



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, August 16, 2022

4:30 PM

100 N. Appleton Street
Appleton, WI 54911

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[22-1038](#) July 19, 2022 Meeting Minutes

Attachments: [July 19 2022 Library Board Meeting Minutes.pdf](#)

4. Public Participation and Communication

Establish Order of the Day

5. Action Items

[22-1039](#) Bill Register - July 2022

Attachments: [Bill Register-July-2022.pdf](#)
[MTD-Report-July-2020-2022.pdf](#)
[APL Financial Cash Flow-July-2022.pdf](#)

[22-1040](#) August 2022 Budget Amendment

Attachments: [Budget Amendment Request August 2022.pdf](#)

[22-1041](#) APL OWLS Membership Agreement 2023-2025

Attachments: [APL OWLS membership agreement 2023-2025.pdf](#)

[22-1042](#) Report of the Finance Committee

Attachments: [8-4-2022 Finance Committee Meeting Minutes.pdf](#)
[2023 Budget for Library Board working doc 7-15-2022.pdf](#)
[2023 Budget for Library Board Utilities and Revenues.pdf](#)
[2023 Library Narrative to Finance-Board July 2022.pdf](#)

- [22-1043](#) Report of the Nominating Committee
Attachments: [August 9 2022 Nominating Committee Meeting Minutes.pdf](#)
- [22-1044](#) Report of the Personnel & Policy Committee
Attachments: [August 9 2022 Personnel & Policy Committee Meeting Minutes.pdf](#)
[TO Change August 2022 memo FINAL.pdf](#)
- [22-1049](#) Table of Organization Change - Changing Library Safety Supervisor to Library Building Supervisor and Changing Business Manager to Administrative Support Specialist (Financials)
- [22-1050](#) Endorse the Wisconsin Library Association Statement on the Freedom to Read and Intellectual Freedom as well as the American Library Association's Library Bill of Rights and Freedom to Read Statement.
Attachments: [WLA Statement on the Freedom to Read and Intellectual Freedom.pdf](#)
[LBOR_FTR statement_print ready_NEW_0.pdf](#)

6. Information Items

A. Administrative Report

- [22-1045](#) Library Building Project Update
- [22-0895](#) End of Year 2021 Collaborative Efforts List with New Criteria Key Performance Indicators
Attachments: [Library 2021 Year End Collaborative Cooperative Agreements FINAL.pdf](#)
[Collaborative ' Cooperative Agrmts Criteria.pdf](#)
- [22-1046](#) 2022 Mid-Year Statistics (Jan - June)
Attachments: [JUNE 2022.pdf](#)

B. President's Report

- [22-0896](#) Trustee Development Part 2 of "What Does FOR ALL Mean?"
- [22-1051](#) Current and Upcoming Trustee Trainings and Retreat

D. Staff Updates

[22-0900](#)

Community Partnerships Updates

Closed Session

The Board may meet in Closed Session pursuant to WI Statute 19.85(f)(c) to discuss personnel matters and then resume meeting in Open Session.

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, July 19, 2022

4:30 PM

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

1. Call meeting to order

President Scheuerman called the meeting to order at 4:39pm

2. Roll call of membership

Others Present: Robert Edwards, Darrin Glad, Colleen Rortvedt, Tasha Saecker, Maureen Ward

Present: 7 - Looker, Kellner, Exarhos, Scheuerman, Mann, Nett and Bunnow

Excused: 4 - Sivasamy, Van Zeeland, Keller and Brozek

3. Approval of minutes from previous meeting

[22-0885](#)

May 17, 2022 Meeting Minutes

Attachments: [May 17 2022 Board Meeting Minutes.pdf](#)

Exarhos moved, seconded by Kellner, that the May 17, 2022 Meeting Minutes be approved. Voice Vote. Motion Carried. (7-0)

4. Public Participation & Communications

[22-0887](#)

Trustee Re-Appointments - Rebecca Kellner and Brian Looker

Attachments: [Appointments Memo 6'15'2022.pdf](#)

[22-0888](#)

AASD Trustee Appointment - Nanette Bunnow

Establish Order of the Day

President Scheuerman called for a motion to place Action Items 22-0889, 22-0890, 22-0891 and 22-0892 on a Consent Agenda.

Kellner moved, seconded by Looker that Action Items 22-0889, 22-0890, 22-0891, and 22-0892 be placed on a Consent Agenda. Voice Vote. Motion Carried. (7-0)

5. Action Items

Looker moved, seconded by Exarhos that the Consent Agenda be approved.
Voice Vote. Motion Carried. (7-0)

[22-0889](#)

Bill Register - May 2022

Attachments: [Bill Register-May-2022.pdf](#)
 [APL Financial Cash Flow-May-2022.pdf](#)

This Report Action Item was approved

[22-0890](#)

Bill Register - June 2022

Attachments: [Bill Register June 2022.pdf](#)
 [APL Financial Cash Flow Jan-June-2022.pdf](#)
 [Friends Project Summary Report-2nd Quart.pdf](#)

This Report Action Item was approved

[22-0891](#)

City Policies - Code of Conduct, Critical Incident

Attachments: [Code of Conduct 2021.pdf](#)
 [CISD Policy SB 2022.pdf](#)

This Report Action Item was approved

[22-0892](#)

Appointment of Trustee John Keller as Chair of The Finance Committee
Due to Departure of Greg Hartjes from the Library Board

This Report Action Item was approved

6. Adjournment

Exarhos moved, seconded by Kellner that the meeting be Adjourned. Voice
Vote. Motion Carried. (7-0)

The meeting Adjourned at 4:51pm

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/7 TO 2022/7		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16010								Library Administration
16010	630100							Office Supplies
	001583	UNITED STATES POSTAL	82548	0	2022	7 INV P	13.44 pcard	Board Packet Mailin
	002034	OFFICE DEPOT	81439	0	2022	7 INV P	66.03 pcard	Packing Tape, Badge
							ACCOUNT TOTAL	79.47
16010	630700							Food & Provisions
	000835	MANDERFIELD'S BAKERY	82114	0	2022	7 INV P	78.75 072722	554842 Donuts Muffins - St
	999990	E&G 1026 APPLETON	82549	0	2022	7 INV P	58.37 pcard	Lunch - SOM Furnitu
							ACCOUNT TOTAL	137.12
16010	632002							Outside Printing
	999990	DRI*SIGNS	82522	0	2022	7 INV P	71.22 pcard	Computer Help Sign
	999990	DRI*SIGNS	82523	0	2022	7 INV P	61.42 pcard	Parade Banner
							132.64	
							ACCOUNT TOTAL	132.64
16010	641200							Advertising
	999990	4IMPRINT, INC	82520	0	2022	7 INV P	177.61 pcard	Teen Promotional Gi
							ACCOUNT TOTAL	177.61
16010	659900							Other Contracts/Obligation
	002229	STAR PROTECTION AND	82644	0	2022	7 INV P	2,937.31 080322	554963 Star Protection
							ACCOUNT TOTAL	2,937.31
							ORG 16010 TOTAL	3,464.15
16021								Library Children's Services
16021	630100							Office Supplies
	999990	AMZN MKTP US*P003I1S	81432	0	2022	7 INV P	12.49 pcard	Amazon paint
	999990	AMZN MKTP US*OM9VLIH	81448	0	2022	7 INV P	100.50 pcard	Amazon
	999990	AMZN MKTP US*PP6SZ9K	81449	0	2022	7 INV P	6.19 pcard	Amazon
	999990	BAND SHOPPE	82521	0	2022	7 INV P	68.90 pcard	Parade Banner Pole
							188.08	
							ACCOUNT TOTAL	188.08
16021	659900							Other Contracts/Obligation
	999990	BUILDING FOR KIDS	82471	0	2022	7 INV P	1,000.00 pcard	BUILDING FOR KIDS T
							ACCOUNT TOTAL	1,000.00
							ORG 16021 TOTAL	1,188.08

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/7 TO 2022/7										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
16023									Library Public Services	
16023	630100								Office Supplies	
001034	OUTAGAMIE WAUPACA LI	82040	0	2022	7	INV	P	224.00	072722	554852 PrintSource Plus -
								ACCOUNT TOTAL		224.00
								ORG 16023	TOTAL	224.00
16024									Library Community Partnerships	
16024	630100								Office Supplies	
001573	4IMPRINT, INC.	82447	0	2022	7	INV	P	74.51	pcard	APL Tablecloth Carr
001983	AMAZON	82446	0	2022	7	INV	P	12.98	pcard	Outreach supply nee
001983	AMAZON	82448	0	2022	7	INV	P	24.98	pcard	Laptop Bag
001983	AMAZON	82483	0	2022	7	INV	P	81.99	pcard	FlipSide Banner Car
001983	AMAZON	82554	0	2022	7	INV	P	64.57	pcard	Community Powered I
								184.52		
999990	ALDI 64086	81375	0	2022	7	INV	P	4.74	pcard	Milk for TSLP Oreo
999990	GUITARCENTER.COM CAL	82449	0	2022	7	INV	P	113.85	pcard	Community Powered P
999990	4IMPRINT, INC	82520	0	2022	7	INV	P	300.00	pcard	Teen Promotional Gi
								418.59		
								ACCOUNT TOTAL		677.62
16024	659900									Other Contracts/Obligation
002926	MELISSA BARKER	81960	0	2022	7	INV	P	100.00	072022	554730 FYA Presentation
								ACCOUNT TOTAL		100.00
								ORG 16024	TOTAL	777.62
16031									Library Building Operations	
16031	641301								Electric	
001575	WE ENERGIES	547	0	2022	7	INV	P	11,731.13	080322	554980 00262
001593	PFEFFERLE COMPANIES	82103	0	2022	7	INV	P	5,425.41	072722	554856 Kensington-Electric
001593	PFEFFERLE COMPANIES	82692	0	2022	7	INV	P	5,989.77	080322	554954 Kensington-Electric
								11,415.18		
								ACCOUNT TOTAL		23,146.31
16031	641302									Gas
001575	WE ENERGIES	546	0	2022	7	INV	P	3,879.69	071322	554649 00162
001575	WE ENERGIES	547	0	2022	7	INV	P	369.18	080322	554980 00162
								4,248.87		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/7 TO 2022/7		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
001593	PFEFFERLE COMPANIES	82693		0	2022	7 INV P	31.61	080322	554955 Kensington-Gas-July
ACCOUNT TOTAL							4,280.48		
16031	641800					Equip Repairs & Maint			
000298	COMMERCIAL APPLIANCE	82038		0	2022	7 INV P	227.50	072722	554809 Refrigerator repair
ACCOUNT TOTAL							227.50		
ORG 16031 TOTAL							27,654.29		
16032						Library Materials Management			
16032	503500					Other Reimbursements			
000042	ALGOMA PUBLIC LIBRAR	82116		0	2022	7 INV P	17.99	080322	554899 Patron Material Rei
000287	CLINTONVILLE PUBLIC	82115		0	2022	7 INV P	15.00	080322	554916 Damaged book replac
001447	VILLAGE OF LITTLE CH	80607		0	2022	7 INV P	15.01	070622	554551 Patron Material Rei
001447	VILLAGE OF LITTLE CH	82643		0	2022	7 INV P	18.49	080322	554978 PATRON MATERIAL REI
							33.50		
999998	LINDA CATENACCI	82642		0	2022	7 INV P	28.00	080322	554944 PATRON MATERIAL REI
ACCOUNT TOTAL							94.49		
16032	620100					Training/Conferences			
000512	FOX CITIES CHAMBER O	81453		0	2022	7 INV P	2,100.00	072022	554699 Leadership Fox Citi
ACCOUNT TOTAL							2,100.00		
16032	630100					Office Supplies			
001983	AMAZON	82480		0	2022	7 INV P	26.99	pcard	Monthly Planner for
001983	AMAZON	82550		0	2022	7 INV P	57.93	pcard	Foot stool for Retu
							84.92		
999990	KAPCO-ONLINE	81399		0	2022	7 INV P	180.30	pcard	Book jacket covers
ACCOUNT TOTAL							265.22		
16032	631500					Books & Library Materials			
001983	AMAZON	81404		0	2022	7 INV P	39.49	pcard	111-4850168-9700231
001983	AMAZON	81405		0	2022	7 INV P	39.27	pcard	111-6965343-2773013
001983	AMAZON	81407		0	2022	7 INV P	39.99	pcard	111-6174069-6431438
001983	AMAZON	82484		0	2022	7 INV P	8.99	pcard	111-1627629-8200241
001983	AMAZON	82485		0	2022	7 INV P	64.95	pcard	112-2685233-4898653
001983	AMAZON	82487		0	2022	7 INV P	69.99	pcard	111-9510011-9870631
001983	AMAZON	82488		0	2022	7 INV P	20.67	pcard	111-8008843-9470661
001983	AMAZON	82489		0	2022	7 INV P	27.78	pcard	111-2840531-0985060
001983	AMAZON	82557		0	2022	7 INV P	15.82	pcard	111-1210575-2348250

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/7 TO 2022/7		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
							326.95	
002583	BLACKSTONE PUBLISHIN	82128	0	2022	7 INV P	34.05	080322	554909 Inv. 2034098 / CusI
002583	BLACKSTONE PUBLISHIN	82129	0	2022	7 INV P	67.50	080322	554909 Inv. 2048476 / CusI
							101.55	
002722	RABBLE LLC	81113	0	2022	7 INV P	4,440.00	071322	554626 Inv. 1119
999990	HEARST MEMBERSHIP	81406	0	2022	7 INV P	50.00	pcard	1403122
999990	AAS SKY PUBLISHING	81408	0	2022	7 INV P	56.05	pcard	2022-1100506966
999990	MIDWEST TAPE- LLC	82431	0	2022	7 INV P	1,181.97	pcard	502303334 50230333
999990	INGRAM LIBRARY SERVI	82432	0	2022	7 INV P	315.37	pcard	70163623
999990	INGRAM LIBRARY SERVI	82433	0	2022	7 INV P	767.29	pcard	70172567
999990	INGRAM LIBRARY SERVI	82434	0	2022	7 INV P	281.38	pcard	70185133
999990	INGRAM LIBRARY SERVI	82435	0	2022	7 INV P	388.93	pcard	70249042
999990	INGRAM LIBRARY SERVI	82436	0	2022	7 INV P	1,623.66	pcard	70261469
999990	INGRAM LIBRARY SERVI	82437	0	2022	7 INV P	248.41	pcard	70261470
999990	INGRAM LIBRARY SERVI	82473	0	2022	7 INV P	2,005.14	pcard	70301701
999990	INGRAM LIBRARY SERVI	82474	0	2022	7 INV P	477.07	pcard	70308006
999990	MIDWEST TAPE- LLC	82475	0	2022	7 INV P	785.21	pcard	502345808 50234580
999990	INGRAM LIBRARY SERVI	82476	0	2022	7 INV P	592.81	pcard	70349274
999990	INGRAM LIBRARY SERVI	82477	0	2022	7 INV P	294.09	pcard	70349275
999990	THOMSON WEST*TCD	82486	0	2022	7 INV P	1,076.05	pcard	846604609
999990	MIDWEST TAPE- LLC	82526	0	2022	7 INV P	680.74	pcard	502362492
999990	INGRAM LIBRARY SERVI	82527	0	2022	7 INV P	681.94	pcard	70384135
999990	INGRAM LIBRARY SERVI	82528	0	2022	7 INV P	435.99	pcard	70384136
999990	INGRAM LIBRARY SERVI	82529	0	2022	7 INV P	1,118.47	pcard	70397673
999990	INGRAM LIBRARY SERVI	82530	0	2022	7 INV P	278.82	pcard	70440981
999990	INGRAM LIBRARY SERVI	82531	0	2022	7 INV P	551.72	pcard	70466069
999990	INGRAM LIBRARY SERVI	82532	0	2022	7 INV P	449.24	pcard	70473019
							14,340.35	
ACCOUNT TOTAL						19,208.85		
ORG 16032 TOTAL						21,668.56		
16033	Library Network Services							
16033	641800	Equip Repairs & Maint						
001961	WELLS FARGO FINANCIA	82041	0	2022	7 INV P	377.75	072722	554889 wells Fargo copier
ACCOUNT TOTAL						377.75		
ORG 16033 TOTAL						377.75		
FUND 100 General Fund						TOTAL:	55,354.45	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/7 TO 2022/7	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
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** END OF REPORT - Generated by Robert L. Edwards **



2020-2022 MTD EXPENDITURES	July 2020-2022 comparisons		
	2020	2021	2022
ACCOUNT DESCRIPTION	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL
423200 Library Grants & Aids	\$0.00	\$0.00	\$0.00
480100 General Charges for Ser	\$334.56	\$371.12	\$131.07
500100 Fees & Commissions	\$2.15	(\$6.00)	\$69.23
501500 Rental of City Property	\$0.00	\$0.00	\$0.00
502000 Donations & Memorials	\$0.00	\$0.00	\$1.83
503500 Other Reimbursements	\$34,309.12	\$3,174.51	\$12,452.39
MTD-Total Revenue	\$599,803.49	\$3,539.63	\$12,654.52
610100 Regular Salaries	(\$163,543.99)	(\$143,153.48)	(\$156,518.64)
610400 Call Time Wages	\$0.00	\$0.00	\$0.00
610500 Overtime Wages	\$0.00	\$0.00	\$0.00
610800 Part-Time Wages	(\$12,946.27)	(\$18,206.15)	(\$17,379.07)
611400 Sick Pay	(\$85.22)	(\$4,235.16)	\$0.00
611500 Vacation Pay	(\$9,531.91)	(\$20,966.92)	(\$22,814.78)
615000 Fringes	\$0.00	\$0.00	\$0.00
615100 FICA	(\$12,065.17)	(\$11,916.23)	(\$12,459.06)
615200 Retirement	(\$11,006.12)	(\$10,669.72)	(\$10,987.56)
615301 Health Insurance	(\$37,318.47)	(\$37,155.43)	(\$38,832.77)
615302 Dental Insurance	(\$2,958.48)	(\$2,885.05)	(\$2,998.51)
615400 Life Insurance	(\$33.10)	(\$64.10)	(\$79.80)
620100 Training/Conferences	(\$290.00)	(\$230.00)	(\$2,110.00)
620200 Mileage Reimbursement		\$0.00	(\$222.00)
620600 Parking Permits	\$0.00	(\$5.00)	\$0.00
630100 Office Supplies	(\$3,315.28)	(\$1,487.72)	(\$1,434.39)
630300 Memberships & Licenses	(\$525.00)	\$0.00	\$0.00
630500 Awards & Recognition	(\$12.99)	(\$28.49)	\$0.00
630600 Building Maint./Janitor	(\$167.04)	(\$829.48)	\$0.00
630700 Food & Provisions	\$0.00	(\$96.24)	(\$137.12)
630902 Tools & Instruments	\$0.00	\$0.00	\$0.00
631500 Books & Library Materia	(\$29,422.02)	(\$32,524.01)	(\$19,208.85)
632001 City Copy Charges	\$0.00	\$0.00	\$0.00
632002 Outside Printing	(\$254.50)	(\$20.00)	(\$132.64)
632101 Uniforms	\$0.00	\$0.00	\$0.00
632300 Safety Supplies	(\$880.00)	\$0.00	\$0.00
632700 Miscellaneous Equipment	(\$1,181.37)	(\$5,391.08)	\$0.00
640700 Solid Waste/Recycling P	(\$324.00)	(\$648.00)	\$0.00
641200 Advertising	(\$28.00)	(\$79.03)	(\$177.61)
641301 Electric	(\$16,686.67)	(\$9,598.29)	(\$23,146.31)
641302 Gas	(\$1,126.11)	(\$1,825.86)	(\$4,280.48)
641303 Water	\$0.00	\$0.00	\$0.00
641304 Sewer	\$0.00	\$0.00	\$0.00
641306 Stormwater	\$0.00	\$0.00	\$0.00
641307 Telephone	(\$295.70)	(\$286.11)	(\$290.87)
641308 Cellular Phones	\$0.00	\$0.00	\$0.00
641600 Build Repairs & Maint	(\$1,056.48)	\$0.00	\$0.00
641800 Equip Repairs & Maint	(\$284.55)	(\$648.47)	(\$605.25)
642000 Facilities Charges	(\$9,611.03)	(\$10,260.04)	\$0.00
642400 Software Support	\$0.00		
650200 Leases		\$0.00	\$0.00
659900 Other Contracts/Obligat	(\$1,275.00)	(\$4,741.40)	(\$4,037.31)
681500 Software Acquisition	\$0.00	\$0.00	\$0.00
MTD Total Expenditures	(\$316,224.47)	(\$317,951.46)	(\$317,853.02)



Appleton Public Library YTD Cash Flow Report-July

				JAN	FEB	MAR	APR	MAY	JUNE	JULY
GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
423200	Library Grants & Aids	\$1,063,001.00	\$1,063,001.00	\$0.00	\$0.00	\$0.00	\$0.00	\$576,312.50	\$576,312.50	\$576,312.50
480100	General Charges for Ser	\$0.00	\$0.00	\$52.85	\$100.88	\$198.51	\$281.80	\$313.60	\$369.60	\$500.67
500100	Fees & Commissions	\$600.00	\$600.00	\$121.97	\$117.87	\$230.65	\$258.52	\$292.88	\$289.06	\$358.29
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,440.00	\$6,440.00	\$6,440.00	\$6,440.00
502000	Donations & Memorials	\$0.00	\$0.00	\$0.32	\$80.67	\$81.37	\$82.87	\$82.87	\$82.88	\$84.71
503500	Other Reimbursements	\$43,900.00	\$107,629.00	\$1,766.70	\$4,476.90	\$46,391.27	\$75,347.88	\$76,569.84	\$77,897.65	\$90,350.04
Total Revenue		\$1,107,501.00	\$1,171,230.00	\$1,941.84	\$4,776.32	\$46,901.80	\$82,411.07	\$660,011.69	\$661,391.69	\$674,046.21

				JAN	FEB	MAR	APR	MAY	JUNE	JULY
Expense										
610100	Regular Salaries	(\$2,322,874.00)	(\$2,322,874.00)	(\$83,283.51)	(\$252,259.83)	(\$499,751.88)	(\$672,583.49)	(\$846,789.42)	(\$1,013,660.88)	(\$1,170,179.52)
610400	Call Time Wages	\$0.00	\$0.00	(\$200.00)	(\$200.00)	(\$200.00)	(\$200.00)	(\$200.00)	(\$200.00)	(\$200.00)
610500	Overtime Wages	\$0.00	\$0.00	\$0.00	\$0.00	(\$258.30)	(\$258.30)	(\$258.30)	(\$258.30)	(\$258.30)
610800	Part-Time Wages	(\$191,499.00)	(\$197,499.00)	(\$9,318.19)	(\$28,257.66)	(\$58,222.55)	(\$72,225.73)	(\$74,689.08)	(\$90,306.55)	(\$107,685.62)
611400	Sick Pay	\$0.00	\$0.00	(\$3,180.97)	(\$4,445.41)	(\$4,975.07)	(\$5,430.53)	(\$6,448.93)	(\$6,622.01)	(\$6,622.01)
611500	Vacation Pay	\$0.00	\$0.00	(\$4,628.74)	(\$13,252.67)	(\$33,113.28)	(\$41,409.42)	(\$48,105.62)	(\$41,955.26)	(\$84,770.04)
615000	Fringes	\$0.00	(\$819,743.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
615100	FICA	(\$819,743.00)	\$0.00	(\$12,389.47)	(\$24,842.91)	(\$44,015.67)	(\$56,639.83)	(\$69,071.77)	(\$81,586.42)	(\$94,045.48)
615200	Retirement	\$0.00	\$0.00	(\$10,921.04)	(\$21,862.84)	(\$38,333.42)	(\$49,473.05)	(\$60,578.56)	(\$71,619.17)	(\$82,606.73)
615301	Health Insurance	\$0.00	\$0.00	(\$19,454.35)	(\$57,239.56)	(\$95,046.79)	(\$133,139.72)	(\$172,072.88)	(\$210,721.36)	(\$249,554.13)
615302	Dental Insurance	\$0.00	\$0.00	(\$1,535.97)	(\$4,501.02)	(\$7,466.06)	(\$10,450.74)	(\$13,455.76)	(\$16,440.34)	(\$19,438.85)
615400	Life Insurance	\$0.00	\$0.00	(\$72.70)	(\$147.00)	(\$221.30)	(\$295.60)	(\$374.60)	(\$456.00)	(\$535.80)
Personnel Services		(\$3,334,116.00)	(\$3,340,116.00)	(\$144,984.94)	(\$407,008.90)	(\$781,604.32)	(\$1,042,106.41)	(\$1,292,044.92)	(\$1,553,826.29)	(\$1,815,896.48)

				JAN	FEB	MAR	APR	MAY	JUNE	JULY
Expense										
620100	Training/Conferences	(\$23,234.00)	(\$26,234.00)	(\$628.76)	(\$781.35)	(\$873.94)	(\$4,273.15)	(\$5,546.69)	(\$6,420.69)	(\$8,530.69)
620200	Mileage Reimbursement	\$0.00	\$0.00	(\$180.00)	(\$360.00)	(\$540.00)	(\$732.00)	(\$1,014.00)	(\$1,296.00)	(\$1,518.00)
620600	Parking Permits	(\$12,000.00)	(\$12,000.00)	(\$1,820.00)	(\$1,820.00)	(\$3,640.00)	(\$5,495.00)	(\$6,755.00)	(\$8,295.00)	(\$8,295.00)
630100	Office Supplies	(\$39,676.00)	(\$56,551.00)	(\$785.39)	(\$2,450.72)	(\$4,124.63)	(\$4,457.22)	(\$6,471.50)	(\$13,311.62)	(\$14,746.01)
630300	Memberships & Licenses	(\$2,200.00)	(\$2,200.00)	(\$475.00)	(\$775.00)	(\$1,175.00)	(\$1,175.00)	(\$1,175.00)	(\$1,175.00)	(\$1,175.00)
630500	Awards & Recognition	(\$850.00)	(\$1,850.00)	(\$87.53)	(\$148.48)	(\$148.48)	(\$248.48)	(\$320.46)	(\$320.46)	(\$320.46)
630600	Building Maint./Janitor	(\$7,000.00)	(\$7,000.00)	\$0.00	(\$78.68)	(\$263.09)	(\$1,144.95)	(\$2,073.01)	(\$2,073.01)	(\$2,073.01)
630700	Food & Provisions	(\$1,135.00)	(\$3,071.00)	(\$12.00)	(\$12.00)	(\$242.20)	(\$1,046.15)	(\$1,624.36)	(\$1,660.17)	(\$1,797.29)
630902	Tools & Instruments	(\$150.00)	(\$150.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
631500	Books & Library Material	(\$475,000.00)	(\$513,429.00)	(\$42,557.13)	(\$91,434.27)	(\$107,947.32)	(\$133,241.82)	(\$146,070.16)	(\$173,970.25)	(\$193,179.10)
632001	City Copy Charges	(\$100.00)	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
632002	Outside Printing	\$0.00	(\$1,200.00)	\$0.00	\$0.00	(\$479.63)	(\$673.95)	(\$713.17)	(\$964.75)	(\$1,097.39)
632300	Safety Supplies	(\$550.00)	(\$550.00)	\$0.00	0	\$0.00	(\$110.00)	(\$110.00)	(\$110.00)	(\$110.00)
632700	Miscellaneous Equipment	(\$53,630.00)	(\$94,368.00)	\$0.00	(\$3,250.57)	(\$7,550.80)	(\$7,550.80)	(\$7,954.30)	(\$7,954.30)	(\$7,954.30)
640700	Solid Waste/Recycling P	(\$4,125.00)	(\$4,125.00)	\$0.00	(\$665.76)	(\$665.76)	(\$1,398.64)	(\$2,539.40)	(\$3,424.31)	(\$3,424.31)
641200	Advertising	(\$1,288.00)	(\$19,288.00)	(\$350.84)	(\$350.84)	(\$480.84)	(\$1,841.06)	(\$3,290.69)	(\$3,584.98)	(\$3,762.59)
641301	Electric	(\$24,778.00)	(\$24,778.00)	(\$6,742.00)	(\$6,742.00)	(\$20,367.90)	(\$20,367.90)	(\$27,110.33)	(\$40,005.44)	(\$63,151.75)
641302	Gas	(\$4,283.00)	(\$4,283.00)	(\$4,462.50)	(\$4,462.50)	(\$12,670.81)	(\$12,670.81)	(\$15,626.90)	(\$24,318.82)	(\$28,599.30)
641303	Water	(\$5,125.00)	(\$5,125.00)	\$0.00	(\$703.62)	(\$703.62)	(\$703.62)	(\$1,516.08)	(\$1,516.08)	(\$1,516.08)
641304	Sewer	(\$2,114.00)	(\$2,114.00)	\$0.00	(\$356.93)	(\$356.93)	(\$356.93)	(\$794.93)	(\$794.93)	(\$794.93)
641306	Stormwater	(\$3,700.00)	(\$3,700.00)	\$0.00	(\$793.97)	(\$793.97)	(\$793.97)	(\$1,570.68)	(\$1,570.68)	(\$1,570.68)
641307	Telephone	(\$2,948.00)	(\$2,948.00)	(\$295.55)	(\$583.67)	(\$869.47)	(\$1,156.31)	(\$1,441.23)	(\$1,728.02)	(\$2,018.89)
641308	Cellular Phones	(\$1,600.00)	(\$1,600.00)	(\$206.72)	(\$206.72)	(\$290.47)	(\$290.47)	(\$456.47)	(\$456.47)	(\$456.47)
641600	Build Repairs & Maint	(\$2,000.00)	(\$2,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
641800	Equip Repairs & Maint	(\$79,953.00)	(\$79,953.00)	(\$18,518.84)	(\$18,780.28)	(\$20,790.44)	(\$22,044.40)	(\$31,298.84)	(\$31,720.57)	(\$32,325.82)
642000	Facilities Charges	(\$100,000.00)	(\$160,825.00)	(\$12,912.06)	(\$25,774.68)	(\$60,593.83)	(\$76,013.34)	(\$120,142.39)	(\$125,425.77)	(\$125,425.77)
642000	Leases	(\$258,663.00)	(\$492,910.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$12,998.90)	(\$12,998.90)
659900	Other Contracts/Obligat	(\$87,605.00)	(\$139,555.00)	(\$6,933.85)	(\$34,067.12)	(\$106,271.64)	(\$107,171.64)	(\$119,386.42)	(\$121,784.32)	(\$125,821.63)
681500	Software Acquisition	(\$4,498.00)	(\$4,498.00)	(\$2,039.50)	(\$7,819.81)	(\$7,859.81)	(\$8,642.31)	(\$8,642.31)	(\$8,642.31)	(\$8,642.31)
Operating Expense		(\$1,198,205.00)	(\$1,666,405.00)	(\$99,007.67)	(\$202,418.97)	(\$359,700.58)	(\$413,599.92)	(\$513,644.32)	(\$595,522.85)	(\$651,305.68)
Personnel Services		(\$3,334,116.00)	(\$3,340,116.00)	(\$144,984.94)	(\$407,008.90)	(\$781,604.32)	(\$1,042,106.41)	(\$1,292,044.92)	(\$1,553,826.29)	(\$1,815,896.48)
Operating Expense		(\$1,198,205.00)	(\$1,666,405.00)	(\$99,007.67)	(\$202,418.97)	(\$359,700.58)	(\$413,599.92)	(\$513,644.32)	(\$595,522.85)	(\$651,305.68)
Total Expense		(\$4,532,321.00)	(\$5,006,521.00)	\$243,992.61	(\$609,427.87)	(\$1,141,304.90)	(\$1,455,706.33)	(\$1,805,689.24)	(\$2,149,349.14)	(\$2,467,202.16)

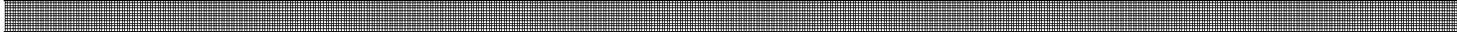
Total Revenue		\$1,107,501.00	\$1,171,230.00	\$1,941.84	\$4,776.32	\$46,901.80	\$82,411.07	\$660,011.69	\$661,391.69	\$674,046.21
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**CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2022**

<u>Description</u>	ORG	OBJECT	PROJ (in GL)		<u>Amount</u>
	PROJECT	SEG 1	SEG 2	SEG 3	
Other Reimbursements	16021	503500			\$ 138
Children's: Contracts-ROR	16021	503500	2550		\$ 138
Other Reimbursements	16024	503500			\$ 4,733
CP: Supplies	16024	630100			\$ 4,733

For the purpose of:
 United Way Contribution-ROR
 ARPA grant for the Wisconsin Humanities Community Powered for CP

Requested by: _____
 Department Head Date _____



Information:	Action:
Finance Director Date _____	
Mayor Date _____	
Reported to Finance Committee: Date _____	Date _____

Finance comments:

Budget Entry (BE) No.: _____

MEMBERSHIP AGREEMENT
Appleton Public Library
Outagamie Waupaca Library System

Article I: General

The Outagamie Waupaca Counties Federated Library System Board and the Board of the Appleton Public Library, located in the City of Appleton, County of Outagamie, do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the purpose of participating in the Outagamie Waupaca Counties Federated Library System. This agreement shall become effective upon signing of the agreement by both parties and shall render any earlier membership agreement null and void.

Article II: Definitions

For the purposes of this agreement:

- (1) Outagamie Waupaca Counties Federated Library System Board, also referred to as the System Board, is the body established by the Board of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) Outagamie Waupaca Counties Federated Library System, also referred to as the System, is the organization established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.
- (3) The Appleton Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes* that administers the Appleton Public Library.
- (4) The Appleton Public Library is the agency established under Section 43.52 of the *Wisconsin Statutes* by the City of Appleton to provide municipal public library service.
- (5) Plan of Service is the published document describing the program and budget for library service to be carried out by the System, required by the Department of Public Instruction in accordance with Section 43.17(5) of the *Wisconsin Statutes* and adopted by the System Board.

Article III: Eligibility for Membership

The Appleton Public Library Board certifies that the Appleton Public Library:

- (1) Is established and organized under the provisions of Section 43.52 and Section 43.54 of the *Wisconsin Statutes*;
- (2) Is located in Outagamie County;
- (3) Is authorized by its municipal governing body to participate in the System;

- (4) Provides to any resident of Outagamie County or Waupaca County the same library services, on the same terms that are provided to the residents of the City of Appleton in accordance with Section 43.15(4)(c)(4) of the *Wisconsin Statutes*;
- (5) Employs a head librarian holding certification required by the Department of Public Instruction;
- (6) Is open to the public an average of at least 20 hours each week;
- (7) Annually spends at least \$2,500 on library materials.

Article IV: Local Library Participation

The Appleton Public Library Board agrees that the Appleton Public Library shall:

- (1) Participate in system activities as described in the System's Plan of Service;
- (2) Lend library materials to other system member libraries in compliance with *Wisconsin Statutes* s. 43.15(4)(c)(4);
- (3) Provide to the System:
 - (a) Notice of each Appleton Public Library Board meeting;
 - (b) Minutes of each Appleton Public Library Board meeting;
 - (c) A copy of any library planning documents adopted by the Board;
 - (d) Such service records and financial records as may be required by the Department of Public Instruction;
- (4) Honor the valid borrower's cards of public libraries in adjacent public library systems in compliance with *Wisconsin Statutes* s. 43.17(10) unless services are refused in accordance with *Wisconsin Statutes* s. 43.17(11);
- (5) Comply with all agreements between the System Board and other library agencies unless written notice of intent not to comply has been provided to the System Board.

Article V: System Participation

The Outagamie Waupaca Counties Federated Library System shall:

- (1) Provide services to the Appleton Public Library described in the System's Plan of Service or required by Section 43.24(2) of the *Wisconsin Statutes*. System services shall include, but not be limited to, the following:
 - (a) Referral and routing of reference and interlibrary loan requests throughout the State of Wisconsin as expeditiously as possible and in accordance with standard interlibrary loan practices and protocols;

- (b) Operation and development of a shared automation network;
 - (c) Training and assistance in using technology and electronic information resources;
 - (d) Delivery services among system member libraries;
 - (e) Continuing education programs and scholarships;
 - (f) Professional consultant services provided by system staff and project consultants;
 - (g) Promotion and facilitation of inclusive services;
 - (h) Service agreements with all adjacent library systems;
 - (i) Graphic design and reproduction services;
 - (j) Support for member library services provided to children and young adults;
- (2) Annually compensate the Appleton Public Library for providing library service to residents of Outagamie County living outside of municipalities with public libraries in accordance with the Library Service Plan for Outagamie County;
- (3) Annually coordinate requests for reimbursement for providing library service to residents of adjacent counties living outside of municipalities with public libraries in accordance with Section 43.12 of the *Wisconsin Statutes* and relevant intersystem and intrasystem agreements.
- (4) Engage in continuous planning in regard to library technology and the sharing of resources with member libraries and other types of libraries in the area as specified in Section 43.24(2)(L) and Section 43.24(2)(m) of the *Wisconsin Statutes*:
- (5) Provide to the Appleton Public Library:
- (a) Notice of each System Board meeting;
 - (b) Minutes of each System Board meeting;
 - (c) Copies of the System's Plan of Service and annual budget;
- (6) Provide to the Appleton Public Library any other services as are mutually agreeable.

Article VI: Mutual Understandings

It is mutually understood and agreed that:

- (1) Implementation of this agreement is consistent with the provisions of Wisconsin law. Should any part of this agreement become inconsistent with any state law, the State of Wisconsin law shall take precedence over this agreement.
- (2) Membership in the System shall continue for the term of this agreement unless terminated by the Appleton Public Library according to the provisions of *Wisconsin Statutes* s. 43.18.
- (3) The System may reduce services to or expel, in accordance with *Wisconsin Statutes* s. 43.18, the Appleton Public Library if it fails to meet eligibility or participation requirements enumerated in this agreement.
- (4) This agreement shall continue in force from the date of signing through December 31, 2025 or until superseded by a new agreement. In the event that a new agreement has not been signed by December 31, 2025, the term of this agreement shall be automatically extended through December 31, 2026.
- (5) This agreement may be amended at any time as is mutually agreeable to both parties.

For the Appleton Public Library:

(President) (Date)

For the Outagamie Waupaca Counties
Federated Library System:

(President) (Date)



Meeting Minutes
Library Board

Thursday, August 4, 2022

9:00 AM

2411 S. Kensington Drive

Finance Committee Meeting

1. Call meeting to order

Chairperson John Keller called the meeting to order at 9:02am

2. Roll call of membership

Others Present: Colleen Rortvedt, Tasha Saecker

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

Others : 1 - Scheuerman

3. **Action Items**

[22-0982](#)

2023 Library Operating Budget

Attachments: [2023 Budget for Library Board working doc 7-15-2022.pdf](#)
[2023 Budget for Library Board Utilities and Revenues.pdf](#)
[2023 Library Narrative to Finance-Board July 2022.pdf](#)

Van Zeeland moved, seconded by Keller, that the Library 2023 Budget be recommended for approval. Voice Vote. Motion Carried. (4-0)

4. **Information Items**

[22-0983](#)

City Budget Development Process Overview

5. Adjournment

Bunnow moved, seconded by Nett that the Meeting be Adjourned. Voice Vote. Motion Carried. (4-0)

The meeting was Adjourned at 10:06am

	2021 Admin (16010)	2022 Admin (16010)	2023 Admin (16010)	2021 Children's (16021)	2022 Children's (16021)	2023 Children's (16021)	2021 Public Services (16023)	2022 Public Services (16023)	2023 Public Services (16023)	2021 Community Partnerships (16024)	2022 Community Partnerships (16024)	2023 Community Partnerships (16024)	2021 Operations (16031)	2022 Operations (16031)	2023 Operations (16031)	2021 Materials Management (16032)	2022 Materials Management (16032)	2023 Materials Management (16032)	2021 Network Services (16033)	2022 Network Services (16033)	2023 Network Services (16033)	2021 TOTAL	2022 TOTAL	2023 TOTAL	% CHANGE	
Personnel																										
610100-610700 Salaries	460,663	466,769	503,731	369,371	362,814	385,447	455,427	449,189	469,258	344,212	349,375	372,436	76,128	77,270	82,370	524,489	513,223	546,979	107,321	104,234	115,861	2,337,611	2,322,874	2,476,082	7%	
610800 Part-time	8,790	7,500	8,708	30,528	28,085	31,881	90,508	83,267	93,022	0	0	0	3,912	8,000	19,430	70,268	64,647	73,046	0	0	0	204,006	191,499	226,087	18%	
615000 Fringes	179,508	177,689	186,086	158,189	134,500	147,917	137,227	157,844	182,844	146,325	144,138	149,720	26,104	26,297	27,284	161,250	156,650	165,118	43,193	22,625	32,264	851,796	819,743	891,233	9%	
Subtotal - Personnel	648,961	651,958	698,525	558,088	525,399	565,245	683,162	690,300	745,124	490,537	493,513	522,156	106,144	111,567	129,084	756,007	734,520	785,143	150,514	126,859	148,125	3,393,413	3,334,116	3,593,402	8%	
Supplies and Services																										
620100 Training and Travel	4,920	4,920	4,920	4,405	4,405	4,405	2,565	2,565	2,565	4,450	4,450	4,450	830	830	830	3,324	3,324	3,324	2,740	2,740	2,740	23,234	23,234	23,234	0.00%	
620600 Parking Permits	23,100	12,000	5,000			0			0			0									0	23,100	12,000	5,000	-58.33%	
630100 Supplies	4,635	4,635	3,000	2,812	2,812	2,000	3,500	3,500	3,000	2,812	2,812	2,500				30,522	24,417	24,417	1,500	1,500	1,200	45,781	39,676	36,117	-8.97%	
630300 Memberships	2,200	2,200	2,200																			2,200	2,200	2,200	0.00%	
630500 Awards and Recognition	850	850	850																			850	850	850	0.00%	
630600 Janitorial													11,084	7,000	7,000							11,084	7,000	7,000	0.00%	
630700 Food and Provisions	1,135	1,135	1,135	0	0							0										1,135	1,135	1,135	0.00%	
630900.2 Tools													150	150	150						0	150	150	150	0.00%	
631500 Library Materials																597,644	475,000	475,000				597,644	475,000	475,000	0.00%	
632000.2 Printing	100	100	100																			100	100	100	0.00%	
632300 Safety Supplies													550	550	550							550	550	550	0.00%	
632700 Misc. Equipment													650	650	650							68,630	53,630	53,630	0.00%	
640700 Recycling/Trash													4,005	4,125	1,200							4,005	4,125	1,200	-70.91%	
641200 Advertising	1,288	1,288	1,288																			1,288	1,288	1,288	0.00%	
641300.1-.8 Utilities (see breakdown)	4,548	4,548	6,598										129,112	40,000	50,000							133,660	44,548	56,598	27.05%	
641600 Building Repair and Maint.													2,000	2,000	2,000							2,000	2,000	2,000	0.00%	
641800 Equipment Repair and Maint													400	400	1,000							84,931	79,953	49,255	-38.40%	
642000 Facilities Charges													183,973	100,000	100,000							183,973	100,000	100,000	0.00%	
644000 Snowplowing															50,000							0	0	50,000	#REF!	
650200 Leases														258,663	150,000							0	258,663	150,000	-42.01%	
681500 Software																			4,498	4,498	4,498	4,498	4,498	4,498	0.00%	
659900 Other Contracts	76,537	12,375	42,400	1,000	1,000	1,000	8,524	8,524	8,524							67,248	65,706	66,893			4,498	153,309	87,605	118,817	35.63%	
Subtotal - Supplies and Services	119,313	44,051	67,491	8,217	8,217	7,405	14,589	14,589	14,089	7,262	7,262	6,950	332,754	414,368	363,380	698,738	568,447	569,634	161,249	141,271	109,673	1,342,122	1,198,205	1,138,622	-4.97%	
Total Library Expense	768,274	696,009	766,016	566,305	533,616	572,650	697,751	704,889	759,213	497,799	500,775	529,106	438,898	525,935	492,464	1,454,745	1,302,967	1,354,777	311,763	268,130	257,798	4,735,535	4,532,321	4,732,024	4.41%	

Utilities Breakdown	2021	2022	2023	% change
16031.641300.1 Electric	95,890	24,778	30,000	21%
16031.641300.2 Gas	22,283	4,283	20,000	367%
16031.641300.3 Water	5,125	5,125	-	-100%
16031.641300.4 Sewer	2,114	2,114	-	-100%
16031.641300.6 Storm water	3,700	3,700	-	-100%
16010.641300.7 Telephone	2,948	2,948	5,298	80%
16010.641300.8 Cellphone	1,600	1,600	1,300	-19%
Total - Utilities	133,660	44,548	56,598	27%

Revenue	2021	2022	2023	% change
16010.423200 Library Grants and Aids (County Reimbursement)	1,091,736	1,063,001	1,064,805	0%
16010.480100 Charges for Service (Fines and Fees)	30,000	-	-	#DIV/0!
16010.501500 Rental of City Property	30,000	-	-	#DIV/0!
16023.503500 Reader/Printer (Public Services as of 2017)	400	400	100	-75%
16031.500100 Fees and Commissions (Vending)	-	600	-	-100%
16032.503500 Other Reimbursements (L&P)	19,500	25,000	15,000	-40%
16033.503500 Internet Printing (Network Services)	18,500	18,500	15,500	-16%
Total - Revenues	1,190,136	1,107,501	1,095,405	-1%

CITY OF APPLETON 2023 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Assistant Library Director: Tasha M. Saecker

CITY OF APPLETON 2023 BUDGET LIBRARY

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2022 EVENTS

Maintain high quality library services

Relocated and reestablished library service into temporary library ("Kensington") within less than six weeks. Extended due dates, offered exterior materials return, telephone service throughout the closure. Leveraged relationships with community partners for programming throughout community. Positive community feedback regarding temporary library.

Summer Reading Program

- Offered for all ages utilizing online and in person options; **1,251 children, 200 teens, and 495 adults participated**

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

- Grants include:

- The completion of 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. 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.

- Friends of the APL provided \$42,500 in grants

- Librarians engaged in initiatives at the State level, including serving as a mentor for Wisconsin Libraries - Transforming Communities

- Recipient of Wisconsin Humanities Community Powered grant funding a project coordinator for one year to harness stories, histories and the strength of communities to build community resilience.

Continue to explore facility needs and options

In 2022 staff worked with architects on:

- completing design of the renovated library

- identifying and designing and budgeting for service at temporary location

- relocating to the temporary location and setting up alternative service models during construction

Continue cooperation with schools and other community organizations

- As part of the Fox Cities Reads program, "There There" by Tommy Orange and for school aged readers, "Apple in the Middle" by Dawn Quigly were read and discussed throughout the community - author presentation was virtual; Fox Cities Book Festival included in person and virtual events.

- Collaborated with numerous 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 continued to serve on Imagine Fox Cities Leadership and Belonging Teams

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

Utilize volunteers more effectively

In 2022 volunteer engagement continued through preparation for the move. At Kensington, volunteers will continue providing services in the areas of: Greeting, computer help, delivery materials to homebound patrons, shelving and straightening, assistance with Children's programs in the community and some clerical local history projects. Outreach support continues with Reach Out and Read, and recently, with JJ's Laundromat's Read Play Learn space where volunteers set up passive literacy activities and replenish the books.

Continuously work to improve website and online service delivery

- Expanded access to digital content, increasing titles and services offered. Added Kanopy streaming film service

- 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.

Note: **red text** shows data that is not available at this time and will be updated prior to publishing the budget for City Council.

CITY OF APPLETON 2023 BUDGET LIBRARY

MAJOR 2023 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 library building project. Provide library service that is responsive to community needs during construction and develop new processes and procedures, and systems for new library. Support the work of the capital campaign.

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

Leverage resources to support 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 to access and 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 period of construction.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	
Program Revenues		\$ 1,237,716	\$ 1,241,646	\$ 1,107,501	\$ 1,171,230	\$ 1,110,405	0.26%
Program Expenses							
16010	Administration	648,023	744,086	696,009	729,509	766,016	10.06%
16021	Children's Services	542,351	552,126	533,616	551,567	572,650	7.31%
16023	Public Services	680,116	680,716	704,889	735,189	759,213	7.71%
16024	Community Partnerships	501,360	526,658	500,775	518,775	529,106	5.66%
16031	Building Operations	406,380	380,755	525,935	821,007	492,464	-6.36%
16032	Materials Management	1,436,398	1,439,720	1,302,967	1,341,546	1,354,777	3.98%
16033	Network Services	279,001	236,393	268,130	308,928	257,798	-3.85%
TOTAL		\$ 4,493,629	\$ 4,560,454	\$ 4,532,321	\$ 5,006,521	\$ 4,732,024	4.41%
Expenses Comprised Of:						(4,732,024)	
	Personnel	3,211,801	3,288,863	3,334,116	3,340,116	-	-100.00%
	Training & Travel	39,904	33,568	35,234	38,234	-	-100.00%
	Supplies & Materials	756,462	707,838	580,291	680,469	-	-100.00%
	Purchased Services	480,886	518,651	578,182	943,204	-	-100.00%
	Capital Outlay	4,576	11,534	4,498	4,498	-	-100.00%
Full Time Equivalent Staff:							
	Personnel allocated to programs	45.00	45.00	45.00	45.00	45.00	

* % change from prior year adopted budget
Library.xls

CITY OF APPLETON 2023 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Oversee the Library's long-range plan and ensure Library is responsive to community needs. Market collections, programs and services. Ensure for the provision of high quality library service for the public at Kensington while developing long term strategies for service when the new library is completed.

Complete design of renovated/expanded library. Work with the Friends to develop strong public/private partnership and implement a successful capital campaign. Be good stewards of grant funds.

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

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

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

Major changes in Revenue, Expenditures, or Programs:

In 2021, the library eliminated overdue fines (charges for services) and developed a four year transition plan to offset the loss of revenue through lost and paid funds. The 2023 offsetting revenue is recorded in the Materials Management budget (\$15,000).

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this Section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
423200 Library Grants & Aids	\$ 1,070,138	\$ 1,091,736	\$ 1,063,001	\$ 1,063,001	\$ 1,064,805
480100 Charges for Services	14,728	3,980	-	-	-
501500 Rental of City Property	30,000	30,000	-	-	-
502000 Donations & Memorials	553	1,279	-	-	-
503500 Other Reimbursements	22,082	68,946	-	42,500	15,000
Total Revenue	<u>\$ 1,137,501</u>	<u>\$ 1,195,941</u>	<u>\$ 1,063,001</u>	<u>\$ 1,105,501</u>	<u>\$ 1,079,805</u>
Expenses					
610100 Regular Salaries	\$ 430,382	\$ 458,195	\$ 466,769	\$ 466,769	\$ 503,731
610400 Call Time Wages	15	600	-	-	-
610500 Overtime Wages	48	-	-	-	-
610800 Part-Time Wages	4,599	6,724	7,500	7,500	8,708
615000 Fringes	142,050	164,126	177,689	177,689	186,086
620100 Training/Conferences	5,440	2,355	4,920	7,920	4,920
620600 Parking Permits	22,823	23,109	12,000	12,000	5,000
630100 Office Supplies	2,300	3,777	4,635	4,635	3,000
630300 Memberships & Licenses	3,393	2,202	2,200	2,200	2,200
630500 Awards & Recognition	879	1,073	850	1,850	850
630700 Food & Provisions	319	610	1,135	1,935	1,135
632001 City Copy Charges	302	-	100	100	100
632002 Outside Printing	1,033	2,463	-	1,200	-
641200 Advertising	2,477	6,330	1,288	19,288	1,288
641307 Telephone	3,358	3,407	2,948	2,948	5,298
641308 Cellular Phones	615	1,232	1,600	1,600	1,300
659900 Other Contracts/Obligation	27,990	67,883	12,375	21,875	42,400
Total Expense	<u>\$ 648,023</u>	<u>\$ 744,086</u>	<u>\$ 696,009</u>	<u>\$ 729,509</u>	<u>\$ 766,016</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

<u>Other Contracts/Obligations</u>	
Security Guard	\$ 42,000
Piano Tuning	\$400
	<u>\$42,400</u>

CITY OF APPLETON 2023 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

Explore ways to develop and support outreach to the community in nontraditional locations. Work directly with Hmong and Hispanic families and coordinate with 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 one-on-one visits to families and building towards their full use of the library and its services.

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

Major changes in Revenue, Expenditures, or Programs:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this Section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	18,800	2,732	-	19	-
Total Revenue	\$ 18,800	\$ 2,732	\$ -	\$ 19	\$ -
Expenses					
610100 Regular Salaries	\$ 361,433	\$ 388,268	\$ 362,814	\$ 362,814	\$ 385,447
610800 Part-Time Wages	27,648	3,307	28,085	28,085	31,881
615000 Fringes	128,929	134,961	134,500	134,500	147,917
620100 Training/Conferences	5,480	3,759	4,405	4,405	4,405
630100 Office Supplies	16,460	7,101	2,812	16,627	2,000
630300 Memberships & Licenses	-	-	-	-	-
630700 Food & Provisions	690	270	-	1,136	-
659900 Other Contracts/Obligation	1,711	14,460	1,000	4,000	1,000
Total Expense	\$ 542,351	\$ 552,126	\$ 533,616	\$ 551,567	\$ 572,650

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

Register new patrons and maintain a database of over 69,000 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:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this Section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	\$ 1,814	\$ 28	\$ 400	\$ 400	\$ 100
Total Revenue	<u>\$ 1,814</u>	<u>\$ 28</u>	<u>\$ 400</u>	<u>\$ 400</u>	<u>\$ 100</u>
Expenses					
610100 Regular Salaries	\$ 458,777	\$ 439,164	\$ 449,189	\$ 449,189	\$ 469,258
610500 Overtime Wages	1	-	-	-	-
610800 Part-Time Wages	74,200	84,680	83,267	83,267	93,022
615000 Fringes	138,466	154,298	157,844	157,844	182,844
620100 Training/Conferences	2,167	391	2,565	2,565	2,565
630100 Office Supplies	2,243	2,183	3,500	3,500	3,000
659900 Other Contracts/Obligation	4,262	-	8,524	38,824	8,524
Total Expense	<u>\$ 680,116</u>	<u>\$ 680,716</u>	<u>\$ 704,889</u>	<u>\$ 735,189</u>	<u>\$ 759,213</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 BUDGET

LIBRARY

Community Partnerships

Business Unit 16024

PROGRAM MISSION

Community Partnerships: Engage, Educate, Entertain, Elevate.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this Section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Community Partnerships

Business Unit 16024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	\$ 32,000	\$ 2,125	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 32,000</u>	<u>\$ 2,125</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 346,580	\$ 350,702	\$ 349,375	\$ 349,375	\$ 372,436
610800 Part-Time Wages	13,321	18,621	-	6,000	-
615000 Fringes	126,676	141,221	144,138	144,138	149,720
620100 Training/Conferences	3,990	2,910	4,450	4,450	4,450
620600 Parking Permits	-	5	-	-	-
630100 Office Supplies	3,149	3,462	2,812	5,812	2,500
630300 Memberships & Licenses	74	-	-	-	-
659900 Other Contracts/Obligation	7,570	9,737	-	9,000	-
Total Expense	<u>\$ 501,360</u>	<u>\$ 526,658</u>	<u>\$ 500,775</u>	<u>\$ 518,775</u>	<u>\$ 529,106</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2023 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Maintain cleanliness, sanitization and perform light maintenance of the library building.

Provide continued assistance to the Library staff and community.

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

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

Major changes in Revenue, Expenditures, or Programs:

☐

Operations will support facility and operational needs while at the temporary facility, including cleaning services usually done by contracted cleaning services.

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this Section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
500100 Fees & Commissions	\$ 337	\$ 143	\$ 600	\$ 600	\$ -
503500 Other Reimbursements	-	6	-	-	-
Total Revenue	<u>\$ 337</u>	<u>\$ 149</u>	<u>\$ 600</u>	<u>\$ 600</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 77,876	\$ 77,563	\$ 77,270	\$ 77,270	\$ 82,370
610500 Overtime Wages	703	-	-	-	-
610800 Part-Time Wages	3,915	6,867	8,000	8,000	19,430
615000 Fringes	23,898	25,969	26,297	26,297	27,284
620100 Training/Conferences	4	-	830	830	830
630100 Office Supplies	-	-	-	-	-
630600 Building Maint./Janitorial	6,416	7,907	7,000	7,000	7,000
630902 Tools & Instruments	14	82	150	150	150
632101 Uniforms	180	-	-	-	-
632300 Safety Supplies	1,039	245	550	550	550
632700 Miscellaneous Equipment	238	1,325	650	650	650
640700 Solid Waste/Recycling	4,219	3,897	4,125	4,125	1,200
641300 Utilities	106,777	122,878	40,000	40,000	50,000
641600 Build Repairs & Maint	1,788	15	2,000	2,000	2,000
641800 Equip Repairs & Maint	-	-	400	400	1,000
642000 Facilities Charges	179,313	134,007	100,000	160,825	100,000
644000 Snowplowing					50,000
650200 Leases	-	-	258,663	492,910	150,000
Total Expense	<u>\$ 406,380</u>	<u>\$ 380,755</u>	<u>\$ 525,935</u>	<u>\$ 821,007</u>	<u>\$ 492,464</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Leases

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

CITY OF APPLETON 2023 BUDGET

LIBRARY

Materials Management

Business Unit 16032

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Materials Management creates entries and database records for approximately 25,000 new titles in the online catalog. We process 27,500 items annually, including labels, RFID tags and jacket protectors. We receive 1,800 newspapers, periodicals and standing order subscriptions and process over 5,000 magazine issues for circulation and storage.

Other specific objectives include:

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this Section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

In 2021, the library eliminated overdue fines (charges for services) and developed a four year transition plan to offset the loss of revenue through lost and paid funds. The 2023 offsetting revenue is recorded in the Materials Management budget (\$15,000).

CITY OF APPLETON 2023 BUDGET

LIBRARY

Materials Management

Business Unit 16032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	\$ 41,692	\$ 35,242	\$ 25,000	\$ 46,150	\$ 15,000
Total Revenue	<u>\$ 41,692</u>	<u>\$ 35,242</u>	<u>\$ 25,000</u>	<u>\$ 46,150</u>	<u>\$ 15,000</u>
Expenses					
610100 Regular Salaries	\$ 523,499	\$ 512,901	\$ 513,223	\$ 513,223	\$ 546,979
610500 Overtime Wages	-	-	-	-	-
610800 Part-Time Wages	63,614	70,389	64,647	64,647	73,046
615000 Fringes	139,627	149,888	156,650	156,650	165,118
620100 Training/Conferences	-	1,003	3,324	3,324	3,324
630100 Office Supplies	21,602	18,157	24,417	24,417	24,417
631500 Books & Library Materials	623,914	623,739	475,000	513,429	475,000
659900 Other Contracts/Obligation	64,142	63,643	65,706	65,856	66,893
Total Expense	<u>\$ 1,436,398</u>	<u>\$ 1,439,720</u>	<u>\$ 1,302,967</u>	<u>\$ 1,341,546</u>	<u>\$ 1,354,777</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Office Supplies

General office supplies	\$ 3,128
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	16,084
RFID supplies	5,205
	<u>\$ 24,417</u>

Books & Library Materials

Children's materials	\$ 115,000
Adult materials	330,000
Digital content consortia	30,000
	<u>\$ 475,000</u>

Other Contracts/Obligations

OWLSnet contract	\$ 62,393
Collection agency	4,500
	<u>\$ 66,893</u>

CITY OF APPLETON 2023 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Develop multi-year schedule of technology projects and replacements; replace 20% of staff and public computing devices annually to maintain usability and update the network hardware and software to ensure responsiveness to patron and staff need; replace aging network switches to increase uptime and reliability; maintain warranties on production servers and utilize the Federal government program e-rate to attain the best rates and reimbursements for eligible items.

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

Throughout 2023, software, technology and equipment will be selected for the new library building. Supervisors and staff in this Section will be involved in evaluating and selecting items related to their specific roles in providing library service to the community.

CITY OF APPLETON 2023 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	\$ 5,572	\$ 5,429	\$ 18,500	\$ 18,560	\$ 15,500
Total Revenue	<u>\$ 5,572</u>	<u>\$ 5,429</u>	<u>\$ 18,500</u>	<u>\$ 18,560</u>	<u>\$ 15,500</u>
Expenses					
610100 Regular Salaries	\$ 96,849	\$ 81,178	\$ 104,234	\$ 104,234	\$ 115,861
610500 Overtime	46	-	-	-	-
615000 Fringes	28,650	19,238	22,625	22,625	32,264
620100 Training/Conferences	-	36	2,740	2,740	2,740
630100 Office Supplies	15	676	1,500	1,560	1,200
632700 Miscellaneous Equipment	72,201	32,568	52,980	93,718	52,980
641800 Equip Repairs & Maint	76,664	77,859	79,553	79,553	48,255
659900 Other Contracts/Obligation	-	13,304	-	-	-
681500 Software Acquisition	4,576	11,534	4,498	4,498	4,498
Total Expense	<u>\$ 279,001</u>	<u>\$ 236,393</u>	<u>\$ 268,130</u>	<u>\$ 308,928</u>	<u>\$ 257,798</u>

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

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Computer replacements	\$ 20,000
Network hardware, wiring, etc.	18,000
Network attached storage	14,980
	<u>\$ 52,980</u>

Equipment Repairs and Maintenance

Photocopier lease & maintenance	\$ 11,600
Automated material handling equipment	4,000
Self checks and security gate contract	9,000
Software license and maintenance fees	22,278
Other equipment repairs and maintenance	1,377
	<u>\$ 48,255</u>

**CITY OF APPLETON 2023 BUDGET
LIBRARY**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
423200 Library Grants & Aids	1,070,138	1,091,736	576,313	1,063,001	1,063,001	-
480100 General Charges for Service	14,728	3,980	314	-	-	-
500100 Fees & Commissions	337	144	259	600	600	-
501500 Rental of City Property	30,000	30,000	6,440	-	-	-
502000 Donations & Memorials	553	1,279	83	-	-	-
503500 Other Reimbursements	121,960	114,511	76,311	43,900	107,629	-
TOTAL PROGRAM REVENUES	<u>1,237,716</u>	<u>1,241,650</u>	<u>659,720</u>	<u>1,107,501</u>	<u>1,171,230</u>	-
Personnel						
610100 Regular Salaries	2,104,094	2,038,393	761,331	2,322,874	2,322,874	-
610400 Call Time Wages	15	600	200	-	-	-
610500 Overtime Wages	798	-	258	-	-	-
610800 Part-Time Wages	187,297	220,589	73,140	191,499	197,499	-
611400 Sick Pay	4,338	11,953	5,668	-	-	-
611500 Vacation Pay	186,964	227,631	43,384	-	-	-
615000 Fringes	728,295	789,697	282,841	819,743	819,743	-
TOTAL PERSONNEL	<u>3,211,801</u>	<u>3,288,863</u>	<u>1,166,822</u>	<u>3,334,116</u>	<u>3,340,116</u>	-
Training~Travel						
620100 Training/Conferences	17,081	10,454	3,620	23,234	26,234	-
620600 Parking Permits	22,823	23,114	6,755	12,000	12,000	-
TOTAL TRAINING / TRAVEL	<u>39,904</u>	<u>33,568</u>	<u>10,375</u>	<u>35,234</u>	<u>38,234</u>	-
Supplies						
630100 Office Supplies	45,770	35,354	4,733	39,676	56,551	-
630300 Memberships & Licenses	3,467	2,202	1,175	2,200	2,200	-
630500 Awards & Recognition	879	1,073	248	850	1,850	-
630600 Building Maint./Janitorial	6,416	7,907	267	7,000	7,000	-
630700 Food & Provisions	1,009	880	1,102	1,135	3,071	-
630902 Tools & Instruments	14	82	-	150	150	-
631500 Books & Library Materials	623,914	623,739	133,242	475,000	513,429	-
632001 City Copy Charges	302	-	-	100	100	-
632002 Outside Printing	1,033	2,463	674	-	1,200	-
632101 Uniforms	180	-	-	-	-	-
632300 Safety Supplies	1,039	245	110	550	550	-
632700 Miscellaneous Equipment	72,439	33,893	6,456	53,630	94,368	-
TOTAL SUPPLIES	<u>756,462</u>	<u>707,838</u>	<u>148,007</u>	<u>580,291</u>	<u>680,469</u>	-
Purchased Services						
640700 Solid Waste/Recycling Pickup	4,219	3,897	2,539	4,125	4,125	-
641200 Advertising	2,477	6,330	3,201	1,288	19,288	-
641301 Electric	83,151	88,237	27,110	24,778	24,778	-
641302 Gas	16,437	28,479	15,627	4,283	4,283	-
641303 Water	2,895	2,053	704	5,125	5,125	-
641304 Sewer	1,144	942	357	2,114	2,114	-
641306 Stormwater	3,150	3,167	794	3,700	3,700	-
641307 Telephone	3,358	3,407	1,441	2,948	2,948	-
641308 Cellular Phones	615	1,232	290	1,600	1,600	-
641600 Build Repairs & Maint	1,788	15	-	2,000	2,000	-
641800 Equip Repairs & Maint	76,664	77,859	22,700	79,953	79,953	-
642000 Facilities Charges	179,313	134,007	60,594	100,000	160,825	-
650200 Leases	-	-	-	258,663	492,910	-
659900 Other Contracts/Obligation	105,675	169,026	116,621	87,605	139,555	-
TOTAL PURCHASED SVCS	<u>480,886</u>	<u>518,651</u>	<u>251,978</u>	<u>578,182</u>	<u>943,204</u>	-
Capital Outlay						
681500 Software Acquisition	4,576	11,534	7,820	4,498	4,498	-
TOTAL CAPITAL OUTLAY	<u>4,576</u>	<u>11,534</u>	<u>7,820</u>	<u>4,498</u>	<u>4,498</u>	-
TOTAL EXPENSE	<u>4,493,629</u>	<u>4,560,454</u>	<u>1,585,002</u>	<u>4,532,321</u>	<u>5,006,521</u>	-

**CITY OF APPLETON 2023 BUDGET
LIBRARY**

Administration Business Unit 16010

	PERFORMANCE INDICATORS				
	Actual 2020	Actual 2021	Target 2022	Projected 2022	Target 2023
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

Children's Services Business Unit 16021

	PERFORMANCE INDICATORS				
	Actual 2020	Actual 2021	Target 2022	Projected 2022	Target 2023
Client Benefits/Impacts					
Children have access to a wide range of quality programs					
Attendance at children's programs	45,473	13,000	10,000	10,000	15,000
Drop-in activity participants	6,667	1,732	2,000	2,000	2,000
Strategic Outcomes					
Children discover joy of reading & develop love of learning					
Summer Library program participants	3,775	1,099	1,500	1,500	1,500
Members of the Appleton community find high quality programs at the library					
% of attendees satisfied with programs (survey done in odd years)	96%	96%	80%	80%	80%
Work Process Outputs					
Reference transactions	15,984	3,218	1,200	7,000	7,000
Number of children's programs	968	500	500	500	500

Public Services Business Unit 16023

	PERFORMANCE INDICATORS				
	Actual 2020	Actual 2021	Target 2022	Projected 2022	Target 2023
Client Benefits/Impacts					
Convenient and fast access to accurate information					
Reference questions answered	39,962	25,994	25,000	25,000	25,000
Strategic Outcomes					
Members of the Appleton community who will use the library and encourage others to do so					
Number of registered patrons	79,729	74,131	80,000	70,000	70,000
Members of the Appleton community find high quality service at the library					
% of respondents satisfied with library service (survey done on odd years)	94%	94%	75%	75%	75%
Work Process Outputs					
Adult materials circulation	545,136	199,472	300,000	300,000	300,000
Children's materials circulation	345,935	132,982	180,000	200,000	200,000
Reserves filled for APL patrons	146,567	78,160	90,000	80,000	80,000

Community Partnerships Business Unit 16024

	PERFORMANCE INDICATORS				
	Actual 2020	Actual 2021	Target 2022	Projected 2022	Target 2023
Client Benefits/Impacts					
Members of the Appleton community find high quality programs at the library					
% of attendees satisfied with library programs (survey done on odd years)					
Adult programs	97%	97%	75%	75%	75%
Young adult programs	93%	93%	75%	75%	75%
Strategic Outcomes					
Members of the Appleton community engage with the library as a hub of learning and literacy					
Young adult program attendance	3,243	376	750	750	750
Adult program attendance	5,162	6,961	1,500	5,000	5,000
Work Process Outputs					
Web page "hits" (page accesses)	875,356	609,266	650,000	325,000	325,000
Number of locally produced databases or digital collections available via web	10	10	10	10	10

Building Operations Business Unit 16031

	PERFORMANCE INDICATORS				
	Actual 2020	Actual 2021	Target 2022	Projected 2022	Target 2023
Client Benefits/Impacts					
The public enjoys a safe and clean facility					
% of patrons satisfied with public meeting rooms (surveyed on odd years)					
	93%	93%	90%	90%	90%
% of patrons satisfied with safety in the library (surveyed on odd years)					
	85%	85%	90%	90%	90%
Strategic Outcomes					
The community increasingly uses opportunities for meetings, programs and discussions					
# of meetings and programs	4,489	1,104	500	500	0
Work Process Outputs					
# of satisfactory monthly inspections completed	12	12	12	12	12
# of staff training opportunities completed	22	14	20	20	20

Materials Management Business Unit 16032

	PERFORMANCE INDICATORS				
	Actual 2020	Actual 2021	Target 2022	Projected 2022	Target 2023
Client Benefits/Impacts					
People can obtain the materials they need quickly					
% of holds filled within 1 week of being placed					
	60%	22%	50%	50%	60%
Improved efficiencies in delivering service					
Number of volunteer hours in Materials Management	3,259	491	1,000	500	1,000
Strategic Outcomes					
People have reading, viewing and listening materials that stimulate their thinking, enhance their knowledge of the world, and improve the quality of their leisure time					
# of unique titles owned at end of year	240,888	248,531	235,000	230,000	200,000
Work Process Outputs					
# of volumes processed	31,159	28,219	27,000	27,000	25,000
# of volumes weeded	75,687	14,649	30,000	60,000	45,000

Network Services Business Unit 16033

	PERFORMANCE INDICATORS				
	Actual 2020	Actual 2021	Target 2022	Projected 2022	Target 2023
Client Benefits/Impacts					
People will have reliable access to up-to-date technology					
% surveyed who are satisfied with the library website (survey done in odd years)					
	88%	88%	90%	90%	90%
Strategic Outcomes					
Hours of public internet computer use					
	39,440	8,140	20,000	15,000	10,000
Sessions on public computers					
	50,269	10,233	25,000	20,000	20,000
Community enjoys a high level of access to electronic information resources					
# of referrals to InfoSoup online catalog	140,305	71,867	100,000	100,000	100,000
Database sessions	1,288,401	1,140,140	1,350,000	20,000	20,000
Work Process Outputs					
PC workstations & other devices installed	40	40	40	40	30



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, August 9, 2022

9:30 AM

100 N. Appleton Street
Council Chambers 6 A/B

Nominating Committee Meeting

1. Call meeting to order

Chairperson Margret Mann called the meeting to order at 9:31 a.m.

2. Roll call of membership

Others Present: Library Director Colleen Rortvedt

Present: 3 - Exarhos, Mann and Brozek

3. **Action Items**

[22-0980](#)

Selection of Nominees for Board President, Vice President and Secretary

Mann moved, seconded by Exarhos, that the Proposed Slate of Officers for 2022-2023 President - Nancy Scheuerman, Vice President - Margret Mann and Secretary - Patricia Exarhos be approved. Voice Vote. Motion Carried. (3-0)

4. Adjournment

Motion by Brozek, seconded by Mann to adjourn the meeting at 9:42am



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, August 9, 2022

10:00 AM

100 N. Appleton Street
Council Chambers 6 A/B

Personnel & Policy Committee

1. Call meeting to order

Chairperson Margret Mann called the meeting to order at 10:01 a.m.

2. Roll call of membership

Others Present: Library Director Rortvedt

Present: 3 - Kellner, Mann and Brozek

Closed Session

Kellner moved, seconded by Brozek that the meeting go into Closed Session pursuant to WI State Statute W 19.85(f)(c) to discuss personnel matters. Voice Vote. Motion Carried (3-0). Roll Call was taken. The meeting went into Closed Session at 10:03 a.m.

Kellner moved, seconded by Mann that the meeting resume Open Session. Voice Vote. Motion Carried. (3-0). The meeting resumed in Open Session at 10:28 a.m.

3. Action Items

[22-0981](#)

Library Director's 2022 Mid-Year Performance Review

Kellner moved, seconded by Brozek, that the Library Director's comments on her mid-year personnel evaluation be approved and directed the chair to capture the committee's comments in the document for approval at the August Board meeting. Voice Vote. Motion Carried. (3-0)

4. Information Items

[22-1010](#)

Proposed Library Table of Organization Change

Attachments: [TO Change August 2022 memo FINAL.pdf](#)

This item was presented

5. Adjournment

**Kellner moved, seconded by Brozek that the meeting be adjourned. Voice
Vote. Motion Carried. (3-0)
The meeting was adjourned at 10:42am**



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

**TO: APPLETON PUBLIC LIBRARY PERSONNEL AND POLICY COMMITTEE
BOARD OF TRUSTEES**

FROM: COLLEEN RORTVEDT, DIRECTOR – APPLETON PUBLIC LIBRARY

DATE: AUGUST 3, 2022

RE: PROPOSED LIBRARY TABLE OF ORGANIZATION CHANGE

Upon every vacancy we review positions to ensure that the current methods are the most effective way to complete our work. As part of this review, I propose the following table of organization changes to go into place upon approval:

- **Change the position of Safety Supervisor to Building Manager**

The Safety Supervisor currently works as a team with the Business Manager to oversee various aspects of safety within the library. This change would bring these responsibilities all under one position. The Safety Supervisor will need to provide less direct monitoring of the library building. We will accomplish this by utilizing our third-party security guards more. These changes will add supervision of Operations Clerks to this role while not increasing the minimum education requirements making it a position that is anticipated to move up the paygrade scale. This is an ideal time for this change as the incumbent in this position worked as an Operations Clerk in the past, understands the operations of the library and is well suited for these new responsibilities. This position will be supervised by the assistant director.

- **Change the position of Business Manager to Administrative Support Specialist - Financials**

As currently constructed, the Business Manager role has a variety of responsibilities in financial and building oversight. While we have been fortunate to find candidates that can perform both functions, we believe this position will be more appealing to job seekers with a clearer focus on the primary area of expertise, the financial area. These changes remove supervision from this role and open the minimum qualifications for eligibility. This position will be supervised by the library director.

The HR department is working with our compensation consultant to review these changes and make recommendations on the job title, education requirements and pay grades for these positions. We anticipate these changes to result in either no budget changes, or overall savings. In order to keep the process moving I am bringing it to you informationally at the committee level and anticipate having recommendations from the compensation consultant in time to make this an action item at the August board meeting.



WISCONSIN
LIBRARY
ASSOCIATION

Wisconsin Library Association Statement on the Freedom to Read and Intellectual Freedom

The Wisconsin Library Association affirms its support of personal liberty, the freedom to read, and intellectual freedom for people across Wisconsin.

The Freedom to Read

Over 130 years ago, the Wisconsin Library Association (WLA) formed to support the establishment of public libraries in the state. Today, our membership represents a wide range of libraries that serve a variety of communities – from college campuses to corporations, rural villages to urban areas, and more. Just as our state motto is “Forward,” WLA and Wisconsin libraries are steadfast in supporting our communities as they move forward in education, business, and life enrichment.

Libraries have grown and changed since the 1800s, but their primary mission remains the same: to ensure all people can exercise their right to intellectual freedom and the freedom to read. The First Amendment’s right to freedom of expression encompasses intellectual freedom, which includes an individual’s right to receive information on a wide range of topics from a variety of viewpoints. Publicly funded libraries play an important role in facilitating this free and open access to information.¹

We know that our families and community members have varying interests, hobbies, and beliefs. What one person selects to use from their local library for themselves, or for their family, is an exercise of their personal liberty, their freedom to read, and their intellectual freedom. To meet the broad and varied needs of Wisconsinites, libraries and library staff work diligently to build exceptional collections that represent the stories and interests of all Wisconsinites.

Supporting the Freedom to Read with Policies and Standards

Every library in Wisconsin should have a materials selection policy, approved by their administrating body, which includes a formal process for the reconsideration of library materials. We remind administrators, boards, municipal leadership, librarians, and communities that the reconsideration and removal of library materials must be done in accordance with

¹ J. Haydel, ‘Libraries and Intellectual Freedom’, *The First Amendment Encyclopedia*, 2009, <https://www.mtsu.edu/first-amendment/article/1125/libraries-and-intellectual-freedom>, (access 7 JUNE 2022)

administratively approved policies. Such formal processes promote the Constitutional values of transparent governance and free speech and ensure local control over community institutions.

When someone requests that a library item be reconsidered, libraries should follow the approved policies for completing an objective review of the material. The removal of library materials without due process inhibits libraries' ability to provide comprehensive and inclusive collections for their full community. Banning, removing, or censoring material violates the community's right to intellectual freedom and the freedom to read.

The Wisconsin Library Association recommends that libraries, boards, and other decision makers:

- Follow library-approved policies when responding to requests to reconsider library materials.
- Consult with their library administrators and librarians when reviewing requests for reconsideration.
- Utilize the expertise of their librarians and library professionals in making collection decisions that will impact all library users.

As we have for over 130 years, WLA and its members will continue to support personal liberty, the freedom to read, and intellectual freedom for people across Wisconsin.

For additional resources and more information about the Wisconsin Library Association, please visit <https://www.wisconsinlibraries.org>.

THE

Library BILL of RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and **enlightenment of all people** of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information **presenting all points of view** on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should **challenge censorship** in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with **resisting abridgment of free expression and free access to ideas**.
- V. **A person's right to use a library should not be denied** or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such **facilities available on an equitable basis**, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a **right to privacy and confidentiality in their library use**. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.
Inclusion of "age" reaffirmed January 23, 1996.

THE

Library BILL of RIGHTS

& THE

Freedom to Read STATEMENT

BROUGHT TO YOU BY THE

ALA American Library Association

 OFFICE FOR
Intellectual Freedom
American Library Association



OFFICE FOR
Intellectual Freedom
American Library Association

THE

Freedom to Read STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension.

Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended

discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

To read the full Freedom to Read Statement, visit ala.org/intellectualfreedom

Collaborative/Cooperative Agreements

Library
2021 YEAR END

Maintained Agreements	
Other Governments	
Black Creek Public Library	Reach Out and Read
City of Appleton	Program
City of Appleton Health Department	Vaccination Clinics
City of Appleton Police Department	Cops and Kids
City of Appleton Parks & Rec	Summer Library Program, Display, Story Walk
Gerald H. Van Hoof Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
Hortonville Public Library	Reach Out and Read
James J Siebers Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
Kaukauna Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
Menasha Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read, Latino Fest
Muehl Public Library	Reach Out and Read
Neenah Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
New London Public Library	Reach Out and Read
Outagamie Birth-3 Early Intervention	Appleton Ready to Read (ARTR)
Outagamie County Mentoring Program	Program
Outagamie County Restorative Justice	Volunteer program
Outagamie Waupaca Library System	16 municipalities
OWLSnet	Consortium
Wisconsin Department of Vocational Rehabilitator	Work Experience Volunteer
Wisconsin Digital Archives	online initiative
School Districts	
AASD	Outreach Visits & 3-5 yr old Screenings, Fox Cities Book Festival, Fox Cities Reads Program & Committee Member
AASD	4K-12th grade
AASD	Birth to 5 programs
Community Early Learning Center	ARTR
AASD Diversity, Equity & Inclusion Department	Program
Lutheran Schools	Celebration Lutheran, Riverview Lutheran, Mt. Olive, Saint Paul and Saint Peter
St. Frances Xavier Catholic School System	School age visits and outreach
Non-Profit Organizations	
American Library Association	Grant, program
American Association of University Women (AAUW)	STEM essay contest
Appleton Downtown Inc.	Rhythms of the World program, Summer Library Program, Story Walk
Appleton Downtown Rotary	Rhythms of the World program
Appleton Fox Cities Kiwanis Club	Fox Cities, Outreach program
Appleton Historical Society	Board membership,-Research support, program marketing
Boys & Girls Club	ELL Club & SLP Outreach, programs
Brigade Neenah	ELL Club Programs
Building for Kids	multiple collaborations based on exhibits, special events, Reach Out & Read (ROR) Fox Cities, Rhythms of the World
CAP Services	Program
Casa Hispana	Interagency meetings and grant support - Latino Fest, Scholarship reviewer
Children's Hospital of Wisconsin	Reach Out and Read
Community Foundation for the Fox Valley	Committee Member
Daughters of the American Revolution	Display
Diverse & Resilient	Program
Even Start	Outreach & ARTR
Feeding America	Program
Forward Services	ELL Club, Appleton Ready to Read
Fox Cities Book Festival	Author committee membership, Fox Cities Reads, programs, APL volunteers
Fox Cities Housing Coalition	Monthly meetings
Fox Cities Performing Arts Center	North East Wisconsin Professional Advisory Committee (NEW PAC) membership
Fox Cities Resource Provider Group	Program
Fox Valley Symphony	Program
Fox Valley Literacy Council	Outreach Specialists Refer Families, Board and committee membership, Appleton Ready to read
Girls Who Code	Program
Headstart	ARTR (Appleton Ready To Read), Outreach, Programming
Heid Music	ELL Club, outreach program

History Museum at the Castle	SLP, Hmong American programs, local history reference, ELL Club, display
Imagine Fox Cities	Committee membership, programs
Independence Public Library	Program
Kairos Alive!	Program, Program Presenter
Lawrence University	ELL Pollinator Project, LU volunteer program, D&I Advisory board, Display, 5th Ensemble, University Archives Presenter
League of Woman Voters	Registration table, program promotion
Outagamie County Extension 4H	Program
Reach Out and Read	Wisconsin
Reach Out and Read	National
Salvation Army Life Skills Program	Outreach program
St. Joe's Food Program	Program
St. Vincent De Paul Next Step Program	Outreach program
Thriving Libraries	Committee, training
United Hmong American Association	Outreach, program promotion
United Way	Reach Out and Read
UW Madison Extension	ELL Club, program planning, programs
UW Oshkosh Head Start	Outreach
World Relief Fox Valley	Program
WUCMAA- Wisconsin United Coalition of Mutual Assistance Associations	Program promotion
YMCA	ELL Clubs, Summer Library Program
Youth Worker Coalition	Outreach program
Other	
10th Frame Bowling Alley	Program
Ascension	Reach Out and Read
ACOCA Coffee	StoryWalk
Appleton Beer Factory	StoryWalk
Aurora Health System	Reach Out and Read
B.A.B.E.S.	SLP Outreach
Bagelicious	StoryWalk
Barlow Planetarium	Program
Beatnik Betty's Resale Butik	StoryWalk
Bellin Health	Reach Out and Read
BMO Harris Bank	ELL Sponsor
Bowl 91	Hmong New Year, StoryWalk
Braids Unlimited Salon and Barbershop	Take and Create Drop Off
Casting On	StoryWalk
Child care providers	Apple Tree Connections, Child's Choice Learning Center, Creative Child, Celebration Children's Center, FVTC Child Care Center, Growing Together, KinderCare (Metro,
Crazy Sweet	StoryWalk
Dance	StoryWalk
Digital Readiness Community of Practice	Committee Membership
Doughlicious	StoryWalk
Eco Candle Co.	StoryWalk
Family Care Fox Cities	Reach Out and Read
Float Light Float Center	StoryWalk
Fox Valley Technical College - Venture Center	Outreach
Fox Valley Technical College	Program
The Heritage	Outreach service, Walking Books
Hoot & Company	StoryWalk
IndUS of Fox Valley	Rhythms of the World, program planning
Inspire Spa	StoryWalk
Lillian's of Appleton	StoryWalk
Local Voices Network	Service and collection offering
Long Cheng Market Place	Outreach
Mosaic Family Health	Reach Out and Read
Murray Photo & Video	StoryWalk
NEW Hmong Professionals	Committee membership, programs
Oneida Heights (Appleton Housing Authority)	Outreach service program
Partnership Community Health Center	Reach Out and Read, Community Outreach at APL
Pfefferle Management	Appleton Ready to Read (ARTR)
Pixel Pro Audio	StoryWalk
Prevea Health	Reach Out and Read
Primary Care Associates of Appleton	Reach Out and Read
Recollection Wisconsin	Project, Committee Member, Program Presenter
Joe Slezak	Program
Thedacare Health System	Reach Out and Read

Trout Museum	ELL Club, Light Up Appleton outreach, StoryWalk
Valley Packaging	ARTR Outreach, programs
WHBY	Outreach
Wisconsin Historical Society	Program Presenter
New Agreements	
Other Governments	
Outagamie Health and Human Services, Children and Families Division	Program
Valley Transit	Program
Wisconsin Department of Public Instruction	Committee, training
School Districts	
AASD Title I	Appleton Ready to Read (ARTR)
Non-Profit Organizations	
Appleton Podcast Co-Op	Program
Bergstrom Mahler Museum	Program
CIT Community Advisory Team	Committee Member
Colorbold Business Association	Programs
Door County Alpaca Ranch	Program
ESTHER	Program
Fox Cities Muslim Group	Program
Fox Valley Food Security Effort	Committee Member
Fox Valley Memory Project	Program
Junior Achievement	Program
Life Tools Foundation	Program
National History Day	Program Judge
Oconto County Historical Society	Program Presenter
SCORE	Program Support
Sierra Club Fox Valley	Program
University of Wisconsin - Oshkosh	Program
Wild Ones Natural Landscaping	Program
WISCSIBS	ELL Club
Wisconsin Health Literacy	Program
Wisconsin Humanities	Program
Wisconsin Society of Mayflower Descendants	Program
Wisconsin State Genealogical Society	Board Membership, Research support, program marketing, Board Member
Wisconsin Veterans Museum	Program
Wisconsin Women's Business initiative Corporation (WWBIC)	Program
Other	
Maddie Corum	ELL Club
Family Search Community	Program Promotion
Fika Tea Bar	StoryWalk
Flower Mill, LLC	Program
Hearthstone	Program
Hmong Grocery Store	Take and Create Drop Off
Lisa Gardiner - Baker	ELL Club
Lisa Nett - Tree Expert	ELL Club
Oriental Food Market	Take and Create Distribution
National Railroad Museum	Program
Northeast Ambassadorial Advisory Council	Program
Paper Discovery Center	Program
Porter's Patch	Program
Post Crescent	Collection materials
Red Cross	Program
Scooter G's	StoryWalk
Taperz Barbershop	Program
Timber Rattlers	Program
Isaac Yang	Program
Tou Long Yang	Program
University of Wisconsin Green Bay	Program, Committee Member
University of Wisconsin Madison iSchool	Program Presenter
The Vintage Garden	StoryWalk

Totals

Department	Agreement	Maint.	New
Library	Other Govts	20	3
	School Dist	7	1
	Non-Profits	48	24
	Other	46	23

**Yearly External Collaborative/Cooperative Agreements (new and maintained)
Key Performance Indicator (KPI) Guidelines**

Use the following criteria to help decide whether to log a Collaborative/Cooperative Agreement toward this KPI.

Did you.....?	Log Toward KPI	Maintain Department List Only
<i>Develop, draft, deliver a program, presentation, or other event with an external organization/individual</i>	X	
<i>Enter a Memorandum of Understanding (MOU)</i>	X	
<i>Serve on a governing board, task force, ad hoc committee, or any other body in service of another organization or agency</i>	X	
<i>Deliver an external service that was beyond the scope of ordinary or statutorily required cooperation</i>	X	
<i>Participate in a consortium or coalition of organizations/agencies/governments/counterparts</i>	X	
<i>Collaborate with another organization in which costs and/or responsibility are shared? (For example: Partner with an organization to hire a consultant for a project to benefit both organizations; share the consulting costs.)</i>	X	
<i>Develop, participate in, conduct a research study with an institution, researcher, or other organization</i>	X	
<i>Deliver a presentation to a group, organization, committee</i>		X
<i>Lease or rent space in your facility for an organization or program (but did not participate in development or delivery of program, nor sponsor the event)</i>		X
<i>Contract for paid services from a third-party provider for services rendered to the City</i>		X

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 JUNE 2022

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	25,711	31,023	140,107	133,702	-17%	5%
Children's Circulation	24,869	28,081	110,122	104,059	-11%	6%
Total Circulation	50,580	59,104	250,229	237,761	-14%	5%
Adult AV/nonbook (included in above)	7,288	10,349	46,928	45,747	-30%	3%
Children's AV/non-book (included in above)	2,300	3,550	12,447	11,379	-35%	9%
E-Book Circulation	7,464	7,403	46,969	45,657	1%	3%
E-Audiobook Circulation	7,933	6,982	46,427	41,325	14%	12%
E-Video Circulation	368	389	2,366	2,580	-5%	-8%
E-Comics Circulation	163	165	1,072	1,079	-1%	-1%
E-Magazine Circulation	938	781	6,332	2,879	20%	120%
E-Music Circulation	121	118	769	740	3%	4%
Total E-Circulation	16,987	15,838	103,935	94,260	7%	10%
ILL items received (received from)	6,842	9,789	40,284	61,179	-30%	-34%
ILL items loaned (provided to)	8,400	10,665	52,755	54,817	-21%	-4%
Total Registered Patrons (quarterly)	70,061	75,279	n/a	n/a	-7%	n/a
Door Count	15,444	15,767	75,100	34,296	-2%	119%
Percentage of Total Circulation on Self Check Machines	60.2%	66.0%	n/a	n/a	-9%	n/a

II. Customer Assistance	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	1,939	1,849	12,617	11,593	5%	9%
Reference Transactions - Children's	1,488	1,212	4,405	2,640	23%	67%
Total Reference	3,427	3,061	17,022	14,233	12%	20%
Volunteer Hours	230	177	1,263	740	30%	71%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	1,649	4,156	7,148	15,453	-60%	-54%
Volumes Withdrawn	4,064	592	61,920	7,826	586%	691%
Total Titles	194,144	256,981	n/a	n/a	-24%	n/a
Total Volumes	221,892	302,450	n/a	n/a	-27%	n/a

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 JUNE 2022

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's						
Children's Programs (including group visit)	58	38	171	243	53%	-30%
Children's Program Attendance (including group visit)	1,594	628	4,784	6,874	154%	-30%
Children's One-on-One Visits	0	4	1	4	-100%	-75%
Children's Home One-on-One Visits Participants	0	12	2	12	-100%	-83%
Children's Literacy Offerings	0	0	0	0	0%	0%
Children's Literacy Offering Participants	0	0	0	0	0%	0%
Children's Self Directed Activities	6	14	30	52	-57%	-42%
Children's Self Directed Activity Participants	904	646	5,523	1,427	40%	287%
Young Adult						
Young Adult Programs	3	0	16	26	>100%	-38%
Young Adult Program Attendance	19	0	405	65	>100%	523%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Self Directed Activities	1	2	3	2	-50%	50%
Young Adult Self Directed Activity Participants	12	40	889	40	-70%	2123%
Adult						
Adult Programs	9	16	53	89	-44%	-40%
Adult Program Attendance	210	285	2,527	1,956	-26%	29%
Adult One-on-One Instructions	12	6	83	9	100%	822%
Adult One-on-One Instruction Attendance	16	6	133	9	167%	1378%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Self Directed Activities	0	6	2	12	-100%	-83%
Adult Self Directed Activity Participants	62	37	229	151	68%	52%
Total Programs	70	54	240	358	30%	-33%
Total Program Attendance	1,823	913	7,716	8,895	100%	-13%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	0	92	465	99	-100%	370%
Meeting Room Uses - Events (Library Programs)	0	21	307	23	-100%	1235%
Total Meeting Room Uses	0	113	772	122	-100%	533%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 JUNE 2022

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	0	1,425	7,224	7,773	-100%	-7%
Web Page "Hits"	26,652	42,815	156,360	259,957	-38%	-40%
APL Created Electronic Content	475	472	3,376	4,038	1%	-16%
Public Computing Sessions	892	1,600	6,427	4,200	-44%	53%
Total Time Used on Public Computers	708:00:00	1310:00:00	5713:00:00	2743:00:00	-46%	108%
Data Transferred (GB)	3003	1400	15287	3299	115%	363%
WIFI Distinct Clients	1628	2363	12443	10302	-31%	21%