



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, October 19, 2021

4:30 PM

City Hall, 6th Floor A/B

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[21-1428](#) September 14, 2021 Meeting Minutes

Attachments: [September 14 2021 Meeting Minutes.pdf](#)

4. Public Participation & Communications

Establish Order of the Day

5. Action Items

- [21-1429](#) Bill Register - September 2021

Attachments: [September-2021 Bill Register report.pdf](#)
[September-2021 budget report.pdf](#)

- [21-1430](#) 2022 Resource Library Agreement

Attachments: [Resource Library Agreement 2022.pdf](#)

6. Information Items

A. Administrative Report

- [21-1431](#) Library Building Project Update

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

[21-1432](#) City of Appleton and Library 2022 Budget Process Update

Attachments: [Memo to library board re executive budget 10-13-2021.pdf](#)
[Executive Budget Transmittal Letter.pdf](#)
[Library Budget.pdf](#)
[CIP.pdf](#)

[21-1433](#) Upcoming Board Committee Meetings: Personnel & Policy Committee,
Planning Committee and Scholarship Committee

[21-1434](#) APL Hiring Processes

[21-1435](#) BiblioCommons Catalog Demo

B. President's Report

[21-1436](#) Trustee Training Chapter 3: Bylaws

Attachments: [TE03 Bylaws.pdf](#)
[Bylaws \(Approved 2-19-19\).pdf](#)

C. Staff Updates

[21-1437](#) Children's Program Updates

[21-1438](#) Community Partnerships Updates

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, September 14, 2021

4:30 PM

City Hall, 6th Floor A/B

1. Call meeting to order

President Scheuerman called the meeting to order at 4:30pm

2. Roll call of membership

Others Present: Owen Anderson, Nicole Casner, Ann Cooksey, Robert Edwards, Karen Harkness, Betsy Kowal Jett, Tina Krueger, Adriana McCleer, Dan McGinnis, Colleen Rortvedt, Cory Scott, Nick Vande Castle, Michael Vang, Maureen Ward

Aldersperson Katie Van Zeeland arrived at 4:35pm

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

Excused: 2 - Kellner and Sivasamy

3. Approval of minutes from previous meeting

[21-1281](#)

August 17, 2021 Meeting Minutes

Attachments: [August 17 2021 Meeting Minutes.pdf](#)

Mann moved, seconded by Exarhos, that the August 17, 2021 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

4. Public Participation and Communications

Walter Blank 2623 E. Sundance Drive, Appleton - Library Building Project Update

[21-1282](#)

Karen Harkness, City of Appleton Director of Community and Economic Development

Attachments: [2021_09-13 SC Kick-off Presentation sm.pdf](#)

[21-1283](#)

Cory Scott, Senior Partner, RDG Planning and Design

[21-1287](#)

College Avenue North Neighborhood Plan

Establish Order of the Day

President Scheuerman moved Information Item 21-1287 College Avenue North Neighborhood Plan to Public Participation and Communications after item 21-1283.

President Scheuerman called for a vote to move Action Items 21-1284 and 21-1285 to a Consent Agenda.

Exarhos moved, seconded by Mann that Action items 21-1284 and 21-1285 be placed on a Consent Agenda. Voice Vote. Motion Carried. (9-0)

5. Action Items

Looker moved, seconded by Hartjes that Consent Action Items 21-1284 and 21-1285 be approved. Voice Vote. Motion Carried. (8-0)

[21-1284](#)

Bill Register - August 2021

Attachments: [Bill Register August-2021.pdf](#)
 [August-2021 GL Budget.pdf](#)

This Report Action Item was approved

[21-1285](#)

September 2021 Budget Amendment

Attachments: [September 2021 Budget Amendment.pdf](#)

This Report Action Item was approved

[21-1286](#)

2021-2022 Board Committees

Attachments: [2021 Board Committees 9-2021.pdf](#)

Mann moved, seconded by Hartjes, that the 2021-2022 Board Committees be approved. Voice Vote. Motion Carried. (9-0)

6. Information Items

A. Administrative Report

[21-1288](#)

Library Building Project Update

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

[21-1289](#) City of Appleton 2022 Budget Process Update

Attachments: [Updates to 2022 library operating budget memo.pdf](#)

[21-1290](#) 2021 2nd Quarter Friends Grant Funded Program Summaries

Attachments: [Friends Grant Funded Program Summaries 2nd Quarter 2021 FINAL.pdf](#)

[21-1291](#) 2021 Mid-Year Collaborative Efforts List

Attachments: [Library 2021 Mid Year Collaborative Efforts List Final.pdf](#)

[21-1292](#) APL Hiring Processes

**B. President
President's Report**

[21-1293](#) Trustee Training: Chapter 27- Trustee Orientation and Continuing Education

Attachments: [Trustee Orientation and Continuing Education.pdf](#)

[21-1294](#) OWLS Report

C. Staff Updates

[21-1295](#) Children's Program Updates

Attachments: [Read Africa Report.pdf](#)

[21-1296](#) 2021 Summer Library Program (SLP) Report

[21-1297](#) Community Partnerships Updates

7. Adjournment

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

The meeting was Adjourned at 6:00pm.

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/9 TO 2021/9		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
16010	630100	Library Administration										
16010	001583	UNITED STATES	POSTAL	62863	0	2021	9	INV	P			
										12.32	pcard	Postage Board Packe
001983	AMAZON			62864	0	2021	9	INV	P			Printer Cartridge f
001983	AMAZON			64096	0	2021	9	INV	P			Access Badge Printe
										40.35	pcard	
										108.84		
002034	OFFICE DEPOT			62800	0	2021	9	INV	P			Labels, Highlighter
002034	OFFICE DEPOT			62801	0	2021	9	INV	P			Felt Tip Pens
002034	OFFICE DEPOT			64097	0	2021	9	INV	P			C Batteries, Tape
002034	OFFICE DEPOT			64098	0	2021	9	INV	P			Tape
002034	OFFICE DEPOT			64099	0	2021	9	INV	P			D Batteries
002034	OFFICE DEPOT			64100	0	2021	9	INV	P			Tape
										16.92	pcard	
										212.75		
										333.91		
										ACCOUNT TOTAL		
16010	632002											
999990	SIGNS.COM			62775	0	2021	9	INV	P			Library Building Pr
										271.80	pcard	
										ACCOUNT TOTAL		
										271.80		
16010	641200											
999990	FACEBK *GQ5E87KX2			62776	0	2021	9	INV	P			Facebook Advertisin
										13.04	pcard	
										ACCOUNT TOTAL		
										13.04		
16010	659900											
002229	STAR PROTECTION AND			62589	0	2021	9	INV	P			Security Guard
										2,398.25	091521	
										ACCOUNT TOTAL		
										2,398.25		
										ORG 16010 TOTAL		
										3,017.00		
16021	620100											
16021	999990	LIBRARYWORKS.COM		62837	0	2021	9	INV	P			LIBRARYWORKS.COM
										49.00	pcard	
										ACCOUNT TOTAL		
										49.00		
16021	630100											
001983	AMAZON			63673	0	2021	9	INV	P			Storywalk book
										30.98	pcard	
999990	SQ *AMANO PRINT HOUS			64025	0	2021	9	INV	P			Outreach T-Shirts
										343.62	pcard	
										ACCOUNT TOTAL		
										374.60		
16021	630100											
999990	AMZN MKTP US*2559E7Y			62842	0	2021	9	INV	P			Amazon ELL Supplies
										28.96	pcard	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/9 TO 2021/9		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16021	630700 3955								
999990	WM SUPERCENTER #1982 62760			0		Food & Provisions ELL 2021 9 INV P		pcard	Walmart ELL Snacks
						ACCOUNT TOTAL		28.96	
								39.16	
						ACCOUNT TOTAL		39.16	
16021	659900					Other Contracts/Obligation 2021 9 INV P		pcard	
999990	ANJIPLAY.COM 62836			0				1,600.00	ANJIPLAY.COM Roamin
						ACCOUNT TOTAL		1,600.00	
						ORG 16021 TOTAL		2,091.72	
16023	620100					Library Public Services			
16023	L2G*WEST BEND MUT IN 62865			0		Training/Conferences 2021 9 INV P		pcard	Z Kendzierski Notar
						ACCOUNT TOTAL		20.00	
								20.00	
16023	630100					Office Supplies 2021 9 INV P		pcard	Notary Stamp and Em
000526	FOX STAMP, SIGN & SP 64095			0				87.02	Labels, Highlighter
002034	OFFICE DEPOT 62800			0		2021 9 INV P		pcard	Outreach T-Shirts
999990	SQ *AMANO PRINT HOUS 64025			0		2021 9 INV P		pcard	
						ACCOUNT TOTAL		197.90	
						ORG 16023 TOTAL		217.90	
16024	630100					Library Community Partnerships			
16024	DOLLARTREE 63634			0		Office Supplies 2021 9 INV P		pcard	Hispanic Heritage M
999990	SQ *AMANO PRINT HOUS 64025			0		2021 9 INV P		pcard	Outreach T-Shirts
								333.40	
						ACCOUNT TOTAL		353.40	
								353.40	
16024	659900					Other Contracts/Obligation 2021 9 INV P		pcard	550148 Rhythms of the Worl
000674	INDUS OF FOX VALLEY 62421			0				250.00	550204 Find Your Ancestors
002626	ANCESTOR GUY 62525			0		2021 9 INV P		091521	550396 Artist in Residence
002728	ELYSE-KRISTA MISCHE 62916			0		2021 9 INV P		300.00	
						ACCOUNT TOTAL		600.00	
						ORG 16024 TOTAL		953.40	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/9 TO 2021/9		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
16031	630600	Library Building Operations										
16031	000274	CINTAS CORPORATION	62799		0	2021	9	INV	P	39.34	pcard	Rugs and Towels Cle
	000274	CINTAS CORPORATION	62862		0	2021	9	INV	P	39.34	pcard	Rugs and Towels Cle
	000274	CINTAS CORPORATION	63682		0	2021	9	INV	P	39.34	pcard	Rugs and Towels Cle
	000274	CINTAS CORPORATION	64094		0	2021	9	INV	P	39.34	pcard	Rugs and Towels Cle
										157.36		
										ACCOUNT TOTAL		
										157.36		
16031	641301	Electric										
001575	WE ENERGIES		537		0	2021	9	INV	P	8,947.36	092921	550474 00262
										ACCOUNT TOTAL		
										8,947.36		
16031	641302	Gas										
001575	WE ENERGIES		537		0	2021	9	INV	P	1,617.32	092921	550474 00162
										ACCOUNT TOTAL		
										1,617.32		
										10,722.04		
										ORG 16031 TOTAL		
16032	503500	Library Materials Management										
16032	000930	MUEHL PUBLIC LIBRARY	62945		0	2021	9	INV	P	17.90	092921	550431 Patron Material Rei
										ACCOUNT TOTAL		
										17.90		
16032	630100	Office Supplies										
001983	AMAZON		62802		0	2021	9	INV	P	140.93	pcard	WiFi Hot Spot Cases
001983	AMAZON		64101		0	2021	9	INV	P	7.45	pcard	Vacuum Cleaner bags
										148.38		
										ACCOUNT TOTAL		
										148.38		
16032	631500	Books & Library Materials										
000414	ELIAS SPORTS BUREAU,	63693			0	2021	9	INV	P	19.95	pcard	
000550	GALE / CENGAGE LEARN	62809			0	2021	9	INV	P	17.24	pcard	
000836	MANGO LANGUAGES of C	63689			0	2021	9	INV	P	5,434.71	pcard	
000889	MIDWEST TAPE	62850			0	2021	9	INV	P	6,735.72	pcard	
000889	MIDWEST TAPE	63654			0	2021	9	INV	P	895.52	pcard	
000889	MIDWEST TAPE	63655			0	2021	9	INV	P	1,156.87	pcard	
000889	MIDWEST TAPE	64070			0	2021	9	INV	P	700.07	pcard	
000889	MIDWEST TAPE	64071			0	2021	9	INV	P	1,983.43	pcard	
										11,471.61		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/9 TO 2021/9		DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
ACCOUNT/VENDOR							
001402 UNITED PARCEL	SERVIC	62851	0	2021	9 INV P	12.57	pcard
001533 WISCONSIN STATE	GENE	64113	0	2021	9 INV P	30.00	pcard
001983 AMAZON		62804	0	2021	9 INV P	49.92	pcard
001983 AMAZON		62805	0	2021	9 INV P	19.99	pcard
001983 AMAZON		62806	0	2021	9 INV P	34.95	pcard
001983 AMAZON		62807	0	2021	9 INV P	17.95	pcard
001983 AMAZON		62808	0	2021	9 INV P	60.82	pcard
001983 AMAZON		62811	0	2021	9 INV P	-13.43	pcard
001983 AMAZON		62867	0	2021	9 INV P	27.81	pcard
001983 AMAZON		62868	0	2021	9 INV P	22.50	pcard
001983 AMAZON		62869	0	2021	9 INV P	18.99	pcard
001983 AMAZON		62870	0	2021	9 INV P	3.99	pcard
001983 AMAZON		62871	0	2021	9 INV P	45.26	pcard
001983 AMAZON		62872	0	2021	9 INV P	35.75	pcard
001983 AMAZON		62873	0	2021	9 INV P	12.99	pcard
001983 AMAZON		62874	0	2021	9 INV P	20.12	pcard
001983 AMAZON		62876	0	2021	9 INV P	-19.95	pcard
001983 AMAZON		62877	0	2021	9 INV P	21.96	pcard
001983 AMAZON		62878	0	2021	9 INV P	15.84	pcard
001983 AMAZON		63691	0	2021	9 INV P	26.99	pcard
001983 AMAZON		63692	0	2021	9 INV P	111.60	pcard
						514.05	
002042 PROQUEST LLC		64107	0	2021	9 INV P	3,352.13	pcard
002396 INGRAM LIBRARY	SERV	62780	0	2021	9 INV P	-9.17	pcard
002396 INGRAM LIBRARY	SERV	62781	0	2021	9 INV P	499.82	pcard
002396 INGRAM LIBRARY	SERV	62782	0	2021	9 INV P	487.92	pcard
002396 INGRAM LIBRARY	SERV	62783	0	2021	9 INV P	1,226.02	pcard
002396 INGRAM LIBRARY	SERV	62784	0	2021	9 INV P	724.07	pcard
002396 INGRAM LIBRARY	SERV	62785	0	2021	9 INV P	417.32	pcard
002396 INGRAM LIBRARY	SERV	62786	0	2021	9 INV P	1,640.83	pcard
002396 INGRAM LIBRARY	SERV	62852	0	2021	9 INV P	-22.39	pcard
002396 INGRAM LIBRARY	SERV	62853	0	2021	9 INV P	508.70	pcard
002396 INGRAM LIBRARY	SERV	62854	0	2021	9 INV P	1,134.71	pcard
002396 INGRAM LIBRARY	SERV	62855	0	2021	9 INV P	636.15	pcard
002396 INGRAM LIBRARY	SERV	62856	0	2021	9 INV P	363.86	pcard
002396 INGRAM LIBRARY	SERV	62857	0	2021	9 INV P	194.94	pcard
002396 INGRAM LIBRARY	SERV	62858	0	2021	9 INV P	1,580.39	pcard
002396 INGRAM LIBRARY	SERV	63656	0	2021	9 INV P	789.31	pcard
002396 INGRAM LIBRARY	SERV	63657	0	2021	9 INV P	733.11	pcard
002396 INGRAM LIBRARY	SERV	63658	0	2021	9 INV P	443.98	pcard
002396 INGRAM LIBRARY	SERV	63659	0	2021	9 INV P	764.67	pcard
002396 INGRAM LIBRARY	SERV	63660	0	2021	9 INV P	288.13	pcard
002396 INGRAM LIBRARY	SERV	63661	0	2021	9 INV P	1,875.84	pcard
002396 INGRAM LIBRARY	SERV	63662	0	2021	9 INV P	321.59	pcard
002396 INGRAM LIBRARY	SERV	64072	0	2021	9 INV P	410.13	pcard
002396 INGRAM LIBRARY	SERV	64073	0	2021	9 INV P	586.58	pcard

	YEAR/PERIOD: 2021/9 TO 2021/9	DOCUMENT
	ACCOUNT/VENDOR	

Report generated: 10/05/2021 11:12
User: EdwardRL
Program ID: apinvqla

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/9 TO 2021/9	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
	001961 WELLS FARGO FINANCIA	62360	0	2021	9	INV P	421.73	090821	550195 Copier Lease 8TB589
	999990 FS *TECHSMITH	63642	0	2021	9	INV P	99.99	pcard	Video capturing sof
				ACCOUNT TOTAL			1,195.49		
			ORG 16033	TOTAL			2,202.84		
	FUND 100 General Fund			TOTAL:			71,095.99		

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

YEAR-TO-DATE BUDGET REPORT

FOR 2021 09

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
423200 Library Grants & Aids	-1,091,736	0	-1,091,736	-1,091,736.00	.00	.00	100.0%
480100 General Charges for Service	-30,000	0	-30,000	-3,735.05	.00	-26,264.95	12.5%
500100 Fees & Commissions	0	0	0	-147.82	.00	147.82	100.0%
501500 Rental of City Property	-30,000	0	-30,000	-30,000.00	.00	.00	100.0%
502000 Donations & Memorials	0	0	0	-407.90	.00	407.90	100.0%
503500 Other Reimbursements	-19,500	-58,500	-78,000	-105,131.23	.00	27,131.23	134.8%
610100 Regular Salaries	2,337,611	0	2,337,611	1,517,394.10	.00	820,216.90	64.9%
610400 Call Time Wages	0	0	0	600.00	.00	-600.00	100.0%
610800 Part-Time Wages	204,006	6,000	210,006	152,644.90	.00	57,361.10	72.7%
611400 Sick Pay	0	0	0	7,758.74	.00	-7,758.74	100.0%
611500 Vacation Pay	0	0	0	144,179.54	.00	-144,179.54	100.0%
615000 Fringes	851,796	0	851,796	.00	.00	851,796.00	.0%
615100 FICA	0	0	0	122,354.32	.00	-122,354.32	100.0%
615200 Retirement	0	0	0	109,873.19	.00	-109,873.19	100.0%
615301 Health Insurance	0	0	0	319,739.03	.00	-319,739.03	100.0%
615302 Dental Insurance	0	0	0	24,828.63	.00	-24,828.63	100.0%
615400 Life Insurance	0	0	0	548.10	.00	-548.10	100.0%
620100 Training/Conferences	23,234	7,100	30,334	8,181.99	.00	22,152.01	27.0%
620600 Parking Permits	23,100	0	23,100	23,112.00	.00	-12.00	100.1%
630100 Office Supplies	45,781	18,159	63,940	28,052.96	.00	35,887.04	43.9%
630300 Memberships & Licenses	2,200	0	2,200	1,207.08	.00	992.92	54.9%
630500 Awards & Recognition	850	0	850	904.78	.00	-54.78	106.4%
630600 Building Maint./Janitorial	11,084	0	11,084	6,300.84	.00	4,783.16	56.8%
630700 Food & Provisions	1,135	4,885	6,020	643.05	.00	5,376.95	10.7%
630902 Tools & Instruments	150	0	150	81.97	.00	68.03	54.6%
631500 Books & Library Materials	597,644	39,245	636,889	392,511.87	.00	244,377.13	61.6%
632002 Outside Printing	100	600	700	2,463.31	.00	-1,763.31	351.9%
632300 Safety Supplies	550	0	550	110.00	.00	440.00	20.0%
632700 Miscellaneous Equipment	68,630	4,000	72,630	16,651.15	.00	55,978.85	22.9%
640700 Solid Waste/Recycling Pickup	4,005	0	4,005	2,592.00	.00	1,413.00	64.7%
641200 Advertising	1,288	7,000	8,288	4,464.19	.00	3,823.81	53.9%
641301 Electric	95,890	0	95,890	66,835.94	.00	29,054.06	69.7%
641302 Gas	22,283	0	22,283	20,358.45	.00	1,924.55	91.4%
641303 Water	5,125	0	5,125	1,367.28	.00	3,757.72	26.7%
641304 Sewer	2,114	0	2,114	595.43	.00	1,518.57	28.2%
641306 Stormwater	3,700	0	3,700	2,347.39	.00	1,352.61	63.4%
641307 Telephone	2,948	0	2,948	2,549.05	.00	398.95	86.5%
641308 Cellular Phones	1,600	0	1,600	861.05	.00	738.95	53.8%
641600 Build Repairs & Maint	2,000	0	2,000	15.06	.00	1,984.94	.8%
641800 Equip Repairs & Maint	84,931	0	84,931	74,261.12	.00	10,669.88	87.4%
642000 Facilities Charges	183,973	0	183,973	86,244.67	.00	97,728.33	46.9%
659900 Other Contracts/Obligation	153,309	81,727	235,036	128,508.62	.00	106,527.38	54.7%
681500 Software Acquisition	4,498	0	4,498	.00	.00	4,498.00	.0%
TOTAL General Fund	3,564,299	110,216	3,674,515	2,039,983.80	.00	1,634,531.20	55.5%
TOTAL REVENUES	-1,171,236	-58,500	-1,229,736	-1,231,158.00	.00	1,422.00	
TOTAL EXPENSES	4,735,535	168,716	4,904,251	3,271,141.80	.00	1,633,109.20	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 09								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
GRAND TOTAL	3,564,299	110,216	3,674,515	2,039,983.80	.00	1,634,531.20	55.5%	
** END OF REPORT - Generated by Robert L. Edwards **								

2022 Resource Library Agreement
Outagamie Waupaca Library System • Appleton Public Library

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

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

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

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

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

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

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

2. As resource library, APL shall name an APL library board member to the OWLS Board of Trustees.
3. This agreement shall be in effect as of January 1, 2022 and shall remain in effect until December 31, 2022. This agreement may be amended at any time by mutual agreement of both parties.

Dated this _____ day of _____, 2021

For the Appleton Public Library:

For the Outagamie Waupaca Counties
Federated Library System:

(President)

(Date)

(President)

(Date)



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

**TO: Members of the Appleton Public Library Board of Trustees
Members of the City of Appleton Common Council**
**FROM: Dean Gazza, Director of Parks Recreation and Facilities Management
Colleen Rortvedt, Library Director**
DATE: October 14, 2021
RE: October Library Building Project Update

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

Concept Design, Community Input and Communication

- a. SOM and BOLDT presented to the City of Appleton Common Council on September 15.
- b. Focus groups were held October 5-7. Additional focus groups are being scheduled.
- c. The architects continue to refine the design based on feedback.

2. Additional Site Assessment Updates

Work and analysis continues on subsurface environmental investigations as well as additional inspections of the existing facility for lead, asbestos. Analysis determined no lead paint was present. Subsurface testing has identified some soft soils and certain depths. This is valuable to ensure the footings and foundation are built appropriately.

3. Parking

The City has engaged Walker Consultants to assist with parking planning services for the renovated and expanded library to develop a parking plan for the Library that will incorporate nearby available resources, identify future parking needs, and provide in an implementable solution that supports public access to the Library.

4. Interim library needs

Director Gazza has begun working with city departments and library staff to identify possible locations for the library to function during the period of construction. Staff have begun planning how to transition to a smaller, temporary space. The 2022 library operations budget includes temporary reductions in primarily areas of supplies and services that will function in a reduced manner during construction.

5. College Avenue North Neighborhood Planning

The College Avenue North Neighborhood Plan began work in August. Community and Economic Development Director Karen Harkness and Cory Scott from RDG, the planning firm on this process, presented to the library board and the Appleton Redevelopment Authority in September. RDG also held two focus groups for library staff and are in the process of scheduling another focus group for library stakeholders in the future.

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



APPLETON PUBLIC LIBRARY
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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: October 13, 2021
RE: 2022 Executive Budget – library operations

The 2022 City of Appleton Executive Budget was released on October 6. As mentioned last month, the library's budget has changed to account for the costs of the lease and moving expenses for a temporary library, as well as reductions due to limited space for services.

Increases anticipated to include:

- Lease expenses – This will include a base rate, operations, some utilities, and maintenance.
- Moving expenses
- Miscellaneous equipment – Cabling, wiring, to provide technology and internet access.

Library, Facilities and Finance staff worked together to identify areas that would result in budgetary savings including reductions in the following areas:

- Parking permits – Staff who currently receive parking permits will not require them while working in the temporary library
- Supplies – Reduced primarily due to purchasing fewer library materials, which is a major cost driver for supplies.
- Janitorial – There will be less space to clean, maintain and we will have fewer restrooms
- Library materials – There will not be the shelf space to provide as many materials.
- Miscellaneous equipment – There will be less space for public computers, and we will prolong replacements and in the new library we anticipate new technology.
- Utilities – The temporary library will be a smaller space to heat, cool, illuminate, etc and some of these expenses may be in the lease.
- Equipment repair and maintenance – We will eliminate service contracts for equipment that will not be in use.
- Facilities charges – There will be less space to maintain, and the space will be minimally upgraded.
- Other contracts (security guard) – There will be less public space to oversee.
- Part-time wages – We anticipate having fewer staffing points in temporary library and plan to reduce these wages through attrition and holding vacancies open longer.

Unrelated to the library building project, city-wide fringes are reduced due to a reduction in employee contributions to WRS and overall responsible use of health care dollars by city employees.

The result of these reductions is an overall decrease from the 2021 adopted budget of \$203,214 (4.29%).

For a complete overview of the budget, please see the Mayor's Transmittal Letter that accompanies the budget proposal.



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

OFFICE OF THE MAYOR

Jacob A. Woodford
100 North Appleton Street
Appleton, Wisconsin 54911-4799
(920) 832-6400 FAX (920) 832-5962
e-mail: jake.woodford@appleton.org

October 6, 2021

Members of the Common Council and Community
City of Appleton
Appleton, Wisconsin

Dear Fellow Appletonians,

Enclosed is the 2022 Executive Budget and Service Plan, which is the result of the efforts of the City's leadership team, budget managers, and especially on the part of Finance Director Tony Saucerman, Deputy Finance Director Jeri Ohman, Budget Analyst Katie Demeny, Enterprise Accounting Manager Kelli Rindt, and Purchasing Manager Jeff Fait. I am grateful for the hard work of this team in preparing this year's Budget, and for the work of the employees of the City of Appleton for executing our budget each year.

The COVID-19 pandemic has remained a significant factor in many aspects of City operations, and it looks to continue into 2022. Over the first two quarters of 2021, we have worked to safely restore most of our regular operations and practices. We initiated a measured, phased return to regular workspaces in March 2021 and completed that operation in June. Our Health Department and Human Resources Department have worked together closely to monitor employee cases, and we have continued to provide access to vaccines and emergency leave to all employees to maintain a safe, effective, and healthy workforce.

An influx of pandemic-related financial assistance from the federal and state governments has buoyed municipal finances and ensured our ability to provide ongoing response to our residents. The CARES Act, numerous public health grants, and more recently the American Rescue Plan Act (ARPA) funds have kept the City of Appleton's financial position stable despite our providing additional services like contact investigation, inoculation, and mitigation, all while placing additional burden on us to carefully steward more taxpayer dollars than in previous years. This budget will describe recommendations to manage the ARPA funds over the coming years. These funds should be considered standalone grants rather than as additions to the operating budget, which remains constrained.

Inflationary trends in the broader economy are affecting the City of Appleton as they are all businesses, organizations, and households in our community. Rising costs for supplies, equipment, and labor are presenting prominent headwinds to the City's budget, particularly in

light of annual levy increases that are restricted (1.25% in 2022), which prevents the City from keeping pace with the rate of inflation (CPI increased 5.3% in the fiscal year ending August 2021). This means putting forward a balanced budget presents difficulties and requires reductions or deferrals to ongoing expenses. In a year-over-year sense, these reductions or deferrals have a minimal impact on residents' quality of life, but over time they have, and will continue to, erode the City's ability to deliver services and maintain our infrastructure.

City employees have, time and again, demonstrated their commitment to service over the past year, and we continue our efforts to be an employer of choice to retain and recruit the best for our community. To that end, we are proposing a 2.5% merit-based wage increase pool for non-represented employees to remain competitive in the marketplace. Additionally, through efforts like HealthSmart, our Connecting Care Clinic, and smart healthcare decisions by our employees, we were able to maintain flat health insurance premium costs for 2022. This is a real accomplishment for a self-funded healthcare plan like ours.

We enjoy the quality of life we do today because of our shared commitment to investing in our community and taking pride in our services, infrastructure, and facilities. The 2022 Executive Budget and Service Plan represents a continuation of the work of the City of Appleton to carefully steward our community's resources, and wherever possible, to enhance the quality of life our community provides.

GENERAL OBLIGATION DEBT MANAGEMENT

The 2022 Executive Budget and Service Plan continues implementation of a general obligation (G.O.) debt management strategy for the City set in motion in 2021. Working with our financial advisors and with the leadership team, we have developed a strategy that aims to stabilize and ultimately reduce annual G.O. debt service payments. The early positive results of this work are evident and will be immediately felt by taxpayers, and improvements in the trend over time can be observed on the chart on page 587.

General obligation debt was once leveraged primarily for special or sizable municipal projects, such as bridge replacements, major arterial road reconstructions, facility projects like new buildings and renovations, and certain park and trail improvements. Over time, the constraints of Wisconsin's levy limits, rising costs, and residents' rejection of special assessments for road, sidewalk, and infrastructure maintenance have pushed the City to borrow for these projects rather than to pay for them up-front as had been the practice in the past.

While the elimination of special assessments is generally regarded as a positive change for residents, the funding that program once provided for roads, sidewalks, and infrastructure has not been replaced. Instead, a regressive City-wide wheel tax was imposed and collects a fraction of the total needed to appropriately maintain our City. As a result, beginning in 2016, new G.O. debt issues increased significantly as the cost of infrastructure maintenance was layered on top of the projects traditionally funded through G.O. debt.

Our debt management strategy recognizes the need to continue to leverage G.O. debt for infrastructure maintenance projects such as those included in this budget. However, it begins to move us away from the practice of utilizing G.O. debt funding for higher-cost regular maintenance activity that came to represent over half of the City's borrowing in recent years.

Efforts to explore maintenance funding options such as a Transportation Utility, as initiated by the Common Council in fall 2021 are reflective of the need to find fiscally responsible and sustainable ways to keep up our roads and bridges.

Careful stewardship of our municipal debt will serve residents well in the short term, and especially in the long run. The time to take up that stewardship is now – while our City remains in a healthy financial position with excellent bond ratings and with a competitive overall tax rate.

DEBT SERVICE

While G.O. debt service costs continue their upward trend due to past borrowing, as discussed previously, in order to reverse this trend, considerable effort has been made in this budget to reduce future borrowing needs including developing a ten-year debt management plan. Difficult choices were made in the development of this plan as future debt service limitations were set and projects were evaluated, prioritized, and spread out over this longer time horizon in order to fit within the annual limitations. Looking out over a longer time frame allowed projects to be scheduled beyond five years giving departments confidence that projects would be undertaken without the urgency to have them included in the five-year plan.

For the 2022 Budget, total G.O. debt service costs are scheduled to be \$12,139,682, an increase of \$1,093,163 over the 2021 budgeted payments of \$11,046,519. The property tax levy necessary to support this increase rose \$1,022,417 (10.4%) from \$9,851,874 in the 2021 Budget to \$10,874,291 in 2022.

Total G.O. debt outstanding on December 31, 2021 is projected to be \$80,946,625 compared to \$75,221,000 outstanding on December 31, 2020, an increase of \$5,725,625. However, despite the increase in outstanding debt, the City is well below its legal debt limit of \$334,418,040 as well as the City's guideline of 40% of this amount of \$133,767,216.

For 2022, \$14,482,131 in G.O. bonds and notes are expected to be issued to fund various capital projects in the areas of infrastructure (\$6,298,181), facility construction and improvements (\$7,035,000), equipment (\$260,000), and parks and trails (\$590,000). Of the amount borrowed, \$994,375 will be paid back with funds from the City's TIF District 11 while the remainder will be supported by general property taxes. A complete list of anticipated debt-financed projects for 2022 can be found in the "Five Year Plan" section of this Budget.

CONTINGENCY FUNDS

- All unused contingency funds in the General Administration section of the Budget are again anticipated to be carried over from 2021 to 2022. Estimated balances in the contingency funds available for carryover at the conclusion of 2021 include:
 - State Aid Contingency \$812,267
 - Operating Contingency \$402,298

- Fuel Contingency \$137,315
 - Wage Reserve \$950,057
- Included in the General Administration section of the 2022 Budget is the addition of \$300,000 to the wage reserve for wage increases for City staff not covered by collective bargaining agreements.

COMMUNITY AND ECONOMIC DEVELOPMENT

In support of the updated Comprehensive Plan 2010-2030 and the Economic Development Strategic Plan's primary goals and key strategies, the Community and Economic Development Department's 2022 Budget contains funding to support local and regional community economic development activities. The Budget also provides funding for the continued management of the Southpoint Commerce and the Northeast Business Parks, and the Department continues to be a source of information and support to businesses, not-for-profit organizations, and the community.

Tax Incremental Financing Districts 11 and 12 (TIF 11 and TIF 12), which are located on the east and west ends of the downtown, are the City's newest districts and have generated several development projects to date. The 2022 Budget provides continued funding for the successful Business Enhancement Grants program for businesses within these districts. The grants are intended to encourage rehabilitation of properties, eliminate blight, increase property values, and improve the overall appearance of the areas. In support of these goals, \$42,000 has been included in both TIF 11 and TIF 12 Budgets for this grant program.

Finally, in the City's role as lead fiscal and administrative agent, in collaboration with our local non-profit partners, this Budget continues to promote the application for, and allocation of, State and Federal grant funding to benefit low to moderate income (LMI) persons in need of housing rehabilitation, emergency shelter, transitional housing, and homeless prevention and diversion services.

FISCAL

- General fund revenues and expenditures both totaled \$66,208,455 in the 2022 Budget, an increase of \$876,058 or 1.34%. The revenue increase is attributable mainly to the allowable increase in the property tax levy along with an increase in projected county sales tax and modest increases in State revenues.
- The general fund tax levy increased \$480,000, or 1.31%, to \$37,080,000 in the 2022 Budget. At the same time, the tax levy for debt service increased \$1,022,417, or 10.4%, to \$10,874,291. Overall, the tax levy for the City is expected to increase \$1,502,327, or 3.09% in 2022. This increase is within State-imposed levy limits.
- Tax Rates – The City's equalized value increased 7.87% to \$6,688,360,800 in 2021. The City's estimated assessed values are projected to grow a more modest 1.35%.

Applying the 2021 total estimated assessed value (excluding TIDs) of \$5,605,186,085 to the tax levy results in the following projected assessed tax rates:

- Outagamie County – \$8.90, an increase of 13 cents, or 1.44%
- Calumet County – \$9.14, an increase of 34 cents, or 3.87%
- Winnebago County – \$8.75, a decrease of 14 cents, or 1.63%

On an equalized value basis, the tax rate is projected to be \$7.86, a decrease of 40 cents, or 4.86%.

UTILITIES

- **Water** – The Budget includes \$115,500 for the continuation of a corrosion control study and \$130,000 for the purchase of two new chemicals that are being reviewed for use as part of the study. The meter operations budget includes \$90,000 for the purchase of new meters which will be used for residential and multi-family development as well as on-going replacements. The distribution operations budget includes \$50,000 for the purchase of hydrant diffusers and supplies to meet Wisconsin DNR requirements for chlorine reduction during hydrant flushing. Additionally, this budget includes \$750,000 for equipment replacements at the Water Treatment Facility, \$450,000 to upgrade the Matthias Tower, and \$200,000 to replace the security gate at the lake station. Water Utility infrastructure improvements planned for 2022 include \$2,300,000 for the replacement of aging distribution and transmission mains and \$700,000 for new transmission and distribution mains on the north side of the City. There are no planned water rate increases for 2022.
- **Wastewater** – The 2022 Budget includes \$4,800,000 for belt filter upgrades and replacements, and \$7,200,000 for the construction of an addition to the sludge storage building. The Budget also includes \$1,700,000 for the final year of a multi-year project to upgrade the electrical distribution system at the treatment facility. Other projects at the treatment facility include \$300,000 to upgrade wireless access at the plant and \$1,350,000 for building and grounds improvements. Finally, included in the Budget is \$1,600,000 for the replacement of aging mains of the wastewater collection system and \$700,000 for new main installation on the north side of the City. In accordance with the recommendations from 2020 rate study, the 2022 Budget includes a rate increase of 4%. The rate increase is necessary due to the loss of revenues in the hauled waste and industrial waste areas along with continuing support of necessary capital projects. The effect of the rate increase on the average residential customer's quarterly City service invoice is projected to be slightly less than \$3.
- **Stormwater** – Continuing the implementation of the City's Stormwater Management Plan, this Budget dedicates \$2,700,000 to ongoing infrastructure improvements. The budget also includes a \$335,000 transfer to CEA for leaf vacuum equipment upgrades to facilitate a new leaf collection process to begin in 2022. There are no planned stormwater rate increases for 2022.

PERSONNEL

Included in the 2022 Executive Budget is the addition of a full-time Traffic Engineering Systems Technician position in the Department of Public works to oversee the automated traffic systems within the City and other traffic safety duties, and the upgrade of a Sergeant position to a Lieutenant position in the Police Department to increase efficiency in patrol staffing as well as provide oversight of the department's public engagement.

Other changes approved by Council during 2021 included:

- Elimination of a Ramp Attendant position (1.0 full-time equivalent (FTE)) in the Parking Utility.
- The increase in job duties for an Operator position in the Sanitation Division increasing the position from a 0.5 FTE to a 0.67 FTE.
- The increase in job duties for two Utility Locator Positions in the Public Works Department increasing the positions from 0.67 FTE to 1.0 FTE.
- The combination of two part-time positions in the Parking Utility and CEA into one full-time (1.0 FTE) position (Note: This item is scheduled to be considered by Council in a separate action in October, 2021, prior to the adoption of the 2022 Budget).

CAPITAL IMPROVEMENT PROGRAM

Highlights of the 2022 Capital Improvement Projects (CIP) not discussed prior are as follows:

- Architectural plans will be finalized and construction will begin on the much-anticipated library renovation which is expected to break ground in the summer of 2022. Included in this Budget is \$10,000,000 for the first phase of construction in 2022 with the project expected to be completed in late 2023.
- As discussed previously, maintaining and improving public infrastructure remains a top priority of the City as this Budget invests over \$7,800,000 in road, bridge, and sidewalk improvement projects. Additionally, as previously discussed, approximately \$8,000,000 is planned to be invested in water distribution, sewer collection, and stormwater management infrastructure improvements.
- To ensure the condition, safety, and longevity of City facilities and properties, the 2022 Budget includes investments in the following areas: \$8,500,000 for renovations to the Valley Transit office and garage facility. This federally funded project will include a building expansion as well as upgrades to existing HVAC, electrical and plumbing systems; \$750,000 to reconstruct parking lots at Pierce and Einstein Parks, and \$275,000 to modernize the Appleton Street elevator car and replace the elevator shafts in the Red Parking Ramp.

- Improvements to our parks, trails and recreational facilities again played an important role in the formulation of the 2022 Capital Improvement Program. Investments in these areas include: \$500,000 to construct a pickle ball complex. Funding for this project is expected to come from a private donation; \$275,000 for the design and construction of new basketball and tennis courts at Green Meadows Park; \$200,000 for renovations to both the large and small pavilions at Telulah Park, and \$100,000 for the design of Lundgaard Park. Funding for the park design services is anticipated to come from private donations.
- Investments in projects to support our information technology infrastructure include \$325,000 to fund a continuing multi-year project to replace the City's aging mainframe with an enterprise resource planning (ERP) system. This funding includes anticipated installation of the work order, inventory, fixed assets, and fleet and facilities management modules which was delayed from 2021 due to the COVID-19 pandemic.

CONCLUSION

The 2022 Executive Budget and Service Plan reflects our continued commitment to providing excellent services and a well-maintained community for the people of Appleton. It also puts into practice challenging, but essential, prioritization of projects and initiatives in the interest of the long-term financial sustainability of our community. By working together, we can ensure a careful use of resources aligned with the high expectations we have for our community.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Woodford', with a long, sweeping horizontal line extending to the right.

JACOB A. WOODFORD
Mayor of Appleton

CITY OF APPLETON 2022 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Assistant Library Director: Tasha M. Saecker

CITY OF APPLETON 2022 BUDGET LIBRARY

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2021 EVENTS

Maintain high quality library services

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

Summer Reading Program

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

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

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

Continue to explore facility needs and options

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

Continue cooperation with schools and other community organizations

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

Utilize volunteers more effectively

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

Continuously work to improve website and online service delivery

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

CITY OF APPLETON 2022 BUDGET LIBRARY

MAJOR 2022 OBJECTIVES

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

APL Vision: Where potential is transformed into reality.

VALUES:

WELCOMING - Everyone belongs here.

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

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

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

STRATEGIC PILLARS:

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

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

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

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

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

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

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

Other specific objectives include:

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

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

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

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

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

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

DEPARTMENT BUDGET SUMMARY

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

CITY OF APPLETON 2022 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

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

PERFORMANCE INDICATORS

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

CITY OF APPLETON 2022 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

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

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

None

CITY OF APPLETON 2022 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

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

CITY OF APPLETON 2022 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

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

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

None

CITY OF APPLETON 2022 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

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

CITY OF APPLETON 2022 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM BUDGET SUMMARY

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

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

None

CITY OF APPLETON 2022 BUDGET

LIBRARY

Community Partnerships

Business Unit 16024

PROGRAM MISSION

Community Partnerships: Engage, Educate, Entertain, Elevate.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

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

CITY OF APPLETON 2022 BUDGET

LIBRARY

Community Partnerships

Business Unit 16024

PROGRAM BUDGET SUMMARY

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

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

None

CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Library

PROJECT DESCRIPTION

Justification:

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

The planning process will employ the following principles:

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

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

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

Discussion of operating cost impact:

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

DEPARTMENT COST SUMMARY

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

COST ANALYSIS

Estimated Cash Flows

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

* N/Q = Not Quantifiable

Bylaws—Organizing the Board for Effective Action

3

Bylaw Basics

Library board bylaws are the rules established by the library board that govern the board's own activities. Well-crafted bylaws help provide for the smooth and effective functioning of a library board.

Library board bylaws must comply with all relevant statutes. The sample bylaws attached to this *Trustee Essential* note the state laws that are relevant to library board operation. Wisconsin Statutes Chapter 43 includes rules for board appointments, board terms, election of board officers, board quorum, etc. (See [Trustee Essential #18: Library Board Appointments and Composition](#).) In addition, all board meetings and board committee meetings must comply with Wisconsin's Open Meetings Law (see [Trustee Essential #14: The Library Board and the Open Meetings Law](#)). State and federal laws supersede any local library bylaw provisions.

At a minimum, library board bylaws should spell out:

1. The library board officers to be elected, how they are elected, and the powers and responsibilities of each officer.
2. When meetings are held, and how meetings are conducted.
3. What committees are appointed, how they are appointed, and what they do.
4. How the bylaws are amended.

A Few Specific Legal Requirements

As mentioned above, state and federal laws supersede any local library bylaw provisions. Below are some of the provisions of Chapter 43 you should be aware of as you review your board bylaws.

Generally, no compensation may be paid to the members of a library board for their services. However, board members may be reimbursed for their actual and necessary expenses incurred in performing duties *outside* the municipality if so authorized by the library board. In addition, members may receive per diem, mileage, and other necessary expenses incurred in performing their duties *within* the municipality if so authorized by the library board *and* the municipal governing body (county board for a consolidated county public library board).

Normally, a majority of the membership of a library board constitutes a quorum, but the library board may, in your bylaws, legally provide that three or more members constitutes a quorum. For library boards in First Class Cities, seven members constitute a quorum.

Annually, within 60 days after the date of the beginning of local library board terms, your library board must hold an organizational meeting and elect one of

In This Trustee Essential

- Why up-to-date bylaws are needed for effective library board operation
- How your board can develop or update their bylaws

your members as board president and also elect any other officers provided for in your bylaws.

Crafting Your Library Board's Bylaws

Because bylaws are so fundamental to effective (and legal) library board operations, great care must be taken when developing new bylaws or amending existing bylaws. Bylaw language must be clear and unambiguous. Imprecise language can result in confusion and disorder.

For example, confusion can result if it is unclear who has the authority to make decisions for the library. Library board bylaws should make clear that actions by board committees are advisory only. A library board committee cannot act on behalf of the full board—only actions by the full board have legal authority. Likewise, individual board members and board officers can perform official actions on behalf of the board only with specific authorization from the full board.

If your board wants to develop new bylaws or amend existing bylaws, it is recommended that a special committee be appointed to develop drafts for full board review. To change your bylaws, you must follow any procedures required by your current bylaws. Library system staff may be available to review drafts of new or amended bylaws.

Discussion Questions

1. Can our board bylaws provide for library board membership to individuals who are not appointed according to the relevant provisions of Chapter 43?
2. Can our board bylaws provide for term limits for library board members? What are the pros and cons of library board member turnover?
3. How can your board encourage good meeting attendance?
4. What could you do if a board member regularly misses board meetings?

Sources of Additional Information

- *Sample Wisconsin Public Library Bylaws* (attached; also available online at <http://dpi.wi.gov/pld/boards-directors/sample-board-bylaws>)
- *Robert's Rules of Order* (chapter on the development and amendment of bylaws) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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Sample Board Bylaws

Below are sample library board bylaws that can be adapted to local library use. (Note: Material in brackets is for purposes of explanation and should be removed from the final bylaws approved by the board.) A Microsoft Word version is available at <http://dpi.wi.gov/sites/default/files/imce/pld/doc/bylaws.doc>.

Article I. Identification

This organization is the Board of Trustees of the _____ Library, located in _____ Wisconsin, established by the Wisconsin municipality [or municipalities, and/or county] of _____, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 [for municipal and joint libraries], 43.57 [for consolidated county public libraries], and 43.60 [for additional appointments by the county, based on the level of county funding].

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Article III. Officers

[**Note:** Wisconsin Statutes Section 43.54(2), requires the Board only to elect a president “and such other officers as they deem necessary.”]

[**Note:** Wisconsin Statutes Section 43.58(7), allows a library board to elect annually a “financial secretary” who may be given the authority to invest library gift, bequest, devise or endowment funds as permitted under Wisconsin Statutes Section 112.10. The library board must require a bond from the financial secretary to the library board of a dollar amount at least equal to the value of property held by the financial secretary. The bond must be in substantially the same form as the bond required from the treasurer of the municipality or county. By statute, the financial secretary must make an annual report to the Board showing in detail the amount, investment, income, and disbursements from the funds in his or her charge. The Board may wish to require, in the Bylaws, monthly or quarterly reports in addition to the annual report.]

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in

office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 7. The treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

Article IV. Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in _____ (month) of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of _____ members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of _____ members of the Board attending the meeting. [For municipal and joint libraries, see the requirements of Wisconsin Statutes Section 43.54(1)(e). For consolidated county public libraries, see the requirements of Wisconsin Statutes Section 43.57(5)(c).]

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Committees

Section 1. Standing Committees. The following committees: _____, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items. [Examples of possible standing committees are Personnel, Budget, Building, and Policy.]

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts. [Examples of possible ad hoc committees are Planning and Automation.]

Section 4. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the _____ Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries and Technology, and the [city council, village board, town board, county board, and/or any other governing body].

Article VII. Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII. Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the _____ Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (_____) of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the _____ Library
on the _____ day of _____

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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BOARD OF TRUSTEES - BYLAWS

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ARTICLE I. IDENTIFICATION

This organization is the Board of Trustees ("Library Board") of the Appleton Public Library ("library"), located in Appleton, Wisconsin, as established by the Wisconsin municipality of the City of Appleton ("city") according to the provisions of Chapter 43 of the Wisconsin State Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statutes.

ARTICLE II. MISSION

The library's mission is "learn, know, gather, grow – your center of community life" with a vision of "where potential is transformed into reality." The library accomplishes this through a set of strategies identified in the library's strategic plan APL150, as well as those within the City of Appleton's strategic plan with inclusion and equity being foundational to the purpose of the library.

ARTICLE III. MEMBERSHIP

1. Appointments. The library board shall consist of nine (9) members, one (1) of whom must be the Appleton Area School District administrator or the administrator's representative. All members must be appointed by the mayor of Appleton with the approval of the common council. Not more than one (1) member of the Common Council shall at any time be a member of the library board.

A county chairperson, with the approval of the county board, may also appoint members to the library board pursuant to Wis. Stat. § 43.60.

2. Teen Representative. A teen representative, aged 13-18 may serve as an ad hoc member of the library board for a three (3) year term. The teen representative must be appointed by the mayor of Appleton with the approval of the common council. The teen representative shall not be an official member of the board and shall not have voting rights, but shall serve in an advisory capacity and is encouraged to contribute to the discussion of any matter that comes before the board. The teen representative shall be excluded from any closed sessions. The teen representative may be removed from this advisory position by a majority vote of the library board.

3. Term. The regular term of office for shall be three (3) years.

ARTICLE IV. OFFICERS

1. Officers. The officers of the library board shall be the president, vice president, and secretary, each elected from among the library board members at the organizational meeting described in Article IV, Paragraph 1.
2. Terms of Office. Officers shall take office at the close of the organizational meeting, described below in Article IV, Section 1, at which they are elected and shall serve from the close of that

organizational meeting until the close of the subsequent organizational meeting at which their successors are duly elected. No officer may serve more than two consecutive terms in a given office nor hold more than one (1) office at a time. If a vacancy occurs in any office, a successor shall be elected and remain in office until the next annual election.

3. Nominating Committee. A nominating committee, and a chair thereof, shall be appointed by the president three (3) months prior to the organizational meeting and shall present a slate of officers at the organizational meeting. Additional nominations may be made from the floor during the organizational meeting by any library board member or officer.
4. Duties of the President. The principal duties of the president shall be to preside at all meetings of the library board, authorize calls for special meetings, and execute all documents as authorized by the board. The president appoints library board members to committees and such other special duties as may occur, and may be an ex officio voting member of all committees except the Nominating Committee.
5. Duties of the Vice President. The vice president shall discharge the duties of the president in the event of the absence or disability of the president, or of a vacancy in that office, and, in addition, any other duties as designated by the library board.
6. Duties of the Secretary. The secretary shall sign bill registers when the library board has approved expenditures and execute all documents as authorized. In the absence of the secretary at any meeting, the president may appoint another library board member to act as temporary secretary.

ARTICLE V. MEETINGS

1. Organizational Meeting. The organizational meeting, which shall be for the purpose of electing officers as described above in Article III, Sec. 2, shall be held within 60 calendar days after the date of the beginning of board members' terms, and no later than the regular meeting in August.
2. Regular Meetings. Regular meetings shall be held once each calendar month, the date and hour to be set up to one (1) year in advance by the library board at the first regular meeting following the organizational meeting. Meeting times and dates may be changed as need arises by a majority vote of the board. The president may reschedule a meeting should a regular meeting not achieve a quorum.
3. Agendas and Notices. Library board and committee meeting agendas and notices shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting. The library director or designee shall send written notice and the agenda of each regular board meeting to the library board members at least 48 hours in advance of the meeting. A copy of the previous library board meeting minutes shall be provided to each member prior to the meeting date.
4. Special Meetings. Special meetings may be called by the president at any time deemed warranted by the president, or upon written request to the president by at minimum of three (3) board members, for the transaction of business as stated in the call. Except in cases of emergency, at least 48 hours' notice shall be given to the board members of the special meeting. In no cases shall less than two hours' notice be given. Notice may be by mail, phone or email.
5. Quorum. A quorum for transaction of business at any library board meeting shall consist of a simple majority.

6. Minutes. Minutes of all meetings shall, at a minimum, indicate library board members and officers present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.
7. Parliamentary Authority. Robert's Rules of Order, latest edition, shall govern the parliamentary procedure of the library board meetings, including in all cases where there are inconsistencies with these bylaws and/or any applicable statutes.
8. Open Meetings Law Compliance. Library board meetings shall be held in compliance with Wisconsin's open meetings laws (Wis. Stats. §§ 19.81 to 19.98).
9. Voting. An affirmative vote of the majority of all members and officers of the library board physically present at any legally constituted meeting shall be necessary to approve any action before the library board.
10. Attendance. Board members and officers shall be expected to attend all library board meetings except as prevented by a valid reason.

ARTICLE VI. COMMITTEES

1. Standing Committees. The following standing committees and chairs of the committees shall be appointed by the president at the first regular meeting following the annual meeting:
 - a. Personnel and Policy Committee: Makes recommendations to the library board on personnel matters, proposed revisions in bylaws, policies, rules and regulations; annually reviews any proposed salary adjustments and presents their recommendations to the library board; annually reviews the performance of the library director and works with the president to communicate this review to the director.
 - b. Planning Committee: Makes recommendations to the Library Board on library goals and future library development.
 - c. Building and Equipment Committee: Makes recommendations to the library board on matters of building and equipment.
 - d. Scholarship Committee: Annually recommends to the library board awards for the Friends of Appleton Public Library/Frank P. Young Scholarship per the Library's Scholarship Policy.
 - e. Finance Committee: Makes recommendations to the library board on the annual budget and other financial concerns. The common council representative on the library board shall serve on the Finance Committee.
2. Nominating Committee. See Article III, Section 3.
3. Library System Board Appointment. The President shall designate the appointment of one (1) board member to represent the Appleton Public Library on the Outagamie Waupaca Library System Board with formal election by the Outagamie County Board of Supervisors.

4. Friends of the Appleton Public Library Board Appointment. The President shall recommend one (1) board member to serve as a director of the Friends of Appleton Public Library Board, with formal election by the Friends Board.
5. Ad Hoc Committees. The president shall appoint ad hoc committees and a chair of the ad hoc committees for such specific purpose as the business of the library board may require. These committees may include staff, members of the public and/or outside experts. Ad hoc committees shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the library board.
6. Authority. No committee shall have other than advisory powers.
7. Appointment. All library board members and officers shall be appointed to at least one (1) committee.
8. Time, Location and Agenda. The time, date and location of committee meetings shall be determined by the chair of the committee.
9. Quorum. A quorum for transaction of business at any committee meeting shall consist of a simple majority.
10. Minutes. Minutes are not required to be taken at committee meetings.
11. Parliamentary Authority. Robert's Rules of Order, latest edition, shall govern the parliamentary procedure of committee meetings, including in all cases where there are inconsistencies with these bylaws and/or any applicable statutes.
12. Open Meetings Law Compliance. Committee meetings shall be held in compliance with Wisconsin's open meetings laws (Wis. Stats. §§ 19.81 to 19.98).
13. Attendance. Board members and officers shall be expected to attend their assigned committee meetings except as they are prevented by a valid reason.

ARTICLE VII. DUTIES OF THE LIBRARY BOARD

1. Responsibility. The library board shall determine the policies, plans and services of the library. This includes bylaws, service policies, mission statement, long range plan, significant changes in levels or types of service, and changes in library hours.
2. Library Director. The library board shall select and appoint a properly certified and competent library director.
3. Duties and Compensation. The library board shall determine the duties and compensation of all library employees.
4. Budget and Audit. The library board shall advise in the preparation of the budget, approve the budget and make sure that adequate funds are provided to finance the approved budget. The board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library and shall approve all bill registers. The library is audited within the

city's annual audit, and it is the responsibility of the library board to ensure the annual audit of the library is clean.

5. Community Relations. The library board shall cooperate with other public officials and boards and maintain vital public relations. The library board represents the library to the community and the community to the library.
6. Legislation. The library board shall study and support legislation that will benefit library patrons. The library board will remain up-to-date on proposed changes and implemented changes to legislation that may affect the library.
7. Annual Report. The library board shall approve and submit the required annual report to the appropriate division within the State of Wisconsin's Department of Public Instruction.
8. Appeals. A person directly affected by and dissatisfied with a decision made by the library director as it relates to the Library's Circulation, Collection Development, Displays, Piano or the Safety and Security Policies may appeal the decision to the library board. Appeal requests must be made in writing whenever possible and must be received by the library board within thirty (30) business days after the date the decision was made by the library director. The library board must hear the appeal within thirty (30) business days of receiving the appeal unless the library board and the person requesting the appeal agree to an alternative date. The person requesting the appeal will be notified in writing by the library director of the date and time the library board will hear the appeal or will be provided with an explanation for why the library board will not hear the appeal (e.g., request filed too late, person requesting appeal has no grounds, etc.). At the appeal, the person requesting the appeal may appear in person to be heard on the issue or he/she may ask the library board to consider the merits of the appeal based on a written statement signed and dated by the person filing the appeal. Third party statements and testimony, as well as unauthenticated evidence, will be allowed at the discretion of the president. The decision of the library board shall be final.

ARTICLE VIII. DUTIES OF THE LIBRARY DIRECTOR

1. Appointment and Term. The library director shall be appointed by the library board for an indefinite term and shall be responsible to the library board.
2. Duties. The library director shall be the executive and administrative officer of the library under review and direction of the library board. The director shall be responsible for operating within policies approved by the library board including, but not limited to:
 - a. Appointing and specifying duties and compensation of other library employees,
 - b. Providing proper direction, training and supervision of the library staff,
 - c. Serving as technical advisor to the library board,
 - d. Recommending policies, budget, changes in hours or services,
 - e. Recommending changes in the library's mission and long range plan,
 - f. Ensuring the care and maintenance of library property,
 - g. Ensuring the adequate and proper selection of materials,
 - h. Ensuring the efficiency of library service to the public, and
 - i. Overseeing financial operations and management of the budgeted appropriation and such other funds as may accrue to the library.

3. Meetings. The library director shall attend all library board meetings as a participant but shall have no vote. The director may be excused from closed sessions at the discretion of the library board. The director may designate another library staff member to attend in the event of the director's absence.
4. Appeals. The library director shall hear all requests for reconsideration made by citizens pertaining to and according with the library's Circulation Policy, Displays Policy, Collection Development Policy and Safety and Security Policy.

ARTICLE IX. CONFLICT OF INTEREST

1. Private Capacity. Library board members and officers shall not in their private capacity negotiate, bid for, or enter into a contract with the library in which they have or may have direct or indirect financial interest.
2. Recusal. Library board members and officers shall withdraw from any and all library board meeting and committee meeting discussions and/or deliberations in which the library board member or officer, or an immediate family member thereof, or an organization with which the library board member or officer is associated with, has or may have a substantial financial interest. Library board members and officers shall not vote on any matter in which he or she has withdrawn. The library board member or officer is not required to disclose the reasons for their withdrawal or the nature of the conflict of interest.
3. Remuneration. Library board members and officers shall not accept anything of value that could reasonably be expected or implied to influence their vote or other official action.
4. No compensation or expenses shall be paid to the members of the library board.

ARTICLE X. GENERAL

1. Amendments. These bylaws may be amended by the majority vote of all members of the library board provided that the change had been proposed by a library board member or the library director at the preceding regular meeting, and that the proposed amendment is included as a separate attachment to the agenda of the meeting at which it is to be acted upon.
2. Rule Suspension. Any rule or resolution of the library board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two thirds of the members of the library board shall be present and two thirds of those present shall so approve.

Approved: 6/97. Amended: 10/04; 11/15; 2/17; 2/19