commercial General Liability Policy, the additional insured coverage must be on ISO Form CG 20 10 07 04 and also include Products–Completed Operations equivalent to ISO Form CG 20 37 07 04 or their equivalents for a minimum of two (2) years after acceptance of work. This does not apply to Workers Compensation Policies.
- D. Certificates of Insurance – Certificates of Insurance must be acceptable to the City of Appleton and must be submitted prior to commencement of the work to the applicable department. In addition, ISO Form CG 20 10 07 04, for ongoing work exposure, and ISO Form CG 20 37 07 04, for products-completed operations exposure, or their equivalents, must be provided to the City. These certificates must contain a provision that coverage afforded under the policies will not be canceled or non-renewed until at least 30 days’ prior written notice has been given to the City.

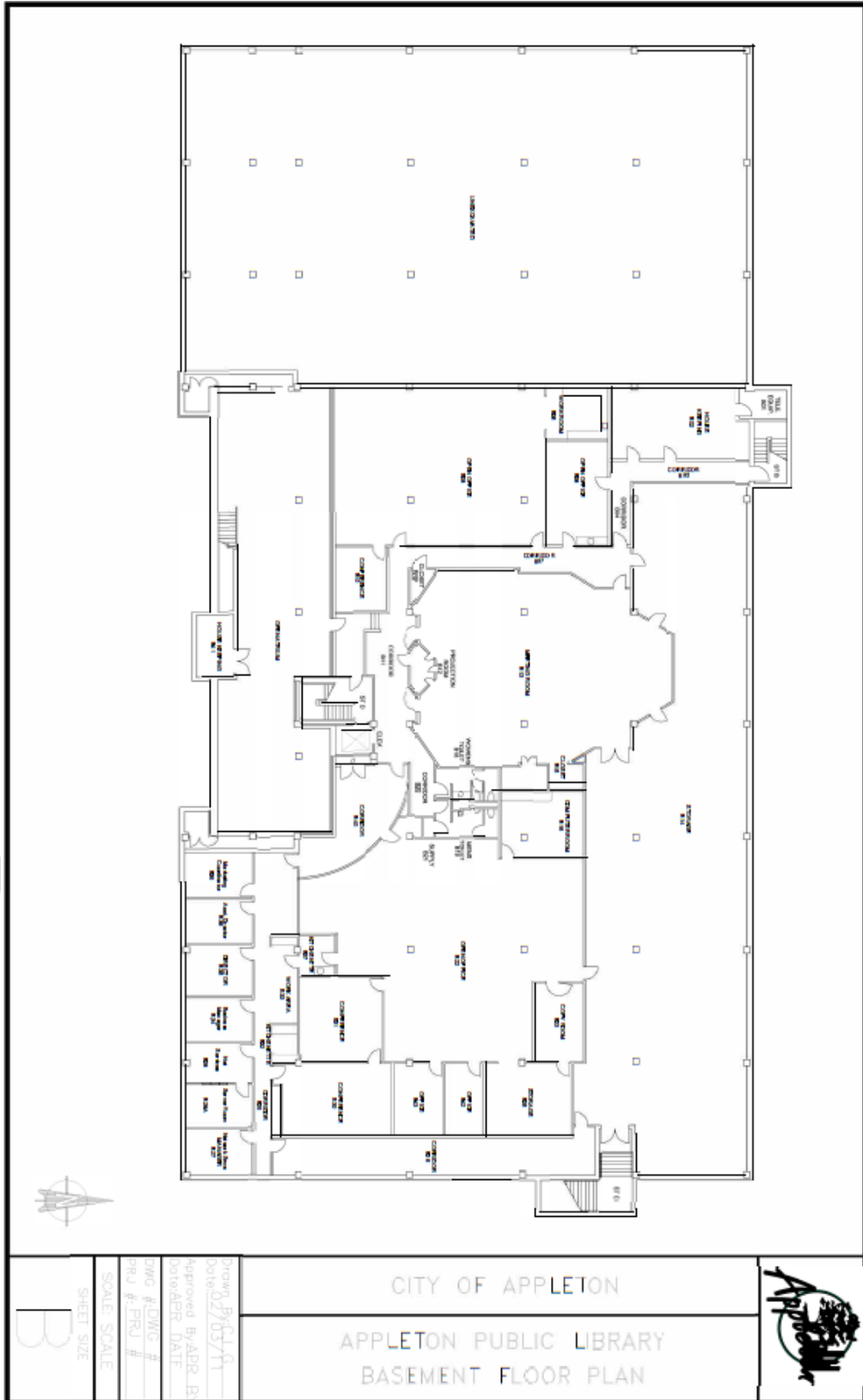
EXHIBITS

The following Exhibits are attached.

Exhibit A – Current Library Floorplans/Site

Exhibit B – Standard Form of Agreement

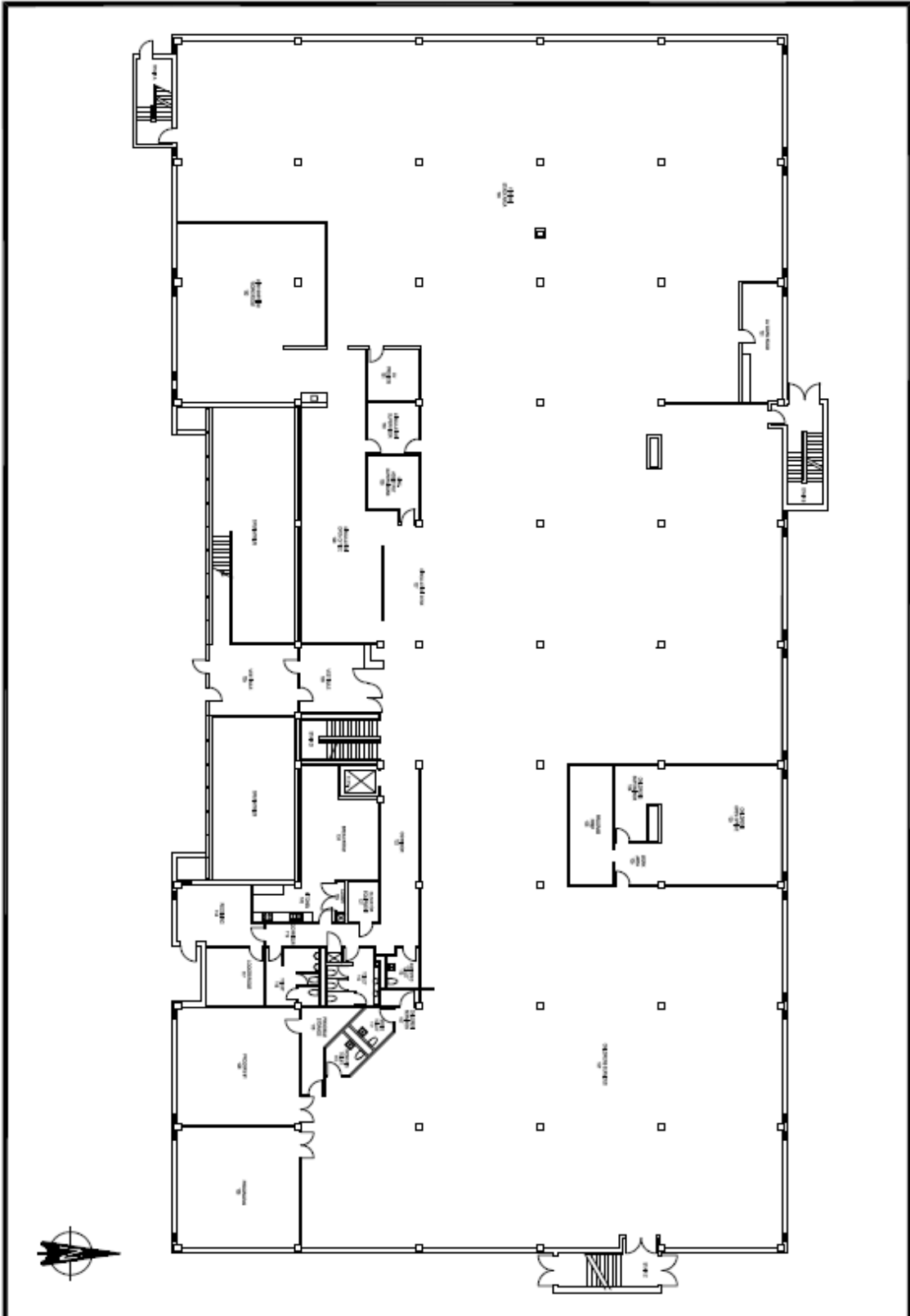
EXHIBIT A




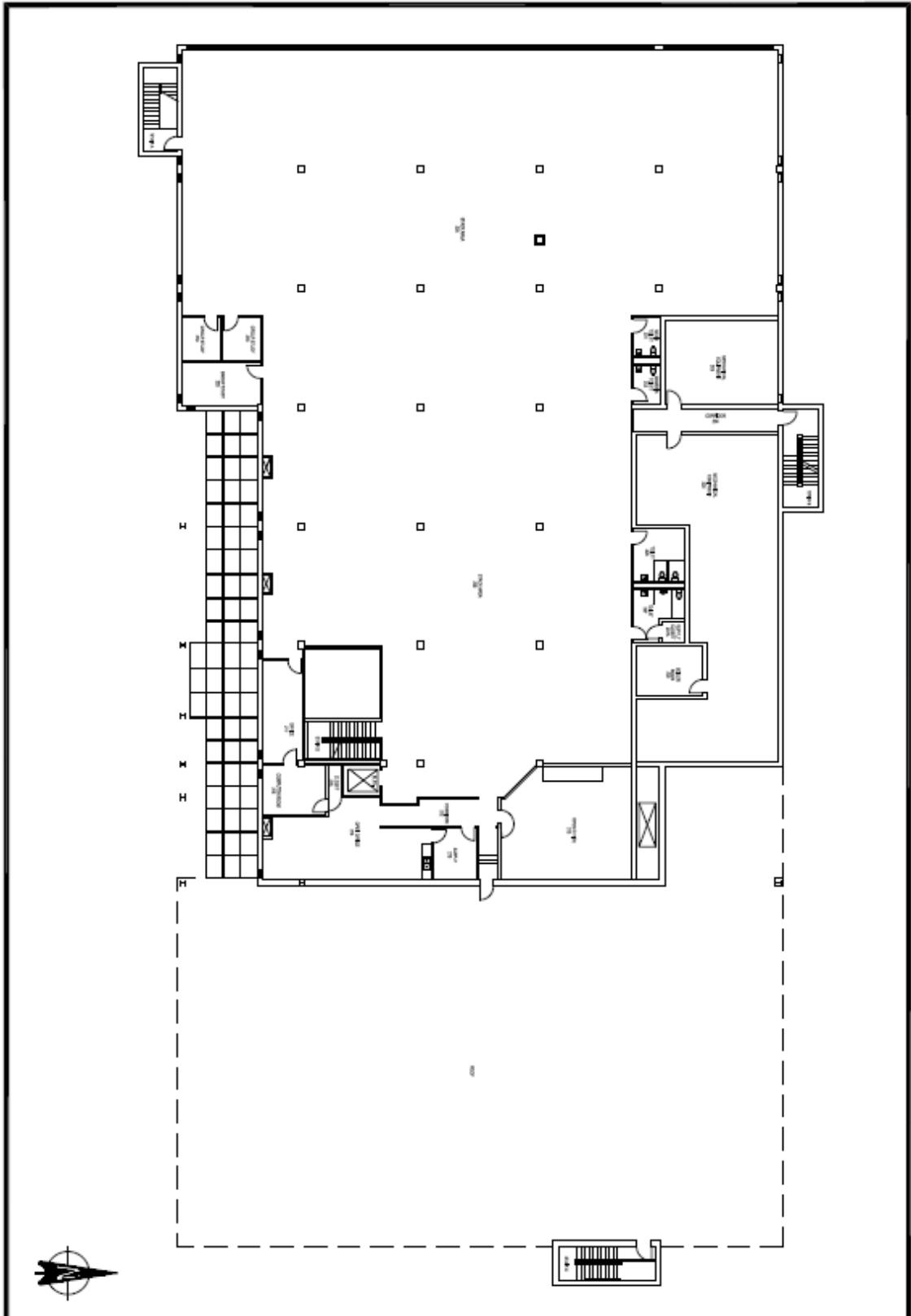
DRAWN BY: BC/FT
 DATE: 02/05/11
 APPROVED BY: APR/ES
 DATE/APPR. DATE:
 DWG #/DWG #
 PRJ #/PRJ #
 SCALE: SCALE
 SHEET SIZE: B



CITY OF APPLETON
 APPLETON PUBLIC LIBRARY
 BASEMENT FLOOR PLAN





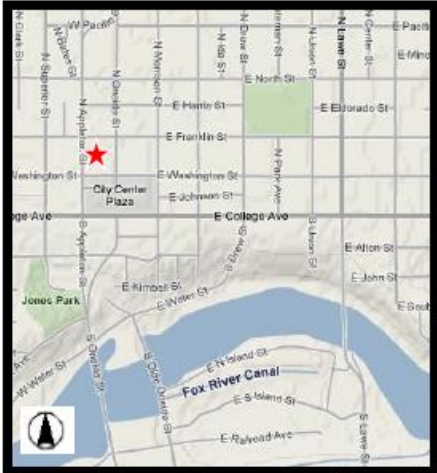
	<p>CITY OF APPLETON</p> <p>APPLETON PUBLIC LIBRARY</p> <p>FIRST FLOOR PLAN</p>
<p>Drawn By: DWG. BY Date: DWG. DATE</p> <p>Approved By: APR. BY Date: APR. DATE</p> <p>DWG. #: DWG. # PRJ. #: PRJ. #</p> <p>SCALE: SCALE SHEET SIZE</p>	<p style="font-size: 2em; font-weight: bold;">B</p>



	<p>CITY OF APPLETON</p> <p>APPLETON PUBLIC LIBRARY</p> <p>SECOND FLOOR PLAN</p>	
<p>B</p>	<p>Drawn By: DWG. BY _____</p> <p>Date: DWG. DATE _____</p> <p>Approved By: ADR. BY _____</p> <p>Date: ADR. DATE _____</p> <p>DWG. #: DWG. # _____</p> <p>PRJ. #: PRJ. # _____</p> <p>SCALE: SCALE _____</p> <p>SHEET SIZE _____</p>	

Appleton Public Library (Civic Plaza)- Parking Lot
 225 N. Oneida Street, Appleton, WI 54911

Area (sq. ft.)	Acre	Standard Stalls	Handicap
34,343	.78	84	4



Appleton Public Library

Note: The Library facility does not have any parking spaces as part of its real estate. Civic Plaza serves as the parking space and is used mostly by those visiting the Library.



DR



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

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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

TO: Library Board & City Common Council

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 12/15/2020

RE: Information Item: Request for Proposal for Architectural & Engineering Services for the Appleton Public Library

The 2021 Capital Improvement Budget provides funding for the design of the Appleton Public Library. We are pleased to share with you a draft Request for Proposal (RFP) to solicit proposals from qualified consultants and welcome your comments on the draft prior to distribution.

The preparation of this RFP includes feedback provided from a recent public listening session, input from various public meetings and workshops in recent years, the expertise of the library staff, the facilities and construction management staff and others. The input gathered details the Library's needs.

The RFP proposals received will allow our team to gauge how well a consultant understands our project needs to best serve our Community. RFPs also ensure transparency, ensuring project goals are being achieved.

We anticipate releasing the RFP late this week and are requesting a response by February 4, 2021. Review of RFP submissions will begin promptly after the deadline. Upon recommendation of a consultant, we anticipate seeking Library Board and City Common Council support on March 16th and 17th, 2021.

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