



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Agenda - Final-revised Library Board

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Tuesday, July 12, 2016

2:30 PM

225 N. Oneida Street

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### Finance Committee Meeting

1. Call meeting to order
2. Roll call of membership

### 3. Action Items

- A. [16-1061](#) 2017 Library Budget

Attachments: [2017 Budget FINAL.pdf](#)  
[2017 Library Budget Narrative.pdf](#)

- B. [16-1063](#) 2017 Library Budget Addition

Attachments: [2017 Hispanic Outreach Specialist Addition.pdf](#)

- C. [16-1111](#) 2017 Budget CIPs

Attachments: [2017 Building Envelope CIP.pdf](#)  
[2017 HVAC Systems CIP.pdf](#)  
[2017 Interior Finishes and Furniture CIP.pdf](#)  
[2017 Lighting Upgrades CIP.pdf](#)  
[2017 Roof Replacement CIP.pdf](#)  
[2017 Safety & Security CIP.pdf](#)

### 4. Information Items

- A. [16-1064](#) Review monthly financial reports

Attachments: [2016 June Revenues.pdf](#)  
[2016 June Section Totals.pdf](#)

### 5. Adjournment

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



2017 Proposed Budget for Library Board Approval

	2016 Administration (16010)	2017 Administration (16010)	2016 Children's (16021)	2017 Children's (16021)	2016 Public Services (16023)	2017 Public Services (16023)	2016 Community Partnerships (16024)	2017 Community Partnerships (16024)	2016 Operations (16031)	2017 Operations (16031)	2016 Materials Management (16032)	2017 Materials Management (16032)	2016 Network Services (16033)	2017 Network Services (16033)	2016 TOTAL	2017 TOTAL	% CHANGE
Personnel																	
6101/6107 Salaries	342,648.00	359,445.00	355,034.00	368,535.00	471,847.00	484,494.00	341,224.00	354,005.00	105,913.00	105,393.00	507,415.00	497,298.00	94,494.00	97,636.00	2,218,575.00	2,266,806.00	2.17%
6108 Part-time	10,422.00	10,925.00	30,605.00	30,605.00	86,349.00	87,633.00	4,389.00	4,456.00	5,952.00	5,756.00	66,274.00	67,278.00	0.00	0.00	203,991.00	206,653.00	1.30%
6150 Fringes	119,068.00	135,130.00	130,748.00	134,847.00	177,154.00	179,358.00	110,645.00	131,915.00	54,173.00	45,262.00	171,509.00	174,198.00	35,938.00	37,386.00	799,235.00	838,096.00	4.86%
Subtotal - Personnel	472,138.00	505,500.00	516,387.00	533,987.00	735,350.00	751,485.00	456,258.00	490,376.00	166,038.00	156,411.00	745,198.00	738,774.00	130,432.00	135,022.00	3,221,801.00	3,311,555.00	2.79%
Supplies and Services																	
6201 Training and Travel	4,055.00	4,177.00	3,570.00	3,677.00	1,835.00	1,890.00	3,570.00	3,677.00	200.00	206.00	2,550.00	2,627.00	2,000.00	2,060.00	17,780.00	18,314.00	3.00%
6206 Parking Permits	2,124.00	19,920.00	2,604.00	0.00	3,456.00	0.00	2,364.00	0.00	864.00	0.00	4,896.00	0.00	576.00	0.00	16,884.00	19,920.00	17.98%
6301 Supplies	4,500.00	4,635.00	2,730.00	2,812.00	3,950.00	4,069.00	2,250.00	2,318.00	0.00	100.00	37,400.00	38,522.00	7,650.00	7,880.00	58,480.00	60,336.00	3.17%
6303 Memberships	1,995.00	2,055.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,995.00	2,055.00	3.01%
6305 Awards and Recognition	850.00	850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	850.00	850.00	0.00%
6306 Janitorial	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,344.00	7,344.00	0.00	0.00	0.00	0.00	7,344.00	7,344.00	0.00%
6307 Food and Provisions	1,135.00	1,135.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,135.00	1,135.00	0.00%
6308 Landscaping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	-100.00%
6309.2 Tools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	100.00	0.00	0.00	0.00	0.00	50.00	100.00	100.00%
6311 Painting Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	-100.00%
6315 Library Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	578,185.00	595,531.00	0.00	0.00	578,185.00	595,531.00	3.00%
6320.2 Printing	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	0.00%
6323 Safety Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	150.00	0.00	0.00	0.00	0.00	100.00	150.00	50.00%
6324 Medical Supplies	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	100.00	50.00	-50.00%
6327 Misc. Equipment	0.00	0.00	250.00	0.00	500.00	1,000.00	0.00	0.00	250.00	250.00	0.00	0.00	66,000.00	66,000.00	67,000.00	67,250.00	0.37%
6407 Recycling	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,420.00	1,545.00	0.00	0.00	0.00	0.00	2,420.00	1,545.00	-36.16%
6412 Advertising	1,250.00	1,288.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00	1,288.00	3.04%
6413.1-.8 Utilities (see breakdown)	3,770.00	3,664.00	0.00	0.00	0.00	0.00	0.00	0.00	143,969.00	141,673.00	0.00	0.00	0.00	0.00	147,739.00	145,337.00	-1.63%
6416 Building Repair and Maint.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	3,000.00	0.00	0.00	0.00	0.00	5,000.00	3,000.00	-40.00%
6418 Equipment Repair and Maint	500.00	0.00	0.00	0.00	3,250.00	1,600.00	0.00	0.00	400.00	400.00	0.00	0.00	59,900.00	71,415.00	64,050.00	73,415.00	14.62%
6420 Facilities Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	186,199.00	178,037.00	0.00	0.00	0.00	0.00	186,199.00	178,037.00	-4.38%
6815 Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,250.00	8,498.00	8,250.00	8,498.00	3.01%
6599 Other Contracts	4,000.00	4,100.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	62,397.00	62,397.00	0.00	0.00	67,397.00	67,497.00	0.15%
Subtotal - Supplies and Services	24,379.00	41,924.00	10,154.00	7,489.00	12,991.00	8,559.00	8,184.00	5,995.00	346,946.00	332,855.00	685,428.00	699,077.00	144,376.00	155,853.00	1,232,458.00	1,251,752.00	1.57%
Total Library Expense	496,517.00	547,424.00	526,541.00	541,476.00	748,341.00	760,044.00	464,442.00	496,371.00	512,984.00	489,266.00	1,430,626.00	1,437,851.00	274,808.00	290,875.00	4,454,259.00	4,563,307.00	2.45%

Utilities Breakdown	2015	2016	2017	% change 16-17
16031.6413.1 Electric	110,250.00	98,538.00	109,161.00	10.78%
16031.6413.2 Gas	21,800.00	35,479.00	23,169.00	-34.70%
16031.6413.3 Water	5,100.00	5,154.00	4,871.00	-5.49%
16031.6413.4 Sewer	2,200.00	2,155.00	2,028.00	-5.89%
16031.6413.6 Storm water	2,325.00	2,643.00	2,444.00	-7.53%
16010.6413.7 Telephone	3,585.00	2,685.00	2,719.00	1.27%
16010.6413.8 Cellphone	950.00	1,085.00	945.00	-12.90%
Total - Utilities	146,210.00	147,739.00	145,337.00	-1.63%

Revenue	2015	2016	2017	% Change 16-17
16010.4232 Library Grants and Aids (County Reimbursement)	1,097,902.00	1,095,759.00	1,065,839.00	-2.73%
16010.4801 Charges for Service (Fines and Fees)	82,000.00	79,000.00	75,000.00	-5.06%
16010.5015 Rental of City Property	30,000.00	30,000.00	30,000.00	0.00%
16010.5035 Other Reimbursements (Administration)	0.00	0.00	0.00	0.00%
16021.5035 Community Foundation Grant (Children's Services)	15,000.00	15,000.00	0.00	-100.00%
16024.5035 Reader/Printer (Community Partnerships)	300.00	300.00	300.00	0.00%
16031.5001 Fees and Commissions (Vending)	1,500.00	1,500.00	1,500.00	0.00%
16033.5035 Internet Printing (Network Services)	17,000.00	17,000.00	18,500.00	8.82%
Total - Revenues	1,243,702.00	1,238,559.00	1,191,139.00	-3.83%

## **CITY OF APPLETON 2017 BUDGET**

# **LIBRARY**

**Library Director: Colleen T. Rortvedt**

**Assistant Library Director: Tasha M. Saecker**

# CITY OF APPLETON 2017 BUDGET LIBRARY

## MISSION STATEMENT

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

## DISCUSSION OF SIGNIFICANT 2016 EVENTS

### Maintain high quality library services

Implemented 2016 Public Access Technology Survey:

- 363 surveys were completed

- 46% of respondents who use the library's public access technology received help from staff

- 81% stated it is important or very important to have public access computers and internet available to the community

Evaluated and updated APL 150 long range plan

Had 208,922 visits as of May 2016, compared to 206,677 as of May 2015

Meeting room use is on track to exceed the 5,000 uses in 2016 (2015 usage: 4,414)

2015 summer program for children had 4,260 participants and the teen summer reading program had 1,217

participants, a record number (2016 numbers pending completion of program in August)

On track to circulate nearly 1.2 million physical items in 2016; self-checkout averages 79%

Offered high interest programs for all ages

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

Created bi-monthly "Classes and Events" publication, consolidating all our programming into one publication

Marketing e-blasts sent to approximately 5,000 e-mail addresses

Friends of the Appleton Public Library hosted fundraiser dinner, completed two successful used book sales, two fundraising letter campaigns, provided \$67,000 in grants directly from Friends funds, and served as fiscal agent for grants awarded from outside funding agencies

Hosted staff retreat in February 2016 with morning session for staff by nationally recognized trainer Pat Wagner and afternoon leadership session for supervisors

Hosted monthly staff trainings on continuing education and safety topics

Participating in statewide planning process for public library systems

Continued working with Washington Square group and security guard to improve neighborhood environment

### Continue to explore facility needs and options

Worked with city departments on mobility study and updates to the comprehensive plan

Researched alternative models of library facilities and new methods of providing service

Made repairs to the atrium flashing and patched carpeting

Updated public Wi-Fi improving service to patrons using their own devices to access the internet

### Continue cooperation with schools and other community organizations

Participated in 160 programs with local educational institutions, businesses, non-profits and civic groups

Secured grant funding from the United Way Fox Cities to expand Reach Out and Read throughout the Fox Cities

Participated as a major sponsor, coordinator and event site for the Fox Cities Community Read and Book Festival where APL had 639 attendees at our 13 programs

Hosted Hmong American Day Celebration attended by 270 people

Collaborated with local organizations on a Celebration of Hispanic Heritage annually

Became the host for the Memory Cafe that relocated from the Thompson Center

Opened Appleton Seed Library with The Seed Guild with a grant from the Community Foundation

### Utilize volunteers more effectively

In 2015 volunteers provided 8,079 hours of service. Currently we have 2,146 volunteer hours as of May 2016.

Continued to utilize volunteer greeter station, providing welcome and simple assistance as patrons enter the building

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

Expanded remote digital content by adding Comics Plus online comics and graphic novels, OnePlay Digital Gaming and continuing to offer e-courses through Gale Courses, e-books and audiobooks through Overdrive in conjunction with OWLSnet, Zinio (popular magazine online service) and IndieFlix (online streaming video service)

Offered a new online summer library program. Participation pending completion of the program in August

E-book use is up 13% from previous year

APL's Facebook page has established over 3,200 followers

# CITY OF APPLETON 2017 BUDGET LIBRARY

## MAJOR 2017 OBJECTIVES

Apply APL 150 strategies focusing on 21st century library service, serving as a community partner and participating in solving community problems utilizing the following strategic priorities and activities:

**Hub of Learning and Literacy** - We connect our community with opportunities for growth, self-instruction and inquiry. We recognize reading as the heart of the library's mission and also expand beyond it to offer our community additional ways to improve and develop.

**Collaborative Environment** - We celebrate our diverse community, serving as a place where understanding can grow. We work with many partners, allowing our entire community to benefit from shared knowledge and information.

**The Future: Children and Teens** - We provide youth of all ages in our community with programs and services that are age-appropriate, dynamic and inspiring. We ensure that families from all backgrounds find a supportive and strengthening place for their futures.

**Creation and Innovation** - We honor imagination, invention, and inspiration. We provide people, places and platforms to encourage discovery, development and originality.

**Enriched Entertainment** - We embrace the important role of entertainment in the lives of our community members and its ability to enhance and enrich our lives. We maintain a collection that covers the breadth of changing interests, technologies and formats.

**Specialized Services and Programs** - We support and sustain education for all ages. We address the varied needs within our community by offering targeted assistance for diverse populations.

**Engaged and Sustainable Organization** - Our knowledgeable and creative staff provides a patron experience that represents and aids our diverse community. We work closely with many organizations and partners to benefit those we serve.

Other specific objectives include:

Continue to plan for library facility needs

Expand outreach to parents and English Language Learners in the Hmong and Hispanic communities as well as finding ways to work with incoming refugees

Collaborate with schools and other community organizations

Serve as a location for civic engagement and public meetings

Implement comprehensive marketing plan

Continue to develop online "digital branch" offering increased access to digital content such as e-courses for lifelong learning

Improve website to make it easier to navigate

Incorporate information and results from system and state studies into library policies and operations

## DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2014	2015	Adopted 2016	Amended 2016	2017	Change *
<b>Program Revenues</b>		\$ 1,167,399	\$ 1,326,438	\$ 1,238,559	\$ 1,278,059	\$ 1,191,139	-3.83%
<b>Program Expenses</b>							
16010	Administration	470,304	489,943	496,517	510,169	547,424	10.25%
16021	Children's Services	505,915	553,706	526,541	541,892	541,476	2.84%
16023	Public Services	738,235	757,563	748,341	752,844	760,044	1.56%
16024	Community Partnerships	446,211	442,682	464,442	476,829	496,371	6.87%
16031	Building Operations	467,998	444,970	512,984	513,317	489,266	-4.62%
16032	Materials Management	1,438,134	1,476,526	1,430,626	1,463,156	1,437,851	0.51%
16033	Network Services	260,239	246,382	274,808	276,722	290,875	5.85%
<b>TOTAL</b>		\$ 4,327,036	\$ 4,411,772	\$ 4,454,259	\$ 4,534,929	\$ 4,563,307	2.45%
<b>Expenses Comprised Of:</b>							
Personnel		3,116,308	3,195,776	3,221,801	3,257,598	3,311,555	2.79%
Administrative Expense		111,351	88,021	104,468	107,968	109,954	5.25%
Supplies & Materials		639,054	673,096	645,685	672,058	663,181	2.71%
Purchased Services		65,850	70,005	71,067	86,067	70,330	-1.04%
Utilities		147,351	145,337	147,739	147,739	145,337	-1.63%
Repair & Maintenance		234,371	230,510	255,249	255,249	254,452	-0.31%
Capital Expenditures		12,751	9,027	8,250	8,250	8,498	3.01%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		45.50	46.50	46.00	46.00	46.00	

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

**Administration**

**Business Unit 16010**

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community" ; # 4: "Develop human resources to meet changing needs" and # 6: "Continuously improve the efficiency and effectiveness of City services".

**Objectives:**

Oversee and guide the library's long range plan throughout the daily operations of the library so staff members understand their roles in fulfilling the library's mission, vision and services utilizing APL's strategic priorities.

Ensure library responds to community needs and participate in initiatives supporting the LIFE Study.

Continue efforts to provide citizen engagement and transparency in library planning through public meetings, facilitated discussions, the apl.org website, as well as through social media efforts.

Continue to communicate the role of libraries in 21st century society.

Work with Washington Square collaboration with security guard collaboration.

Support the strategic plan of the Friends of Appleton Public Library; work with Friends to develop strong public/private partnerships to support the library in providing edge of excellence services.

Continue working on library facility plans. Ensure high quality service during facility planning and any transitions. Participate, as appropriate, in application of parking, mobility study and comprehensive plan recommendations.

Participate in statewide Public Library System Redesign process.

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

County revenues (16010.4232) are based on a reimbursement formula of use from 2 years prior. Decrease in revenue reflects decrease in circulation from non-Appleton residents.

Grant funds awarded are based on those known at the time of budget proposal.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Library activities, programs and services are responsive to community needs					
% of surveyed patrons who rate the library as responsive or very responsive	98%	97%	97%	97%	97%
<b>Strategic Outcomes</b>					
A better educated community					
Collaborations with educational institutions	108	160	110	110	160
<b>Work Process Outputs</b>					
Grant funds awarded	\$ 92,753	\$ 135,500	\$ 130,000	\$ 175,358	\$ 130,000
State-level meetings attended	36	24	30	30	30
Surveys conducted	1	1	1	1	1
Hours worked by library volunteers	7,408	8,079	8,000	8,000	8,000
Annual door count	524,918	459,780	510,000	510,000	500,000

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

Administration

Business Unit 16010

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4224 Misc State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
4232 Library Grants & Aids	902,006	1,101,454	1,095,759	1,095,759	1,065,839
4801 Charges for Serv.- Nontax	68,788	68,832	79,000	79,000	75,000
5015 Rental of City Property	30,000	30,000	30,000	30,000	30,000
5020 Donations & Memorials	1,452	1,297	-	-	-
5035 Other Reimbursements	83,736	56,508	-	25,500	-
Total Revenue	<u>\$ 1,085,982</u>	<u>\$ 1,258,091</u>	<u>\$ 1,204,759</u>	<u>\$ 1,230,259</u>	<u>\$ 1,170,839</u>
Expenses					
6101 Regular Salaries	\$ 331,337	\$ 346,460	\$ 342,648	\$ 351,800	\$ 359,445
6105 Overtime	551	-	-	-	-
6108 Part-Time	6,495	6,367	10,422	10,422	10,925
6150 Fringes	109,684	115,621	119,068	119,068	135,130
6201 Training\Conferences	6,412	2,402	4,055	7,555	4,177
6206 Parking Permits	2,084	2,133	2,124	2,124	19,920
6301 Office Supplies	3,453	3,004	4,500	4,500	4,635
6303 Memberships & Licenses	2,218	3,365	1,995	1,995	2,055
6304 Postage & Freight	57	0	-	-	-
6305 Awards & Recognition	645	846	850	850	850
6307 Food & Provisions	808	1,374	1,135	1,135	1,135
6320 Printing & Reproduction	-	54	100	100	100
6324 Medical/Lab Supplies	53	114	100	100	-
6412 Advertising	1,146	1,240	1,250	1,250	1,288
6413 Utilities	2,697	3,663	3,770	3,770	3,664
6418 Equip Repairs & Maint	164	-	500	500	-
6599 Other Contracts/Obligations	2,500	3,300	4,000	5,000	4,100
Total Expense	<u>\$ 470,304</u>	<u>\$ 489,943</u>	<u>\$ 496,517</u>	<u>\$ 510,169</u>	<u>\$ 547,424</u>

### DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

None



# CITY OF APPLETON 2017 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 # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community"; # 6: "Continuously improve the efficiency and effectiveness of City services".

**Objectives:**

Cultivate quality children's materials collections through careful selection and maintenance practices to support both education and recreation

Provide responsive customer service, including reference, readers' advisory and directional assistance

Develop and provide quality programs for more than 35,000 children and caregivers, including fieldtrips and group visits, age-appropriate programs for children birth to age 12, specialized programs for children with sensory challenges, specialized programs and services to minority and low income families, and reading incentive programs

Through Appleton Ready to Read (ARTR) outreach specialists, 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 formal referral system to link families with needed resources, providing in-home visits to families and building towards their full use of the library and its services.

Through Reach Out and Read program (ROR, a physician initiative to encourage family reading and assess pre-literacy skill development at well child visits), work with local medical clinics and regional libraries to bridge communication between agencies and promote library programs

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

In 2016, we received a 3 year grant of \$265,808 (\$77,694/year) from the United Way to continue our work supporting and spreading ROR. This grant supports a half-time Library Physician Liaison position and the purchase of age-appropriate books used by physicians at well-child visits.

In 2016, we received a \$9,500 grant from BMO Harris to deliver a new program to English Language Learning student.

In 2016, the library developed an online summer library program in addition to our longstanding paper programs.

In late 2015, the library updated half of the computer workstations in the Children's Section to iPads. The iPads are very popular but have proven to be difficult to quantify in terms of sessions or time used. The performance indicator below is only the sessions for the remaining computer workstations.

In 2017, work with Community Partnerships and Public Services to bring circulation services out into the community.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Children have access to a wide range of quality programs					
Attendance at children's programs	33,135	35,253	35,000	36,000	35,000
Computer workstation sessions	30,045	33,419	30,000	15,000	15,000
<b>Strategic Outcomes</b>					
Children discover joy of reading & develop love of learning					
Summer Library program participants	4,666	4,260	4,700	4,700	4,500
<b>Work Process Outputs</b>					
Reference transactions	23,450	26,493	24,000	21,000	23,000
Number of children's programs	997	1,057	1,000	950	1,000
Avg. number of attendance per program	33	33	35	40	35

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

Children's Services

Business Unit 16021

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
5035 Other Reimbursements	-	15,000	15,000	22,000	-
Total Revenue	\$ -	\$ 15,000	\$ 15,000	\$ 22,000	\$ -
Expenses					
6101 Regular Salaries	\$ 338,023	\$ 374,371	\$ 355,034	\$ 363,385	\$ 368,535
6105 Overtime	-	287	-	-	-
6108 Part-Time	38,132	36,490	30,605	30,605	30,605
6150 Fringes	111,102	128,876	130,748	130,748	134,847
6201 Training\Conferences	7,928	4,272	3,570	3,570	3,677
6206 Parking Permits	2,230	2,604	2,604	2,604	-
6301 Office Supplies	7,568	5,676	2,730	2,730	2,812
6320 Printing & Reproduction	127	-	-	-	-
6327 Miscellaneous Equipment	-	130	250	250	-
6599 Other Contracts/Obligations	805	1,000	1,000	8,000	1,000
Total Expense	\$ 505,915	\$ 553,706	\$ 526,541	\$ 541,892	\$ 541,476

### DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

None

# CITY OF APPLETON 2017 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 Strategy # 6: "Continuously improve the efficiency and effectiveness of City services".

#### Objectives:

Work with patrons in support of the strategies of Hub of Learning and Literacy and Enriched Entertainment. We work with other system libraries and State libraries in a collaborative environment. The section embraces new technologies and best library practices to continue to be an engaged and sustainable organization.

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. In 2016 staff are developing technology competencies for the adult service desks for increased consistency between desks and focused training in 2017. Each year we provide quality service to over 500,000 people.

Register new patrons and maintain a database of over 90,000 users. We process holds in conjunction with the Materials Management section: approx. 300,000 items each year. We send out overdue, billing and reserve notices and manage the collection process for long overdue items.

Promote and train the public on the use of the self-check machines by patrons at an average of 79% of library materials check out via self-check each month

Prepare and maintain displays of new and/or popular materials

Continue to work with Materials Management and OWLS to improve functionality of library catalog and discovery layer.

Oversee the inter-library loan process

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

Work with OWLS to implement a collection agency to recover billed materials and/or monies owed for bills and fines.

Work with Community Partnerships and Children's Librarians to bring circulation services out into the community.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Convenient and fast access to accurate information					
Reference questions answered	80,772	78,850	81,000	77,000	80,000
E-mail requests for information	2,296	3,102	2,600	3,200	3,000
<b>Strategic Outcomes</b>					
Members of the Appleton community who will use the library and encourage others to do so					
Number of registered patrons	95,392	95,392	94,000	91,000	91,000
Interloans obtained for patrons	145,601	140,892	130,000	145,000	140,000
<b>Work Process Outputs</b>					
Adult materials circulation	756,439	683,201	700,000	685,000	685,000
Children's materials circulation	517,697	483,496	460,000	450,000	450,000
Reserves filled for APL patrons	165,137	151,946	170,000	140,000	150,000

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

**Public Services**

**Business Unit 16023**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Expenses					
6101 Regular Salaries	\$ 455,525	\$ 472,762	\$ 471,847	\$ 476,350	\$ 484,494
6105 Overtime	99	-	-	-	-
6108 Part-Time	109,624	102,498	86,349	86,349	87,633
6150 Fringes	163,914	172,650	177,154	177,154	179,358
6201 Training\Conferences	1,290	1,296	1,835	1,835	1,890
6206 Parking Permits	3,168	3,456	3,456	3,456	-
6301 Office Supplies	3,021	3,511	3,950	3,950	4,069
6327 Miscellaneous Equipment	-	1,390	500	500	1,000
6418 Equip Repairs & Maint	1,594	-	3,250	3,250	1,600
6804 Machinery & Equipment	-	-	-	-	-
Total Expense	<u>\$ 738,235</u>	<u>\$ 757,563</u>	<u>\$ 748,341</u>	<u>\$ 752,844</u>	<u>\$ 760,044</u>

### DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

None

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

### Community Partnerships

Business Unit 16024

#### PROGRAM MISSION

Community Partnerships: Engage, Educate, Entertain, Elevate.

#### PROGRAM NARRATIVE

##### Link to City Goals:

Implements Key Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community"; # 6: "Continuously improve the efficiency and effectiveness of City services".

##### Objectives:

Connect members of the Appleton community with opportunities for growth, self-instruction, and inquiry in the library 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 the library's traditional and digital collection through the library's websites and social media sites

Provide access to local history materials, services, and programs. Collaborate with partner agencies; serve on local boards and participate in various organizations to increase collaboration to build shared capacity and connect patrons with local resources

Foster partnerships and celebrate our diverse community by providing lifelong learning opportunities through specialized services and programs

Present collections and up-to-date hardware and software in our digital creation lab

Incorporate Fox Cities Online (FOCOL) more fully into Library services while observing the agreement made with the former FOCOL board upon dissolution of FOCOL, Inc.

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

Work with Public Services and Children's Librarians to bring circulation services out into the community.

#### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
Members of the Appleton community find high quality programs at the library					
% of attendees evaluating programs "good" to "excellent" (survey done on odd years)					
Adult programs	99%	99%	98%	99%	99%
Young adult programs	100%	100%	99%	100%	100%
<b>Strategic Outcomes</b>					
Members of the Appleton community engage with the library as a hub of learning and literacy					
Young adult program attendance	8,794	10,954	10,000	9,200	9,500
Adult program attendance	6,709	6,023	6,000	8,000	7,000
<b>Work Process Outputs</b>					
Web page "hits" (page accesses)	1,173,889	1,084,342	1,200,000	1,250,000	1,200,000
Number of locally produced databases or digital collections available via web	10	10	10	10	10

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

**Community Partnerships**

**Business Unit 16024**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
5035 Other Reimbursements	\$ 4,878	\$ 341	\$ 300	\$ 7,300	\$ 300
Total Revenue	<u>\$ 4,878</u>	<u>\$ 341</u>	<u>\$ 300</u>	<u>\$ 7,300</u>	<u>\$ 300</u>
Expenses					
6101 Regular Salaries	\$ 329,276	\$ 330,149	\$ 341,224	\$ 346,611	\$ 354,005
6108 Part-Time	4,527	3,485	4,389	4,389	4,456
6150 Fringes	103,045	102,524	110,645	110,645	131,915
6201 Training\Conferences	2,709	3,095	3,570	3,570	3,677
6206 Parking Permits	2,076	1,788	2,364	2,364	-
6301 Office Supplies	4,561	1,641	2,250	2,250	2,318
6320 Printing & Reproduction	17	-	-	-	-
6599 Other Contracts/Obligations	-	-	-	7,000	-
Total Expense	<u>\$ 446,211</u>	<u>\$ 442,682</u>	<u>\$ 464,442</u>	<u>\$ 476,829</u>	<u>\$ 496,371</u>

### DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

None

# CITY OF APPLETON 2017 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 Strategy # 5: "Encourage sustainability" ; and Key Strategy # 6: "Continuously improve the efficiency and effectiveness of City services".

#### Objectives:

Maintain safety and security within the library through monitoring, conflict resolution and policy and procedure enforcement in collaboration with other city departments

Ensure the needs of library meeting room users are met by conducting meeting room set-ups and providing on-site assistance for staff programs and community

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

Facilitate the work done in the library by PRFMD by performing basic facility and equipment maintenance and cleaning and informing them of building needs and concerns; work with the cleaning service to ensure the library facility is being cleaned according to the service contract

Continue the replacement of desks and workstations in various staff areas of the library to replace furniture that is original to the 1981 library facility with furnishings designed to work with modern technology; furniture selected will be able to move to any future facility

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

None

### PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
<b>Client Benefits/Impacts</b>					
The public enjoys a safe and clean facility					
% of patrons satisfied with public meeting rooms (surveyed on even years)	97%	98%	95%	95%	97%
% of patrons satisfied with cleanliness of library (surveyed on even years)	95%	94%	95%	95%	95%
% of patrons satisfied with safety in the library (surveyed on even years)	94%	90%	95%	95%	95%
<b>Strategic Outcomes</b>					
The community increasingly uses opportunities for meetings, programs and discussions					
# of meetings and programs	4,270	4,414	4,400	5,000	5,000
<b>Work Process Outputs</b>					
# of satisfactory monthly inspections completed	12	12	12	12	12
# of staff training opportunities completed	21	21	20	20	20

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

**Building Operations**

**Business Unit 16031**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
5001 Fees & Commissions	\$ 5,748	\$ 1,459	\$ 1,500	\$ 1,500	\$ 1,500
Total Revenue	\$ 5,748	\$ 1,459	\$ 1,500	\$ 1,500	\$ 1,500
Expenses					
6101 Regular Salaries	\$ 96,101	\$ 87,574	\$ 105,913	\$ 106,246	\$ 105,393
6105 Overtime	34	206	-	-	-
6108 Part-Time	2,029	3,478	5,952	5,952	5,756
6150 Fringes	31,815	38,814	54,173	54,173	45,262
6201 Training\Conferences	70	-	200	200	206
6206 Parking Permits	864	864	864	864	-
6301 Office Supplies	51	-	-	-	100
6306 Building Maint./Janitorial	7,910	7,900	7,344	7,344	7,344
6308 Landscape Supplies	13	25	50	50	-
6309 Shop Supplies & Tools	23	-	50	50	100
6311 Paint & Supplies	18	67	100	100	-
6323 Safety Supplies	92	18	100	100	150
6324 Medical\Lab Supplies	-	-	-	-	50
6327 Miscellaneous Equipment	483	903	250	250	250
6407 Collection Services	2,281	2,687	2,420	2,420	1,545
6413 Utilities	144,654	141,674	143,969	143,969	141,673
6416 Build Repairs & Maint.	2,668	1,847	5,000	5,000	3,000
6418 Equip Repairs & Maint	182	482	400	400	400
6420 Facilities charges	178,710	158,431	186,199	186,199	178,037
Total Expense	\$ 467,998	\$ 444,970	\$ 512,984	\$ 513,317	\$ 489,266

### DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

None



# CITY OF APPLETON 2017 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 Strategy # 6: "Continuously improve the efficiency and effectiveness of City services".

##### Objectives:

Materials Management creates entries and database records for approximately 30,000 new titles in the online catalog. We process 39,000 items annually, including labels, RFID tags and jacket protectors. We receive 1,100 newspapers, periodicals and standing order subscriptions and process over 5,000 magazine issues for circulation and storage.

Work with Public Services on hold processes (both retrieving in-house holds for APL patrons and other system libraries, and receiving holds from other system libraries for checkout)

Collect and route approximately 120,000 items to fill reserves at other OWLSnet libraries; accurately check-in, sort and reshelv materials returned using the automated materials handling system

Continue to evaluate new electronic collection offerings/services/platforms such as online courses, e-publications of popular magazines, streaming downloads of films, e-books and e-audio books and e-language learning

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

In 2016 we merged two collections: Children's Paperbacks and Children's Fiction and reclassified Children's Fiction to match the organization by series. This gives us flexibility in the circulation system codes to continue reorganization projects in the future of the Children's collections.

#### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
People can obtain the materials they need quickly					
% of holds filled within 1 week of being placed	54%	54%	58%	57%	58%
Improved efficiencies in delivering service					
Number of volunteer hours in Materials Management	3,601	3,508	3,800	3,500	3,600
<b>Strategic Outcomes</b>					
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	281,743	291,739	300,000	292,344	295,000
<b>Work Process Outputs</b>					
# of volumes processed	36,295	34,940	36,000	35,000	35,000
# of volumes weeded	33,554	23,192	25,000	30,000	25,000

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

**Materials Management**

**Business Unit 16032**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
5035 Other Reimbursements	\$ 27,422	\$ 30,859	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 27,422</u>	<u>\$ 30,859</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 494,174	\$ 507,015	\$ 507,415	\$ 513,572	\$ 497,298
6108 Part-Time	94,311	92,129	66,274	66,274	67,278
6150 Fringes	139,666	158,666	171,509	171,509	174,198
6201 Training\Conferences	1,949	2,767	2,550	2,550	2,627
6206 Parking Permits	4,828	4,896	4,896	4,896	-
6301 Office Supplies	33,821	23,410	37,400	37,400	38,522
6315 Books & Library Materials	605,914	625,865	578,185	604,558	595,531
6327 Miscellaneous Equipment	4,353	-	-	-	-
6599 Other Contracts/Obligations	59,118	61,778	62,397	62,397	62,397
Total Expense	<u>\$ 1,438,134</u>	<u>\$ 1,476,526</u>	<u>\$ 1,430,626</u>	<u>\$ 1,463,156</u>	<u>\$ 1,437,851</u>

### DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

#### Office Supplies

General office supplies	\$ 3,856
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	19,283
RFID supplies	15,426
	<u>\$ 38,565</u>

#### Books & Library Materials

Children's materials	\$ 141,671
Adult materials	425,015
Digital Content Consortia	28,845
	<u>\$ 595,531</u>

#### Other Contracts/Obligations

OWLSnet contract	\$ 62,397
	<u>\$ 62,397</u>

# CITY OF APPLETON 2017 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 # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community" and # 6: "Continuously improve the efficiency and effectiveness of City services".

**Objectives:**

Replace 20% of staff and public computing devices annually to maintain reasonable levels of usability and maintain and update the network servers and software to insure responsiveness to patron and staff needs

Maintain and upgrade Library backup solutions to best provide data security and uptime for staff and patron. Maintain and upgrade online public access catalogs, public workstations, AV equipment, digital signage, RFID and AMH equipment. We filter and protect public connections to keep library and public technology reasonably safe

Provide network and software support for the video security system; maintain reliable data communication between the library's and OWLS' networks

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

Work with Community Partnerships to develop FOCOL, which was transitioned from a database owned by a 501(c)(3) to a library-owned local search engine

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

Digital Signage Solution: \$5,000. Our current signage solution vendor is changing priorities within their business which require us to modify our digital signage platform to best inform the public to what we have going on while in the Library.

Meeting Room A/V Upgrades \$5,000. Our Audio Visual System is aging and out of warranty. We are looking to do some replacements and installs including a new projector and replacing a failing subwoofer. These things are a great asset to our largest meeting room, with large impact on our patrons.

### PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
<b>Client Benefits/Impacts</b>					
People will have reliable access to up-to-date technology					
% surveyed who have used the library website (survey done on even years)	85%	85%	85%	85%	85%
<b>Strategic Outcomes</b>					
Hours of public internet computer use	53,830	49,015	53,000	46,000	50,000
Sessions on public computers	75,812	68,050	75,000	74,000	74,000
Community enjoys a high level of access to electronic information resources					
# of referrals to InfoSoup online catalog	219,734	223,206	248,000	223,000	225,000
Database sessions	295,222	255,721	280,000	300,000	280,000
<b>Work Process Outputs</b>					
PC workstations & other devices installed	40	40	40	40	40

# CITY OF APPLETON 2017 BUDGET

## LIBRARY

**Network Services**

**Business Unit 16033**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
<b>Revenues</b>					
5035 Other Reimbursements	\$ 43,369	\$ 20,688	\$ 17,000	\$ 17,000	\$ 18,500
<b>Total Revenue</b>	<u>\$ 43,369</u>	<u>\$ 20,688</u>	<u>\$ 17,000</u>	<u>\$ 17,000</u>	<u>\$ 18,500</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 119,646	\$ 83,857	\$ 94,494	\$ 96,408	\$ 97,636
6150 Fringes	37,198	31,497	35,938	35,938	37,386
6201 Training\Conferences	-	-	2,000	2,000	2,060
6206 Parking Permits	576	576	576	576	-
6301 Office Supplies	11,054	7,138	7,650	7,650	7,880
6315 Books & Library Materials	(228)	-	-	-	-
6327 Miscellaneous Equipment	28,189	45,918	66,000	66,000	66,000
6418 Equip Repairs & Maint	51,053	68,369	59,900	59,900	71,415
6815 Software Acquisition	12,751	9,027	8,250	8,250	8,498
<b>Total Expense</b>	<u>\$ 260,239</u>	<u>\$ 246,382</u>	<u>\$ 274,808</u>	<u>\$ 276,722</u>	<u>\$ 290,875</u>

### DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

#### Miscellaneous Equipment

Workstation replacements	\$ 56,000
Digital Signage Solution	5,000
Meeting Room A/V Upgrades	5,000
	<u>\$ 66,000</u>

#### Equipment Repairs and Maintenance

Public photocopier lease and fees	\$ 3,966
Software license for print management	2,147
Service contracts for automated material handling equipment	25,000
Service contracts for self checks	10,705
Service contract for security gates	1,969
Service contracts for miscellaneous equipment	27,628
	<u>\$ 71,415</u>

## CITY OF APPLETON 2017 BUDGET PROGRAM ADDITIONS/DELETIONS

IDENTIFICATION	
Title of Request:	Hispanic Outreach Specialist
Department:	Library
Program:	Children's Services
Priority:	1

FUNDING					
Description	Revenue	Personnel	Supplies & Services	Fixed Assets	Net
Year 2017 Budget Increase	-	32,570	-	-	\$ 32,570
Year 2017 Budget Reduction	-	-	-	-	\$ -
Future Years' Net Impact	-	-	-	-	\$ -

DESCRIPTION/JUSTIFICATION
<p>The half-time Hispanic Outreach Specialist position has been grant funded by a Basic Needs Community Foundation Grant for the last three years. That grant funding ends in 2016. Together with the Hmong Outreach Specialist, they make up Appleton Ready to Read, a library program that offers home visits, library tours and literacy programs for Hmong and Hispanic families. Those programs include Play &amp; Learn, a vibrant and active program that has Hmong, Hispanic and English editions that is offered on Sunday afternoons. It also includes a new program for school-aged children called ELL Night offered on Monday evenings throughout the year.</p> <p>The Hispanic Outreach Specialist position is a necessary component for the library to reach the Hispanic people in our community. Each Outreach Specialist creates bridges from the library to the community, forming relationships with individual families and offering real connections in their lives to the library. In the last three years, our Hispanic Outreach Specialist has served 70 families, including over 100 children. Over 1900 Hispanic patrons have attended the 57 Play &amp; Learn - Hispanic Edition classes, averaging more than 34 at each program.</p> <p>The Appleton Ready to Read program also has a robust referral component. The Hispanic Outreach Specialist has referred 85 children to AASD for various reasons. 20 children have been enrolled in EvenStart from APL referrals. 30 children were sent to Outagamie Birth to 3 Early Intervention. Over 35 parents were referred to the Fox Valley Literacy Coalition. In this way, APL is reaching beyond our own services to connect families in need with interventions that they desperately need and would not have been aware of.</p>
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div> <p><b>Account/subledger: Add (Delete)</b></p> <p>XXXXX.XXXX / XXXX <span style="border: 1px solid black; padding: 2px 10px;">32,570</span></p> </div> <div> <p><b>Account/subledger: Add (Delete)</b></p> </div> </div>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Building Envelope

PROJECT DESCRIPTION
<p>Justification:</p> <p>The building envelope is the physical separator between the conditioned and unconditioned environment. Stopping or minimizing premature failure of building components through proactive maintenance and capital repairs; protects our investment, saves on energy, and extends the service life of city buildings.</p> <p><b>Fire Stations:</b> (2019) Replacement of windows at various Fire Stations.  <b>Library:</b> (2018) Re-caulk the stone veneer panels.</p> <p><b>MSB:</b> (2020) Refinish the masonry walls on warehouse 156. (2021) Paint exterior of cold storage building.</p> <p><b>Police Station:</b> (2020) Re-caulk the pre-cast panel walls.</p> <p>Discussion of operating cost impact:</p> <p>There is no impact on operating cost anticipated.</p>

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2017	2018	2019	2020	2021	Total
PRFM	Fire Stations	-	-	75,000	-	-	\$ 75,000
	Library	-	20,000	-	-	-	\$ 20,000
	MSB	-	-	-	50,000	20,000	\$ 70,000
	Police Station	-	-	-	30,000	-	\$ 30,000
Facilities Capital Projects		-	20,000	75,000	80,000	20,000	\$ 195,000
Total - Facilities Capital Projects Fund		\$ -	\$ 20,000	\$ 75,000	\$ 80,000	\$ 20,000	\$ 195,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2017	2018	2019	2020	2021	Total
Planning	-	-	10,000	10,000	-	\$ 20,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	20,000	65,000	70,000	20,000	\$ 175,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 20,000	\$ 75,000	\$ 80,000	\$ 20,000	\$ 195,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Heating, Ventilating, and Air Conditioning Systems

PROJECT DESCRIPTION
<p>Justification:</p> <p>Upgrades are performed for three reasons: the current equipment is failing and can no longer be repaired; the equipment is not energy efficient and it makes good financial sense to replace to reduce operational costs; or there is a new need due to a change in operational requirements in the space it serves.</p> <p><b>Fire Stations:</b> (2018) Replace HVAC in Fire Station #4. (2019) Replace HVAC system at Fire Station #2 and replace furnaces in Fire Stations #3 &amp; 5. (2021) Replace furnace at Fire Station #1.</p> <p><b>Library:</b> (2020) Replace all VAV boxes and HVAC controls.</p> <p><b>Municipal Services Building:</b> (2018) Replace garage heaters. (2020) Replace roof-top units over garage area.</p> <p><b>PRFMD Facility:</b> (2017) Replace furnaces with an air-handling system. (2019) Replace exhaust fan. (2020) Replace make-up air units.</p> <p><b>Valley Transit:</b> (2018-2020) Replace infrared garage heaters and controls for vehicle storage area.</p> <p><b>Transit Center:</b> (2018) Install new controls in office area. (2020) Install split air HVAC system for offices.</p> <p><b>Water Plant:</b> (2018) Replace aging equipment. (2020) Replace aging equipment.</p> <p><b>Wastewater Plant:</b> (2017) Install new Boiler in B building. (2017) Modify boiler pumps and piping in T-Building. (2018) Replace the roof top unit on D-Building. (2019) Upgrade HVAC system at L-Building. (2020) Upgrade the HVAC components in the mechanical room at A-Building. (2021) Upgrade air handling units at S-Building. (2021) Upgrade HVAC on V-Building.</p> <p>Discussion of operating cost impact:</p> <p>It is expected that the improvements will reduce energy consumption and increase comfort due to more efficient operations. However, the actual energy cost impact will depend on variations in electric and gas rates and efficiency of equipment once specified during engineering.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
PRFM Fire	-	80,000	115,000	-	50,000	\$ 245,000
PRFMD Facility	240,000	-	60,000	75,000	-	\$ 375,000
Library	-	-	-	500,000	-	\$ 500,000
Municipal Services	-	185,000	-	-	150,000	\$ 335,000
<b>Facilities Capital Projects Func</b>	<b>240,000</b>	<b>265,000</b>	<b>175,000</b>	<b>575,000</b>	<b>200,000</b>	<b>\$ 1,455,000</b>
PRFM Transit Center	-	10,000	-	85,000	-	\$ 95,000
Valley Transit	-	20,000	20,000	20,000	-	\$ 60,000
<b>Valley Transit Capital Projects</b>	<b>-</b>	<b>30,000</b>	<b>20,000</b>	<b>105,000</b>	<b>-</b>	<b>\$ 155,000</b>
PRFM Wastewater Plant	180,000	115,000	125,000	125,000	250,000	\$ 795,000
<b>WW Utility Capital Projects</b>	<b>180,000</b>	<b>115,000</b>	<b>125,000</b>	<b>125,000</b>	<b>250,000</b>	<b>\$ 795,000</b>
PRFM Water Plant	-	75,000	-	75,000	-	\$ 150,000
<b>Water Utility Capital Projects</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>\$ 150,000</b>
<b>Total - HVAC Upgrades</b>	<b>\$ 420,000</b>	<b>\$ 485,000</b>	<b>\$ 320,000</b>	<b>\$ 880,000</b>	<b>\$ 450,000</b>	<b>\$ 2,555,000</b>

COST ANALYSIS						
Estimated Cash Flows						
Components	2017	2018	2019	2020	2021	Total
Planning	50,000	50,000	25,000	85,000	35,000	\$ 245,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	370,000	435,000	295,000	795,000	415,000	\$ 2,310,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 420,000</b>	<b>\$ 485,000</b>	<b>\$ 320,000</b>	<b>\$ 880,000</b>	<b>\$ 450,000</b>	<b>\$ 2,555,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Interior Finishes and Furniture

PROJECT DESCRIPTION
<p>Justification:</p> <p>Interior finishes and furniture generally have a life span of fifteen years before wearing out or becoming unsafe or requiring changes due to changes in user functions.</p> <p><b><u>Furniture Upgrades</u></b> - Furniture includes, but is not limited to the following in the workplace; furniture systems (work stations), seating (office chairs), work tools (keyboards, tray, etc.), conference tables, storage systems (file cabinets and bookcases, etc.), office furniture (desks, credenzas, etc.), etc.</p> <p><b>City Hall:</b> (2017) New office furniture for two work areas in the City Clerks office.  <b>Fire Stations:</b> (2018) New classroom furniture at Fire Station #1.  <b>Library:</b> (2017) New workstations in Materials Management area. (2018) Renovate the four service desks.  <b>Police Station:</b> (2017) Re-configuration of workstations. (2018) New conference room table and chairs.</p> <p><b><u>Interior Finishes Upgrades</u></b> - Interior finishes includes, but not limited to the following in the workplace; all wall coatings, ceiling tiles, carpet, various tiles, etc.</p> <p><b>City Hall:</b> (2019) Replace selective carpeting on 5th and 6th floors. (2020) Replace selective carpeting on 5th and 6th floors.  <b>Fire Stations:</b> (2017) Upgrade flooring in Fire Station #1. (2018-2021) Replace flooring in various Fire Stations.  <b>Library:</b> (2017) Replace carpeting in main entrance area. (2018) Replace carpeting on first floor. (2019) Replace carpeting on second floor. (2020) Replace carpeting in basement.  <b>MSB:</b> (2019) Replace ceiling grid in bay 157-D.  <b>Wastewater:</b> (2017) Painting of interior walls and tunnels. (2020) Painting of interior walls and tunnels.</p> <p>Discussion of operating cost impact:</p> <p>As this project entails the replacement of existing furniture and flooring, there is no anticipated operating expense impact.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
PRFM City Hall	25,000	-	40,000	40,000	-	\$ 105,000
Fire Stations	25,000	60,000	25,000	25,000	25,000	\$ 160,000
Library	60,000	200,000	100,000	100,000	-	\$ 460,000
Municipal Services	-	-	20,000	-	-	\$ 20,000
Police Station	22,500	30,000	-	-	-	\$ 52,500
<b>Facilities Capital Projects</b>	<b>132,500</b>	<b>290,000</b>	<b>185,000</b>	<b>165,000</b>	<b>25,000</b>	<b>\$ 797,500</b>
PRFM Wastewater	100,000	-	-	100,000	-	\$ 200,000
<b>WW Utility Capital Projects</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>\$ 200,000</b>
Total - Facilities Capital Projects	\$ 232,500	\$ 290,000	\$ 185,000	\$ 265,000	\$ 25,000	\$ 997,500
Fund						

COST ANALYSIS						
Estimated Cash Flows						
Components	2017	2018	2019	2020	2021	Total
Planning	10,000	25,000	20,000	12,000	-	\$ 67,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	222,500	265,000	165,000	253,000	25,000	\$ 930,500
Other	-	-	-	-	-	\$ -
Total	\$ 232,500	\$ 290,000	\$ 185,000	\$ 265,000	\$ 25,000	\$ 997,500
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Lighting Upgrades

PROJECT DESCRIPTION
<p>Justification:</p> <p>At city facilities and parks, many of the existing fixtures are outdated and have become maintenance intensive. In addition, these lights do not meet today's definition of being energy efficient. This CIP intends to make both improvements at one time.</p> <p><b>Fire Stations:</b> (2018) Upgrade exterior lighting at Fire Stations #1, #2, and #3. (2020) Upgrade interior and exterior lighting at various Fire Stations.</p> <p><b>Library:</b> (2019) Upgrade lighting controls.</p> <p><b>MSB:</b> (2017) Upgrade lighting: interior, exterior, and cold storage areas. (2019) Upgrade interior lighting (2021) Upgrade garage lighting and controls.</p> <p><b>Parks:</b> (2017-2021) Upgrade lighting at various City Parks.</p> <p><b>Police Station:</b> (2021) Upgrade exterior lighting</p> <p><b>PRFMD Facility:</b> (2020) Upgrade interior lighting.</p> <p><b>Wastewater:</b> (2017) Lighting upgrades to exterior lighting and stairwell lighting. (2019) Interior and exterior lighting upgrades. (2021) Interior and exterior lighting upgrades.</p> <p><b>Water plant:</b> (2018) Upgrade interior lighting and controls. (2020) Upgrade interior lighting and controls.</p> <p>Discussion of operating cost impact:</p> <p>Will reduce electrical costs. Total savings are dependent on hours of operation, quantity and type of fixtures used.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
PRFM Fire Stations	-	75,000	-	75,000	-	\$ 150,000
Library	-	-	50,000	-	-	\$ 50,000
MSB	75,000	-	75,000	-	75,000	\$ 225,000
Parks	100,000	100,000	100,000	100,000	100,000	\$ 500,000
Police Station	-	-	-	-	75,000	\$ 75,000
PRFMD	-	-	-	75,000	-	\$ 75,000
<b>Facilities Capital Projects</b>	<b>175,000</b>	<b>175,000</b>	<b>225,000</b>	<b>250,000</b>	<b>250,000</b>	<b>\$ 1,075,000</b>
PRFM Wastewater	75,000	-	75,000	-	75,000	\$ 225,000
<b>WW Utility Capital Projects</b>	<b>75,000</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>75,000</b>	<b>\$ 225,000</b>
PRFM Water Plant	-	75,000	-	75,000	-	\$ 150,000
<b>Water Utility Capital Projects</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>\$ 150,000</b>
Total - Facilities Capital Projects	\$ 250,000	\$ 250,000	\$ 300,000	\$ 325,000	\$ 325,000	\$ 1,450,000
Fund						

COST ANALYSIS						
Estimated Cash Flows						
Components	2017	2018	2019	2020	2021	Total
Planning	40,000	30,000	32,000	35,000	20,000	\$ 157,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	210,000	220,000	268,000	290,000	305,000	\$ 1,293,000
Other						
Total	\$ 250,000	\$ 250,000	\$ 300,000	\$ 325,000	\$ 325,000	\$ 1,450,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Roof Replacement

PROJECT DESCRIPTION	
Justification:	
Roof areas at various facilities are reaching their expected life and are in need of replacement. Blistering, membrane shrinkage, etc. is affecting base flashings and causing leaks. Roofs require annual preventive and corrective maintenance to maximize their useable life. Each roof is inspected annually and repairs are completed as necessary. A roof audit was completed and roof replacements have been prioritized. Priorities can change and are adjusted annually if needed.	
2017 - Fire Station #3 (\$75,000)	2020 - Parks - Various Pavilions (\$50,000)
2017 - Fire Station #5 (\$75,000)	2020 - Wastewater - B-Building (\$45,000)
2017 - Municipal Services Building - Partial/Final (\$250,000)	2020 - Reid G.C. - Pump house (\$10,000)
2018 - Parks - Pierce Log Building (\$20,000)	2021- Parks - AMP Amphitheater (\$30,000)
2018 - Valley Transit - Terminal Center Area (\$45,000)	2021 - Library - Partial (\$300,000)
2019 - Fire Station #1 (250,000)	2021- Parks - AMP Observation (\$20,000)
Discussion of operating cost impact:	
Roofs are the most critical component of a facility and require ongoing repair and replacement. The average life span of a well maintained roof can reach 25 years. The City has 113 roof areas totaling over 536,000 sq. ft. The total replacement cost is estimated at \$5,092,000. Based on a 25 year replacement cost, we should expect an average of approximately \$203,680 in replacement costs annually to keep our roofs up-to-date. No overall impact on operating costs is expected from roof replacements.	

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
PRFM Fire Stations	150,000	-	250,000	-	-	\$ 400,000
Library	-	-	-	-	300,000	\$ 300,000
MSB	250,000	-	-	-	-	\$ 250,000
Parks	-	20,000	-	50,000	50,000	\$ 120,000
Reid Golf Course	-	-	-	10,000	-	\$ 10,000
<b>Facilities Capital Projects</b>	<b>400,000</b>	<b>20,000</b>	<b>250,000</b>	<b>60,000</b>	<b>350,000</b>	<b>\$ 1,080,000</b>
PRFM Valley Transit	-	45,000	-	-	-	\$ 45,000
<b>Valley Transit Capital Projects</b>	<b>-</b>	<b>45,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 45,000</b>
PRFM Wastewater Plant	-	-	-	45,000	-	\$ 45,000
<b>WW Utility Capital Projects</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,000</b>	<b>-</b>	<b>\$ 45,000</b>
<b>Total - Roof Replacement Projects</b>	<b>\$ 400,000</b>	<b>\$ 65,000</b>	<b>\$ 250,000</b>	<b>\$ 105,000</b>	<b>\$ 350,000</b>	<b>\$ 1,170,000</b>

COST ANALYSIS						
Estimated Cash Flows						
Components	2017	2018	2019	2020	2021	Total
Planning	45,000	33,000	40,000	28,000	5,000	\$ 151,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	355,000	32,000	210,000	77,000	345,000	\$ 1,019,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 400,000</b>	<b>\$ 65,000</b>	<b>\$ 250,000</b>	<b>\$ 105,000</b>	<b>\$ 350,000</b>	<b>\$ 1,170,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Safety and Security Improvements

PROJECT DESCRIPTION
<p><b>Justification:</b></p> <p><b>Library: Upgrade Security</b> - (2017) This project will secure the employee work areas from the public areas with card access. (2018) This project will improve the security of holding area and in front of the circulation area.</p> <p><b>MSB: Upgrade Fire Protection System</b> - (2017) Upgrade the fire protection system throughout the MSB facility.</p> <p><b>Parks: Security Upgrades</b> - (2017-2021) The security upgrades will include but not limited to: cameras, auto-locks, card readers, and infrastructure upgrades.</p> <p><b>Police Station: Replace UPS unit</b> - (2017) The current UPS unit is in need of replacement. The required maintenance needed to get the current unit operating correctly is more than half the cost of a new unit. After completing a lifecycle cost analysis for repairing the existing or installing new, it was determined that installing new was the best fiscal choice.</p> <p><b>PRFMD Facility: Fire Alarm</b> - (2018) Install new fire alarm system with handicap alarms.</p> <p><b>Valley Transit: Install New Generator</b> - (2018) The existing generator is at the end of its life and is in need of constant maintenance. It was also determined that it would not be reliable in a power outage situation.</p> <p><b>Wastewater: Asbestos Removal</b> - (2017) Remove asbestos in A-Building, S-Building, and L-Building. (2019) Remove asbestos in ozoneator room.</p> <p><b>Water Plant: Upgrade Fire Protection System</b> - (2018) Upgrade the fire protection system at Water Treatment.</p> <p><b>Discussion of operating cost impact:</b></p> <p>Though CSO Officers would reduce time to open and close pavilions their time is utilized for other police matters, therefore would no reduction of labor hours is projected.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2017	2018	2019	2020	2021	Total
PRFM Library	40,000	65,000	-	-	-	\$ 105,000
MSB	125,000	-	-	-	-	\$ 125,000
Parks	30,000	30,000	30,000	30,000	30,000	\$ 150,000
Police Station	35,000	-	-	-	-	\$ 35,000
PRFMD	-	60,000	-	-	-	\$ 60,000
<b>Facilities Capital Projects</b>	<b>230,000</b>	<b>155,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>\$ 475,000</b>
PRFM Valley Transit	-	145,000	-	-	-	\$ 145,000
<b>Valley Transit Capital Projects</b>	<b>-</b>	<b>145,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 145,000</b>
PRFM Wastewater Plant	60,000	-	50,000	-	-	\$ 110,000
<b>WW Utility Capital Projects</b>	<b>60,000</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>\$ 110,000</b>
PRFM Water Plant	-	100,000	-	-	-	\$ 100,000
<b>Water Utility Capital Projects</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 100,000</b>
<b>Total - Safety &amp; Security Upgrades</b>	<b>\$ 290,000</b>	<b>\$ 400,000</b>	<b>\$ 80,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 830,000</b>

COST ANALYSIS						
Estimated Cash Flows						
Components	2017	2018	2019	2020	2021	Total
Planning	33,000	36,000	8,000	-	-	\$ 77,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	257,000	364,000	72,000	30,000	30,000	\$ 753,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 290,000</b>	<b>\$ 400,000</b>	<b>\$ 80,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 830,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

For the Six Months Ending June 30, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of June	Current YTD Actual As Of June	Percent of Amended Budget
LIB LIBRARY						
16010 Administration - Library						
4232 Library Grants & Aids	1,101,454.00	1,095,759	1,095,759	143,040.00	623,185.00	57
4801 Charges for Serv.- Nontax	63,832.39	79,000	79,000	5,419.70	30,961.27	39
5015 Rental of City Property	30,000.00	30,000	30,000	.00	10,000.00	33
5020 Donations & Memorials	1,296.90	0	0	985.00	1,154.81	0
5035 Other Reimbursements	56,507.48	0	24,500	153.95	24,653.95	101
00003951 Friends of Appleton Library						
5035	.00	0	1,000	13,156.57	47,251.61	4,725
00003953 Ready to Read - Comm Fdn						
5035	.00	0	0	15,000.00-	.00	0
16010 Administration - Library	1,253,090.77	1,204,759	1,230,259	147,755.22	737,206.64	
16021 Children's Services						
5035 Other Reimbursements	15,000.00	15,000	0	.00	.00	0
00003951 Friends of Appleton Library						
5035	.00	0	7,000	12,455.04	97,149.04	1,388
00003953 Ready to Read - Comm Fdn						
5035	.00	0	15,000	15,000.00	15,000.00	100
00003955 ELL						
5035	.00	0	0	.00	9,500.00	0
16021 Children's Services	15,000.00	15,000	22,000	27,455.04	121,649.04	
16024 Community Partnerships						
5035 Other Reimbursements	.00	300	300	.00	.00	0
00003950 Library Public Use Printers						
5035	340.60	0	0	27.65	127.45	0
00003951 Friends of Appleton Library						
5035	.00	0	7,000	.00	7,000.00	100
16024 Community Partnerships	340.60	300	7,300	27.65	7,127.45	
16031 Building Operations						
5001 Fees & Commissions	1,458.74	1,500	1,500	5.50	714.77	48
16031 Building Operations	1,458.74	1,500	1,500	5.50	714.77	
16032 Material Management						
5035 Other Reimbursements	30,734.67	0	0	1,630.14	13,641.56	0
00003950 Library Public Use Printers						
5035	124.14	0	0	.00	.00	0
16032 Material Management	30,858.81	0	0	1,630.14	13,641.56	
16033 Network Services						
5035 Other Reimbursements	21.00	17,000	17,000	.00	.00	0
00003950 Library Public Use Printers						
5035	20,666.67	0	0	2,188.91	11,210.53	0
16033 Network Services	20,687.67	17,000	17,000	2,188.91	11,210.53	
LIB LIBRARY	1,321,436.59	1,238,559	1,278,059	179,062.46	891,549.99	

For the Six Months Ending June 30, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of June	Current YTD Actual As Of June	Percent of Amended Budget
LIB LIBRARY						
16010 Administration - Library						
6101 Regular Salaries	312,482.82	342,648	351,800	40,175.03	153,706.24	44
6105 Overtime	2.59-	0	0	.00	.00	0
6107 Temp. Full - Time	.00	0	0	.00	801.47	0
6108 Part-Time	6,367.07	10,422	10,422	744.90	3,420.66	33
6110 Other Compensation	50.00	0	0	.00	.00	0
6115 Vacation Pay	33,929.52	0	0	1,339.37	10,698.09	0
6150 Fringes	115,621.31	119,068	119,068	14,950.52	57,468.69	48
6201 Training/Conferences	2,401.93	4,055	7,555	216.16	5,795.21	77
6206 Parking Permits	2,133.00	2,124	2,124	.00	2,148.00	101
6301 Office Supplies	3,003.45	4,500	4,500	440.09	1,632.76	36
6303 Memberships & Licenses	3,365.00	1,995	1,995	.00	2,737.00	137
6305 Awards & Recognition	845.77	850	850	78.00	853.64	100
6307 Food & Provisions	1,374.23	1,135	1,135	66.54	244.07	22
6320.1 City Copy Charges	.00	0	0	.00	20.00	0
6320.2 Outside Printing	54.25	100	100	.00	.00	0
6324 Medical\Lab Supplies	114.44	100	100	.00	.00	0
6412 Advertising	1,240.21	1,250	1,250	.00	127.92	10
6413.7 Telephone	2,718.59	2,685	2,685	229.42	1,354.71	50
6413.8 Cellular Phones	944.14	1,085	1,085	.00	407.35	38
6418 Equip Repairs & Maint	.00	500	500	.00	.00	0
6599 Other Contracts/Obligations	3,300.00	4,000	4,000	.00	2,825.00	71
00003951 Friends of Appleton Library						
6301 Office Supplies	.00	0	0	16.00	463.00	0
6305 Awards & Recognition	.00	0	0	.00	210.00	0
6307 Food & Provisions	.00	0	0	44.82	89.62	0
6599 Other Contracts/Obligations	.00	0	1,000	.00	330.00	33
16010 Administration - Library	489,943.14	496,517	510,169	58,300.85	245,333.43	
16021 Children's Services						
6101 Regular Salaries	342,146.82	355,034	363,385	35,042.30	162,006.88	45
6105 Overtime	287.03	0	0	.00	60.78	0
6108 Part-Time	36,489.77	30,605	30,605	6,140.97	21,829.90	71
6114 Sick Pay	2,529.80	0	0	.00	.00	0
6115 Vacation Pay	29,694.70	0	0	3,576.92	14,594.07	0
6150 Fringes	128,875.44	130,748	130,748	12,398.85	57,519.90	44
6201 Training/Conferences	4,271.91	3,570	3,570	393.66	1,033.62	29
6206 Parking Permits	2,604.00	2,604	2,604	.00	2,772.00	106
6301 Office Supplies	5,675.82	2,730	2,730	64.86	956.72	35
6327 Miscellaneous Equipment	130.42	250	250	.00	49.92	20
6599 Other Contracts/Obligations	1,000.00	1,000	1,000	.00	1,000.00	100
00003951 Friends of Appleton Library						
6201 Training/Conferences	.00	0	0	60.00	60.00	0
6301 Office Supplies	.00	0	0	516.85	586.39	0
6599 Other Contracts/Obligations	.00	0	7,000	.00	1,002.50	14
00003952 Reach Out & Read - United Way						
6301 Office Supplies	.00	0	0	248.65	3,294.87	0
00003954 Ready to Read - Appleton						
6301	.00	0	0	1,030.00	1,030.00	0
00003955 ELL						
6301	.00	0	0	2,311.90	2,311.90	0
16021 Children's Services	553,705.71	526,541	541,892	61,784.96	270,109.45	
16023 Public Services						
6101 Regular Salaries	411,575.76	471,847	476,350	37,700.21	205,201.71	43
6108 Part-Time	102,497.67	86,349	86,349	9,835.74	55,595.08	64
6114 Sick Pay	7,369.43	0	0	.00	1,046.10	0
6115 Vacation Pay	53,816.95	0	0	8,568.78	27,667.61	0
6150 Fringes	172,650.25	177,154	177,154	15,111.57	85,213.28	48
6201 Training/Conferences	1,295.96	1,835	1,835	300.00	917.52	50
6206 Parking Permits	3,456.00	3,456	3,456	.00	4,212.00	122
6301 Office Supplies	3,511.49	3,950	3,950	95.97	629.55	16
6327 Miscellaneous Equipment	.00	500	500	.00	.00	0
6418 Equip Repairs & Maint	1,390.00	3,250	3,250	.00	3,170.00	98

For the Six Months Ending June 30, 2016

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of June	Current YTD Actual As Of June	Percent of Amended Budget
16023 Public Services						
16023 Public Services	757,563.51	748,341	752,844	71,612.27	383,652.85	
6101 Regular Salaries	291,171.34	341,224	346,611	45,852.16	154,713.39	45
6108 Part-Time	3,484.48	4,389	4,389	1,359.19	4,613.36	105
6115 Vacation Pay	38,977.75	0	0	4,486.49	11,085.91	0
6150 Fringes	102,523.72	110,645	110,645	19,222.34	57,799.92	52
6201 Training/Conferences	3,095.16	3,570	3,570	207.52	1,690.20	47
6206 Parking Permits	1,788.00	2,364	2,364	.00	2,016.00	85
6301 Office Supplies	1,640.72	2,250	2,250	.00	520.43	23
00003951 Friends of Appleton Library						
6301	.00	0	0	569.51	1,288.19	0
6599 Other Contracts/Obligations	.00	0	7,000	480.00	919.99	13
16024 Community Partnerships	442,681.17	464,442	476,829	72,177.21	234,647.39	
16031 Building Operations						
6101 Regular Salaries	78,545.02	105,913	106,246	6,967.93	42,101.89	40
6105 Overtime	206.29	0	0	428.54	626.42	0
6108 Part-Time	3,478.42	5,952	5,952	632.04	2,665.29	45
6114 Sick Pay	.00	0	0	3,529.12	3,529.12	0
6115 Vacation Pay	9,028.92	0	0	1,683.75	4,687.93	0
6150 Fringes	38,814.05	54,173	54,173	5,121.22	20,948.74	39
6201 Training/Conferences	.00	200	200	.00	617.52	309
6206 Parking Permits	864.00	864	864	.00	972.00	113
6301 Office Supplies	.00	0	0	.00	45.84	0
6306 Building Maint./Janitorial	7,899.90	7,344	7,344	.00	3,589.14	49
6308 Landscape Supplies	25.03	50	50	.00	.00	0
6309.2 Tools & Instruments	.00	50	50	.00	.00	0
6311 Paint & Supplies	67.08	100	100	.00	.00	0
6323 Safety Supplies	18.17	100	100	.00	.00	0
6327 Miscellaneous Equipment	903.31	250	250	.00	194.88	78
6407 Collection Services	2,687.00	2,420	2,420	264.00	1,499.00	62
6413.1 Electric	109,161.14	98,538	98,538	10,566.87	48,154.39	49
6413.2 Gas	23,168.93	35,479	35,479	889.64	14,165.67	40
6413.3 Water	4,871.40	5,154	5,154	.00	2,513.05	49
6413.4 Waste Disposal/Collecti	2,028.32	2,155	2,155	.00	1,048.84	49
6413.6 Stormwater	2,444.49	2,643	2,643	.00	1,205.68	46
6416 Build Repairs & Maint.	1,838.94	5,000	5,000	.00	643.04	13
6418 Equip Repairs & Maint	481.55	400	400	.00	118.94	30
6420 Facilities charges	158,430.47	186,199	186,199	7,392.51	40,749.74	22
16031 Building Operations	444,962.43	512,984	513,317	37,475.62	190,077.12	
16032 Material Management						
6101 Regular Salaries	446,575.02	507,415	513,572	46,313.54	213,736.70	42
6107 Temp. Full-Time	1,795.08	0	0	1,010.04	6,025.10	0
6108 Part-Time	90,333.78	66,274	66,274	10,836.39	43,114.42	65
6110 Other Compensation	.00	0	0	.00	150.00	0
6114 Sick Pay	26.13	0	0	.00	.00	0
6115 Vacation Pay	60,413.73	0	0	8,190.35	25,433.28	0
6150 Fringes	158,665.78	171,509	171,509	18,504.53	82,165.71	48
6201 Training/Conferences	2,766.56	2,550	2,550	285.00	902.52	35
6206 Parking Permits	4,896.00	4,896	4,896	.00	5,184.00	106
6301 Office Supplies	23,409.55	37,400	37,400	1,137.26	10,382.56	28
6306 Building Maint./Janitorial	7.73	0	0	.00	.00	0
6315 Books & Library Materials	625,865.47	578,185	604,558	40,157.78	247,742.47	41
6599 Other Contracts/Obligations	61,778.00	62,397	62,397	.00	62,396.00	100
16032 Material Management	1,476,532.83	1,430,626	1,463,156	126,434.89	697,232.76	
16033 Network Services						

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Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Month of June	Current YTD Actual As Of June	Percent of Amended Budget
6101 Regular Salaries	78,781.44	94,494	96,408	10,837.60	43,376.99	45
6110 Other Compensation	.00	0	0	.00	100.00	0
6115 Vacation Pay	5,075.84	0	0	428.00	3,925.49	0
6150 Fringes	31,497.29	35,938	35,938	4,196.97	17,639.89	49
6201 Training/Conferences	.00	2,000	2,000	.00	617.52	31
6206 Parking Permits	576.00	576	576	.00	648.00	113
6301 Office Supplies	7,138.42	7,650	7,650	51.92	2,460.03	32
6327 Miscellaneous Equipment	45,918.23	66,000	66,000	94.59	14,608.74	22
6418 Equip Repairs & Maint	68,369.26	59,900	59,900	48.52	47,969.52	80
6815 Software Acquisition	9,027.07	8,250	8,250	80.59	2,215.03	27
16033 Network Services	246,383.55	274,808	276,722	15,738.19	133,561.21	
LIB LIBRARY	4,411,772.34	4,454,259	4,534,929	443,523.99	2,154,614.21	