City of Appleton

Meeting Agenda - Final

Library Board

Tuesday, July 16, 2019	4:30 PM	225 N. Oneida Street

1.   Call meeting to order

2.   Roll call of membership

3.   Approval of minutes from previous meeting

19-0966   June 18, 2019 Meeting Minutes

Attachments: June 18 2019 Meeting Minutes.pdf

Public Participation and Communications

Establish Order of the Day

4.   Action Items

19-0967   Bill Register - June 2019

Attachments: June Bill Register.pdf

June Expense Report.pdf

19-0980   July Budget Amendment

Attachments: July Budget Amendment Request.pdf

[19-0968](#)   Report of the Finance Committee

   Attachments: [Finance Committee Meeting Minutes 7-8-2019.pdf](#)

   [2020 Budget for Library Board.pdf](#)

   [2020 Library.pdf](#)

   [2020 Security Guard Addition amended.pdf](#)

   [2020 HVAC Systems CIP.pdf](#)

   [2020 Interior Finishes and Furniture CIP.pdf](#)

   [2020 Lighting Upgrades CIP.pdf](#)

   [2020 Roof Replacement CIP.pdf](#)

   [2020 Library Self Check CIP.pdf](#)

   [2020 Safety Security CIP.pdf](#)

   [2020 Library Grants.pdf](#)

[19-0969](#)   City Policies: Emergency and Evacuation Procedures - City Hall Policy, Personal Protective Equipment (PPE) Policy

   Attachments: [Evacuation Procedures2019.pdf](#)

   [Personal Protective Equipment (PPE)2019.pdf](#)

5.   Information Items

A.   Director's Report

[19-0970](#)   State of Wisconsin Biennial Budget

[19-0971](#)   2019 2nd Quarter Friends Grant Funded Program Summaries

   Attachments: [Friends Grant Funded Program Summaries 2nd Quarter 2019 Final.pdf](#)

[19-0972](#)   Library Board Terms and Officers

[19-0973](#)   Upcoming Library Board Committee Meetings

[19-0974](#)   August Trustee Webinars

   Attachments: [Trustree Training Week 2019 brochure.pdf](#)

B.   President's Report

[19-0975](#)   Safety and Security Update

19-0976   Trustee Training - Review and Discussion on Trustee Esentials Chapter 5
                 and Chapter 6: Hiring a Library Director and Evaluating the Director

                 Attachments: TE05.pdf

                                 TE06.pdf

C.   Staff Updates

19-0977   Children's Programs Update

6.   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.*

Meeting Minutes
Library Board

Tuesday, June 18, 2019	**4:30 PM**	**225 N. Oneida Street**

1. Call meeting to order

> **President Patricia Exarhos called the meeting to order at 4:31pm**

2. Roll call of membership

> **Others Present: Amanda Abshire, Beth Carpenter, Mayor Tim Hanna, Derik Henken, Colleen Holz, Tina Krueger, Adriana McCleer, Jessica Miller, Colleen Rortvedt, Tasha Saecker, Maureen Ward**
>
> **Kellner arrived at 4:37pm**

> **Present:** 10 - Bergman, Looker, Peterson, Kellner, Exarhos, Bloedow, Scheuerman, Alderperson Croatt, Hartjes and Mann
>
> **Excused:** 1 - Panella

3. Approval of minutes from previous meeting

[19-0837](#)   May 14, 2019 Meeting Minutes

> *Attachments:*   [May 14 2019 Meeting Minutes.pdf](#)

> **Scheuerman moved, seconded by Bloedow, that the May 14, 2019 Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)**

4. Public Participation and Communication

Establish Order of the Day

> **President Exarhos moved Information Item 6.C. 19-087 to the beginning of the agenda.**
>
> **President Exarhos called for a motion to move Action Items 19-0838 and 19-0839 to a Consent Agenda.**
>
> **Looker moved, seconded by Mann that Action Items 19-0838 and 19-0839 be moved to a Consent Agenda. Voice Vote. Motion Carried. (10-0)**

C. Staff Updates

19-0847   Summer Library Program

5.   Action Items

Looker moved, seconded by Peterson that Action Items 19-0838 and 19-0839 be approved. Voice Vote. Motion Carried. (10-0)

19-0838   Bill Register - May 2019

**Attachments:**   May Bill Register.pdf

                           May Expense Report.pdf

This Report Action Item was approved

19-0839   City Policies: Interpreter Policy, Seasonal Employment Policy

**Attachments:**   Interpreter Policy UPDATED informational.pdf

                           Seasonal Employment 2019 draft.pdf

This Report Action Item was approved

6.   Information Items

A.   Director's Report

Closed Session

Scheureman moved, seconded by Croatt that the Library Board move into Closed Session according to State Statute §19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session regarding the developments on bluff site 2 and soldier's square site and then reconvene into open session. Voice Vote. Motion Carried. (10-0)
Roll Call was taken.
The meeting went into Closed Session at 4:40pm.

Croatt moved, seconded by Bloedow that the meeting reconvene in Open Session. Voice Vote. Motion Carried. (10-0)
Roll Call was taken.
The meeting resumed Open Session at 5:08pm.

19-0840   Building Process Update

19-0841   2020 Budget Preparation

[19-0842](#)   Compliance with State Annual Report Deadline

[19-0843](#)   Imagine Fox Cities Discussion

B.   President's Report

[19-0844](#)   Safety and Security

     Attachments: [Library Update June 2019.pdf](#)

[19-0845](#)   Trustee   Training   -   Review   and   Discussion   on   Trustee   Essentials
Chapters 8 and 9: Developing the Library Budget and Managing the
Library's Money

     Attachments: [Trustee Essential 8 - Developing the library budget.pdf](#)

                                 [Trustee Essential 9 - Managing the Library's Money.pdf](#)

[19-0846](#)   Trustee Training Week August 12 - August 16, 2019

     Attachments: [Trustree Training Week 2019 brochure.pdf](#)

7.   Adjournment

**Peterson moved, seconded by Bloedow that the meeting be adjourned. Voice
Vote. Motion Carried. (10-0)**

The meeting was adjourned at 5:46pm

YEAR/PERIOD: 2019/6 TO 2019/6
ACCOUNT/VENDOR   DOCUMENT   PO   YEAR/PR TYP S   CHECK RUN CHECK   DESCRIPTION
_____

16010   Library Administration
16010   630100   Office Supplies
 002034 OFFICE DEPOT   13957   0   2019 6 INV P   60.47 pcard   Mailing Envelopes,

                                                               ACCOUNT TOTAL   60.47

16010   630700   Food & Provisions
 000763 KWIK TRIP, INC   13956   0   2019 6 INV P   7.18 pcard   POPCORN FOR MOVIE P

                                                               ACCOUNT TOTAL   7.18

16010   641308   Cellular Phones
 000250 CELLCOM APPLETON PCS 13243   0   2019 6 INV P   122.05 pcard   Cell phones

                                                               ACCOUNT TOTAL   122.05

16010   659900   Other Contracts/Obligation
 001830 SECURITAS SECURITY S 13423   0   2019 6 INV P   1,586.66 062619   538601 security guard

                                                               ACCOUNT TOTAL   1,586.66

                                                       ORG 16010   TOTAL   1,776.36

16021   Library Children's Services
16021   630100   Office Supplies
 999990 JOANN STORES #2099   13976   0   2019 6 INV P   4.95 pcard   MakerQuest

                                                               ACCOUNT TOTAL   4.95

16021   630700 3955   Food & Provisions ELL
 999990 PICK'N SAVE #187   13955   0   2019 6 INV P   88.94 pcard   PICK'N SAVE ELL DIN

                                                               ACCOUNT TOTAL   88.94

16021   659900   Other Contracts/Obligation
 999998 MARK JANSSEN   12828   0   2019 6 INV P   600.00 061919   538463 SLP PERFORMER
 999998 RANDY PETERSON   12829   0   2019 6 INV P   600.00 061919   538465 SLP PERFORMER
                                                                                  _____
                                                                                     1,200.00

                                                               ACCOUNT TOTAL   1,200.00

                                                       ORG 16021   TOTAL   1,293.89

16023   Library Public Services
16023   620100   Training/Conferences
 001645 WISCONSIN DEPARTMENT 13958   0   2019 6 INV P   20.00 pcard   Notary - Jennifer J

                                                               ACCOUNT TOTAL   20.00

16023   630100   Office Supplies
 002034 OFFICE DEPOT   13957   0   2019 6 INV P   17.12 pcard   Mailing Envelopes,

```
   YEAR/PERIOD: 2019/6  TO 2019/6
 ACCOUNT/VENDOR              DOCUMENT          PO      YEAR/PR  TYP S              CHECK RUN CHECK       DESCRIPTION
_____

                                                    ACCOUNT TOTAL              17.12

16023    659900                                     Other Contracts/Obligation
  002259 DEMCO SOFTWARE       12834             0       2019  6 INV P         6,834.00 061919         538441 boopsie app

                                                    ACCOUNT TOTAL           6,834.00

                                                    ORG 16023    TOTAL      6,871.12

16031                                       Library Building Operations
16031    630600                                     Building Maint./Janitorial
  000274 CINTAS CORPORATION   13207            0       2019  6 INV P            43.83 pcard            Rug cleaning
  000274 CINTAS CORPORATION   13247            0       2019  6 INV P            43.83 pcard            Rug cleaning
                                                                          _____
                                                                               87.66

  001333 TARTAN SUPPLY CO., I 13241            0       2019  6 INV P           352.50 pcard            Deoderizers

                                                    ACCOUNT TOTAL             440.16

16031    640700                                     Solid Waste/Recycling Pickup
  000023 ADVANCED DISPOSAL SO 13234            0       2019  6 INV P            74.00 pcard            Trash disposal

                                                    ACCOUNT TOTAL              74.00

16031    641301                                     Electric
  001575 WE ENERGIES          511              0       2019  6 INV P         7,634.60 062619         538640 4835-258-176 Librar

                                                    ACCOUNT TOTAL           7,634.60

16031    641302                                     Gas
  001575 WE ENERGIES          511              0       2019  6 INV P           951.83 062619         538640 5229-670-389 Public

                                                    ACCOUNT TOTAL             951.83

16031    641600                                     Build Repairs & Maint
  000866 MENARDS              13242            0       2019  6 INV P            27.85 pcard            Bins and clips

                                                    ACCOUNT TOTAL              27.85

                                                    ORG 16031    TOTAL      9,128.44

16032                                       Library Materials Management
16032    503500                                     Other Reimbursements
  000278 CITY OF KAUKAUNA     13514            0       2019  6 INV P             1.00 062619         538531 lost & paid

  001230 SHAWANO COUNTY       13510            0       2019  6 INV P            19.99 062619         538602 lost & paid

  001446 VILLAGE OF KIMBERLY  13515            0       2019  6 INV P            17.00 062619         538632 lost & paid

  001478 WAUPACA COUNTY       12131            0       2019  6 INV P            20.00 060519         538287 lost and paid
```

　　YEAR/PERIOD: 2019/6　TO 2019/6

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
001478 WAUPACA COUNTY	13513	0	2019	6 INV	P	10.00	062619	538635	lost & paid
						30.00			
001494 WEYAUWEGA PUBLIC LIB	13512	0	2019	6 INV	P	16.00	062619	538644	lost & paid
999998 ANGELINA PETERSON	13518	0	2019	6 INV	P	33.00	062619	538576	lost & paid
			ACCOUNT TOTAL			116.99			
16032 630100			Office Supplies						
001034 OUTAGAMIE WAUPACA LI	13424	0	2019	6 INV	P	247.87	062619	538586	barcodes
999990 CCI SOLUTIONS	12589	0	2019	6 INV	P	617.16	pcard		Audiobook Cases
			ACCOUNT TOTAL			865.03			
16032 631500			Books & Library Materials						
000889 MIDWEST TAPE	12827	0	2019	6 INV	P	4,989.28	061919	538459	media
000889 MIDWEST TAPE	13941	0	2019	6 INV	P	1,403.86	pcard		
000889 MIDWEST TAPE	13970	0	2019	6 INV	P	1,132.31	pcard		
						7,525.45			
001590 STATE BAR OF WISCONS	13211	0	2019	6 INV	P	76.02	pcard		
001983 AMAZON	13258	0	2019	6 INV	P	53.59	pcard		
002261 BAKER & TAYLOR	13412	0	2019	6 INV	P	29.98	062619	538517	media
999990 CHICAGO TRIB SUBSCRI	13257	0	2019	6 INV	P	280.28	pcard		
999990 INGRAM LIBRARY SERVI	13930	0	2019	6 INV	P	596.26	pcard		
999990 INGRAM LIBRARY SERVI	13931	0	2019	6 INV	P	240.42	pcard		
999990 INGRAM LIBRARY SERVI	13932	0	2019	6 INV	P	393.74	pcard		
999990 INGRAM LIBRARY SERVI	13933	0	2019	6 INV	P	284.22	pcard		
999990 INGRAM LIBRARY SERVI	13934	0	2019	6 INV	P	904.66	pcard		
999990 INGRAM LIBRARY SERVI	13935	0	2019	6 INV	P	225.86	pcard		
999990 INGRAM LIBRARY SERVI	13936	0	2019	6 INV	P	250.18	pcard		
999990 INGRAM LIBRARY SERVI	13937	0	2019	6 INV	P	298.31	pcard		
999990 INGRAM LIBRARY SERVI	13938	0	2019	6 INV	P	393.29	pcard		
999990 INGRAM LIBRARY SERVI	13939	0	2019	6 INV	P	1,134.17	pcard		
999990 INGRAM LIBRARY SERVI	13940	0	2019	6 INV	P	223.42	pcard		
999990 INGRAM LIBRARY SERVI	13959	0	2019	6 INV	P	-408.59	pcard		
999990 INGRAM LIBRARY SERVI	13960	0	2019	6 INV	P	327.17	pcard		
999990 INGRAM LIBRARY SERVI	13961	0	2019	6 INV	P	306.09	pcard		
999990 INGRAM LIBRARY SERVI	13962	0	2019	6 INV	P	155.04	pcard		
999990 INGRAM LIBRARY SERVI	13963	0	2019	6 INV	P	1,707.34	pcard		
999990 INGRAM LIBRARY SERVI	13964	0	2019	6 INV	P	233.47	pcard		
999990 INGRAM LIBRARY SERVI	13965	0	2019	6 INV	P	637.35	pcard		
999990 INGRAM LIBRARY SERVI	13966	0	2019	6 INV	P	392.62	pcard		
999990 INGRAM LIBRARY SERVI	13967	0	2019	6 INV	P	429.16	pcard		
999990 INGRAM LIBRARY SERVI	13968	0	2019	6 INV	P	242.18	pcard		

```
   YEAR/PERIOD: 2019/6  TO 2019/6
   ACCOUNT/VENDOR              DOCUMENT           PO      YEAR/PR  TYP S              CHECK RUN CHECK    DESCRIPTION
_____

      999990 INGRAM LIBRARY SERVI 13969           0      2019  6 INV P        454.84 pcard
                                                                           _____
                                                                              9,701.48

      999998 KARM KERWELL         13516           0      2019  6 INV P        100.00 062619      538577 MUSIC LICENSE RABBL

                                                        ACCOUNT TOTAL      17,486.52

16032   659900                                        Other Contracts/Obligation
      001398 UNIQUE MANAGEMENT SE 12833           0      2019  6 INV P        429.60 061919      538489 collection agency

                                                        ACCOUNT TOTAL         429.60

                                                    ORG 16032    TOTAL      18,898.14

16033                                                 Library Network Services
16033   641800                                          Equip Repairs & Maint
      000911 MODERN BUSINESS MACH 13244           0      2019  6 INV P        201.00 pcard             Copier contract
      000911 MODERN BUSINESS MACH 13245           0      2019  6 INV P        182.67 pcard             Copier contract
      000911 MODERN BUSINESS MACH 13246           0      2019  6 INV P        209.74 pcard             Copier contract
                                                                           _____
                                                                                593.41

      001961 WELLS FARGO FINANCIA 13413           0      2019  6 INV P        419.73 062619      538642 copier lease

                                                        ACCOUNT TOTAL       1,013.14

                                                    ORG 16033    TOTAL       1,013.14
========================================================================================================================
            FUND 100   General Fund                    TOTAL:             38,981.09
========================================================================================================================
```

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

JUNE 2019

FOR 2019 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
160 Library							
16010 Library Administration							
16010 423200 LIB GRANT	-1,043,692	-1,043,692	-587,303.90	56,432.14	.00	-456,388.10	56.3%*
16010 480100 CHG SVC	-65,000	-65,000	-23,236.46	-5,326.63	.00	-41,763.54	35.7%*
16010 501500 PROP RENT	-30,000	-30,000	-30,012.50	-12.50	.00	12.50	100.0%
16010 502000 DONATION	0	0	-55.19	-5.03	.00	55.19	100.0%
16010 503500 OTHR REIM	0	0	-9,365.66	.00	.00	9,365.66	100.0%
16010 610100 REG SAL	382,262	382,262	153,918.61	14,983.77	.00	228,343.39	40.3%
16010 610400 CALL TIME	0	0	9.60	.00	.00	-9.60	100.0%*
16010 610800 PART TIME	8,646	8,646	3,709.50	330.56	.00	4,936.50	42.9%
16010 611400 SICK	0	0	4,429.04	.00	.00	-4,429.04	100.0%*
16010 611500 VACATION	0	0	13,560.41	103.84	.00	-13,560.41	100.0%*
16010 615000 FRINGES	133,160	133,160	61,535.03	5,414.69	.00	71,624.97	46.2%
16010 620100 TRAINING	4,920	4,920	3,678.92	.00	.00	1,241.08	74.8%
16010 620600 PRKG PRMIT	20,880	20,880	20,729.00	.00	.00	151.00	99.3%
16010 630100 OFFICE SUP	4,635	4,635	1,282.16	60.47	.00	3,352.84	27.7%
16010 630300 LICENSES	2,200	2,200	1,630.70	.00	.00	569.30	74.1%
16010 630500 AWARDS	850	850	241.03	.00	.00	608.97	28.4%
16010 630700 FOOD	1,135	1,135	1,634.05	7.18	.00	-499.05	144.0%*
16010 632001 COPY CHGS	100	100	.00	.00	.00	100.00	.0%
16010 641200 ADVERTISNG	1,288	1,288	1,463.04	.00	.00	-175.04	113.6%*
16010 641307 TELEPHONE	3,290	3,290	1,472.53	244.19	.00	1,817.47	44.8%
16010 641308 CELL PHONE	1,428	1,428	739.18	122.05	.00	688.82	51.8%
16010 659900 OTH CONTR	32,625	32,625	22,183.42	1,586.66	.00	10,441.58	68.0%
TOTAL Library Administration	-541,273	-541,273	-357,757.49	73,941.39	.00	-183,515.51	66.1%
16021 Library Children's Services							
16021 503500 OTHR REIM	0	0	-10,800.00	.00	.00	10,800.00	100.0%
16021 610100 REG SAL	345,446	345,446	141,659.92	12,273.45	.00	203,786.08	41.0%
16021 610800 PART TIME	30,107	31,107	16,792.42	599.14	.00	14,314.58	54.0%
16021 611500 VACATION	0	0	11,277.28	1,355.36	.00	-11,277.28	100.0%*
16021 615000 FRINGES	140,683	140,733	57,203.58	5,059.41	.00	83,529.42	40.6%
16021 620100 TRAINING	4,405	4,405	2,677.35	1,400.00	.00	1,727.65	60.8%
16021 630100 OFFICE SUP	2,812	14,381	3,268.34	4.95	.00	11,112.66	22.7%
16021 630700 3955 FOOD	0	1,200	234.89	88.94	.00	965.11	19.6%

JUNE 2019

FOR 2019 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16021 659900 OTH CONTR	4,600	4,600	3,640.00	1,200.00	.00	960.00	79.1%
TOTAL Library Children's Services	528,053	541,872	225,953.78	21,981.25	.00	315,918.22	41.7%
16023 Library Public Services							
16023 503500 OTHR REIM	-150	-150	-1,168.87	.00	.00	1,018.87	779.2%
16023 610100 REG SAL	496,600	496,600	195,835.26	15,408.32	.00	300,764.74	39.4%
16023 610800 PART TIME	89,079	89,079	41,392.42	2,577.34	.00	47,686.58	46.5%
16023 611500 VACATION	0	0	16,883.29	2,646.09	.00	-16,883.29	100.0%*
16023 615000 FRINGES	162,911	162,911	68,587.60	5,430.41	.00	94,323.40	42.1%
16023 620100 TRAINING	2,565	2,565	820.00	20.00	.00	1,745.00	32.0%
16023 630100 OFFICE SUP	3,500	3,500	676.39	17.12	.00	2,823.61	19.3%
16023 632700 MISC EQ	1,000	1,000	.00	.00	.00	1,000.00	.0%
16023 641800 EQUIP REPR	500	500	.00	.00	.00	500.00	.0%
16023 659900 OTH CONTR	5,980	5,980	6,834.00	6,834.00	.00	-854.00	114.3%*
TOTAL Library Public Services	761,985	761,985	329,860.09	32,933.28	.00	432,124.91	43.3%
16024 Library Community Partnerships							
16024 503500 OTHR REIM	0	0	-8,500.00	.00	.00	8,500.00	100.0%
16024 610100 REG SAL	334,235	334,235	126,385.05	10,863.44	.00	207,849.95	37.8%
16024 610800 PART TIME	0	20,000	8,564.18	734.57	.00	11,435.82	42.8%
16024 611500 VACATION	0	0	16,326.19	1,110.86	.00	-16,326.19	100.0%*
16024 615000 FRINGES	141,506	146,506	68,141.63	5,972.22	.00	78,364.37	46.5%
16024 620100 TRAINING	4,450	4,450	650.02	110.78	.00	3,799.98	14.6%
16024 630100 OFFICE SUP	2,812	3,654	2,041.85	.00	.00	1,612.15	55.9%
16024 659900 OTH CONTR	0	0	4,332.00	.00	.00	-4,332.00	100.0%*
TOTAL Library Community Partnersh	483,003	508,845	217,940.92	18,791.87	.00	290,904.08	42.8%
16031 Library Building Operations							
16031 500100 COMMISSION	-1,500	-1,500	-527.54	-8.65	.00	-972.46	35.2%*
16031 503500 OTHR REIM	0	0	-109.55	1.00	.00	109.55	100.0%
16031 610100 REG SAL	108,743	108,743	44,944.54	3,724.24	.00	63,798.46	41.3%
16031 610500 OT	0	0	17.39	.00	.00	-17.39	100.0%*

FOR 2019 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16031 610800 PART TIME	3,892	3,892	1,686.27	140.79	.00	2,205.73	43.3%
16031 611500 VACATION	0	0	3,502.66	526.96	.00	-3,502.66	100.0%*
16031 615000 FRINGES	50,549	50,549	21,959.99	1,925.61	.00	28,589.01	43.4%
16031 620100 TRAINING	830	830	.00	.00	.00	830.00	.0%
16031 630100 OFFICE SUP	0	0	28.48	.00	.00	-28.48	100.0%*
16031 630600 BLDG SUPPL	10,187	10,187	8,157.67	440.16	.00	2,029.33	80.1%
16031 630902 TOOLS	150	150	.00	.00	.00	150.00	.0%
16031 632300 SFETY SUPL	550	550	74.39	.00	.00	475.61	13.5%
16031 632700 MISC EQ	650	650	112.19	.00	.00	537.81	17.3%
16031 640700 WASTE P/U	2,507	2,507	1,128.00	74.00	.00	1,379.00	45.0%
16031 641301 ELECTRIC	101,444	101,444	39,711.84	7,634.60	.00	61,732.16	39.1%
16031 641302 GAS	24,676	24,676	13,311.24	951.83	.00	11,364.76	53.9%
16031 641303 WATER	4,996	4,996	2,135.53	.00	.00	2,860.47	42.7%
16031 641304 SEWER	2,083	2,083	880.74	.00	.00	1,202.26	42.3%
16031 641306 STORMWTR	2,781	2,781	1,504.60	.00	.00	1,276.40	54.1%
16031 641600 BLDG REPR	2,000	2,000	595.19	27.85	.00	1,404.81	29.8%
16031 641800 EQUIP REPR	400	400	.00	.00	.00	400.00	.0%
16031 642000 FMD CHG	175,293	175,293	48,383.33	.00	.00	126,909.67	27.6%
TOTAL Library Building Operations	490,231	490,231	187,496.96	15,438.39	.00	302,734.04	38.2%

16032 Library Materials Management

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16032 503500 OTHR REIM	0	0	-35,624.90	-2,118.10	.00	35,624.90	100.0%
16032 610100 REG SAL	515,030	515,030	201,428.51	15,963.08	.00	313,601.49	39.1%
16032 610800 PART TIME	69,179	69,179	43,797.04	3,558.09	.00	25,381.96	63.3%
16032 611500 VACATION	0	0	20,542.08	2,946.52	.00	-20,542.08	100.0%*
16032 615000 FRINGES	173,312	173,312	72,233.38	5,902.08	.00	101,078.62	41.7%
16032 620100 TRAINING	3,324	3,324	1,000.00	.00	.00	2,324.00	30.1%
16032 630100 OFFICE SUP	30,522	30,522	13,969.62	865.03	.00	16,552.38	45.8%
16032 631500 BOOKS	597,644	619,334	241,673.19	17,486.52	.00	377,660.81	39.0%
16032 659900 OTH CONTR	68,978	68,978	65,642.70	429.60	.00	3,335.30	95.2%
TOTAL Library Materials Managemen	1,457,989	1,479,679	624,661.62	45,032.82	.00	855,017.38	42.2%

16033 Library Network Services

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16033 503500 OTHR REIM	-18,500	-18,500	-11,865.33	-1,269.98	.00	-6,634.67	64.1%*
16033 610100 REG SAL	98,322	98,322	36,034.51	3,866.40	.00	62,287.49	36.6%
16033 610500 OT	0	0	225.33	.00	.00	-225.33	100.0%*

FOR 2019 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16033 611500 VACATION	0	0	6,358.96	.00	.00	-6,358.96	100.0%*
16033 615000 FRINGES	41,204	41,204	17,923.22	1,590.79	.00	23,280.78	43.5%
16033 620100 TRAINING	2,740	2,740	1,198.00	.00	.00	1,542.00	43.7%
16033 630100 OFFICE SUP	1,500	1,500	25.62	.00	.00	1,474.38	1.7%
16033 632700 MISC EQ	67,980	67,980	35,198.18	.00	6,720.00	26,061.82	61.7%
16033 641800 EQUIP REPR	84,565	84,565	51,159.68	1,013.14	.00	33,405.32	60.5%
16033 681500 SOFTWARE	8,498	8,498	202.33	.00	.00	8,295.67	2.4%
TOTAL Library Network Services	286,309	286,309	136,460.50	5,200.35	6,720.00	143,128.50	50.0%

2550 Library Grants
_____

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2550 503500 OTHR REIM	-86,086	-86,086	-70,126.00	-1,250.00	.00	-15,960.00	81.5%*
2550 599900 FUND BAL	0	-79,139	.00	.00	.00	-79,139.00	.0%*
2550 610100 REG SAL	22,394	22,394	9,435.61	884.80	.00	12,958.39	42.1%
2550 611500 VACATION	0	0	912.32	.00	.00	-912.32	100.0%*
2550 615000 FRINGES	367	367	168.56	14.55	.00	198.44	45.9%
2550 620100 TRAINING	2,300	2,300	169.79	.00	.00	2,130.21	7.4%
2550 630100 OFFICE SUP	3,000	3,000	2,932.80	120.03	.00	67.20	97.8%
2550 631500 BOOKS	38,425	117,564	25,354.53	1,767.25	.00	92,209.47	21.6%
2550 640400 CONSULT	4,600	4,600	.00	.00	.00	4,600.00	.0%
2550 641200 ADVERTISNG	15,000	15,000	.00	.00	.00	15,000.00	.0%
TOTAL Library Grants	0	0	-31,152.39	1,536.63	.00	31,152.39	100.0%
TOTAL Library	3,466,297	3,527,648	1,333,463.99	214,855.98	6,720.00	2,187,464.01	38.0%
TOTAL REVENUES	-1,244,928	-1,324,067	-788,695.90	46,442.25	.00	-535,371.10	
TOTAL EXPENSES	4,711,225	4,851,715	2,122,159.89	168,413.73	6,720.00	2,722,835.11	
GRAND TOTAL	3,466,297	3,527,648	1,333,463.99	214,855.98	6,720.00	2,187,464.01	38.0%

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

JUNE 2019

REPORT OPTIONS

```
          Field #      Total   Page Break    Year/Period: 2019/ 6
Sequence 1      3         Y          N       Print revenue as credit: Y
Sequence 2      9         Y          N       Print totals only: N
Sequence 3      0         N          N       Suppress zero bal accts: Y
Sequence 4      0         N          N       Print full GL account: N
                                             Double space: N
 Report title:                               Roll projects to object: Y
  YEAR-TO-DATE BUDGET REPORT
  JUNE 2019                                  Carry forward code: 1
                                             Print journal detail: N
 Print Full or Short description: S            From Yr/Per: 2018/12
 Print MTD Version: Y                           To Yr/Per: 2018/12
 Print Revenues-Version headings: N          Include budget entries: Y
 Format type: 1                              Incl encumb/liq entries: Y
 Print revenue budgets as zero: N            Sort by JE # or PO #: J
 Include Fund Balance: N                     Detail format option: 1
 Include requisition amount: N
 Multiyear view: D


        Find Criteria
Field Name          Field Value

Org
Object
Project
Rollup code
Account type
Account status
```

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2019

Budget Description	Business Unit	Acct. No.	Sub Acct No.	Subledger No.	Transfer Amount
Other Reimbursements: Friends Distribution	LIB-FRIEND	LIBADMIN	OTHREIMB		$ 5,300.00
Admin: Training/Travel	LIB-FRIEND	LIBADMIN	TRAIN/CONF		$ 1,000.00
Admin: Memberships	LIB-FRIEND	LIBADMIN	MEMBERLIC		$ 1,600.00
Admin: Awards & Recognition	LIB-FRIEND	LIBADMIN	AWARDREC		$ 1,000.00
Admin: Food & Provisions	LIB-FRIEND	LIBADMIN	FOOD/PROV		$ 2,000.00
Admin: Printing	LIB-FRIEND	LIBADMIN	OUTPRINT		$ 1,000.00
Admin: Advertising	LIB-FRIEND	LIBADMIN	ADVERTISING		$ 1,000.00
Admin: Contracts	LIB-FRIEND	LIBADMIN	OTHCONTR		$ 3,000.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	CHILDSERV	OTHREIMB		$ 11,300.00
Childrens: Supplies	LIB-FRIEND	CHILDSERV	SUPPLIES		$ 5,500.00
Childrens: Memberships	LIB-FRIEND	CHILDSERV	MEMBERLIC		$ 300.00
Childrens: Contracts	LIB-FRIEND	CHILDSERV	OTHCONTR		$ 5,500.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	PUBLICSERV	OTHREIMB		$ 1,100.00
Public Services: Supplies	LIB-FRIEND	PUBLICSERV	SUPPLIES		$ 800.00
Public Services: Contracts	LIB-FRIEND	PUBLICSERV	OTHCONTR		$ 300.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	COMMPART	OTHREIMB		$ 9,000.00
Community Partnerships: Supplies	LIB-FRIEND	COMMPART	SUPPLIES		$ 3,000.00
Community Partnerships: Memberships	LIB-FRIEND	COMMPART	MEMBERLIC		$ 500.00
Community Partnerships: Contracts	LIB-FRIEND	COMMPART	OTHCONTR		$ 5,500.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	MATERIALS	OTHREIMB		$ 3,800.00
Materials Management: Library Materials	LIB-FRIEND	MATERIALS	BOOKS/MATS		$ 3,800.00
Other Reimbursements: Friends Distribution	LIB-FRIEND	NETWORK	OTHREIMB		$ 2,500.00
Network Services: Misc. Equipment	LIB-FRIEND	NETWORK	MISCEQUIP		$ 2,500.00
Other Reimbursements: Admin	16023	503500			$ 5,979.75
Admin: Other Contracts	16010	659900			$ 5,979.75

For the purpose of:

-Friends Distribution
-WiLS reimbursement for 2018 Demco fee

Requested by:

_____   _____
Department Head   Date

Budget Entry (BE) No.:_____

Approved by:

_____   _____
Tony D. Saucerman, Finance Director   Date

_____   _____
Timothy M. Hanna, Mayor   Date

Reported to Finance Committee:
                                                                               _____
                                                                               Date
Additional comments:

BUDGET AMENDMENT POLICY, revised 7/07:

The following items require approval of the Mayor and the Finance Director and will be reported to the Finance Committee
as information items:
  - Transfers of $15,000 or less between operations programs within a department or between departments within a fund ;
  - New appropriations of $15,000 or less funded by grants, user fees, or other non-tax revenues.
The following items will be reported to the Finance Committee as action items and require approval by two thirds of the
Common Council:
  - Transfers in excess of $15,000 between programs within a department or departments within a fund;
  - New appropriations in excess of $15,000 funded by grants, user fees, or other non-tax revenues;
  - Any transfers between funds;
  - Any new appropriations funded by debt or current year tax levy;
  - Any carryover of unexpended budgets from a prior period;
  - Any transfers from the reserve for contingencies;
  - Use of funds budgeted for a particular capital project for any other purpose.
  - Use of budgeted personnel dollars to increase the supplies and services budget .

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

http://intranet/Appleton/forms/documents/finance/Budget Amendment Request Form.xlsx

City of Appleton

Meeting Minutes
Library Board

Monday, July 8, 2019	**3:00 PM**	**225 N. Oneida Street**

Finance Committee Meeting

1.   Call meeting to order

> **Finance Committee Chairperson Terry Bergman called the meeting to order at 3:01pm**

2.   Roll call of membership

> **Others Present: Jessica Miller, Colleen Rortvedt, Tasha Saecker, Maureen Ward**

> **Present:**   3 -   Bergman, Alderperson Croatt and Looker

> **Excused:** 1 -   Mann

3.   Action Items

19-0923   2020 Library Operating Budget

Attachments: 2020 Budget for Library Board.pdf

                      2020 Library.pdf

Looker moved, seconded by Alderperson Croatt, that the 2020 Library Operating Budget be recommended for approval. Voice Vote. Motion Carried. (3-0)

19-0924   2020 Request for Addition: Security Guard

Attachments: 2020 Security Guard Addition amended.pdf

Alderperson Croatt moved, seconded by Looker, that the 2020 Request for Addition: Security Guard in the amount of $30,098 be recommended for approval as amended. Voice Vote. Motion Carried. (3-0)

19-0925   2020 Capital Improvements Program Request for HVAC Systems

Attachments: 2020 HVAC Systems CIP.pdf

Looker moved, seconded by Alderperson Croatt, that the 2020 Capital Improvements Program Request for HVAC Systems be recommended for approval. Voice Vote. Motion Carried. (3-0)

19-0926 | 2020 Capital Improvements Program Request for Interior Finishes and Furniture

Attachments: 2020 Interior Finishes and Furniture CIP.pdf

Alderperson Croatt moved, seconded by Looker, that the 2020 Capital Improvements Request for Interior Finishes and Furniture be recommended for approval. Voice Vote. Motion Carried. (3-0)

19-0927 | 2020 Capital Improvements Request for Library Lighting Upgrades

Attachments: 2020 Lighting Upgrades CIP.pdf

Looker moved, seconded by Alderperson Croatt, that the 2020 Capital Improvements Request for Library Lighting Upgrades be recommended for approval. Voice Vote. Motion Carried. (3-0)

19-0928 | 2020 Capital Improvements Program Request for Roof Replacement

Attachments: 2020 Roof Replacement CIP.pdf

Looker moved, seconded by Alderperson Croatt, that the 2020 Capital Improvements Request for Roof Replacement be recommended for approval. Voice Vote. Motion Carried. (3-0)

19-0929 | 2020 Capital Improvements Program Request for Library Self Check Replacement

Attachments: 2020 Library Self Check CIP.pdf

Alderperson Croatt moved, seconded by Looker, that the 2020 Capital Improvements Request for Library Self Check Replacement be recommended for approval. Voice Vote. Motion Carried. (3-0)

19-0930 | 2020 Capital Improvements Program Request for Safety and Security

Attachments: 2020 Safety_Security CIP.pdf

Looker moved, seconded by Alderperson Croatt, that the 2020 Capital Improvements Request for Safety and Security be recommended for approval. Voice Vote. Motion Carried. (3-0)

19-0931 | 2020 Special Revenue Funds for Reach Out and Read - Fox Cities

Attachments: 2020 Library Grants.pdf

Alderperson Croatt moved, seconded by Looker, that the 2020 Special Revenue Funds for Reach Out and Read - Fox Cities be recommended for approval. Voice Vote. Motion Carried. (3-0)

4. Adjournment

Looker moved, seconded by Alderperson Croatt that the meeting be adjourned. Voice Vote. Motion Carried. (3-0)
The meeting adjourned at 3:50pm

	2019 Admin (16010)	2020 Admin (16010)	2019 Children's (16021)	2020 Children's (16021)	2019 Public Services (16023)	2020 Public Services (16023)	2019 Community Partnerships (16024)	2020 Community Partnerships (16024)	2019 Operations (16031)	2020 Operations (16031)	2019 Materials Management (16032)	2020 Materials Management (16032)	2019 Network Services (16033)	2020 Network Services (16033)	2019 TOTAL	2020 TOTAL	% CHANGE
Personnel																	
610100-610700 Salaries	382,262	392,278	345,446	354,349	496,600	474,782	334,235	336,378	108,743	110,532	515,030	520,646	98,322	100,527	2,280,638	2,289,492	0%
610800 Part-time	8,646	8,781	30,107	30,531	89,079	90,452	0	0	3,892	3,906	69,179	70,243	0	0	200,903	203,913	1%
615000 Fringes	133,160	149,018	140,683	135,106	162,911	141,558	141,506	157,132	50,549	51,205	173,312	159,476	41,204	42,174	843,325	835,669	-1%
Subtotal - Personnel	**524,068**	**550,077**	**516,236**	**519,986**	**748,590**	**706,792**	**475,741**	**493,510**	**163,184**	**165,643**	**757,521**	**750,365**	**139,526**	**142,701**	**3,324,866**	**3,329,074**	**0%**
Supplies and Services																	
620100 Training and Travel	4,920	4,920	4,405	4,405	2,565	2,565	4,450	4,450	830	830	3,324	3,324	2,740	2,740	23,234	23,234	0.00%
620600 Parking Permits	20,880	21,240													20,880	21,240	1.72%
630100 Supplies	4,635	4,635	2,812	2,812	3,500	3,500	2,812	2,812			30,522	30,522	1,500	1,500	45,781	45,781	0.00%
630300 Memberships	2,200	2,200													2,200	2,200	0.00%
630500 Awards and Recognition	850	850													850	850	0.00%
630600 Janitorial									10,187	11,084					10,187	11,084	8.81%
630700 Food and Provisions	1,135	1,135													1,135	1,135	0.00%
630900.2 Tools									150	150					150	150	0.00%
631500 Library Materials											597,644	597,644			597,644	597,644	0.00%
632000.2 Printing	100	100													100	100	0.00%
632300 Safety Supplies									550	550					550	550	0.00%
632700 Misc. Equipment									650	650			67,980	67,980	68,630	68,630	0.00%
640700 Recycling									2,507	2,707					2,507	2,707	7.96%
641200 Advertising	1,288	1,288													1,288	1,288	0.00%
641300.1-.8 Utilities (see breakdown)	4,718	4,103							135,980	126,684					140,698	130,787	-7.04%
641600 Building Repair and Maint.									2,000	2,000					2,000	2,000	0.00%
641800 Equipment Repair and Maint									400	400			84,565	84,531	84,965	84,931	-0.04%
642000 Facilities Charges									175,293	175,361					175,293	175,361	0.04%
681500 Software													8,498	4,498	8,498	4,498	-47.07%
659900 Other Contracts	32,625	46,439	4,600	1,000	5,980	7,039					68,978	68,193			112,183	122,671	9.35%
Subtotal - Supplies and Services	**73,351**	**86,910**	**11,817**	**8,217**	**12,045**	**13,104**	**7,262**	**7,262**	**328,547**	**320,416**	**700,468**	**699,683**	**165,283**	**161,249**	**1,298,773**	**1,296,841**	**-0.15%**
Total Library Expense	**597,419**	**636,987**	**528,053**	**528,203**	**760,635**	**719,896**	**483,003**	**500,772**	**491,731**	**486,059**	**1,457,989**	**1,450,048**	**304,809**	**303,950**	**4,623,639**	**4,625,915**	**0.05%**

Utilities Breakdown	2019	2020	% change
16031.641300.1 Electric	101,444	93,551	-8%
16031.641300.2 Gas	24,676	22,283	-10%
16031.641300.3 Water	4,996	5,125	3%
16031.641300.4 Sewer	2,083	2,114	2%
16031.641300.6 Storm water	2,781	3,611	30%
16010.641300.7 Telephone	3,290	2,948	-10%
16010.641300.8 Cellphone	1,428	1,155	-19%
Total - Utilities	140,698	130,787	-7%

Revenue	2019	2020	% change
16010.423200 Library Grants and Aids (County Reimbursement)	1,043,692	1,070,138	2%
16010.480100 Charges for Service (Fines and Fees)	65,000	50,000	-30%
16010.501500 Rental of City Property	30,000	30,000	0%
16023.503500 Reader/Printer (Public Services as of 2017)	150	400	63%
16031.500100 Fees and Commissions (Vending)	1,500	600	-150%
16033.503500 Internet Printing (Network Services)	18,500	18,500	0%
Total - Revenues	1,158,842	1,169,638	0.93%

CITY OF APPLETON 2020 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Assistant Library Director: Tasha M. Saecker

CITY OF APPLETON 2020 BUDGET
LIBRARY

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2019 EVENTS

Maintain high quality library services
Approx. 80,000 registered borrowers checked out nearly 1 million physical items in 2018 and 140,000 electronic items
440,696 visits in 2018; 4,332 meeting room uses in 2018
*Offer a popular summer reading program for all ages. This program helps mitigate the "summer slide" effect where students lose ground on reading progress during the summer. 2018 summer program for children had 3,838 participants, the teen summer reading program had 733 participants, and the adult program had 380 participants
On track to circulate approximately 900,000 physical items in 2019;
72% of all checkouts occur on self checks
Offered high interest programs for all ages; 35,339 in total attendance in 2018
Participated in long-term planning studies that could reshape the boundaries of state systems and materials delivery.
Premiered Lucky Day Collection of high interest popular materials. These materials are available in house on a first-come, first-served basis
Updated strategic plan strategic pillars and staff objectives. Added values statements.

Increase marketing and advocacy, fund development, technology for efficiency, staffing levels and training, library environment and neighborhood
Marketing e-blasts sent to approximately 7,000 e-mail addresses
Friends of the APL provided $67,500 in grants
Hosted staff retreat in February on compassion resilience with Rogers Behavioral Health. APL is the first library in the state to partner with them on an 18 month pilot.
Provide monthly staff trainings on various topics. Developed annual active threat training.
Coordinate a monthly column by local librarians about services throughout Fox Cities Libraries for the Post Crescent
Continued working with Washington Square, APD and the security guard to improve neighborhood environment
Performed security assessment with APD, Facilities and library security consultant
Two librarians accepted to Wisconsin Library Association Leadership Development Institute

Continue to explore facility needs and options
Aligned focus for planning on how the library fits into the City's comprehensive plan and other priorities
Performing updates to improve safety and security within the library and in the neighborhood
Library Director serves on staff small economic development team to ensure library plans align with city developments

Continue cooperation with schools and other community organizations
Fox Cities Read brought in Pulitizer Prize Winning author of Evicted Matthew Desmond with months or programming to educate the community about housing issues; Sponsor and collaborator for the book festival.
Provided space for local non-profit organizations doing community outreach on site, helping expand their access to people who need their services including Riverview Gardens, Partnership Community Health Center and NAMI
Staff served on Imagine Fox Cities Leadership Team
Collaborated with 207 local educational institutions, businesses, and non-profit and civic groups
Participated in civic events including Juneteenth, Fox Cities Kidz Expo, Make Music Day, Bazaar After Dark
As a United Way Agency the library coordinates the Reach Out and Read - Fox Cities program
Operated fourth year of the Appleton Seed Library with The Seed Guild
Continue to offer the Fox Cities Arts Network Pass

Utilize volunteers more effectively
7,761 volunteer hours achieved in 2018; Expanded roles for volunteers including increased support for computer help, and programming. Offered Spanish language computer assistance.

Continuously work to improve website and online service delivery
Expanded access to digital content. Received an Institute of Museum & Library Services Curating Community Digital Collections grant providing grad school students summer fieldwork experience in digital stewardship

CITY OF APPLETON 2020 BUDGET
LIBRARY

MAJOR 2020 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:
Eliminate barriers by utilizing the state Inclusive Services Assessment and other community and library initiatives to advance equity and inclusion for library collections, programs and services.

Work on building process as a library-wide team together with the City, Board of Trustees and City Council; Provide the community space for civic engagement and public meetings

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

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

Market collections, programs and services, incorporating social media and in-house marketing

Continue to evaluate and enhance the "digital branch" with increased access to e-courses for lifelong learning and mobile content ; Improve website for ease of navigation. Preserve APL history by increasing and improving access to digital materials

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2017	2018	Adopted 2019	Amended 2019	2020	Change *
	Program Revenues	$ 1,404,293	$ 1,289,961	$ 1,158,842	$ 1,158,692	$ 1,169,638	0.93%
	Program Expenses						
16010	Administration	572,477	613,894	597,419	597,419	636,987	6.62%
16021	Children's Services	635,060	540,909	528,053	541,872	528,203	0.03%
16023	Public Services	796,596	768,101	762,135	762,135	719,896	-5.54%
16024	Community Partnerships	536,816	510,858	483,003	508,845	500,772	3.68%
16031	Building Operations	466,487	445,171	491,731	491,731	486,059	-1.15%
16032	Materials Management	1,498,985	1,473,151	1,457,989	1,479,679	1,450,048	-0.54%
16033	Network Services	316,009	281,116	304,809	304,809	303,950	-0.28%
	TOTAL	$ 4,822,430	$ 4,633,200	$ 4,625,139	$ 4,686,490	$ 4,625,915	0.02%
Expenses Comprised Of:							
Personnel		3,431,881	3,337,118	3,324,866	3,350,916	3,329,074	0.13%
Training & Travel		42,403	37,724	44,114	44,114	38,503	-12.72%
Supplies & Materials		837,637	742,491	728,227	763,528	718,641	
Purchased Services		495,849	515,612	519,434	519,434	539,697	3.90%
Capital Outlay		14,660	255	8,498	8,498		-100.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		46.50	46.00	46.00	46.00	46.00	

CITY OF APPLETON 2020 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 and guide the library's long-range plan and ensure library is responsive to community needs

Continue working on library facility plans allowing for citizen engagement and transparency in library planning

Communicate the role of libraries in 21st century society and the value of service APL provides to the community

Utilize the state Inclusive Services Assessment and other community and library initiatives to advance equity and inclusion for library collections, programs and services.

Work with Washington Square group with security guard collaboration, oversee APL contracted security guard to ensure the library is a safe place. Provide annual mandatory training and keep protocols and procedures up to date.

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 excellent services; be good stewards of grant funds

Develop process for increasing use of volunteers and train staff in their role in working with volunteers

Major changes in Revenue, Expenditures, or Programs:

The 2019 amended budget for the other contracts/obligations account reflects an adjustment to contract with a security service in 2019, using savings found from photocopier services, Children's Services contracts, and other various reductions from supplies and services.

PERFORMANCE INDICATORS					
	Actual 2017	**Actual 2018**	**Target 2019**	**Projected 2019**	**Target 2020**
Client Benefits/Impacts					
Library activities, programs and services are responsive to community needs					
% of surveyed patrons who rate the library as satisfactory					
(data carried forward from previous year	97%	97%	97%	97%	97%
Strategic Outcomes					
A better educated community					
Collaborations with					
educational institutions	196	196	170	207	190
Work Process Outputs					
Grant funds awarded	$ 175,238	$ 174,940	$ 170,000	$ 170,000	$ 180,000
State-level meetings attended	88	35	35	35	35
Surveys conducted	1	1	1	1	1
Hours worked by library volunteers	7,255	7,761	8,000	8,000	7,500
Annual door count	467,884	440,696	475,000	418,000	425,000

CITY OF APPLETON 2020 BUDGET
LIBRARY

Administration   **Business Unit 16010**

PROGRAM BUDGET SUMMARY

		Actual			Budget		
Description		2017	2018	Adopted 2019	Amended 2019	2020	
Revenues							
423200 Library Grants & Aids	$	1,066,420	$ 1,062,448	$ 1,043,692	$ 1,043,692	$ 1,070,138	
480100 General Charges for Service		59,202	49,213	65,000	65,000	50,000	
501500 Rental of City Property		30,000	30,000	30,000	30,000	30,000	
502000 Donations & Memorials		957	1,632	-	-	-	
503500 Other Reimbursements		15,225	18,300	-	-	-	
Total Revenue	$	1,171,804	$ 1,161,593	$ 1,138,692	$ 1,138,692	$ 1,150,138	
Expenses							
610100 Regular Salaries	$	333,415	$ 341,069	$ 382,262	$ 382,262	$ 392,278	
610400 Call Time Wages		-	14	-	-	-	
610500 Overtime Wages		132	-	-	-	-	
610800 Part-Time Wages		8,601	8,281	8,646	8,646	8,781	
611000 Other Compensation		-	50	-	-	-	
611400 Sick Pay		323	1,611	-	-	-	
611500 Vacation Pay		37,872	41,037	-	-	-	
615000 Fringes		133,244	128,318	133,160	133,160	149,018	
620100 Training/Conferences		9,040	5,856	4,920	4,920	4,920	
620600 Parking Permits		19,560	20,309	20,880	20,880	21,240	
630100 Office Supplies		4,686	3,101	4,635	4,635	4,635	
630300 Memberships & Licenses		4,209	3,199	2,200	2,200	2,200	
630500 Awards & Recognition		1,311	1,924	850	850	850	
630700 Food & Provisions		4,137	5,203	1,135	1,135	1,135	
632001 City Copy Charges		-	-	100	100	100	
632002 Outside Printing		3,890	686	-	-	-	
641200 Advertising		2,218	1,827	1,288	1,288	1,288	
641307 Telephone		3,046	2,665	3,290	3,290	2,948	
641308 Cellular Phones		1,229	1,405	1,428	1,428	1,155	
659900 Other Contracts/Obligation		5,564	47,339	32,625	32,625	46,439	
Total Expense	$	572,477	$ 613,894	$ 597,419	$ 597,419	$ 636,987	

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > $15,000

Other Contracts/Obligations
Security Guard	$	42,814
Piano Tuning		400
Washington Square Guard		3,225
	$	46,439

Security Addition Request Details
Full Year 2020 Contract Cost	$	72,912
2020 Budget		42,814
Addition Request	$	30,098

*See Program Additions/Deletions Form

CITY OF APPLETON 2020 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: "Prompt delivery of 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 fieldtrips and group visits, age-appropriate programs for children birth to age 12, inclusive programs for children with sensory challenges, specialized programs and services to minority and low income families, and reading incentive programs

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

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

The Reach Out and Read program supports a half-time physician liaison position and the purchase of age-appropriate books to be distributed by medical staff at well-child visits and is supported by a grant from the United Way.

Major changes in Revenue, Expenditures, or Programs:

Reductions in program numbers below reflect a change in the way that the Wisconsin Department of Public Instruction has libraries counting program attendance.

PERFORMANCE INDICATORS

	Actual 2017	Actual 2018	Target 2019	Projected 2019	Target 2020
Client Benefits/Impacts					
Children have access to a wide range of quality programs					
Attendance at children's programs	35,077	25,505	29,000	35,000	35,000
Drop-in activity participants	6,527	8,181	6,000	6,000	6,000
Strategic Outcomes					
Children discover joy of reading & develop love of learning					
Summer Library program participants	4,035	3,838	4,000	4,000	4,000
Members of the Appleton community find high quality programs at the library					
% of attendees satisfied with programs (survey done in odd years)					
	95%	95%	95%	96%	96%
Work Process Outputs					
Reference transactions	22,914	18,468	21,000	16,000	16,000
Number of children's programs	843	732	775	775	800

CITY OF APPLETON 2020 BUDGET
LIBRARY

Children's Services   **Business Unit 16021**

PROGRAM BUDGET SUMMARY

	Actual		Budget		
Description	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
503500 Other Reimbursements	129,796	35,623	-	-	-
Total Revenue	$ 129,796	$ 35,623	$ -	$ -	$ -
Expenses					
610100 Regular Salaries	$ 346,036	$ 307,520	$ 345,446	$ 345,446	$ 354,349
610800 Part-Time Wages	42,119	44,370	30,107	31,107	30,531
611000 Other Compensation	-	133	-	-	-
611400 Sick Pay	543	-	-	-	-
611500 Vacation Pay	32,246	34,906	-	-	-
615000 Fringes	125,613	118,120	140,683	140,733	135,106
620100 Training/Conferences	4,049	3,355	4,405	4,405	4,405
630100 Office Supplies	71,689	18,097	2,812	14,381	2,812
630300 Memberships & Licenses	308	150	-	-	-
630700 Food & Provisions	1,010	1,313	-	1,200	-
659900 Other Contracts/Obligation	11,447	12,945	4,600	4,600	1,000
Total Expense	$ 635,060	$ 540,909	$ 528,053	$ 541,872	$ 528,203

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > $15,000

None

Note:
In 2017, revenues and expenses were recorded in the Children's Program of the Library in the general fund. Books and other materials purchased for the Reach out and Read program in those years and in the adopted 2018 budget were recorded as office supplies to distinguish them from books and library materials purchased for the children's collection. Those revenues and expenses are presented here for illustration only.

CITY OF APPLETON 2020 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: "Prompt delivery of 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 and Engaged and Connected, Enriched Experiences and Services and Programs for all; work with other system libraries and state libraries in a collaborative environment; embrace new technologies and best library practices. Improve staff mobility and examine new ways to staff service desks to better serve patrons.

Respond to reference, readers' advisory, technological and directional questions in person, via phone, email, and online social media and work to create consistent customer service levels at all service desks in the library; use technology competencies for the adult service desk staff for increased consistency between desks and focused training in 2020; provide quality service to over 440,000 people

Register new patrons and maintain a database of 81,515 users; process holds in conjunction with the Materials Management section (approx. 121,000 items); send out overdue, billing and reserve notices; utilize TRIP and Unique Management Services for the collection of long overdue items and fines

Promote and train the public on the use of the self-check machines by patrons at an average of 75% of library materials check out via self-check each month

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

Explore ways to develop and support outreach to the community in nontraditional locations.

Major changes in Revenue, Expenditures, or Programs:

Maintain, develop, and promote FlipSide, the platform for providing streaming of original music from artists with ties, past or present, to the Fox Cities

PERFORMANCE INDICATORS					
	Actual 2017	Actual 2018	Target 2019	Projected 2019	Target 2020
Client Benefits/Impacts					
Convenient and fast access to accurate information					
Reference questions answered	53,716	41,134	45,000	40,000	40,000
Strategic Outcomes					
Members of the Appleton community who will use the library and encourage others to do so					
Number of registered patrons	79,947	80,715	82,000	82,000	82,000
Members of the Appleton community find high quality service at the library					
% of respondents satisfied with library service (survey done on odd years)					
	92%	92%	94%	94%	94%
Work Process Outputs					
Adult materials circulation	615,009	581,358	560,000	560,000	550,000
Children's materials circulation	416,355	388,212	375,000	372,000	370,000
Reserves filled for APL patrons	141,187	146,076	150,000	154,000	150,000

CITY OF APPLETON 2020 BUDGET
LIBRARY

PROGRAM BUDGET SUMMARY

		Actual		Budget		
Description	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
503500 Other Reimbursements	$ 95	$ 3,789	$ 150	$ -	$ 400
Total Revenue	$ 95	$ 3,789	$ 150	$ -	$ 400
Expenses					
610100 Regular Salaries	$ 442,563	$ 439,056	$ 496,600	$ 496,600	$ 474,782
610500 Overtime Wages	99	3	-	-	-
610800 Part-Time Wages	98,946	95,416	89,079	89,079	90,452
611400 Sick Pay	2,236	-	-	-	-
611500 Vacation Pay	56,302	51,615	-	-	-
615000 Fringes	188,117	163,428	162,911	162,911	141,558
620100 Training/Conferences	2,753	1,348	2,565	2,565	2,565
630100 Office Supplies	2,463	4,421	3,500	3,500	3,500
632700 Miscellaneous Equipment	1,000	-	1,000	1,000	-
641800 Equip Repairs & Maint	2,117	-	500	500	-
659900 Other Contracts/Obligation	-	12,814	5,980	5,980	7,039
Total Expense	$ 796,596	$ 768,101	$ 762,135	$ 762,135	$ 719,896

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2020 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: "Prompt delivery of 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 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 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 to 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 workforce and job skill development.

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

Major changes in Revenue, Expenditures, or Programs:

Reductions in program numbers below reflect a change in the way that the Wisconsin Department of Public Instruction has libraries counting program attendance.

PERFORMANCE INDICATORS

	Actual 2017	Actual 2018	Target 2019	Projected 2019	Target 2020
Client Benefits/Impacts					
Members of the Appleton community find high quality programs at the library					
% of attendees satisfied with library programs (survey done on odd years)					
Adult programs	98%	98%	97%	97%	97%
Young adult programs	92%	92%	93%	93%	93%
Strategic Outcomes					
Members of the Appleton community engage with the library as a hub of learning and literacy					
Young adult program attendance	3,823	4,909	4,500	4,500	4,500
Adult program attendance	5,842	4,925	4,500	4,500	4,500
Work Process Outputs					
Web page "hits" (page accesses)	1,136,941	1,047,900	1,000,000	1,000,000	1,000,000
Number of locally produced databases or digital collections available via web	10	10	10	10	10

CITY OF APPLETON 2020 BUDGET
LIBRARY

Community Partnerships   **Business Unit 16024**

PROGRAM BUDGET SUMMARY

	Description	Actual 2017	Actual 2018	Budget Adopted 2019	Budget Amended 2019	Budget 2020
	Revenues					
503500	Other Reimbursements	$ 24,500	$ 20,349	$ -	$ -	$ -
	Total Revenue	$ 24,500	$ 20,349	$ -	$ -	$ -
	Expenses					
610100	Regular Salaries	$ 309,902	$ 290,065	$ 334,235	$ 334,235	$ 336,378
610800	Part-Time Wages	11,211	19,779	-	20,000	-
611000	Other Compensation	-	274	-	-	-
611400	Sick Pay	1,138	17	-	-	-
611500	Vacation Pay	37,028	34,863	-	-	-
615000	Fringes	158,692	145,098	141,506	146,506	157,132
620100	Training/Conferences	3,267	2,408	4,450	4,450	4,450
620600	Parking Permits	-	18	-	-	-
630100	Office Supplies	4,859	6,175	2,812	3,654	2,812
630300	Memberships & Licenses	150	105	-	-	-
659900	Other Contracts/Obligation	10,569	12,056	-	-	-
	Total Expense	$ 536,816	$ 510,858	$ 483,003	$ 508,845	$ 500,772

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2020 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: "Prompt delivery of 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 and light maintenance of the library building while providing assistance to library staff and the community

Ensure library meeting room users needs are met by conducting meeting room set-ups and providing on-site assistance for staff programs and the community. Increase involvement and be more proactive in meeting room set up.

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

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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	Actual 2017	Actual 2018	Target 2019	Projected 2019	Target 2020
Client Benefits/Impacts					
The public enjoys a safe and clean facility					
% of patrons satisfied with public meeting rooms (surveyed on odd years)	98%	98%	98%	92%	98%
% of patrons satisfied with safety in the library (surveyed on odd years)	90%	87%	87%	85%	90%
Strategic Outcomes					
The community increasingly uses opportunities for meetings, programs and discussions					
# of meetings and programs	4,606	4,332	4,900	4,100	4,100
Work Process Outputs					
# of satisfactory monthly inspections completed	12	12	12	12	12
# of staff training opportunities completed	20	22	20	20	20

CITY OF APPLETON 2020 BUDGET
LIBRARY

Building Operations   **Business Unit 16031**

PROGRAM BUDGET SUMMARY

		Actual			Budget	
Description		2017	2018	Adopted 2019	Amended 2019	2020
Revenues						
500100 Fees & Commissions	$	1,502	$ 955	$ 1,500	$ 1,500	$ 600
Total Revenue	$	1,502	$ 955	$ 1,500	$ 1,500	$ 600
Expenses						
610100 Regular Salaries	$	92,287	$ 97,211	$ 108,743	$ 108,743	$ 110,532
610400 Call Time Wages		-	60	-	-	-
610500 Overtime Wages		116	202	-	-	-
610800 Part-Time Wages		4,834	3,626	3,892	3,892	3,906
611500 Vacation Pay		9,905	11,949	-	-	-
615000 Fringes		53,958	47,985	50,549	50,549	51,205
620100 Training/Conferences		342	1,233	830	830	830
630100 Office Supplies		143	303	-	-	-
630600 Building Maint./Janitorial		9,891	11,001	10,187	10,187	11,084
630902 Tools & Instruments		115	99	150	150	150
632101 Uniforms		363	230	-	-	-
632300 Safety Supplies		239	126	550	550	550
632700 Miscellaneous Equipment		317	368	650	650	650
640700 Solid Waste/Recycling Picku		2,388	2,520	2,507	2,507	2,707
641301 Electric		98,489	91,269	101,444	101,444	93,551
641302 Gas		24,310	22,283	24,676	24,676	22,283
641303 Water		4,948	4,701	4,996	4,996	5,125
641304 Sewer		2,063	1,955	2,083	2,083	2,114
641306 Stormwater		2,418	2,722	2,781	2,781	3,611
641600 Build Repairs & Maint		1,515	900	2,000	2,000	2,000
641800 Equip Repairs & Maint		338	225	400	400	400
642000 Facilities Charges		157,508	144,203	175,293	175,293	175,361
Total Expense	$	466,487	$ 445,171	$ 491,731	$ 491,731	$ 486,059

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > $15,000

None
Utilities

Electric	$	93,551
Gas		22,283
	$	115,834

Facilities Charges

See Faciliites Budget for breakdown	$	175,361
	$	175,361

CITY OF APPLETON 2020 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: "Prompt delivery of excellent services"; #4: "Continually assess trends affecting the community and proactively respond"; and #6: "Create opportunities and learn from successes and failures".

Objectives:

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

Other specific objectives include:

Collect and route approximately 140,000 items to fill reserves at other OWLSnet libraries; accurately check-in, sort and re-shelve 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 towards ILS merger of OWLSNet and Winnefox as well as other ways to reduce barriers to access in the Fox Cities

Major   Changes in Revenue, Expenditures or Programs

No major changes.

PERFORMANCE INDICATORS					
	Actual 2017	Actual 2018	Target 2019	Projected 2019	Target 2020
Client Benefits/Impacts					
People can obtain the materials they need quickly					
% of holds filled within 1 week					
of being placed	54%	58%	58%	60%	58%
Improved efficiencies in delivering service					
Number of volunteer hours					
in Materials Management	3,849	4,169	4,000	4,000	4,000
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	286,600	278,139	260,000	250,000	245,000
Work Process Outputs					
# of volumes processed	28,174	27,979	27,000	27,000	27,000
# of volumes weeded	41,695	35,018	55,000	55,000	30,000

CITY OF APPLETON 2020 BUDGET
LIBRARY

Materials Management   **Business Unit 16032**

PROGRAM BUDGET SUMMARY

		Actual			Budget	
Description		2017	2018	Adopted 2019	Amended 2019	2020
Revenues						
503500 Other Reimbursements	$	51,107	$ 42,659	$ -	$ -	$ -
Total Revenue	$	51,107	$ 42,659	$ -	$ -	$ -
Expenses						
610100 Regular Salaries	$	458,527	$ 449,702	$ 515,030	$ 515,030	$ 520,646
610500 Overtime Wages		49	-	-	-	-
610800 Part-Time Wages		85,538	97,779	69,179	69,179	70,243
611000 Other Compensation		-	253	-	-	-
611400 Sick Pay		776	629	-	-	-
611500 Vacation Pay		49,888	58,322	-	-	-
615000 Fringes		173,023	163,609	173,312	173,312	159,476
620100 Training/Conferences		3,197	2,652	3,324	3,324	3,324
630100 Office Supplies		38,948	34,195	30,522	30,522	30,522
631500 Books & Library Materials		620,492	598,405	597,644	619,334	597,644
641800 Equip Repairs & Maint		571	-	-	-	-
659900 Other Contracts/Obligation		67,976	67,605	68,978	68,978	68,193
Total Expense	$	1,498,985	$ 1,473,151	$ 1,457,989	$ 1,479,679	$ 1,450,048

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > $15,000

Office Supplies			Books & Library Materials		
General office supplies	$	3,910	Children's materials	$	144,504
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)		20,105	Adult materials		423,717
			Digital Content Consortia		29,423
RFID supplies		6,507		$	597,644
	$	30,522			
			Other Contracts/Obligations		
			OWLSnet contract	$	63,193
			Collection Agency		5,000
				$	68,193

CITY OF APPLETON 2020 BUDGET
LIBRARY

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: "Prompt delivery of 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 reasonable levels of usability and maintain and update the network servers and software to insure responsiveness to patron and staff need; replace aging network switches to increase uptime and reliability; maintain warranties on production servers.

Maintain online public access catalogs, public workstations, AV equipment, digital signage, RFID and AMH equipment; filter and protect public connections to keep library 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. Investigate participation by Network Services staff in technology programming for teens.

Major changes in Revenue, Expenditures, or Programs:

Upgrade offsite backup storage in the miscellaneous equipment account. The system will provide additional protection in the event of a disaster. The NAS will follow the same protocol that City of Appleton IT uses to place their offsite NAS.

Explore the creation of a technology programming space with dedicated graphics enabled computers and peripherals allowing for the creation of a technology programming space out of the existing second floor lab. This space will allow for librarian facilitated tech and STEM programming as well as public PC use when not being used for programming.

PERFORMANCE INDICATORS

	Actual 2017	Actual 2018	Target 2019	Projected 2019	Target 2020
Client Benefits/Impacts					
People will have reliable access to up-to-date technology					
% surveyed who are satisfied with the library					
website (survey done on odd years)	96%	96%	88%	88%	88%
Strategic Outcomes					
Hours of public internet computer use	56,030	45,260	45,000	43,000	43,000
Sessions on public computers	66,872	54,510	54,000	52,000	50,000
Community enjoys a high level of access to electronic information resources					
# of referrals to InfoSoup online catalog	185,493	132,093	150,000	150,000	150,000
Database sessions	790,752	964,324	1,200,000	1,200,000	1,200,000
Work Process Outputs					
PC workstations & other					
devices installed	40	40	40	40	40

CITY OF APPLETON 2020 BUDGET
LIBRARY

PROGRAM BUDGET SUMMARY

Description		Actual			Budget	
		2017	2018	Adopted 2019	Amended 2019	2020
Revenues						
503500 Other Reimbursements	$	25,489	$ 24,993	$ 18,500	$ 18,500	$ 18,500
Total Revenue	$	25,489	$ 24,993	$ 18,500	$ 18,500	$ 18,500
Expenses						
610100 Regular Salaries	$	88,385	$ 91,888	$ 98,322	$ 98,322	$ 100,527
611500 Vacation Pay		7,293	8,637	-	-	-
615000 Fringes		40,926	40,221	41,204	41,204	42,174
620100 Training/Conferences		194	545	2,740	2,740	2,740
630100 Office Supplies		2,254	1,020	1,500	1,500	1,500
631500 Books & Library Materials		(510)	-	-	-	-
632700 Miscellaneous Equipment		65,671	52,371	67,980	67,980	67,980
641800 Equip Repairs & Maint		97,136	86,179	84,565	84,565	84,531
681500 Software Acquisition		14,660	255	8,498	8,498	4,498
Total Expense	$	316,009	$ 281,116	$ 304,809	$ 304,809	$ 303,950

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > $15,000

Miscellaneous Equipment

Workstation replacements	$	36,000
Network hardware, wiring, etc.		21,980
Network Attached Storage		10,000
	$	67,980

Equipment Repairs and Maintenance

Photocopier Lease & Maintenance	$	11,840
Automated material handling equipment		22,000
Self checks and security gate contract		20,349
Security camera maintenance		3,500
Software license and maintenance fees		23,550
Other equipment repairs and maintenanc		3,292
	$	84,531

CITY OF APPLETON 2020 BUDGET
LIBRARY

	2017 ACTUAL	2018 ACTUAL	2019 YTD ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2020 Dept
Program Revenues						
423200 Library Grants & Aids	1,066,420	1,062,448	643,736	1,043,692	1,043,692	-
480100 General Charges for Service	59,202	49,213	15,980	65,000	65,000	
500100 Fees & Commissions	1,502	955	371	1,500	1,500	
501500 Rental of City Property	30,000	30,000	30,000	30,000	30,000	
502000 Donations & Memorials	957	1,632	40	-	-	-
503500 Other Reimbursements	246,212	145,713	71,507	18,650	18,650	-
TOTAL PROGRAM REVENUES	1,404,293	1,289,961	761,634	1,158,842	1,158,842	-
Personnel						
610100 Regular Salaries	2,071,112	2,016,516	664,356	2,280,638	2,280,638	-
610400 Call Time Wages	-	74	10	-	-	-
610500 Overtime Wages	396	204	237	-	-	
610800 Part-Time Wages	251,250	269,251	85,766	200,903	221,903	
611000 Other Compensation	-	710	-	-	-	-
611400 Sick Pay	5,016	2,256	3,221	-	-	-
611500 Vacation Pay	230,534	241,327	70,650	-	-	-
615000 Fringes	873,573	806,780	273,598	843,325	848,375	-
TOTAL PERSONNEL	3,431,881	3,337,118	1,097,838	3,324,866	3,350,916	-
Training~Travel						
620100 Training/Conferences	22,843	17,397	8,196	23,234	23,234	-
620600 Parking Permits	19,560	20,327	20,489	20,880	20,880	-
TOTAL TRAINING / TRAVEL	42,403	37,724	28,685	44,114	44,114	-
Supplies						
630100 Office Supplies	125,042	67,311	17,067	45,781	58,192	-
630300 Memberships & Licenses	4,667	3,454	1,631	2,200	2,200	-
630500 Awards & Recognition	1,311	1,924	76	850	850	-
630600 Building Maint./Janitorial	9,891	11,001	4,612	10,187	10,187	-
630700 Food & Provisions	5,148	6,516	1,605	1,135	2,335	-
630902 Tools & Instruments	115	99	-	150	150	-
631500 Books & Library Materials	619,982	598,405	190,722	597,644	619,334	-
632001 City Copy Charges	-	-	-	100	100	-
632002 Outside Printing	3,890	686	-	-	-	-
632101 Uniforms	363	230	-	-	-	-
632300 Safety Supplies	239	126	15	550	550	-
632700 Miscellaneous Equipment	66,989	52,739	33,807	69,630	69,630	-
TOTAL SUPPLIES	837,637	742,491	249,535	728,227	763,528	-
Purchased Services						
640700 Solid Waste/Recycling Pickup	2,388	2,520	670	2,507	2,507	-
641200 Advertising	2,218	1,827	1,340	1,288	1,288	-
641301 Electric	98,489	91,269	25,371	101,444	101,444	-
641302 Gas	24,310	22,283	11,310	24,676	24,676	
641303 Water	4,948	4,701	1,178	4,996	4,996	
641304 Sewer	2,063	1,955	490	2,083	2,083	
641306 Stormwater	2,418	2,722	728	2,781	2,781	
641307 Telephone	3,046	2,665	968	3,290	3,290	
641308 Cellular Phones	1,229	1,405	360	1,428	1,428	-
641600 Build Repairs & Maint	1,515	900	72	2,000	2,000	-
641800 Equip Repairs & Maint	100,161	86,404	46,567	85,465	85,465	-
642000 Facilities Charges	157,508	144,203	28,639	175,293	175,293	-
659900 Other Contracts/Obligation	95,556	152,758	86,106	112,183	112,183	-
TOTAL PURCHASED SVCS	495,849	515,612	203,799	519,434	519,434	-
Capital Outlay						
681500 Software Acquisition	14,660	255	202	8,498	8,498	-
TOTAL CAPITAL OUTLAY	14,660	255	202	8,498	8,498	-
TOTAL EXPENSE	4,822,430	4,633,200	1,580,059	4,625,139	4,686,490	-

CITY OF APPLETON 2020 BUDGET
PROGRAM ADDITIONS/DELETIONS

IDENTIFICATION

Title of Request:	Contract for Security Services
Department:	Library Administration - 16010
Program:	
Priority:	1

FUNDING

Description	Revenue	Personnel	Supplies & Services	Fixed Assets	Net
Year 2020 Budget Increase	-	-	30,098	-	$ 30,098
Year 2020 Budget Reduction	-	-	-	-	$ -
Future Years' Net Impact	-	-	-	-	$ -

DESCRIPTION/JUSTIFICATION

In March of 2018, the library began contracting security services to address the increase in disruptive behaviors within the library. The library began staffing security on weekday afternoons and eveng hours as well as all weekend hours.

In May of 2019, the library changed security companies to obtain consistant coverage, better trained guards and a provider of service with more oversite. The new security provider is having a positive impact on the overall library environment and is also working in conjunction with the Valley Transit security guard. This partnership is creating an opportunity to proactively assist behavior concerns before they become dangerous

This addition is to cover the increase between the 2019 budget and what is required to provide coverage all of the library's operating hours.

Account/subledger: Add (Delete)   **Account/subledger: Add (Delete)**
16010.6599 $ 30,098

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Heating, Ventilating, and Air Conditioning Systems

PROJECT DESCRIPTION

Justification:

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 change in operational requirements in the space it serves.

Fire Stations: (2020) Replace forced air furnaces and condensing units in Fire Station 3 & 5. (2021) Replace furnaces and condensing units at Fire Station #2. (2022) Replace air handling units and boilers at Fire Station #1. (2023) Replace boiler at Fire Station 4. (2024) Replace furnaces and condensing units at Fire Station #6.

PRFMD Facility: (2022) Replace garage exhaust fans and make-up air units.

Library: (2024) Replace air handler units and install additional VAV boxes and controls.

Municipal Services Building: (2020) Replace garage HVAC phase 1 - this phase includes replacing the exhaust fans and make up air units and replace gas sensors in garage areas. (2021) Replace garage HVAC phase 2 - this phase includes replacing the infrared heaters and roof top units in the garage area. (2023) Upgrade HVAC in CEA Shop, Storage Garage and Yard Waste areas.

Park Pavilions: (2020) Replace the forced air furnaces at Pierce Pavilion, AMP Pavilion, and Sheig Center.

Wastewater Plant: (2020) Replace HVAC system at D-Building design services for re-piping T-building. (2021) Construction for re-piping T-Building and design services for V-Building HVAC upgrades; (2022) V-Building HVAC Upgrades. (2023) L-Building HVAC upgrades. (2024) K-Building HVAC Upgrades.

Water Plant : (2021) HVAC upgrades to include but not limited to - removal and replacement of the Kathabar unit with a new unit designed for the current function of the membrane room. (2023) Aerco boilers and condensing units replacements and Kathabar design. (2024) Replace the Kathabar dehumification system.

Discussion of operating cost impact:

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 equipment once installed.

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE	2020	2021	2022	2023	2024		Total
PRFM Fire Stations	80,000	40,000	100,000	40,000	75,000	$	335,000
PRFMD Facility			275,000	-	-	$	275,000
Library					500,000		
Municipal Services	475,000	475,000	-	300,000	-	$	1,250,000
Park Pavilions	80,000	-	-	-	-	$	80,000
Facilities Capital Projects Fund	635,000	515,000	375,000	340,000	575,000	$	2,440,000
PRFM Wastewater Plant	500,000	275,000	650,000	500,000	400,000	$	2,325,000
WW Utility Capital Projects	500,000	275,000	650,000	500,000	400,000	$	2,325,000
PRFM Water Plant	-	100,000	-	100,000	500,000	$	700,000
Water Utility Capital Projects	-	100,000	-	100,000	500,000	$	700,000
Total - HVAC Upgrades	$ 1,135,000	$ 890,000	$ 1,025,000	$ 940,000	$ 1,475,000	$	5,465,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2020	2021	2022	2023	2024	Total
Planning	200,000	90,000	75,000	35,000	50,000	$ 450,000
Land Acquisition	-	-	-	-	-	$ -
Construction	935,000	800,000	950,000	905,000	1,425,000	$ 5,015,000
Other	-	-	-	-	-	$ -
Total	$ 1,135,000	$ 890,000	$ 1,025,000	$ 940,000	$ 1,475,000	$ 5,465,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Interior Finishes and Furniture

PROJECT DESCRIPTION

Justification:

City Hall was constructed in 1994 and is approaching 25 years with no major updates to the interior spaces. A new location or a total renovation of City Hall would greatly improve identity, accessibility, customer service, security/safety, additional space and overall reliability per the 2010 Facilities Master Plan. However, current priorities for funding require City Hall to maximize its current investment with a renovation of the interior spaces and furnishings to address the most pressing needs.

These upgrades greatly enhance the space including the physical environment for employees. Various changes throughout the years resulted in work areas and office furniture that are not adequate. These changes include changes in positions, responsibilities, technology, communication methods and increased interaction between departments.

The upgrades being proposed will be completed over a four year period.

Furniture Upgrades - 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.

City Hall: (2020) Replace the workstations for Community & Economic Development/Assessor - $150,000. (2021) Replace the workstations for Finance Department - $150,000. (2022) Replace the workstations for Health Department - $100,000.
Fire Stations: (2020) New classroom furniture at Fire Station #6 - $35,000. (2024) Workstation upgrades - $65,000.
Library: (2020) Replace broken and worn furniture - $40,000. (2021) Upgrade service desks - $75,000. (2022) Replace media shelving as needed.
Municipal Services Building: (2023) Replace the workstations at the Municipal Services Building. - $135,000.
Police Station: (2020) New conference room table and chairs - $30,000.

Interior Finishes Upgrades - Interior finishes includes, but is not limited to the following in the workplace: wall coatings, ceiling tiles, carpet, various tiles, etc.

City Hall: (2020) Update interiors in common spaces at City Hall - $345,000. (2020) Update interiors for the Community Development/Assessors Department - $200,000. (2021) Update interiors for Finance Department - $155,000. (2022) Update interiors for the Health Department - $125,000.
Fire Stations: (2020/2021/2022/2023/2024) Replace flooring in various fire stations - $35,000/per year.
Library: (2020) Replace carpeting that is worn - $100,000.
Wastewater: (2020/ 2021/2022/2023/2024) Painting of interior walls and tunnels - $100,000/per year.

Discussion of operating cost impact:

As this project entails the replacement of existing furniture and flooring, there is no anticipated operating expense impact.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2020	2021	2022	2023	2024	Total
PRFM	City Hall	695,000	250,000	225,000	-	-	$ 1,170,000
	Fire Stations	60,000	35,000	35,000	35,000	100,000	$ 265,000
	Library	140,000	75,000	-	-	-	$ 215,000
	MSB	-	-	-	135,000	-	$ 135,000
	Police Station	30,000	-	-	-	-	$ 30,000
Facilities Capital Projects		925,000	360,000	260,000	170,000	100,000	$ 1,815,000
PRFM	Wastewater	100,000	100,000	100,000	100,000	100,000	$ 500,000
WW Utility Capital Projects		100,000	100,000	100,000	100,000	100,000	$ 500,000
Total - Interior Capital Projects		$ 1,025,000	$ 460,000	$ 360,000	$ 270,000	$ 200,000	$ 2,315,000

COST ANALYSIS
Estimated Cash Flows

Components	2020	2021	2022	2023	2024	Total
Planning	30,000	40,000	30,000	15,000	-	$ 115,000
Land Acquisition	-	-	-	-	-	$ -
Construction	995,000	420,000	330,000	255,000	200,000	$ 2,200,000
Other	-	-	-	-	-	$ -
Total	$ 1,025,000	$ 460,000	$ 360,000	$ 270,000	$ 200,000	$ 2,315,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Lighting Upgrades

PROJECT DESCRIPTION

Justification:

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.

Fire Stations: (2021) Upgrade exterior lighting at Fire Stations #1, #2, and #6. (2023) Upgrade interior lighting at various Fire Stations. (2024) Continue to upgrade interior lighting at Fire Stations.

Library: (2024) Replace lighting with LED fixtures.

MSB: (2021/2023) Upgrade interior lighting.

Parks: (2020/2021/2022/2023/2024) Upgrade lighting at various City Parks.

Police Station: (2023) Upgrade interior lighting.

PRFMD Facility: (2022) Upgrade interior lighting.

Wastewater: (2022/2024) Upgrade interior and exterior lighting.

Water Plant: (2021/2023) Upgrade interior lighting and controls.

Discussion of operating cost impact:

Will reduce electrical costs. Total savings are dependent on hours of operation, quantity and type of fixtures used.

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE	2020	2021	2022	2023	2024		Total
PRFM Fire Stations	-	75,000	-	75,000	-	$	150,000
Library					175,000	$	175,000
MSB	-	75,000	-	75,000	-	$	150,000
Parks	175,000	100,000	100,000	100,000	100,000	$	575,000
Police Station	-	-	-	75,000	-	$	75,000
PRFMD	-	-	100,000	-	-	$	100,000
Facilities Capital Projects	175,000	250,000	200,000	325,000	275,000	$	1,225,000
PRFM Valley Transit	-	-	-	50,000	-	$	50,000
Valley Transit Capital Projects	-	-	-	50,000	-	$	50,000
PRFM Wastewater	-	-	125,000	-	75,000	$	200,000
WW Utility Capital Projects	-	-	125,000	-	75,000	$	200,000
PRFM Water Plant	-	75,000	-	75,000	-	$	150,000
Water Utility Capital Projects	-	75,000	-	75,000	-	$	150,000
Total - Lighting Upgrade Projects	$ 175,000	$ 325,000	$ 325,000	$ 450,000	$ 350,000	$	1,625,000

COST ANALYSIS							
Estimated Cash Flows							
Components	2020	2021	2022	2023	2024		Total
Planning	25,000	25,000	30,000	30,000	25,000	$	135,000
Land Acquisition	-	-	-	-	-	$	-
Construction	150,000	300,000	295,000	420,000	325,000	$	1,490,000
Other	-	-	-	-	-		
Total	$ 175,000	$ 325,000	$ 325,000	$ 450,000	$ 350,000	$	1,625,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$	-

CITY OF APPLETON 2020 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.

2020 - MSB Cold/Barricade Storage ($225,000)
2021 - Fire Station #4 ($150,000)
2021 - Parks - various pavilions ($100,000)
2022 - Fire Station #2 ($125,000)
2022 - Wastewater - V-Building partial replacement ($200,000)
2023 - Library partial replacement ($400,000)
2024 - Wastewater-B-Building partial replacement ($200,000)
2024 - Parks - various pavilions ($125,000)

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		2020	2021	2022	2023	2024		Total
PRFM	Fire Stations		150,000	125,000	-		-	$ 275,000
	Library				400,000			
	MSB	225,000	-	-	-		-	$ 225,000
	Parks	-	100,000	-	-		125,000	$ 225,000
Facilities Capital Projects		225,000	250,000	125,000	400,000		125,000	$ 725,000
PRFM	Wastewater Plant	-	-	200,000	-		200,000	$ 400,000
WW Utility Capital Projects		-	-	200,000	-		200,000	$ 400,000
Total - Roof Replacement Projects		$ 225,000	$ 250,000	$ 325,000	$ 400,000		$ 325,000	$ 1,525,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2020	2021	2022	2023	2024	Total
Planning	25,000	10,000	30,000	15,000	15,000	$ 95,000
Land Acquisition	-	-	-	-	-	$ -
Construction	200,000	240,000	295,000	385,000	310,000	$ 1,430,000
Other	-	-	-	-	-	$ -
Total	$ 225,000	$ 250,000	$ 325,000	$ 400,000	$ 325,000	$ 1,525,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Library Self-Check Replacement

PROJECT DESCRIPTION

Justification:

Replacing the 8-year-old self checks at the Library due to the operating systems on the computers, which are part of the devices, no longer being supported by Microsoft. Potential annual savings should be seen on annual maintenance contracts for the devices as well.

Discussion of operating cost impact:

Operating costs should be reduced with newer equipment.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2020	2021	2022	2023	2024	Total
Library		60,000	-			$ 60,000
						$ -
		-		-	-	$ -
Library Capital Projects	-	60,000	-	-	-	$ 60,000
		-	-	-	-	$ -
	-	-	-	-	-	$ -
	-			-	-	$ -
	-	-	-	-	-	$ -
Total Capital Project	$ -	$ 60,000	$ -	$ -	$ -	$ 60,000

COST ANALYSIS
Estimated Cash Flows

Components	2020	2021	2022	2023	2024	Total
Planning					-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-				-	$ -
Other	-	60,000	-	-	-	$ 60,000
Total	$ -	$ 60,000	$ -	$ -	$ -	$ 60,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Safety and Security Improvements

PROJECT DESCRIPTION

Justification:

Fire Stations: <u>Emergency Power</u> **-** (2020) Connect additional circuits to backup generator power at various Fire Stations. (2023) Fire alarm upgrades at Stations #2 & #4. (2024) Fire alarm upgrades at Stations #3 & #5.

Library: <u>Various Safety Upgrades</u> **-** (2020) Perform a safety analysis and implement recommendations.

Parks: <u>Security Upgrades</u> - (2020/2022/2024) The security upgrades will include, but not be limited to: cameras, auto-locks, card readers, and infrastructure upgrades.

PRFMD Facility: <u>Fire Alarm</u> - (2020) Install new fire alarm system. (2022) <u>Generator</u> - Upgrades to generator and emergency power system.

Wastewater: <u>Asbestos Removal</u> - (2020) Remove asbestos in A-Building and S-Building. This will consist of remediating the asbestos flooring to accommodate new flooring needed in selected areas of those buildings.

Water Plant: <u>Upgrade Fire Protection System</u> - (2021) Upgrade the fire protection system. <u>Security Gate Replacement/Upgrades</u> - (2021) Water Plant (2022) Lake Station

Discussion of operating cost impact:

Though the parks security upgrades are expected to reduce the time CSO Officers take to open and close pavilions, those hours will be devoted to other police matters and no reduction of labor hours is projected.

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE	2020	2021	2022	2023	2024		Total
PRFM Fire Stations	25,000	-	-	45,000	45,000	$	115,000
Library	100,000						
Parks	55,000		30,000		30,000	$	115,000
PRFMD	75,000	-	150,000	-	-	$	225,000
Facilities Capital Projects	255,000	-	180,000	45,000	75,000	$	555,000
PRFM Wastewater Plant	125,000	-	-	-	-	$	125,000
WW Utility Capital Projects	125,000	-	-	-	-	$	125,000
PRFM Water Plant	-	200,000	75,000	-	-	$	275,000
Water Utility Capital Projects	-	200,000	75,000	-	-	$	275,000
Total - Safety & Security Upgrades	$ 380,000	$ 200,000	$ 255,000	$ 45,000	$ 75,000	$	955,000

COST ANALYSIS							
Estimated Cash Flows							
Components	2020	2021	2022	2023	2024		Total
Planning	25,000	15,000	20,000	10,000	-	$	70,000
Land Acquisition	-	-	-	-	-	$	-
Construction	355,000	185,000	235,000	35,000	75,000	$	885,000
Other	-	-	-	-	-	$	-
Total	$ 380,000	$ 200,000	$ 255,000	$ 45,000	$ 75,000	$	955,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$	-

CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS

Library Grants   **Business Unit 2550**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to Strategy:

Implements Key Strategy # 4: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community".

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

The Reach Out and Read program (ROR), which supports a half-time physician liaison position who coordinates the purchase of age-appropriate books to be distributed by medical staff at well-child visits, is supported by a grant from the United Way. In 2016 and 2017, this activity was recorded in the Library's general fund. Beginning in 2018, the activity is recorded in this special revenue fund.

The library is a United Way Agency for the Reach Out and Read program. A strategic planning process with the clinics has also been done with a professional facilitator. This process set the ground work for the ongoing funding model of the program.

PERFORMANCE INDICATORS

	Actual 2017	**Actual 2018**	**Target 2019**	**Projected 2019**	**Target 2020**

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2017	2018	Adopted 2019	Amended 2019	2020	Change *
	Program Revenues	$ 96,196	$ 164,918	$ 86,086	$ 86,086	$ 117,584	36.59%
	Program Expenses	$ 80,274	$ 85,780	$ 86,086	$ 165,225	$ 118,534	37.69%
Expenses Comprised Of:							
Personnel		21,455	22,949	22,761	22,761	24,444	7.39%
Training & Travel		384	1,653	2,300	2,300	2,350	2.17%
Supplies & Materials		54,752	59,378	41,425	120,564	88,140	112.77%
Purchased Services		3,683	1,800	19,600	19,600	3,600	-81.63%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		0.50	0.50	0.50	0.50	0.50	

CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
503500 Other Reimbursements	$ 96,196	$ 98,218	$ 86,086	$ 86,086	$ 117,584
592100 Transfer In - General Fund	-	66,700	-	-	-
Total Revenue	$ 96,196	$ 164,918	$ 86,086	$ 86,086	$ 117,584
Expenses					
610100 Regular Salaries	$ 21,109	$ 20,904	$ 22,394	$ 22,394	$ 24,066
611500 Vacation Pay	-	1,674	-	-	-
615000 Fringes	346	371	367	367	378
620100 Training/Conferences	384	1,653	2,300	2,300	2,350
630100 Office Supplies	54,752	1,603	3,000	3,000	3,950
631500 Books & Library Materials	-	57,775	38,425	117,564	74,190
640400 Consulting Services	-	1,800	4,600	4,600	3,600
641200 Advertising	-	-	15,000	15,000	10,000
659900 Other Contracts/Obligations	3,683	-	-	-	-
Total Expense	$ 80,274	$ 85,780	$ 86,086	$ 165,225	$ 118,534

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > $15,000

Books & Library Materials
Books for well child visits	$	38,425
	$	38,425

Note:
Books and other materials purchased for the Reach out and Read program are funded by a consortium of clinics throughout the Fox Valley in partnership with the Appleton Public Library.

APPLETON PERSONNEL POLICIES	TITLE: **Emergency and Evacuation Procedures-City Hall**	
ISSUE DATE: July 1995	LAST UPDATE: February 2007 August 2012	SECTION: Safety
POLICY SOURCE: Human Resources Department	POLICY AUDIENCE: All City Hall Employees & Volunteers	TOTAL PAGES: 6
Reviewed by Attorney's Office Date: December 2000 April 2007 October 2012	Committee Approval Date: December 14, 2000 June 13, 2007 December 10, 2012	Council Approval Date: December 20, 2000 June 20, 2007 December 19, 2012

I PURPOSE
The purpose of this policy is to ensure that all City Hall employees and volunteers are properly trained, ~~and~~ aware of procedures and have the Emergency Procedures Guide at individual work stations so they can safely respond to emergency situations~~evacuate the City Center building.~~

II POLICY
All City Hall employees and volunteers shall be properly trained in the event of a fire, tornado, bomb threat, hazardous leak or any other threatening disaster or situation. Violations of this policy will be subject to disciplinary action, up to and including discharge.

III DISCUSSION
The policy defines what procedures City Hall employees will follow relating to evacuation and emergency situations.

IV DEFINITIONS
A. Assembly Point: Specific point for each department outside the building where roll call is taken.
B. Command Post: Position from which commands relating to the evacuation are given.
C. Tornado Watch: Thunderstorms and the possibility of severe weather is in the area.
D. Tornado Warning: Tornado has been sighted or indicated by weather radar and it is time to seek shelter.
E. Primary Exit: The route that a department is assigned for evacuation.
F. Secondary Exit: An alternate route assigned for evacuation.
G. City Hall Emergency Procedures: A pamphlet that contains more detailed information relating to most types of emergency/evacuation procedures.

V   PROCEDURES
   A.   General Responsibilities
        1. Fire Safety
            a. Know where fire extinguishers are located on your floor.
            b. Dial 911, which is the Appleton/County Emergency Dispatch to report a
                fire or any other emergency. (note: you do not need to dial "9" to reach an
                outside line when dialing 911)
            c. Respond and evacuate when to all fire alarms sound.

        2.   Fire Extinguishers
            a. Remember the RACE procedure
                •   **R**escue anyone in the immediate area.
                •   **A**ctivate the Alarm (call 9-1-1).
                •   **C**onfine the fire (close doors to prevent spread).
                •   **E**xtinguish the fire (if safe use a fire extinguisher to extinguish).
            b. Remember the following simple instructions (PASS):
                •   Pull the pin.
                •   Aim the discharge nozzle.
                •   Squeeze the operating handle that discharges the extinguisher contents.
                •   Sweep the spray nozzle back and forth spraying at the base of the fire.

        3. Evacuation
            a. During normal business hours Human Resources will call 911 and lock out
                the elevators for fifth and sixth floors if circumstances allow.
            b. All employees must:
                •   Move calmly but quickly to the exit assigned to your area.
                •   Do not use elevators for evacuation.
                •   Report to department contact person once outside. Department
                    locations are (see below):
                •   Personnel located near the restrooms and conference rooms should
                    quickly check these areas. If visitors are present please lead them to
                    the proper evacuation route.

                    This chart will be revised to match the changes in the brochure

```
                FRANKLIN STREET
                    ┌─────────┐
                    │    9    │
          ┌───┐     └─────────┘
          │ 1 │   ┌────────────────────┐
          └───┘   │                    │
          ┌───┐   │                    │
          │ 2 │   │      LIBRARY       │
          └───┘   │                    │
          ┌───┐   │                    │
          │ 8 │   │                    │
          └───┘   └────────────────────┘
       ┌───┐┌───┐┌───┐┌───┐┌───┐
       │ 4 ││ 7 ││ 6 ││ 5 ││ 3 │
       └───┘└───┘└───┘└───┘└───┘
            LIBRARY PARKING LOT

                WASHINGTON STREET
```

Department Identification

1 - Community & Economic
    Development
2 - Assessor
3 - Mayor and City Attorney
4 - Health
5 - Human Resources
6 - Finance
7 - Clerk
8 - Information Technology
9 - DPW
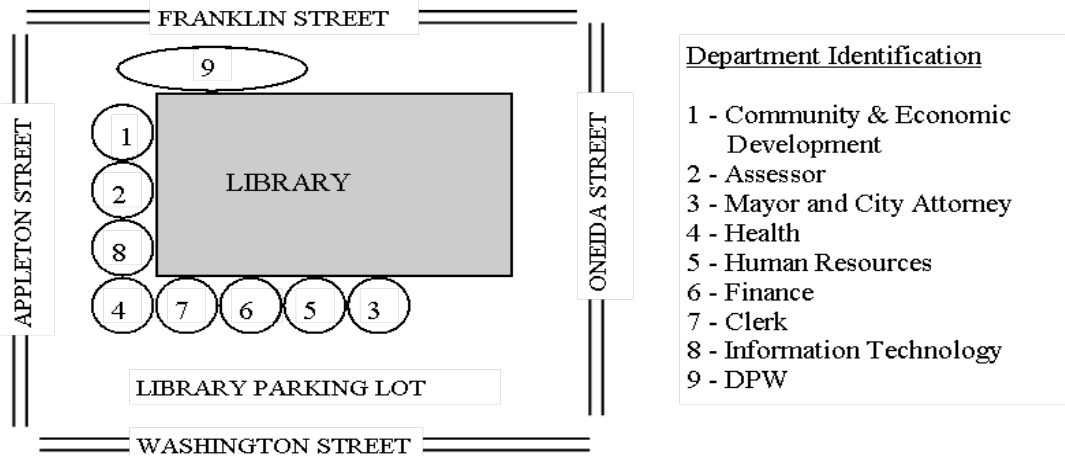
c. Department Head/designated person shall ensure that all employees:
   - Receive evacuation training as part of department's new employee orientation program (first week of employment).
   - Evacuate in a timely and orderly manner to all fire alarms.
   - Lock the department door, but not individual office doors. Keys should be made available at the Command Post for Police/Fire entry if needed.
   - Are accounted for at roll call.

d. Departmental Safety representative must:
   - Wear emergency vest on all evacuations.
   - Report employees present and absent to the command post.
   - Bring a flashlight for tornado evacuations.

4. Tornado Awareness/Severe Weather
   a. Information for all:
      - Human Resources will consult with the DTN Wweather radar service located at the Municipal Services Building for up-to-date information on weather changes.
      - An emergency radio located in Human Resources department is also equipped to receive weather alerts.
      - The decision to evacuate to the lower level (basement) will be made by the Mayor or the Director of Human Resources/designee.
      - Use the north stairwell to go to the lower level. City Hall employees will meet in the main hallway of the basement outside the elevators.

5. Telephone Threat
   a. Remain calm.
   b. Listen carefully. Be polite. Try to keep the caller talking so that you can gather more information.
   c. Write down as many details as you can remember. Check and write down the caller ID number that appears in the display window. Another option is to dial *69 before making any other calls on the phone. This will allow

3

you to hear the number that originated the call.

    d. Do not discuss the threat with staff other than your supervisor or Ddepartment Ddirector (if they are not available contact the Director or Deputy Director of Human Resources).

    e. The Ddepartment Ddirector will notify the Director or Deputy Director of Human Resources.

    f. Once the Director or Deputy Director has assessed the situation, he/she will decide what steps to take.

    g. If evacuation is ordered, follow the **Employee Evacuation Procedure** outlined in this policy under section A.3.

6. Bomb Threat

If you receive a written threat or suspicious parcel, or if you find a suspicious object on the premises:

    a. Keep others from handling it or going near it. The object may be dangerous. In addition, preservation is important as evidence for law enforcement. Do not use a cell phone or radio in the vicinity of a suspicious parcel or object.

    b. Call 911.

    c. Promptly write down everything you can remember about receiving the written threat or parcel, or if you find a suspicious object. Police interviewers will need this information. Use the Bomb Threat Checklist which can be found on the City Intranet – Internal Forms – Human Resources – Bomb Threat Checklist. A small version of this document is also pictured in the Emergency Guide for City Employees.

7. Direct Threats

Be aware of the possibility of an incident occurring here at the City. Here are some actions you should take:

    a. All threats of violence must be taken seriously.

    b. Report any threats to your supervisor immediately, who will then relay to the Ddepartment Ddirector.

    c. The Ddepartment Ddirector will confer with the Director of Human Resources or designee to make a determination as to the next course of action. The Director of Human Resources or designee will confer with Police personnel to determine the course of action such as everyone staying where they are or evacuating the building.

    d. Do exactly what you are told – no more and no less. Do not do anything to surprise the individual.

    e. If there is an alarm in your area, do not jeopardize your safety by setting it off – wait until it is safe to do so.

    f. If an intruder is witnessed/suspected and an employee can safely notify others via the internal paging system, please follow the steps listed below.

INTERNAL PAGING THROUGH PHONES

Lift handset and dial *37
Dial 3 for the primary City Hall group
The phones in the primary group will make an audible tone
Make the necessary announcement
Return handset to cradle

Lift handset and dial *37
Dial 4 for the secondary City Hall group
The phones in the secondary group will make an audible tone
Make the necessary announcement
Return handset to cradle

    g. Refer to the **Workplace Violence Policy** for more detailed information.

8. Medical Emergency: Staff
    If a staff member is seriously ill or injured:
    a. Either you or another employee that may be standing nearby should call 911 immediately. If the staff member is injured versus being ill, also contact Human Resources at 6458. If no answer, press "0".(where does this go??)
    b. Give 911 operator the location, name and type of emergency.
    c. Unless it is life-threatening situation or you are qualified to provide first aid treatment, do not render first aid until a qualified individual arrives.
    d. Do not attempt to move a person who has fallen.
    e. Obtain from the ill or injured employee his/her name, department, and a brief statement of what he/she believe happened.
    f. After the ill or injured employee has been cared for and the incident is over, the supervisor, employee and witnesses will complete the City of Appleton Investigation report.

    Note: The investigation report can be found on the City Intranet under Forms – Human Resources – Accident Investigation Form.

9. Medical Emergencies: Visitors
    If you observe a visitor who appears to be seriously ill or injured:
    a. Dial 911 immediately. Give the 911 operator the location, name and type of emergency.
    b. Call Human Resources at 6458. If no answer, press "0". (where does this go??)
    c. Unless it is a life-threatening situation or you are qualified to provide care and treatment, do not render first aid until a qualified individual arrives.
    d. Do not attempt to move a person who has fallen.
    e. Obtain from the injured person (if possible), his/her name, phone number, address, date of birth and a brief description of what happened.
    f. Avoid unnecessary conversation with, or about, the ill or injured visitor, or members of his/her party.

    g. Do not offer possible cause of an accident or any conditions that may have contributed to the cause.

    h. Under no circumstances, discuss any insurance information or accept responsibility for an accident with members of the public.

    i. Complete the City Patron Accident/Injury Report and bring to the Risk Manager in Human Resources. This form can be found on the City Intranet under Forms - Human Resources - Patron Accident Report.

10. Elevator Emergency

    In an emergency do the following:

    a. If there is a power failure, there is a light in the elevator powered by the generator.

    b. Do not try to force the elevator open.

    c. Open the telephone panel door located on the wall in the elevator.

    d. Press the button that alerts Otis Emergency Service. It acts as a two-way communication vehicle with their emergency staff. The button also identifies where the elevator is located.

    e. When Otis Emergency Staff or answering service responds, identify where you are and what is wrong. They have the ability to hand crank the elevator to the next available floor. Equipment is then utilized to evacuate those stranded in the elevator.

11. Hazardous Leak

    a. If a hazardous substance is leaked or spilled near City Hall:

- Call 911, do not touch the substance.
- The Fire Department Emergency Management and Outagamie Emergency Management will assess the situation.
- Personnel will remain at work unless notified otherwise by the Fire Department or Outagamie Emergency Government.

CITY OF APPLETON PERSONNEL POLICY	TITLE: **Personal Protective Equipment (PPE)**	
ISSUE DATE: December 1996	LAST UPDATE: March 2002 August 2006 August 2012	SECTION: Safety
POLICY SOURCE: Human Resources Department	AUDIENCE: All employees who wear PPE	TOTAL PAGES: 17
Reviewed by Attorney's Office Date: March 15, 2002 October 2006 July 2012	Committee Approval Date: May 8, 2002 February 28, 2007 September 24, 2012	Council Approval Date: May 15, 2002 March 7, 2007 October 3, 2012

I. PURPOSE

To establish procedures for the selection, training, storage, cleaning and use of Personal Protective Equipment (PPE).

II. POLICY

The City of Appleton, in accordance with Federal and State law requires the use of Personal Protective Equipment. The policy shall cover eye/face protection, respiratory protection, head protection, foot protection, hand protection, and hearing protection.
Violations of this policy will be subject to disciplinary action, up to and including discharge.

III. DISCUSSION

Personal Protective Equipment shall be provided, used and maintained wherever necessary. The City will conduct a Hazard Assessment Survey and Analysis on positions to determine the proper personal protective equipment (PPE) needed.

IV. DEFINITIONS

A. Hazards - includes hazards of processes or environment, chemical hazards, radiological hazards, biological hazards, thermal or mechanical irritants encountered in the function of any part of the body through absorption, inhalation or physical contact.

B. Personal Protective Equipment (PPE) - is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (i.e. uniforms, pants, shirts, or blouses) are not intended to function as protection against a hazard and are not considered to be personal protective equipment

C. DSPSDWD – Department of Safety and Professional ServicesWorkplace Development

D. OSHA – Occupational Safety & Health Act

E. Shall - is interpreted to mean required.

F. Should is interpreted to mean recommended but not required.

V.   PROCEDURES

A. ASSESSMENT

The Human Resources Generalist/City Safety Coordinator will work with departments who utilize PPE to perform a Workplace Hazard Assessment that identifies whether foot, head, eye, face, respirator, hearing or hand hazards exist in their operation and processes. Based on the findings of the assessment, appropriate protective devices for the particular hazards will be selected. Consideration shall be given to the comfort and fit of safety equipment. See Exhibit I for a copy of the Hazard Assessment Survey and Analysis. Also included in the policy is Exhibit III which is a copy of department/division's hazard assessment. The individual Safety representative within each department/division's safety committee shall coordinate this assessment. These assessments shall be reviewed by this individual during each calendar year and the results submitted to Human Resources ~~the H.R. Generalist~~ annually.

B. TRAINING

1. Upon hire, training shall be provided by department/division(s) to all employees who are required by this policy to use PPE. The employee(s) must demonstrate an understanding of the required PPE and the ability to use it safely before being allowed to perform work requiring the use of PPE. These employees shall be trained in the following:

    a.   When PPE is necessary.

    b.   What PPE is necessary.

    c.   How to properly don, doff, adjust, and wear PPE.

    d.   The proper care, maintenance, useful life and disposal of PPE.

    e.   The above must be demonstrated prior to the employee doing work requiring PPE.

C. RETRAINING

1. Retraining shall take place when:

    a.   There are changes in the work place which render previous training obsolete.

    b.   Changes in the type of PPE to be used which renders previous training obsolete.

    c.   When a PPE hazard assessment indicates changes.

    d.   When an employee demonstrates that he/she has not retained the required understanding or skill.

2. Departments/divisions shall verify that each affected employee receives and understands the required training. A sign off showing the training date, topic and employee signature will be sent to Human Resources. ~~through a written certification that contains:~~

a. ~~Name of the trained employee.~~

b. ~~The date of training.~~

c. ~~The subject of certification.~~

3. 2. Exhibit II may be used to document training or you may use your own department document. Forward the sign-in sheet to Human Resources.

D. RESPONSIBILITY

1. Supervisor/Department Safety Coordinator Responsibility

   a. The supervisor/department safety coordinator is responsible for providing employees with proper PPE and ensuring that the employees are wearing, at a minimum, PPE that is required for the site.

2. Employee Responsibility

   a. Employees are responsible for:
      • Attending applicable PPE training classes.
      • Wearing required PPE where/when applicable.
      • Informing management when PPE is no longer usable.
      • Properly cleaning PPE as needed.

E. PROTECTION

1. EYE AND FACE PROTECTION

   a. Suitable eye and face protection such as safety glasses, face shields, or goggles, should be worn at all times when exposed to eye or face hazards arising from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

   b. Employees shall use eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors are acceptable.

   c. Employees who wear prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses or the protective lenses.

   d. Employees shall use equipment with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation. If you are unsure about the shade number, you should contact either the vendor or discuss with your Safety Coordinator.

   e. All eye and face PPE shall be distinctly marked to facilitate identification of the manufacturer.

   f. Protective eyewear and face protection shall be periodically cleaned according to manufacturer instructions. If none are available, clean carefully with a mild soap solution for a period of time, rinse thoroughly and allow to air dry.

   g. Face shields are not to be considered eye protection and shall be worn only in conjunction with safety glasses or goggles.

   h. Contact lenses offer no protection against eye hazards and are not to be considered PPE.

   i. Employees who use contact lenses must wear appropriate eye protection instead of or in conjunction with their contact lenses.

2. HEAD PROTECTION - The general requirement for head protection shall be observed in the City's head protection program. They are as follows:

   a. Each affected employee shall wear protective helmets when working in areas where there is a potential for injury to the head from falling objects.

b.   Protective helmets designed to reduce electrical shock hazard shall be worn by each affected employee when near exposed electrical conductors which could contact the head.

c.   Only hard hats approved by the American National Standards Institute (ANSI) shall be used.

d.   Head Protection for the Fire Department use shall meet applicable standards.

3. FOOT PROTECTION

a.   Employees shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects piercing the sole, and where employees feet are exposed to electrical hazards. Protective footwear shall comply with American National Standards Institute (ANSI) Z41-1991.

b.   All employees are responsible for wearing the appropriate foot protection when it is required.

c.   Supervisors/Safety personnel are responsible for ensuring protective footwear is being worn in areas where required.

d.   Always replace safety shoes if the steel toe is exposed.

4. HAND PROTECTION

a.   Departments/divisions shall select and require employees to use appropriate hand protection when employee's hands are exposed to hazards such as those from vibration, skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical and thermal burns; and harmful temperature extremes.

b.   Departments/divisions shall base the selection of the appropriate hand protection on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified.

5. RESPIRATORY PROTECTION
See Respiratory Protection Policy & Procedure

Exhibit I
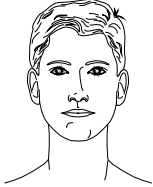
PERSONAL PROTECTIVE EQUIPMENT (PPE)
HAZARD ASSESSMENT SURVEY AND ANALYSIS
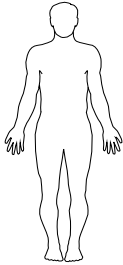
Department/Division: _____ Location: _____

Job Classification: _____ Operation/Process: _____

Person Performing Assessment: _____ Title: _____

THE FOLLOWING HAZARDS HAVE BEEN NOTED

PART OF BODY	HAZARD	REQUIRED PPE	NOTES
Hands See Standard 1910.138	☐ Penetration-sharp objects ☐ Penetration-animal bites ☐ Chemical(s) _____ _____ ☐ Extreme cold ☐ Heat ☐ Blood ☐ Electrical shock **☐ Biological organisms** ☐ Vibration-power tools ☐ Other	☐ Leather/cut resistant gloves ☐ Leather/cut resistant gloves ☐Chemical resistant gloves ☐ type _____ ☐Insulated gloves ☐ Heat/flame resistant gloves ☐ Health grade vinyl or Nitrile gloves ☐Insulated rubber gloves; type_____ ☐Cotton or leather gloves ☐ Other	
Eyes and Face See standard 1910.133	☐ Impact-flying objects, chips, sand or dirt ☐Nuisance dust ☐ UV light-welding, cutting, torch brazing or soldering ☐ Chemical-splashing liquid ☐ Chemical-irritating mists ☐ Hot sparks-grinding **☐ Biological organisms** ☐ Splashing molten metal ☐ Glare ☐ Other	☐ Safety glasses w/side shields ☐ Glasses/goggles w/face shield ☐ Impact goggles ☐ Welding goggles/helmet/ shield w/safety glasses & side shields ☐ Chemical goggles/face shield ☐ Chemical splash goggles ☐ Safety glasses w/side shields ☐ Glasses/goggles w/face shield ☐ Safety goggles w/face shield ☐ Shaded safety glasses ☐ Other	
Ears See standard 1910.95	☐ Exposure over 85 dBA ☐ Exposure to sparks ☐ Other _____	☐ Muffs and/or ear plugs ☐ Leather welding hood ☐ Other _____	
Respirator System See standard 1910.134	☐ Nuisance dust/mist ☐ Welding fumes ☐ Asbestos ☐ Pesticides ☐ Paint Spray ☐ Organic vapors ☐ Acid gases ☐ Oxygen deficient/toxic or IDLH atmosphere ☐ Other **☐ Biological organisms**	☐ Disposable dust/mist mask ☐ Welding respirator ☐ Respirator w/HEPA filter ☐ Respirator w/pesticide cartridges ☐ Respirator w/paint spray cartridges ☐ Respirator w/organic cartridges ☐ Respirator w/acid gas cartridges ☐ SCBA/Type C airline respirator ☐ Other ☐ N 100 Respirator	

Feet See standard 1910.136	☐ Impact-heavy objects ☐ Compression-rolling or pinching objects/vehicles ☐ Slippery or wet surface ☐ Penetration-sharp objects ☐ Penetration-chemical ☐ Splashing-chemical ☐ Exposure to extreme cold ☐ Sparks or molten metal ☐ Other	☐ Steel toe safety shoes ☐ Leather boots or safety shoes w/metatarsal guards ☐ Slip resistant soles ☐ Puncture resistant soles ☐ Chemical resistant boots/covers ☐ Rubber boots/closed top shoes ☐ Insulated boots or shoes ☐ Spats/molten splash guards ☐ Other	

Head
 	
See Standard 1910.135
	☐ Struck by falling object
	☐ Struck against fixed object
	☐ Electrical - contract with exposed wires/conductors
	☐ Other
		☐ Hard hat
		  ☐ Class A
		  ☐ Class B
		  ☐ Class C
		☐ Other	

Body See standard 1910.132	☐ Impact-flying objects ☐ Moving vehicles ☐ Penetration-sharp objects ☐ Chain saw ☐ Electrical-static discharge ☐ Hot metal or sparks ☐ Radiant heat ☐ Chemical(s) _____ ☐ Exposure to extreme cold ☐ Unprotected elevated walking/working surface ☐ Ticks and/or bees ☐ Prolonged sun exposure ☐ Other **☐ Biological organisms**	☐ Long sleeves/apron/coat ☐ Traffic vest ☐ Cut-resistant sleeves, wristlets ☐ Chain saw chaps/vest ☐ Static control coats/coveralls ☐ Flame resistant jacket/pants ☐ Heat reflective clothing ☐ Lab coat or apron/sleeves ☐ Insulated jacket, hood ☐ Body harness and lanyard ☐ Paper Gown ☐ Long pants and sleeves ☐ Hat/sun screen ☐ Other	

CERTIFICATION: I certify that I personally performed the above Hazard Assessment on the date indicated. This document is a Certification of the Hazard Assessment.

Signed by: _____   Date: _____

EXHIBIT II

PERSONAL PROTECTIVE TRAINING

DATE: _____ DEPARTMENT: _____

INSTRUCTOR: _____

The following employees have received and understand the required training for: (list the actual PPE you trained on this particular day)

_____

	Employee's Name	Signature
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____

MUNICIPAL SERVICE BUILDING OPERATIONS DIVISION
PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT

Task	Safety Shoes	Safety Glasses w/Side Shields	Ear Plugs	Work Gloves	Goggles	N100 Respirator	Hard Hat	Safety Vest	Anti-Vibration Gloves	Safety Harness	Face Shield	Chaps	Heat Resistent Gloves	Rubber Boots	Rain Suit	Specific Respirator	Rubber Gloves	Welding Shield
Active Construction Zone #	X	X					X	X										
Aerial Bucket Lift	X	X	R	X			X	O		X								
Air Impact Tools	X	X	X	R				O	X									
Air Spade	X	X	X	R				O	X									
Asphalt Paving	X	R	X	X				O										
Bio-Hazard Clean Up 3	X	X		X	X			O									X	
Chain Saw	X	X	X				X	O	X		X	X						
Chemical Handling 1	X				X			O										
Chipper	X	X	X				X	X										
Confined Space 2	X			X				O										
Crack Debris Removal - Ashpalt	X	X	X	X		R		X	R		R							
Crack Debris Removal - Concrete	X	X	X	X		X		X	R		R							
Crack Filling - Concrete/Asphalt	X	X		X				X										
Drill Press	X	X																
Dry Sawing (conc/asph)	X	X	X	X	X			O										
Electric Impact Tools	X	X		X				O	R									
Equipment Operator	X							O										
Finishing Concrete	X			X				O										
Freon Handling	X	X		X				O										
Grinding, Metal	X	X	X	X				O			R							
Grinding, Pavement	X	X		X				O										
Hammer Drill	X	X	X	R				O	R									
Hydrant Steaming	X	X		X				O										
Jack Hammer	X	X	X	R				O	X									
Lathe	X	X																
Metal Break/Shear	X	X		X														
Mixing Paint/Thinner 1	X			X	X			O										

1 Refer to MSDS Sheets
2 Refer to Confined Space Entry Policy
3 Refer to Bloodborne Pathogen Policy

Active Construction Zone is defined as when we are working within 50' of any overhead equipment/operations such as, but not limited to: Backhoes, Loaders and Cranes.

O Safety Vests are required if the work being done is within the road way or within an active construction zone.

R Recommended

Revised 9/14/12 j/msb/msbsafety/ppeassessment   ***All work done in the street right of way must comply with the City of AppletonTemporary Traffic Control Manual.***

EXHIBIT III

MUNICIPAL SERVICE BUILDING OPERATIONS DIVISION
PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT

Overflow Collection	X	X		X				X											
Oxy/Acetylene Cutting	X	X		X	X			O						R					X
Painting 1	X	X		X				O											
Plasma Cutter	X	X		X				O						R					X
Pipe Threader	X	X		R															
Pouring Concrete	X	X		X				O											
Power Tools(drills,saws..)	X	X		R				O											
Prentice Loader	X	X					X	X											
Propane Handling	X	X		X				O											
Pungar	X	X	X	X				O	X										
Root Cutter	X	X	X					X											
Router - Asphalt	X	X	X	X		R		X	R										
Router - Concrete	X	X	X	X		X		X	R										
Sand Blasting(Fixed/Enclosed)	X	X	X																
Sand Blasting(Portable/Open)	X	X	X	X															
Sewer Cleaning	X	X	X	X				O											
Sewer Inspection/Survey	X	R		R				O										R	
Steam/pressure washer	X	X						O				X				R	R	R	
Stump Grinder	X	X	X				X	X											
Table Saw	X	X	X	X															
Tree Planting	X	X						X											
Water Dept. Drill Rig	X	X	X	R				X											
Welding	X	X		X				O						X					X
Wet Sawing (conc/asph)	X	X	X	X				O											
Work in Road Way	X							X											
Yard Site Attendant	X							X											

1 Refer to MSDS Sheets
2 Refer to Confined Space Entry Policy
3 Refer to Bloodborne Pathogen Policy

\# Active Construction Zone is defined as when we are working within 50' of any overhead equipment/operations such as, but not limited to: Backhoes, Loaders and Cranes.
O Safety Vests are required if the work being done is within the road way or within an active construction zone.
R Recommended

Revised 9/14/12   j/msb/msbsafety/ppeassessment   **All work done in the street right of way must comply with the City of AppletonTemporary Traffic Control Manual.**

2012 Appleton Water Treatment Facility

Task	Chemical Gloves	Rubber Gloves	Work Gloves	Nitrile/Lab Gloves	Face Shield	Chem Goggle	Safety Glasses w/shields	Safety Glasses	Ear Muffs/ Plugs	Gas/Air Monitor	SAR SCBA On-Site	Full Face Resp.	Cartridge Color	Dust Mask	Rubber Boots	Hard Hat	Rubber Apron	Rain Suit	Harness/ Lifeline/ Tripod
Chemicals / Chemical Handling																			
Aqua Ammonia	X						X				X	*			X			X	
Carbon Dioxide (CO₂) Alarms			X				X			X	X								
CIBA LT-25	X					*	X							X					
Citric Acid	X				X	*	X								X			*	
Ferric Sulfate	X				X	*	X								X			*	
Hydrofluorsilicic Acid	X				X	*	X								X			*	
Lime (Calcium Oxide)	X				X	*	X							X	X			*	
Acid Cleaning Lime Lines	X				X	*	X					X			X			*	
Checking Lime Slaker	X				X	*	X	X						X					
LCP-4 Polyphosphate	X				X	*	X												
Miscellaneous Processes																			
Calibrating All Chemical Pumps	X				X	*	X												
Chemical Room Equipment Repair	X				X	*	X					X						X	
Chemical Sump Pit Work		X			X	*	X			X		X			X	X		X	
Chemical Unloading							X												
Removing/Adding GAC to Contactors	X				*	REC		X							X	X		*	X
Muriatic Acid / Hydrochloric Acid					X	*	X												
Potassium Permanganate																			
Change-Out KMnO4 Totes, Checking, Sweeping, and Cleaning KMn04 **	X					X			*			*		X	*			*	
Transfering KMnO4 Tote-Tote	X					*			*			X			*			*	
Powdered Activated Carbon (PAC)	X				X	*	X							X	X			*	
Sodium Hydroxide	X				X	*	X					*			X			*	
Sodium Hypochlorite	X	X			X	*	X					*			X			X	
Aluminum Chlorohydrate					X	*	X												
Cleaning Processes																			
Acidize pH Analyzers	X					*	X								X		REC		
Acidize Turbidity Analyzers	X					*	X					X					REC		
Acid Washing - Muriatic / Phosphoric		X				*	X					X			X			X	
Calibration of Turbidimeter	X					*	X												
Clean CL2 Analyzers	X					*	X							X			REC		
Cleaning Dust/Dirt from Machinery							X							*					
Cleaning Membranes								X											
Cleaning Prefilters/Backwashwater Filters								X											
Cleaning Sump Pits (E. Gallery & Softener)	X						X			X					X				
Lime Machine - Cleaning Slaker, Grit System	X				X	*	X					X			REC			REC	
Power Washing with Soap/Solvents		X			X	*	X												
Pressure Washing	X				REC	*									X	*		X	
Sandblasting/Air Cleaning Operations					X		X							*					
Sludge Sump	X					REC		X							X	X		REC	X
Tank Cleaning	X		*		*	*	X	X				*			X	*		*	
Confined Space																			
Confined Space "Non-permit Confined Space Entry"	X	*					X			X					*	X		*	
Confined Space Horizontal - "Permit Confined Space Entry"		*	X				X			X	X				*	X			
Confined Space Vertical "Permit Confined Space Entry"	X	*	X				X			X	*				*	X		X	X
Fuel																			
Changing LP tanks			X			*	X												
Diesel	X							X									*		

HVAC																
SUVA 134a	X						X				X					
Lab																
Colilert	X						X									
Lab Chemicals/Reagents: Follow MSDS	X				X	*	X								REC	
Laboratory Analysis (Alk/C12 Residual, etc)	X							X								
Nessler Reagent - Long Sleeve Shirt or Lab Coat Required	X						X									
Maintenance Shop																
Concrete - Chipping/Breaking/Cutting			X		X		X			X						
Electric Tools Shop and Portable					X		X	X	*							
Grinding					X		X		*				*			
MAPP Gas (Metyl Acetylene Propadiene)			Leather				Shade #4									
Painting							X									
Pipe Cutting/Threading							X									
Pneumatic Hand Tools								X	*							
Rivets - Cutting					X		X		*							
Soldering							X									
Using Impact Wrenches/Air Tools							X			X						
Using Metal Cutting Lathe and Drill press					X		X		*							
Using Paint Remover / Solvents		X					X									
Using Power Tools / Fixed & Portable							X		*							
Power Tools - Cutting/Milling/Drilling							X		*							
Using Punches/Chisels/Other Impact Tools					X		X		*							
Welding			X		X ***		X									
Membranes																
Glycerin Application to O-rings (membranes)								X								
Kochkleen Liquid Detergent II	X				X	*	X				X					X
Membrane CIP / CEB with Citric Acid	X				X		X									
Membrane CIP/CEB with Hydrochloric Acid	X				X	*	X				X	Olive/Magenta			X	
Membrane CIP with King Lee	X				X	*	X						X		X-w/LS	
Outside Facilities & Processes																
Inspecting All Water Towers								X						X		
Snow Blowing/Grass Cutting/Weed Eating			X				X							X		
Lift Station Work			*				X			X	*			*	X	
Paints/Thinners for Water Towers	X					*					X				X	

NOTE: Safety Shoes are MANDATORY in all areas at all times
NOTE: Hearing Protection (Ear Muffs and Plugs) are required to be worn in areas of the plant that have signage requiring them.

* If Applicable   REC = Recommended
** Refer to KMnO4 Memo posted at the Lake Station   *** Welding Helmet

10/15/12

Valley Transit

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

Task	Safety Glasses	Face Shield	Hearing Protection	Respirator	Dust Mask	Rubber Gloves	Leather Gloves	Welding Jacket	Safety Vest
Painting	X			X		X			
Welding/Cutting		X		X			X	X	
Using Band Saw	X		X						
Using Pressure Washer	X	X	X			X			
Using Grinder	X		X		X		X		
Using Air Tools	X		X						
Run/Test Engines			X						
Hammering	X		X						
Cleaning With Solvents	X	X				X			
Operating Brake Lathe	X		X		X	X			
Servicing Batteries	X	X				X			
Operating Floor Machine			X		X				
Upholstery Cleaning	X		X			X			
Changing LP Tanks	X						X		
Fueling Buses	X					X			
Drilling	X						X		
Using Snow Blower	X		X						
Vacuuming Buses			X						
Filling/Using Salter	X				X	X			
Road Calls									X

APPLETON FIRE DEPARTMENT
PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

Conducted by: Ethan Kroll

Date: 11/15/12

	Turnout Gear	Bunker Pants	Boots	Gloves	Helmet	Hood	SCBA	PASS	Safety Glasses/ Goggles	SABA	PFD	Hard Hat	Chem. Suit	Cold Water Suit
Task/Equipment Operation	X	X	X	X	X	X	X	X						
Aerial Operations	X	X	X	X	X	X	X	X						
Aircraft Fire Operations	X	X	X	X	X	X	X	X						
Fire Suppression	X	X	X	X	X	X	X	X						
Forcible Entry	X	X	X	X	X	X	X	X						
Hazardous Materials	X	X	X	X	X	X	X	X		X		X	X	
Ladders	X	X	X	X	X	X	X	X						
Pumping Operations	X	X	X	X	X	X	X	X						
Ventilation	X	X	X	X	X	X	X	X						
Rescue:														
1. Confined Space			X	X		X	X	X	X	X		X	X	
2. High/Low Angle			X	X								X		
3. Ice Rescue	X	X	X	X	X	X					X			X
4. Structural Collapse			X	X	X				X					
5. Trench/Excavation	X	X	X	X	X	X			X					
6. Vehicle Extrication	X	X	X	X	X	X			X			X		
7. Water				X							X	X		
Ventilation	X	X	X	X	X	X	X							

Police Department
Personal Protective Equipment Requirements

Task	Hepa Mask	Examination Gloves	Reflective Safety Vest	Hearing Protection	Eye Protection	Bike Helmet	Gloves
Known incidents involving Contagious diseases	**X**	**X**					
Incidents involving body fluids		**X**			**X**		
Performing first aid		**X**					
Directing traffic			**X**				
Firearms training				**X**	**X**		
Using air compressor during weapons cleaning/repair				**X**	**X**		
Caging/confining animals							**X**
Crossing guard duty			**X**				
Bike patrol					**X**	**X**	
SWAT	**As Needed**	**As Needed**			**As Needed**		

PARKS, RECREATION & FACILITIES MANAGEMENT

Personal Protective Equipment Roster		
2012		

OPERATION	SAFETY GLASSES	HEARING PROTECTION	HARD HAT	FACE SHIELD	DUST MASK
Operation of back pack blowers	X	X			
Operation of string trimmers	X	X			
Operation of 20" mowers	X	X			
Operation of out-front mowers	X	X			
Operation of tractors without cabs	X	X			
Operation of tractors with cabs	X	X			
Operation of radial arm saw	X	X			
Operation of table saw	X	X			
Operation of grinding wheels	X	X		X	X
Operation of grinders	X	X		X	X
Operation of sanders	X	X		X	X
Operation of power washer	X	X		X	X
Operation of jack hammer	X	X	**X**	X	X
Chemical application/use	**Follow Label**				
Confined Space Entry	See Confined Space Entry Procedures Manual				
Cleaning restrooms	**X**				
Handling garbage	**X**				
Working on/near a street					
Brushing	X	X	X		
Aerial Truck/Lift Operation	X	X	X		
Chainsaw operations	X	X	X		
Handling chemicals	**Follow Label**				
Chemical applications	**Follow Label**				

Wastewater Treatment Plant
Personal Protective Equipment Roster
2012

Task	Rubber Gloves	Rubber Boots	Chem Goggles	Face Sheild	Safety Glasses/ Shields	Rain Suit	SAR SCBA On-Site	5 Min. Air Pac	Gas Detector	Full Face Cartridge Respirator	Dust Mask	Ear Plugs / Muffs	Work Gloves	Safety Shoes/Toe Guards	Rubber Apron	Hard Hat	Universal Precautions
Hydrochloric Acid Use (BFP's)	X	*								X				X	X		
Caustic Handling	X		*	X	*					X	X			X	X		
Chemical Sump Pit Cleaning	X	X				X			X	X				X	X		
Cleaning Dust/Dirt from Equipment					X						X	*		X			
Cleaning Sludge Storage Tanks		X			*				X			*	*	X		X	
Chipping/Breaking/Cutting Concrete					X							*	X	X			
Non-Permit Req. Confined Space	*	*			X				X			*		X		X	
Permit Req. Confined Space / Horizontal	*	*			X		X	X	X	*		*		X		X	
Permit Req. Confined Space / Vertical	*	*			X		X		X	*		*		X		X	
Cutting/Milling/Drilling Power Tools					X								X	X			
Cutting Rivets					X								X	X			
Ferrous Handling	X	X	X	X										X		*	
Grinding					X						*			X			
Lift Station Work	*	*			X		*		X					X		X	
Lab Analysis / Preparation (Hoods/Benches)					X									X			X
Pipe Cutting/Threading					X									X			
Painting					X									X			
pH probe maintenance	X				X									X			
Power Washing with Soap/Solvents	X			*	X							*		X			
Preparation of Lab Reagents/Sample Analysis	X			*	X									X			
Pretreatment Sampling	*				X									X			
Sodium Hypochlorite/Sodium Bisulfite	X	X	X			X				*				X			
Sandblasting/Air Cleaning Operations					X						*			X			
Soldering					X									X			
Sampler Acid Wash	X		*	*	*					X				X	X		
Sweeping Biosolids Storage					X						X			X			
Using Impact Wrenches/Air Tools					X							X		X			
Using Metal Cutting Lathe and Drill Press				X	X									X			
Using Power Tools / Fixed & Portable					X							X		X			
Using Paint Remover / Solvents	X				X									X			
Using Punches/Chisels/Other Impact Tools					X									X			
Welding				X**	X								X	X	X**		

* If Applicable

**Welding Helmet

**Welding Apron/Clothing

Universal Precautions = Safety Shoes, Safety Glasses, Nitrile Gloves

Appleton Health Department Personal Protective Equipment Requirements

		Health Grade Gloves	Rubber Chemical Gloves	Safety Glasses Side Shield	Face Shield	Muffs/ Ear Plugs	N100	Resp W/HEPA Filter	Full Safety Shoes *	Hard Hat	Coveralls	Traffic Vests	Paper Gown
Environmental													
Baiting Sewers	1											X	
Asbestos Sampling	2							X					
Construction Inspections	3			1						1			
Rabies Specimen Collection	4	X											
Chloroform Use	5			X									
Weights & Measures													
Gas Pump Test Program	1								X		X		
Truck Meter Test Program	2		X						X		X		
Medium Capacity Scale Program	3								X				
Draining Service Station Test Trailer	4		X						X		X		
Large Capacity Scale	5								X				
Batch Plant Test Program	6								X	X	X		
Nursing													
Injections	1	Optional											
Finger Stick	2	X											
TB Investigation and/or Treatment	3	X					X						
Enteric Investigation and/or Treatment		X											
Department Staff													
Blood Spill	1	X			2								2
Emerging Infection Disease Investigation	2	3		3			3						3

*Steel toe, slip resistant sole, chemical resistant
1 Based on site requirements by contractor
2 Required if splash potential
3 Based on suspected organism & CDC guideline

2ⁿᵈ. QUARTER 2019

Adult Classes and Events

Flipside Concert Series
Our goal with this concert series is to highlight our FlipSide musicians, increase visibility for local musicians, provide access to local live music in a welcoming space, and to promote our FlipSide streaming service. During the second quarter of 2019, we hosted Erin Krebs, a jazz performer, in April, and Kurt Gunn, a folk/rock musician in May. These concerts were held on the library's main level, allowing an accessible and welcoming music experience that patrons were able to stumble upon. Friends' funds provided honorariums for both artists.

Fox Cities Reads
The 13ᵗʰ annual Fox Cities Reads selection was *Evicted: Poverty and Profit in the American City* by Matthew Desmond. The Reads initiative involved several community partners that led programming and community engagement around the book. Programming included a poverty simulation, community conversations about the topics, book clubs, and two presentations by the author. Community members, primarily adults, learned about the complexities of housing insecurity, racial and gender disparities in housing, and local issues in these areas. Friends' funds purchased books for library circulation, t-shirts for staff and volunteers, and a portion of the author's honorarium.

Morning at the Movies
Morning at the Movies is a monthly film series designed for persons with cognitive disabilities, but it is open to everyone. Local adult day programs and group homes provide shuttle service for their residents to attend G-rated films. The Friends fund refreshments and movie licensing fees.

Sunday Concert Series
We welcomed Elizabeth Eisen and the Chaminade Women's Chorus to the library in April. This series provides an enriching live music experience, primarily reaching the older adult population and those who utilize group transportation. Friends' funds provided an honorarium for the artists.

Teen Classes and Events

Anime Night
Anime Night is a monthly event for teens with an interest in anime and Japanese culture. Friends' funds provided an opportunity for teens to screen anime and create buttons based on their favorite anime images. Friends' funds also provided refreshments and materials for crafts.

K-Pop Club
K-Pop Club is designed for teens with an interest in aspects of Korean pop culture including music, TV and food. Teens develop friendships with their peers around common interests, build trust with a caring adult (YA librarian) and have opportunities to

build leadership and communication skills through this program. Friends' funds provide materials and refreshments for the K-Pop Club.

Pride Month Button Making
Staff visited the LGBTQ+ teen support group at The Space (Goodwill building – Menasha) to share information about the Teen Summer Library Program. As June is Pride Month, we brought a button maker and supplies, and the teens were able to design and create their own PRIDE buttons. Fifteen were in attendance and several comments were made about how fun the activity was. Friends' funds were used to purchase the button making supplies.

Simple Life Hacks for Teens
This program was divided into Hot Glue Gun and Decor and Duct tape. These simple life hacks gave teens skills they can use every day. The teens who attended this program learned how to think critically and re-imagine uses for everyday items. Friends' funds provided materials for this program.

Super Smash Bros. Ultimate Tourney
This program is designed for teens with an interest in gaming. Teens develop mentorships and friendships as they learn different aspects of the video game, Super Smash Bros. Ultimate, and earn prizes from winning the tournament. Friends' funds were used to purchase a Nintendo Switch gaming system, games, and equipment. Additionally, Friends' funds provide refreshments and prizes for this program.

Tween Classes and Events

April Maker Quest
The Maker Quest attendance continued to grow to 267 with April's Earth themed programs. The featured technology this month was light table exploration, earthquake simulators, and VR through the Oculus Rift, which was bought previously with Friends' Funds. This month we also had a visit from Master Gardener, Shirley Martin, who helped students with a fun seed project. We also experimented with wind, tried paper quilling, learned about bald eagles and pelicans with help from Heckrodt Nature Preserve, and much, much more. Thank you to Friends for the technology and supplies that support this program.

June Maker Quest
"Spy Academy" was the theme for June's Maker Quest program. This month's technology featured disguise work with the green screen, finding Carmen Sandiego on Google Earth with the iPads, a typewriter (which was an unexpected hit!), a metal detector, and Cubelets. Other projects included circuit fun making flashlights out of popsicle sticks, fingerprint identification, writing secret codes, invisible ink, making secret compartments, life-sized I Spy, and more. Thank you to Friends for the previously purchased technology and supplies that support this program. 162 people attended this program throughout June.

Children's Classes and Events

I Am a Farmer Author Tour

On Saturday, April 6th, APL welcomed coauthors of the picture book *I Am Farmer,* Miranda Paul and Baptiste Paul. The book highlights an environmental hero from Cameroon, Africa, Farmer Tantoh Nforba. Farmer Tantoh himself also joined in for the visit. We learned about the challenges of farming in Cameroon, the lack of access to clean, safe water there, and how starting a movement can begin with very small steps. We also danced to Cameroonian music, did our own water bucket challenge, and saw some amazing images that highlighted the difference agriculture can bring to communities. It was an amazing family experience! Friends' funding sponsored the event and 44 people attended.

Kidz Expo

APL partnered with Kaukauna Public Library & Neenah Public Library to have a booth at the Kidz Expo on April 6th. The Expo gave us 2 booths for the price of 1. We gave away golden books supplied by United Way and offered STEM themed bookmarks for coloring and straw rockets for creating. One of our volunteers stayed with us most of the day doing yo-yo tricks. The books were gone by 1pm. Over 3000 people stopped by our table and about 6000 attended the event as a whole. Friends' funds paid for the bookmarks, straw rocket supplies & the registration fee.

Hmong Special: Paint Night

This program allowed caregivers and their children to experience 'paint night' together. Families followed step-by-step instructions to a create a Hmong inspired piece. Children bonded with their parents while exploring their creativity. Providing incentives along with new and exciting programs encourages Hmong families to come back to our library and participate. Friends' funds paid for special supplies and food incentives. 28 people attended.

Bunny Party

On April 17, 97 parents and children attended our Bunny party, and had a hopping good time. We started with a finger play about bunnies and a draw and tell story. The children made crafts, played with slime, and had their faces painted to look like a bunny. Friends' funds paid for special supplies.

Dragon Loves Taco Party

On Friday, May 3rd, 96 children and parents attended our Dragons Love Tacos Party. We started the program by reading the book "Dragons Love Tacos" by Adam Rubin. Kids made dragon and taco related crafts, played with spicy salsa slime, and got temporary tattoos. The Dragon costume character made a visit to meet the children and take pictures with them. The families loved it and want to have it again in the future. Friends' funds paid for the dragon costume.

Hmong American Day Celebration

We celebrated Hmong American Day on the evening of Wednesday, May 15th. Hmong history and culture were explored through stories, songs, and crafts. Participants made a traditional cucumber drink and planted cucumber seeds. Some children wore their Hmong clothes! 30 people attended the celebration and Friends' funds paid for supplies.

HMOOB Bilingual Storytime

Since January, Children's Services has been providing a monthly Hmong Bilingual Storytime for Hmong children. They get to practice their native language while building early literacy skills through stories and songs. Pizza is provided after Storytime. Hmong parents believe it's important to preserve the Hmong language, a large part of one's identity.

SLP Kick-off 2019

Tom Pease kicked off the 2019 Summer Library Program at APL with 4 shows. Two on Wednesday, June 12ᵗʰ for childcares and two on Thursday, June 13ᵗʰ for families. Tom sang several fan favorites to an audience of old friends and new ones as well. Funding for the Tom Pease shows was provided by Friends & a grant from OWLS. There were 584 attendees.

Rondini

Rondini's magic show brought mystery and fun to the library….as well as his rabbit friend Einstein. Friend's funds paid for Rondini, and there were 278 attendees

Miller & Mike Family Friendly Juggling Show

In space no one can hear you laugh, but at Miller and Mike's Universe of Stories Show the whole family was laughing loud and clear. Juggling clubs became gravity defying Rocket-ships, spinning plates became flying saucers, and yo-yos became UFOs. Miller and Mike did two shows on June 27. There were 187 attendees. Friend's funds paid for Miller & Mike.

Programs for All Ages

Juneteenth Festival

APL hosted a table at the annual Juneteenth community festival presented by African Heritage, Inc. We spoke with 189 people of all ages at the City Park event. Children's and Community Partnership staff and volunteers led a bookmark activity and registered people for the Summer Library Program. Friends' funds paid for the booth fee to participate in the event.

Ongoing Classes, Events and Services

Artist-in-Residence

The Artist-in-Residence (AIR) series contracts with local artists to place their work on display/exhibit in the library, provide lectures, workshops and demonstrations to

community members of all ages. Our Artist in Residence for April and May, Emily Bowles, offered two events. In April, she talked about knitting and poetry and demonstrated fairy tale knitting. In May, she provided a children's event where she shared a story and taught hand knitting. Friends' funds provided the honorarium for the artist and knitting supplies.

Cocoa and Coloring Nights
Cocoa and Coloring Nights provide patrons with the opportunity to relax and socialize in an open, relaxed environment. Group homes have brought multiple residents to enjoy this inter-generational program. This program attracts people of all ages and abilities. Friends' funds support refreshments for this program and ongoing supply needs.

1000 Books Before Kindergarten Prizes
This year-round reading program encourages parents to read 1000 books to their children before they enter kindergarten. Since April, 25 children have registered for the program. Friends' funds are used to purchase prizes for every 100 books read.

Symphony Storytime
April's Storytime featured Marisol Kuborn, percussionist extraordinaire! After using various rhythm instruments from around the world to provide the perfect accompaniment for the books I Got the Rhythm and Drum Dream Girl, Marisol expertly lead all the participants in a "jam," with drums, bells and shakers. Everyone got in the beat! 28 people attended, and Friends' funds paid for a portion of the performer's time. The rest is funded by the Fox Valley Symphony.

At June's edition of Symphony Storytime, we again welcomed Jennifer Hodges Bryan with her oboe and English horn. (This wonderful Fox Valley Symphony musician is also featured in the library's Flipside online music library!) Audiences at the two different Storytime's enjoyed owl stories and songs presented by Jennifer and Miss Kathleen and learned more about the woodwind family of instruments. Afterward, kids made their own reed flutes from straws and explored other musical instruments. Symphony Storytime is paid for in part by Friends funds, with the balance paid for by the Fox Valley Symphony Orchestra. 86 people attended the June symphony Storytimes.

500 Books Before Middle School:
This year-round reading program encourages students from grades K-6th grade to continue the habit of reading. Since April,16 have registered for this program. Friends' funds are used to purchase prizes for every 50 books read.

Special Projects

Constant Contact
Friends funds pay for our mass email service provider. We use this service to email our subscribers information about library news, classes, services and more.

2nd. QUARTER 2019

Flower Garden Play

Friend's funds were used to purchase a set of build your own flowers for the Play and Learn program. They were first used on June 21st. The children really enjoyed rearranging the stems, flowers and stamen. It was so popular that there were several little ones waiting for a turn to play with them. There were 82 attendees at 2 Play and Learn classes on the 21st, and the flowers will continue to be used in Play and Learn and other programs.

Community Partnerships – Library Assistant Position:

This part time non-benefitted position has increased capacity for community engagement and outreach related to job skill and workforce development. Staff have coordinated and implemented outreach and engagement to create visibility for library resources. Staff recruited and trained volunteers to assist patrons with computer use. Staff have advanced plans for APL's job skill and workforce development initiatives, including opportunities for volunteers to provide further assistance.

Summer Library Program Merchandising

Friends' funds pay for our summer library program merchandising, including large hanging posters and window clings. The goal of the merchandising is to increase awareness and participation of the summer library program.

Monday, August 12

Governing Libraries that Inspire Investment

Rebekkah Smith Aldrich
Executive Director
Mid-Hudson Library System, NY

A primary role of the board is to secure adequate funding for the library. Making the case for funding and inspiring stakeholders to invest in your library has never been more critical. With fierce competition for public and private funds and changing perceptions about what a library actually does, it has never been more important to talk about the essential nature of your library to those you serve to those who make funding decisions about your library. During this webinar you will receive an introduction to the basic building blocks that need to be in place to inspire investment of funding and good will into your library and get a front row seat to some of the latest thinking in the profession on how to ensure your library's future in an uncertain world.

Rebekkah (MLS, LEED AP, CSBA) is a passionate advocate for public libraries because she knows that libraries are empowerment engines in the communities that they serve. Rebekkah is the sustainability columnist for Library Journal, co-founder of the New York Library Association's Sustainability Initiative, a founding member of the American Library Association's Sustainability Round Table.

Tuesday, August 13

Free is Key: Ensuring Your Library is Meeting its Mission

Dawn Wacek
Youth Services Manager
La Crosse Public Library, WI

Join Dawn Wacek for a discussion of your library's mission and how fine policies may be working against you! Learn the ins and outs of going fine free and what library research and best practice recommendations show about the benefits of making your collection more accessible.

With more than fifteen years in librarianship, Dawn Wacek has eliminated barriers to access in urban and rural libraries. She has helped create fine reduction programs and developed free and open access policies in each library she has worked in.

Dawn currently manages Youth Services at the La Crosse Public Library in Wisconsin, where she is working on increasing community relationships and collaborations to better connect all users to their library.

Wednesday, August 14

Effective Library Advocacy

Connie Meyer & Kathy Pletcher
Co-chairs of Wisconsin Library Association's Library Development & Legislation Committee

We are excited to share some advice for effective library advocacy, covering everyday advocacy to decision-makers and stakeholders as well as Library Legislative Day,. Hear tips on who to talk to, when, and how.

Connie has been director of the Bridges Library System in Waukesha, WI, since 2013 when she left the Dwight Foster Public Library in Fort Atkinson after many years in various roles, including 22 years as director.

Kathy served in a variety of management and leadership roles at UW-Green Bay for more than three decades, the last 15 as Associate Provost for Information Services and Chief Information Officer. Throughout her career Kathy has been a strong advocate for all types of libraries and served on many councils and governing boards. She currently serves on COLAND, the Brown County Library Board and the Nicolet Federated Library System Board.

Thursday, August 15

What Does Inclusivity Look Like at Your Library?

Shauna Koszegi
Adult Services Librarian
Sun Prairie Public Library, WI

What does inclusive mean to your library and its daily operations? Is your library inclusive? Join Shauna Koszegi, Adult Services Librarian from the Sun Prairie Public Library, as she gives you an overview of the newly released Inclusive Services Assessment and Guide. This guide will help you reflect on how your library can be a place where everyone feels safe, welcome and respected.

Shauna is the Adult Services Librarian at Sun Prairie Public Library and is a co-author of the Wisconsin Department of Public Instruction's Inclusive Services Assessment and Guide. She received her MLIS at UW-Madison's iSchool in 2015, and enjoys finding new ways to connect with her community and spark conversations on topics of social justice. Previously a librarian at Dodge Correctional Institution, she spends her free time as an organizer of a non-profit collective in Madison called LGBT Books to Prisoners, which sends books and other resources free of charge to folks who are incarcerated.

Friday, August 16

Recruiting and Retaining Library Directors and Staff

Pat Wagner
Library Trainer and Consultant

Expectations are changing when it comes to how long library directors (and other library employees) stay at one job. How can library boards attract and retain quality leadership and personnel in a competitive market? What is the New Normal in terms of director recruitment? Topics include improving board-director relations, reviewing finances and job descriptions, investing in support for better salaries and benefits, setting realistic goals, and being better talent scouts for future hires.

Pat Wagner has been a library trainer and consultant since 1978. She focuses on the skills that support library success, from personnel and management to politics, strategic planning, and leadership. She works with libraries of all types and sizes as well as being a frequent speaker at state and national library conferences. Pat is known for her practical and good-humored programs. She lived in Wisconsin for seven years and still visits every year for work and pleasure. Pat currently lives in Denver, Colorado with her husband and two pushy cats.

Other Trustee Resources

- Trustee Essentials: A Handbook for Wisconsin Public Library Trustees
  https://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook

- United for Libraries, a Division of the American Library Association
  www.ala.org/united/

- Wisconsin Library Trustees & Friends, a Division of the Wisconsin Library Association
  http://wla.wisconsinlibraries.org/wltf

- Trustee Training Week Webinar Archive
  www.wistrusteetraining.com/archive

Register Online:
www.wistrusteetraining.com

You must register for each session individually. Sessions will begin at 12 p.m., are 60 minutes, and will be recorded.

Questions?
Contact Jean Anderson
South Central Library System
608-246-5613
jean@scls.info

Wisconsin Trustee Training Week is coordinated by the South Central Library System, and is supported by the following public library systems:
Arrowhead
Bridges
IFLS
Kenosha County
Lakeshores
Manitowoc-Calumet
Milwaukee County
Monarch
Nicolet
Northern Waters
Outagamie-Waupaca
Southwest
Winding Rivers
Winnefox
Wisconsin Valley

Support is also provided by the Division for Libraries and Technology and the Institute of Museum and Library Services (IMLS).

August 12-16, 2019

12-1 p.m.

www.wistrusteetraining.com

Hiring a Library Director

5

Basic Legal Requirements

Under Wisconsin law, library boards have the authority to hire, supervise, and, if necessary, fire the library director. The library director, in turn, has responsibility for the hiring and supervision of all other persons in library staff positions (provided the library board has authorized those positions). The library board also has the legal authority and responsibility for determining the compensation and general duties of the director (as well as of all other library positions).

Wisconsin statutes and administrative code rules *require* that all public library directors be properly certified by the Division for Libraries and Technology. Only libraries with a properly certified director can be library system members. (See *Trustee Essential #19: Library Director Certification*.)

Library trustees must comply with state and federal laws that prohibit discrimination in hiring. (See *Trustee Tool A: Important State and Federal Laws Pertaining to Public Library Operations* for a list of these laws and sources of information about these laws.) Any written or oral questions to be asked of job candidates should be reviewed in advance by a person familiar with state and federal employment and discrimination law. Your municipal attorney and library system staff should be knowledgeable about these laws.

ADA Compliance

The ADA requires reasonable accommodations in three areas of the employment process. The first involves the job application process. People with disabilities may only be asked questions asked of all applicants. Certain types of questions are not allowed. For instance, all applicants should be told the essential job functions and then asked whether there was any reason why they could not do perform those functions. But it would not be acceptable to single out someone who uses a wheelchair and ask how that person would do a particular task.

Examples of questions that can and cannot be asked during an interview are included on a document from the University of Wisconsin-Madison's Office for Equity and Diversity's website (www.oed.wisc.edu/documents/job-interview-questions.pdf). Essential functions are the fundamental, crucial job duties performed in a position. They do not include marginal functions, which are extra or incidental duties. Job descriptions should be written so that the essential functions are clear. If pre-employment testing is required, then accommodations must be made, if needed, for people to take the test.

The second area requires reasonable modification or adjustments to the work environment or job procedures and rules, to allow a qualified person with a disability to do the work.

The third area requires equal access to whatever insurance and benefits are offered to other employees.

The ADA does not require employers to drop essential functions of a position in an effort to accommodate a person with disabilities. Employers are not expected

In This Trustee Essential

- The basic legal parameters for the hiring of a library director

- Recommended steps to follow when hiring a new director

to provide personal items not available to other employees, but certain accommodations might be expected, such as adjustable chairs, wrist pads, or modified phones.

The ADA Wisconsin Partnership website has a helpful Frequently Asked Questions section that addresses employment issues under the ADA: www.adawipartnership.org/FAQs.htm.

The Long-Term Effects of this Decision

Not all library boards will face the responsibility of selecting a new director. However, trustees who undertake this process must understand that it is singularly important and will have far-reaching and often long-term effects. Be prepared for a great deal of diligent effort—effort that will be worthwhile if you succeed in hiring the best person for the job.

What to Look for in a New Director

A library director is the chief administrative officer of the library. The director is responsible both for day-to-day management of the organization and for assisting the library board with "big picture" issues like planning and policy-making. In developing the job description and assessing candidates, consider the following:

- experience working with library boards and governing bodies

- knowledge of budget preparation, policy development, administration, and employee supervision

- library experience in the following areas: public service, technical services, public relations, and automation experience

- demonstrated leadership ability and dependability

Steps to Follow When Hiring a New Director

1. Immediately contact your library system—it has experienced staff that will be happy to assist you through this process.

2. Appoint a search and screen committee to develop or revise a draft job description, job ad, etc.

3. Ideally, the next step is to review the library's strategic plan (if you have one) and analyze progress in reaching the goals and objectives. Knowing where the library needs to go will help trustees define the qualifications needed in the next director.

4. The board must approve a position description that reflects the necessary qualifications and duties of the job (including the requirements for certification). A competitive salary range and fringe benefit package must be established if you hope to attract qualified applicants.

5. The board or board committee checks references of applicants, evaluates qualifications, and arranges interviews with promising candidates (paying part or all of necessary travel expenses). A uniform list of questions should be developed for use in the interviews and for contacting references. Be sure to have these questions reviewed by someone knowledgeable about employment and discrimination law.

6. The board should make clear to candidates any probationary status, performance evaluation and salary adjustment procedures, and all other terms of employment, such as the Wisconsin certification requirement.

7. In addition to contacting listed references, the board may wish to contact current or past colleagues of the top candidate or candidates to get a more complete picture of the qualifications of the applicant. If you plan to do this, you should first get written permission from the candidate.

8. Once the board has made a hiring decision, it contacts the selected applicant and confirms the appointment and starting date in writing. It promptly notifies applicants not selected. The employment contract and/or letter of appointment should specify that as a condition of employment the director must obtain and maintain the appropriate state certification.

9. A thorough orientation program for the new director, similar to that described for trustees in *Trustee Essential #27*: *Trustee Orientation and Continuing Education*, should be conducted.

10. A six-month or one-year probationary period is a common personnel practice. The board and director should mutually determine short- and long-term goals for this period. The board evaluates performance regularly throughout this period.

11. Assuming successful completion of probation, the board's supervision and evaluation responsibilities continue. Reviews of the director's performance and attainment of goals and objectives should be carried out annually. (See *Trustee Essential #6*: *Evaluating the Director*.)

Sources of Additional Information

- Your regional library system staff (See *Trustee Tool B*: *Library System Map and Contact Information*.)

- Division for Libraries and Technology staff (See *Trustee Tool C*: *Division for Libraries and Technology Contact Information*.)

- *Trustee Essential #19*: *Library Director Certification*

- *Certification Manual for Wisconsin Public Library Directors*

- *Trustee Tool A*: *Important State and Federal Laws Pertaining to Public Library Operations*

- Great Lakes ADA Center (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232, www.adagreatlakes.org

- Your municipal or county personnel staff and attorney.

Sample Job Description

[Note: This is an example of a director's job description for a small public library. The job description for your library director should reflect local needs. See *Trustee Essential #5: Hiring a Library Director* for more information.]

Job Title: Library Director

Job Summary: Under the direct supervision of the public library board of trustees, the library director is responsible for the operations of the library and the development and implementation of its service program, including: (A) assisting the board with strategic planning and policy development, and managing all library resources, including human resources; (B) organizing the acquisitions, access, storage, and control of collections; (C) designing and implementing services and programs for users of all ages; and (D) overseeing the maintenance and safety of the library building and grounds. The library director hires and supervises all assistants, substitutes, and volunteers who work in the library.

I. Specific Responsibilities

[Note: Priorities can be assigned to specific responsibilities or areas of responsibility, usually as priority A, B, or C, to help the employee manage time and address the board's most pressing concerns when the work load exceeds the available hours during certain periods of the year.]

Administrative Services

1. Serve as the library's executive officer.

2. Serve as the technical adviser to the board.

3. Implement the policies of the library as established by the board.

4. Prepare the draft of the annual library budget for board discussion and approval.

5. Participate in the presentation of the adopted budget to local officials.

6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.

7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).

8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.

9. Prepare state annual report for review and approval by the library board.

10. Inform and advise the library board as to local, regional, state, and national developments in the library field, and work to maintain communication with other area libraries and the library system.

Collection Management

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.

2. Catalog and classify library materials according to accepted standards and maintain the public catalog.

3. Process materials to provide appeal, protection, and control.

4. Develop and maintain a regular weeding schedule.

5. Periodically review the collection development policy and make recommendations to the library board for revisions.

6. Oversee the shelving and organization of materials.

7. Prepare and distribute overdue notices to users with overdue or lost materials.

8. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

Service and Service Promotion

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.

2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.

3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.

4. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.

5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.

6. Maintain records showing all programs offered and number of attendees at each program.

7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.

8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

Facilities Management

1. Oversee care and maintenance of the library building and grounds.

2. Oversee the work of custodial staff.

3. Regularly review building needs and advise the board in its planning for future expansion or development.

4. Assess the adequacy of existing facilities in regard to the provision of automated services.

II. Essential Functions and Knowledge

1. Excellent interpersonal skills

2. Ability to effectively communicate ideas and information in both verbal and written form

3. Ability to work with governing boards, community groups and elected officials, and make presentations to them

4. Knowledge of public library philosophy, principles, and procedures which will allow effective recommendations to the board and sound decision making when faced with a wide range of circumstances

5. Ability to supervise staff and volunteers and delegate responsibility in an effective manner

6. Ability to read and comprehend print information, including technical, statistical, and financial information

7. Ability to locate and retrieve library materials in a variety of formats throughout the building, as well as from remote locations through networks including the Internet

8. Ability to assist patrons with location and retrieval of materials or information by title, subject, and interest of library patrons

9. Knowledge and ability to perform basic computer operations and troubleshoot problems, and to manage an automated circulation system and access external data bases

10. Ability to understand and implement instructions and directions

11. Ability to establish and maintain proper priorities and meet deadlines

12. Ability to work within a confidential environment

13. Ability to produce and maintain accurate files and reports

14. Ability to use and manage office equipment including a telephone system, fax machine, copier, and security systems

15. Ability to lift up to 40 pounds on a frequent basis (e.g., to retrieve books from outside book drop box, unload crates of interlibrary loan materials, accept delivery shipments of new library materials and supplies, pack and store materials for book sales, shovel snow and assist patrons with building evacuation in an emergency)

16. Knowledge and ability to type, sort and file

17. Ability to work hours and assignments as required by the library board

III. Required Education, Experience and Certification

1. Bachelor's degree from a liberal arts program

2. Grade 3 Wisconsin Public Librarian Certification (Grade 2 if population over 3,000; Grade 1 if population over 6,000) or eligibility for required certification

3. Maintenance of required Certification through necessary coursework and/or qualifying continuing education

4. Three years of progressively responsible public library experience, or five years of experience in a service institution with comparable demands and responsibilities; i.e., staff supervision, working directly with the public, working with governing boards or bodies.

Evaluating the Director

Evaluating the library director is often one of the more difficult tasks faced by a public library board of trustees, but it doesn't need to be. It is only difficult when a board is unsure of the process to follow or the criteria to be used to evaluate the job performance of their director. The following is a discussion of the methodology and criteria a board may use to carry out the review. Though this *Essential* is a discussion of evaluating the director, some of these methods may be used by the director to evaluate other staff.

There are several good reasons for carrying out a review of your library director:

- A review provides the director with formal feedback on his/her job performance.

- A review can be a tool for motivation, encouragement, and direction.

- A review can provide the board with valuable information about the operations and performance of the library.

- A review can help to establish a record of unsatisfactory performance if there is ever cause to discipline the director or terminate employment.

- A review can give the board and the director a formal opportunity to evaluate the job description and adjust it as necessary.

A well-executed performance review is the culmination of formal and informal communication carried out throughout the year regarding the activities of the director. Problems are best brought to the attention of the director as they occur, rather than stored up for the annual review. Success, accomplishment, and simple hard work or dedication should be acknowledged as it is observed, as well as at the annual review.

Who Should Carry Out the Review?

Though it is the board as a whole that is responsible for oversight of library operations and the activities of the library director, often boards decide to delegate the task of developing a preliminary evaluation of the director to a personnel committee or specially appointed committee of the board. Whether the whole board takes part or a committee does the work depends on the makeup of the board and the time available to board members. Often a board may have experienced managers or human resource professionals among its members. Other board members may be less experienced in personnel management. The key here is consistency and deciding ahead of time who will take part. At any rate, the *entire* board should review, discuss, and approve the final written evaluation.

Those charged with carrying out the evaluation should avoid relying on chance comments from library employees. Comments solicited from employees *with the knowledge of the director* can be helpful when solicited in a formal, organized

In This Trustee Essential

- Reasons for evaluating the director

- Who should carry out the review

- The basis and criteria for the review

- Methods and questions to consider

fashion. Board members should bear in mind that the director is hired to manage the daily operations of the library on behalf of the board and community. The chain of communications should always flow from library employees through the director to the board.

The Basis for the Review

The performance review should be based on three factors:

1. The director's performance as it relates to a written job description (see attached sample form, which incorporates points from the sample job description furnished with *Trustee Essential #5*).

2. A list of objectives for the preceding year jointly written and agreed upon by the director and the board.

3. The success of the library in carrying out service programs, as well as the director's contribution to that success.

The director's job description should be kept up to date and be a realistic statement of the work that needs to be done. The director needs to know what is expected. For example, what role will the director play in fundraising? Is the director the primary fundraiser, or is a volunteer or member of the board the primary fundraiser? Is the director expected to work a service desk? Is the director expected to attend every city council meeting? A director should not be faulted for failing to do something that was never officially decided at the time of hire or at a later board meeting.

Including a discussion of the director's job description at the time of hire and during the annual performance review provides an opportunity to change the job description as the needs of the organization change. Job descriptions need to change as technology and environmental factors affect them. The library director is the resident authority on what is new at the library and how tasks change in light of new priorities. Board members can learn a lot about the library by discussing changes in staff job descriptions with the director.

Establishing a list of objectives for the director is important to assure continued growth for the director as an individual as well as for the organization. Some objectives may be project oriented, such as completing a weeding of the collection in the coming year, or upgrading the automation system. Other objectives may be more personal, such as those contributing to professional development. Though the director should be the one primarily responsible for suggesting his or her objectives for the coming year, they should be discussed and agreed upon by the board.

The objectives of the director should be closely related to the strategic plan of the library. Establishing objectives can be an exercise in creativity in searching for new ways to improve the library. Failure to attain some objectives does not necessarily indicate poor job performance. Many times, outside factors may have prevented success or a director may simply have been too ambitious in the number of projects planned for a year. Some objectives may not be reached because they were experimental in nature. The important factors to remember when evaluating

objectives are progress, initiative, and the willingness of the director to expand the limits of his or her work and understanding. A director who accomplishes all of his/her objectives may be an exceptional employee or may simply have been quite conservative in what he or she set out to do.

Assessing the degree to which the director contributes to the success of the organization can be especially helpful to library boards as they evaluate the director. Library board members are continually viewing the library from the outside, since they do not participate in the daily management of the organization. Good board members are library users who experience library services first hand. As community leaders, they are aware of the image of the library within the community. The library board needs to be able to examine the resources of the library and the resourcefulness of the director and see how these have been utilized to manage library services successfully.

Examining resource management is a far more reliable tool for reviewing the library director than relying on subjective comments from individuals. The board has a variety of resources at its disposal by which to evaluate resource management. The monthly financial statement and statistical reports are good examples. Your library system office can also suggest a variety of output measures by which the board may judge the success of the library and, by extension, the success of the director.

How to Conduct the Review

When conducting the annual formal performance review, it is very helpful to have the director fill out review forms as a self-assessment. The board, or review committee, should fill out a second set of forms. By comparing assessments, the director and board can easily establish areas of agreement and work to resolve disagreements. All discussions of the director's job performance should be carried out in legally posted closed session meetings. (See *Trustee Essential #14: The Library Board and the Open Meetings Law.*)

The director's self-assessments may or may not be considered part of the permanent record; however, the director should have the opportunity to respond in writing to reviews placed in his or her permanent file. Written comments should always be part of the permanent record with one copy kept at the library and a second copy kept at city hall. No performance review should ever be placed in a personnel file without the knowledge of the director. The director should sign the review indicating that he or she has been given the opportunity to read and discuss the evaluation. Signing a review should not be construed as agreement.

The basis of the evaluation should be the up-to-date job description and the annual performance objectives agreed to by the director and board. See the *Sample Annual Library Board Calendar* (attached to *Trustee Essential #4: Effective Board Meetings and Trustee Participation*) for a possible evaluation timetable. There are many forms available for your adaptation and use when evaluating a director. Your library system office should be able to furnish you with some samples. (See also the attached *Sample Performance Appraisal Form*.) Here are some key questions to consider in the evaluation process:

- How well has the director utilized the resources available to him/her? Is library service provided efficiently and effectively at your public library?

- Does the community like and respect the director? Is he/she accessible? Do people enjoy coming to the library?

- Is the library in good financial shape? Does the director stay within the budget and provide clear and timely reports to the board? Does the annual budget, as initially drafted by the director, adequately reflect the needs for library service in the community? Is the director successful in obtaining necessary funding (with the help and involvement of the board)?

- Does the director communicate effectively to staff? Is he/she a good supervisor?

- Is use of the library increasing? If not, why not? (Success is not strictly the responsibility of the director, but of course he/she has much direct influence.)

- Is the director creative, willing to try new things, and does he or she give considerable effort to making programs work?

- Does the director accurately and fully provide the board with the information you need to do your job? Does the director provide the board with well-considered advice?

- Has the director put appropriate effort into achievement of the annual objectives agreed to between the board and director? Is the director striving to accomplish the goals and objectives of the library's strategic plan?

This *Trustee Essential* was written to give library trustees a brief overview of the general performance evaluation process. Those boards contemplating establishing a review process, or trustees taking part for the first time, are well advised to contact their system office for assistance.

Sources of Additional Information

- Attached *Sample Performance Appraisal Form*

- Your regional library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)

Sample Performance Appraisal Form

[Note: This sample should be adapted to reflect the job description of your director and the needs of your local library.]

Job Title: LIBRARY DIRECTOR

Name: _____ Date: _____

Reason for Appraisal: End of Probation___ Annual___ Final___ Other___

Administrative Services

Specific Duties:

1. Act as the library board's executive officer.

2. Serve as the technical adviser to the board.

3. Implement the policies of the library as established by the board.

4. Prepare the draft of the annual library budget for board discussion and approval.

5. Participate in the presentation of the adopted budget to local officials.

6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.

7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).

8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.

9. Prepare state annual report for review and approval by the library board.

10. Inform and advise the library board as to local, regional, state, and national developments in the library field and work to maintain communication with other area libraries and the library system.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Collection Management

Specific Duties:

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.

2. Catalog and classify library materials according to accepted standards and maintain the public catalog.

3. Process materials to provide appeal, protection, and control.

4. Develop and maintain a regular weeding schedule.

5. Periodically review the collection development policy and make recommendations to the library board for revisions.

6. Oversee the shelving and organization of materials.

7. Prepare and distribute overdue notices to users with overdue or lost materials.

8. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

Rating: Excellent < 6   5   4   3   2   1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Service and Service Promotion:

Specific Duties:

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.

2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.

3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.

4. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.

5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.

6. Maintain records showing all programs offered and number of attendees at each program.

7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.

8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

Rating: Excellent < 6   5   4   3   2   1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Facilities Management

Specific Duties:

1. Oversee care and maintenance of the library building and grounds.

2. Oversee the work of custodial staff.

3. Regularly review building needs and advise the board in its planning for future expansion or development.

4. Assess the adequacy of existing facilities in regard to the provision of automated services.

Rating: Excellent < 6   5   4   3   2   1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Certification:

Board President's Signature _____ Date _____

Library Director's Signature _____ Date _____ ____