City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final

Library Board

Tuesday, December 17, 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

   19-1916   November 19, 2019 Meeting Minutes

   Attachments: November 19 2019 Meeting Minutes.pdf

4.   Public Participation and Communication

Establish Order of the Day

5.   Action Items

   19-1917   November 2019 Bill Register

   Attachments: November Bill Register.pdf

   November Library Accounts.pdf

   19-1918   Adopt Library Budget 2020 - Final

   Attachments: 2020 Library.pdf

   2020 Library Self Check CIP.pdf

   2020 Lighting Upgrades CIP.pdf

   2020 Roof Replacement CIP.pdf

   2020 Downtown Development CIP.pdf

   2020 Library Grants.pdf

   19-1927   City Salary Administration Policy

   Attachments: Salary Administration Policy 2019.pdf

   19-1919   Report of the Scholarship Committee

6.   Information Items

A.   President's Report

19-1921   Upcoming 2020 Personnel and Policy Committee Meeting

19-1922   Trustee Essentials - Effective Board Meetings and Trustee Participation

> *Attachments:* Trustee Essentials Effective Board Meetings and Trustee Participation.pdf

B.   Friends Report

19-1924   Next Generation Event - January 24, 2020

C.   Staff Updates

19-1925   Adult Programs & Events

19-1926   Artist in Residence: Gregory Frederic

7.   Adjournment

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

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

Tuesday, November 19, 2019	4:30 PM	225 N. Oneida Street

1.   Call meeting to order

President Rebecca Kellner called the meeting to order at 4:30pm

2.   Roll call of membership

Others Present: Amanda Abshire, Beth Carpenter, Ann Cooksey, Derik Henken, Tina Krueger, Adriana McCleer, Jessica Miller, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Emely Villanueva, Maureen Ward

Present: 9 -   Bergman, Peterson, Bloedow, Scheuerman, Alderperson Croatt, Hartjes, Mann, Kellner and Exarhos

Excused: 1 -   Looker

Others :   1 -   Panella

3.   Approval of minutes from previous meeting

19-1760   October 15, 2019 Meeting Minutes

Attachments: October 15 2019 Meeting Minutes.pdf

Peterson moved, seconded by Bloedow, that the October 15, 2019 Meetings be approved. Voice Vote. Motion Carried. (9-0)

4.   Public Participation and Communication

19-1761   Emely Villanueva APL Teen Librarian

Establish Order of the Day

President Kellner moved Action Item 19-1766 to the end of the Agenda to discuss in Closed Session.

5.   Action Items

President Kellner called for a motion to move Action Items 19-1762 and 19-1765 to a Consent Agenda.

Peterson moved, seconded by Bloedow that Action Items 19-1762 and 19-1765 be moved to a Consent Agenda. Voice Vote. Motion Carried. (9-0)

Bergman moved, seconded by Scheuerman that Action items 19-1762 and 19-1765 be approved. Voice Vote. Motion Carried. (9-0)

19-1762   Bill Register - October 2019

Attachments: October Bill Register.pdf

October Expense Report.pdf

This Report Action Item was approved.

19-1763   2020 Library Board Meeting Schedule

Attachments: APL Board Meeting Schedule 2020 amended.pdf

Scheuerman moved, seconded by Mann that the 2020 Library Board Meeting Schedule be approved.

Bloedow moved, seconded by Mann, that the 2020 Library Board Meeting Schedule be approved as amended. Voice Vote. Motion Carried. (9-0)

19-1765   Report of the Personnel & Policy Committee

Attachments: Personnel and Policy Committee Meeting Minutes 11-4-2019.pdf

Circulation Policy Draft 11-19.pdf

Inclusive Services Assessment Trustee Pages October 2019.pdf

This Report Action Item was approved.

6.   Information Items

A.   Director's Report

19-1767   OWLSnet / Winnefox ILS Discussions

19-1768   OWLSnet ILS Recommendation

19-1769   House of Representatives Judiciary Committee Investigation into Competition in Digital Markets and Wisconsin Public Library Consortium / Overdrive Plan

19-1770   Safety and Security Update

19-1771   Social Worker in the Library Needs Assessment Update

                 Attachments: APL presentation- 11-13-19.pdf

19-1772   Fines and Public Libraries

                 Attachments: Current APL Policies on Fines and Fees.pdf

19-1773   APL Holiday Breakfast - Friday, December 20, 2019 8am - 9am

B.   Assistant Director's Report

19-1774   APL Hiring Processes

19-1775   APL 3rd Quarter Statistics (July, August, September)

                 Attachments: JULY 2019.pdf

                                   AUGUST 2019.pdf

                                   SEPT 2019.pdf

C.   Friends Report

19-1776   Friends Used Book Sale - November 21 - 23, 2019

19-1777   End of Year Special Challenge Gift

19-1778   Save the Date - I Love My Library February 9, 2019

D.   Staff Updates

19-1779   Children's Program Updates

Closed Session

Peterson moved, seconded by Croatt that the meeting move into Closed Session pursuant to WI Statute 19.85(f)(c) tp discuss personnel matters and then resume meeting in Open Session. Voice Vote. Motion Carried. (9-0)
Roll Call was taken.
The meeting went into Closed Session at 5:37pm

Peterson moved, seconded by Scheuerman that the meeting resume Open Session. Voice Vote. Motion Carried. (9-0)
Roll Call was taken.
The meeting resumed Open Session at 5:48pm

19-1766   Library Director's 2019 End of Year Performance Review

Mann moved, seconded by Peterson, that the Library Dierector's 2019 End of Year Performance Review be approved. Voice Vote. Motion Carried. (9-0)

7.   Adjournment

YEAR/PERIOD: 2019/11 TO 2019/11

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
16010			Library Administration						
16010　659900			Other Contracts/Obligation						
001957 IMOBERSTEG PIANO	22027	0	2019 11	INV	P	155.00	110619	540518	piano tuning
002229 STAR PROTECTION AND	22011	0	2019 11	INV	P	1,470.00	110619	540560	security guard
002229 STAR PROTECTION AND	22250	0	2019 11	INV	P	1,470.00	111319	540663	security guard
002229 STAR PROTECTION AND	22251	0	2019 11	INV	P	1,470.00	111319	540663	security guard
						4,410.00			
			ACCOUNT TOTAL			4,565.00			
			ORG 16010　TOTAL			4,565.00			
16023			Library Public Services						
16023　630100			Office Supplies						
001034 OUTAGAMIE WAUPACA LI	22010	0	2019 11	INV	P	54.00	110619	540548	receipt paper
			ACCOUNT TOTAL			54.00			
			ORG 16023　TOTAL			54.00			
16024			Library Community Partnerships						
16024　659900			Other Contracts/Obligation						
002348 CASA HISPANA INC.	22028	0	2019 11	INV	P	75.00	110619	540489	latino fest
			ACCOUNT TOTAL			75.00			
			ORG 16024　TOTAL			75.00			
16031			Library Building Operations						
16031　641301			Electric						
001575 WE ENERGIES	516	0	2019 11	INV	P	6,488.35	112019	540778	4835-258-176 Librar
			ACCOUNT TOTAL			6,488.35			
16031　641302			Gas						
001575 WE ENERGIES	516	0	2019 11	INV	P	2,215.52	112019	540778	5229-670-389 Public
			ACCOUNT TOTAL			2,215.52			
			ORG 16031　TOTAL			8,703.87			
16032			Library Materials Management						
16032　503500			Other Reimbursements						
000188 BLACK CREEK VILLAGE	22150	0	2019 11	INV	P	18.00	111319	540595	lost & paid
000278 CITY OF KAUKAUNA	21977	0	2019 11	INV	P	35.00	110619	540495	lost & paid
001604 VILLAGE OF HORTONVIL	22151	0	2019 11	INV	P	8.00	111319	540685	lost & paid
001615 DOOR COUNTY LIBRARY	21976	0	2019 11	INV	P	19.99	110619	540500	lost & paid

    YEAR/PERIOD: 2019/11 TO 2019/11

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
999998 KATHRYN DECOSTER	21978	0	2019 11	INV P	138.50 110619 540539	lost & paid
			ACCOUNT TOTAL		219.49	
16032 631500			Books & Library Materials			
001940 INFOGROUP	22247	0	2019 11	INV P	495.00 111319 540627	media
999998 KURT GUNN	21984	0	2019 11	INV P	100.00 110619 540541	rabble music licens
999998 CHRISTOPHER GOLD	21985	0	2019 11	INV P	100.00 110619 540536	rabble music licens
999998 KEVIN HUSS	21986	0	2019 11	INV P	100.00 110619 540540	rabble music licens
					300.00	
			ACCOUNT TOTAL		795.00	
16032 659900			Other Contracts/Obligation			
001398 UNIQUE MANAGEMENT SE	22248	0	2019 11	INV P	268.50 111319 540676	collections
			ACCOUNT TOTAL		268.50	
			ORG 16032 TOTAL		1,282.99	
16033			Library Network Services			
16033 641800			Equip Repairs & Maint			
001961 WELLS FARGO FINANCIA	22249	0	2019 11	INV P	419.73 111319 540690	copier lease
			ACCOUNT TOTAL		419.73	
			ORG 16033 TOTAL		419.73	

===
        FUND 100 General Fund   TOTAL: 15,100.59
===

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

FOR 2019 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
160 Library							
610100 Regular Salaries	2,280,638	0	2,280,638	1,821,643.80	.00	458,994.20	79.9%
610400 Call Time Wages	0	0	0	9.60	.00	-9.60	100.0%
610500 Overtime Wages	0	0	0	265.40	.00	-265.40	100.0%
610800 Part-Time Wages	200,903	22,500	223,403	233,924.16	.00	-10,521.16	104.7%
611400 Sick Pay	0	0	0	5,064.37	.00	-5,064.37	100.0%
611500 Vacation Pay	0	0	0	190,254.07	.00	-190,254.07	100.0%
615000 Fringes	843,325	5,050	848,375	591,140.93	.00	257,234.07	69.7%
615100 FICA	0	0	0	30,459.73	.00	-30,459.73	100.0%
615200 Retirement	0	0	0	26,592.36	.00	-26,592.36	100.0%
615301 Health Insurance	0	0	0	84,024.67	.00	-84,024.67	100.0%
620100 Training/Conferences	23,234	4,500	27,734	19,981.04	.00	7,752.96	72.0%
620600 Parking Permits	20,880	0	20,880	20,729.00	.00	151.00	99.3%
630100 Office Supplies	45,781	37,351	83,132	45,313.10	.00	37,818.90	54.5%
630300 Memberships & Licenses	2,200	3,200	5,400	3,170.92	.00	2,229.08	58.7%
630500 Awards & Recognition	850	1,000	1,850	814.71	.00	1,035.29	44.0%
630600 Building Maint./Janitorial	10,187	0	10,187	9,034.63	.00	1,152.37	88.7%
630700 Food & Provisions	1,135	5,700	6,835	3,078.26	.00	3,756.74	45.0%
630902 Tools & Instruments	150	0	150	.00	.00	150.00	.0%
631500 Books & Library Materials	597,644	50,290	647,934	460,976.84	.00	186,957.16	71.1%
632001 City Copy Charges	100	0	100	.00	.00	100.00	.0%
632002 Outside Printing	0	1,040	1,040	990.22	.00	49.78	95.2%
632300 Safety Supplies	550	0	550	494.39	.00	55.61	89.9%
632700 Miscellaneous Equipment	69,630	5,000	74,630	41,887.83	.00	32,742.17	56.1%
640700 Solid Waste/Recycling Pickup	2,507	0	2,507	1,914.00	.00	593.00	76.3%
641200 Advertising	1,288	1,000	2,288	2,250.67	.00	37.33	98.4%
641301 Electric	101,444	0	101,444	82,912.30	.00	18,531.70	81.7%
641302 Gas	24,676	0	24,676	19,308.99	.00	5,367.01	78.3%
641303 Water	4,996	0	4,996	3,253.20	.00	1,742.80	65.1%
641304 Sewer	2,083	0	2,083	1,343.52	.00	739.48	64.5%
641306 Stormwater	2,781	0	2,781	2,289.94	.00	491.06	82.3%
641307 Telephone	3,290	0	3,290	2,528.26	.00	761.74	76.8%
641308 Cellular Phones	1,428	0	1,428	1,109.74	.00	318.26	77.7%
641600 Build Repairs & Maint	2,000	0	2,000	932.33	.00	1,067.67	46.6%
641800 Equip Repairs & Maint	85,465	-20,000	65,465	68,758.23	.00	-3,293.23	105.0%
642000 Facilities Charges	175,293	0	175,293	115,753.90	.00	59,539.10	66.0%
659900 Other Contracts/Obligation	112,183	51,580	163,763	152,540.12	.00	11,222.88	93.1%
681500 Software Acquisition	8,498	0	8,498	2,304.53	.00	6,193.47	27.1%
TOTAL Library	4,625,139	168,211	4,793,350	4,047,049.76	.00	746,300.24	84.4%
GRAND TOTAL	4,625,139	168,211	4,793,350	4,047,049.76	.00	746,300.24	84.4%

** END OF REPORT - Generated by John Hoft-March **

REPORT OPTIONS

_____

```
            Field #      Total   Page Break
Sequence 1      3          Y          N
Sequence 2     11          Y          N
Sequence 3      0          N          N
Sequence 4      0          N          N

Report title:
 YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding    0% of budget.
Print totals only: Y                     Year/Period: 2019/12
Print Full or Short description: S        Print MTD Version: N
Print full GL account: N
Format type: 1                           Roll projects to object: N
Double space: N                          Carry forward code: 1
Suppress zero bal accts: Y
Include requisition amount: N
Print Revenues-Version headings: N
Print revenue as credit: Y
Print revenue budgets as zero: N
Include Fund Balance: N
Print journal detail: N
     From Yr/Per: 2019/10
       To Yr/Per: 2019/10
Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1
Include additional JE comments: N
Multiyear view: D
Amounts/totals exceed 999 million dollars: N

        Find Criteria
Field Name         Field Value

Org                16010:16099
Object
Project
Rollup code
Account type       Expense
Account status
```

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 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. For children and teens, this program helps mitigate the "summer slide" effect where students lose ground on reading progress during the summer. 2019 summer program for children had 3,775 participants, the teen summer reading program had 865 participants, and the adult program had 774 participants, including targeted programs with Valley Packaging and Appleton Retirement Center.
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
Premiered Lucky Day Collection of high interest popular materials. These materials are available in-house on a first-come, first-served basis. Increased number of holds patrons may have.
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.
Coordinate a monthly column by local librarians about services throughout Fox Cities Libraries for the Post Crescent
Performed security assessment with APD, Facilities and library security consultant. Developed annual active threat training. Worked with Washington Square, APD and the security guard to improve neighborhood environment.
Implemented needs assessment to determine viability of a social worker in the library
Two librarians accepted to Wisconsin Library Association Leadership Development Institute

Continue to explore facility needs and options
Aligned focus for planning based on how the library fits into the City's comprehensive plan and priorities
Performing building updates to improve safety and security within the library and in the neighborhood
Library Director serves on staff small economic development team for Library building project

Continue cooperation with schools and other community organizations
Fox Cities Read brought in Pulitzer Prize Winning author of Evicted, Matthew Desmond, with months of programming to educate the community about housing issues; Sponsor and collaborator for the book festival.
Collaborated with 207 local educational institutions, businesses, and non-profit and civic groups
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
Implemented several initiatives related to employment and business via the Friends grant -funded Community Partnerships Specialist:
* Modified library policies to allow businesses to connect to potential employees with open interviews at the library and to post information about jobs available in the community on our highly visible bulletin board and in the lab
*Outreach with various organizations including Oneida Heights, LEAVEN and Valley Packaging
*Collaborated with the Job Center to offer job search assistance and created the Job Connection initiative on evenings and weekends to provide support for job seekers when the Job Center is closed
* Offered Business Planning Basics Class with the Wisconsin Women's Business Initiative Corporation
Participated in civic events including Juneteenth, Fox Cities Kidz Expo, Make Music Day, Bazaar After Dark, Latino Fest, Rhythms of the World, and many others
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 with volunteers.

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	670,625	12.25%
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	495,059	0.68%
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	$ 4,668,553	0.94%
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	48,014	8.84%
Supplies & Materials		837,637	742,491	728,227	763,528	728,124	-0.01%
Purchased Services		495,849	515,612	519,434	519,434	558,843	7.59%
Capital Outlay		14,660	255	8,498	8,498	4,498	-47.07%
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. The 2020 budget includes additional funds to provide security service coverage for all operating hours of the library.

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	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

Description	Actual 2017	Actual 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 Svc	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	$ 371,610	$ 383,767	$ 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
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	24,780
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	76,537
Total Expense	$ 572,477	$ 613,894	$ 597,419	$ 597,419	$ 670,625

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > $15,000

Other Contracts/Obligations
Security Guard	$ 72,912
Piano Tuning	400
Washington Square	3,225
	$ 76,537

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

Objectives:

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

The Reach Out and Read program (ROR), which supports a half-time physician liaison position and 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 2017, this activity was recorded in this program, and the materials were recorded as office supplies to distinguish them from other materials purchased for the Children's collection. Beginning in 2018, the ROR program is recorded in the Library Grants special revenue fund.

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	$ 378,825	$ 342,559	$ 345,446	$ 345,446	$ 354,349
610800 Part-Time Wages	42,119	44,370	30,107	31,107	30,531
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

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

Objectives:

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

Respond to reference, readers' advisory, technological and directional questions in person, via phone, email, and online social media and work to create consistent customer service levels at all service desks in the library; use technology competencies for the adult service desk staff for increased consistency between desks and focused training in 2020; provide quality service to over 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 the Tax Refund Intercept Program (TRIP) and a collection agency for the collection of long overdue items and fines

Promote and educate the public on the use of the self-check machines by patrons at an average of 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 non-traditional 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	$ 501,101	$ 490,671	$ 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
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: "Responsibly deliver excellent services"; #2: "Encourage active community participation and involvement"; #4: "Continually assess trends affecting the community and proactively respond"; #5: "Promote an environment that is respectful and inclusive"; and #6: "Create opportunities and learn from successes and failures".

Objectives:

Connect members of the Appleton community with opportunities for growth, self-instruction, and inquiry in the library 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

		Actual		Budget		
	Description	2017	2018	Adopted 2019	Amended 2019	2020
	Revenues					
503500	Other Reimbursements	$ 24,500	$ 20,349	$ -	$ -	$ -
	Total Revenue	$ 24,500	$ 20,349	$ -	$ -	$ -
	Expenses					
610100	Regular Salaries	$ 348,068	$ 325,219	$ 334,235	$ 334,235	$ 336,378
610800	Part-Time Wages	11,211	19,779	-	20,000	-
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: "Responsibly deliver excellent services"; #4: "Continually assess trends affecting the community and proactively respond"; #5: "Promote an environment that is respectful and inclusive"; and #6: "Create opportunities and learn from successes and failures".

Objectives:

Maintain cleanliness and perform 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	$	102,192	$ 109,160	$ 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
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		2,388	2,520	2,507	2,507		2,707
641300 Utilities		132,228	122,930	135,980	135,980		126,684
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		184,361
Total Expense	$	466,487	$ 445,171	$ 491,731	$ 491,731	$	495,059

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > $15,000

None

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

Objectives:

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

Other specific objectives include:

Collect and route approximately 140,000 items to fill reserves at other OWLSnet libraries; accurately check-in, sort and re-shelve 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 interoperability of OWLSnet and Winnefox in the integrated library system, 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	$ 509,191	$ 508,906	$ 515,030	$ 515,030	$ 520,646
610500 Overtime Wages	49	-	-	-	-
610800 Part-Time Wages	85,538	97,779	69,179	69,179	70,243
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
General office supplies	$ 3,910
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	20,105
RFID supplies	6,507
	$ 30,522

Books & Library Materials
Children's materials	$ 144,504
Adult materials	423,717
Digital content consortia	29,423
	$ 597,644

Other Contracts/Obligations
OWLSnet contract	$ 63,193
Collection agency	5,000
	$ 68,193

CITY OF APPLETON 2020 BUDGET
LIBRARY

Network Services   **Business Unit 16033**

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Develop multi-year schedule of technology projects and replacements; replace 20% of staff and public computing devices annually to maintain 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 automated materials handling 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:

The budget for miscellaneous equipment includes an upgrade to the Library's offsite backup data storage. The system will provide additional protection in the event of a disaster and will follow the same protocol that the City of Appleton IT department uses.

Explore the creation of a technology programming space with dedicated graphics enabled computers and peripherals 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

		Actual		Budget		
Description		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	$	95,678	$ 100,525	$ 98,322	$ 98,322	$ 100,527
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 maintenance		3,292
	$	84,531

CITY OF APPLETON 2020 BUDGET
LIBRARY

	2017 ACTUAL	2018 ACTUAL	2019 YTD ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2020 BUDGET
Program Revenues						
423200 Library Grants & Aids	1,066,420	1,062,448	587,304	1,043,692	1,043,692	1,070,138
480100 General Charges for Service	59,202	49,213	27,960	65,000	65,000	50,000
500100 Fees & Commissions	1,502	955	713	1,500	1,500	600
501500 Rental of City Property	30,000	30,000	30,013	30,000	30,000	30,000
502000 Donations & Memorials	957	1,632	144	-	-	-
503500 Other Reimbursements	246,212	145,713	129,105	18,650	18,650	18,900
TOTAL PROGRAM REVENUES	1,404,293	1,289,961	775,239	1,158,842	1,158,842	1,169,638
Personnel						
610100 Regular Salaries	2,071,112	2,016,516	1,049,299	2,280,638	2,280,638	2,289,492
610400 Call Time Wages	-	74	10	-	-	-
610500 Overtime Wages	396	204	265	-	-	-
610800 Part-Time Wages	251,250	269,251	135,020	200,903	221,903	203,913
611000 Other Compensation	-	710	-	-	-	-
611400 Sick Pay	5,016	2,256	4,429	-	-	-
611500 Vacation Pay	230,534	241,327	109,073	-	-	-
615000 Fringes	873,573	806,780	431,334	843,325	848,375	835,669
TOTAL PERSONNEL	3,431,881	3,337,118	1,729,430	3,324,866	3,350,916	3,329,074
Training~Travel						
620100 Training/Conferences	22,843	17,397	13,005	23,234	23,234	23,234
620600 Parking Permits	19,560	20,327	20,729	20,880	20,880	24,780
TOTAL TRAINING / TRAVEL	42,403	37,724	33,734	44,114	44,114	48,014
Supplies						
630100 Office Supplies	125,042	67,311	31,973	45,781	58,192	45,781
630300 Memberships & Licenses	4,667	3,454	1,843	2,200	2,200	2,200
630500 Awards & Recognition	1,311	1,924	755	850	850	850
630600 Building Maint./Janitorial	9,891	11,001	8,158	10,187	10,187	11,084
630700 Food & Provisions	5,148	6,516	2,697	1,135	2,335	1,135
630902 Tools & Instruments	115	99	-	150	150	150
631500 Books & Library Materials	619,982	598,405	344,247	597,644	619,334	597,644
632001 City Copy Charges	-	-	-	100	100	-
632002 Outside Printing	3,890	686	990	-	-	100
632101 Uniforms	363	230	-	-	-	-
632300 Safety Supplies	239	126	74	550	550	550
632700 Miscellaneous Equipment	66,989	52,739	49,083	69,630	69,630	68,630
TOTAL SUPPLIES	837,637	742,491	439,820	728,227	763,528	728,124
Purchased Services						
640700 Solid Waste/Recycling Pickup	2,388	2,520	1,276	2,507	2,507	2,707
641200 Advertising	2,218	1,827	1,580	1,288	1,288	1,288
641301 Electric	98,489	91,269	49,071	101,444	101,444	93,551
641302 Gas	24,310	22,283	14,175	24,676	24,676	22,283
641303 Water	4,948	4,701	2,136	4,996	4,996	5,125
641304 Sewer	2,063	1,955	881	2,083	2,083	2,114
641306 Stormwater	2,418	2,722	1,505	2,781	2,781	3,611
641307 Telephone	3,046	2,665	1,719	3,290	3,290	2,948
641308 Cellular Phones	1,229	1,405	739	1,428	1,428	1,155
641600 Build Repairs & Maint	1,515	900	595	2,000	2,000	2,000
641800 Equip Repairs & Maint	100,161	86,404	58,235	85,465	85,465	84,931
642000 Facilities Charges	157,508	144,203	48,383	175,293	175,293	184,361
659900 Other Contracts/Obligation	95,556	152,758	118,348	112,183	112,183	152,769
TOTAL PURCHASED SVCS	495,849	515,612	298,643	519,434	519,434	558,843
Capital Outlay						
681500 Software Acquisition	14,660	255	2,283	8,498	8,498	4,498
TOTAL CAPITAL OUTLAY	14,660	255	2,283	8,498	8,498	4,498
TOTAL EXPENSE	4,822,430	4,633,200	2,503,910	4,625,139	4,686,490	4,668,553

CITY OF APPLETON 2020 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION

Project Title: Library Self-Check Replacement

PROJECT DESCRIPTION

Justification:

The self check units at the Library are now eight years old and the operating system on which they run is no longer supported by Microsoft. The self check units currently account for 72% of all materials checked out of the Library, which enables Library staff to attend to other duties, making more efficient use of our available staff time.

Discussion of operating cost impact:

Operating costs should be reduced with newer equipment but the savings is not yet quantifiable.

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2020	2021	2022	2023	2024	Total
Library	-	-	60,000	-	-	$ 60,000
Total - Library Capital Projects Fund	$ -	$ -	$ 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	$ -	NQ *	NQ *	NQ *	NQ *	$ -

* N/Q = Not Quantifiable

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.

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.

Valley Transit: (2023) Upgrade interior lighting and controls.

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
VT	Valley Transit	-	-	-	50,000	-	$ 50,000
Valley Transit Capital Projects		-	-	-	50,000	-	$ 50,000
WW	Wastewater	-	-	125,000	-	75,000	$ 200,000
WW Utility Capital Projects		-	-	125,000	-	75,000	$ 200,000
Water Utility	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	-	$ 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	$ 1,125,000
WW	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: Downtown Development

PROJECT DESCRIPTION

Justification:

Ongoing comprehensive planning efforts have identified opportunities to increase the vitality of our central business district by working cooperatively and systematically to promote growing downtown populations, diversity in art, lifestyle and activities, and address vacancies. Broadly, these opportunities revolve around the library, parking, traffic, green space, commercial development and redevelopment opportunities. This CIP supports the update and implementation of several past planning initiatives and identifies and prioritizes a series of strategies that continue to move the downtown towards creativity, inclusion and innovation.

Specifically, this CIP reflects a project that was proposed in response to an RFP for a new mixed-use library in 2018. The project includes two mixed-use developments in the area commonly referred to as "Bluff Site 2". The first development would include a mixed-use facility that would include apartments, condominiums, a parking structure and a health clinic located on E. Lawrence Street just south of the YMCA. The second development would include a mixed-use library which would include a library, apartments, condominiums, flex space, and underground parking for apartment/condominium residents located on the current soldier square parking ramp site. Assuming all necessary approvals are obtained in a timely manner, the first development project is estimated to begin in mid-2020 and conclude in late-2021. Upon conclusion of this phase of the project, construction for the second phase, the library mixed-use facility, is estimated to begin in 2022 and conclude in mid-to-late 2023.

2020 - Continuation of planning process that began in 2018 for new library.

2021 - Payment for mixed-use parking structure. Developer to provide funding during construction. City payment due upon completion of the project. Design of new library.

2022 - Land purchase & demolition of the Soldiers Square ramp; excavation and construction of a new mixed-use library;

2023 - Complete construction of a new mixed-use library.

This CIP is to remain flexible to increase the City's ability to adapt to future needs and available resources as determined through continued planning which continues to identify opportunities, minimize risk and leverage resources in the community.

Discussion of operating cost impact:

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

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2020	2021	2022	2023	2024	Total
TIF #11	Parking structure		14,000,000				$ 14,000,000
	Health clinic	-	4,648,000	-	-	-	$ 4,648,000
	Developer TIF contribution	-	7,650,000				$ 7,650,000
TIF #11 Capital Projects		-	26,298,000	-	-	-	26,298,000
PRFMD	Soldiers Square ramp demo	-	-	1,250,000	-	-	$ 1,250,000
	Library	300,000	2,000,000	16,000,000	16,000,000	-	$ 34,300,000
Facilities Capital Projects		300,000	2,000,000	17,250,000	16,000,000	-	35,550,000
Total - Downtown Development Capital Projects		$ 300,000	$ 28,298,000	$ 17,250,000	$16,000,000	$ -	$ 61,848,000

COST ANALYSIS
Estimated Cash Flows

Components	2020	2021	2022	2023	2024	Total
Planning	-	-	-	-	-	$ -
Construction	300,000	28,298,000	17,250,000	16,000,000	-	$ 61,848,000
Other	-	-	-	-	-	$ -
Total	$ 300,000	$ 28,298,000	$ 17,250,000	$16,000,000	$ -	$ 61,848,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	NQ *

* N/Q = Not Quantifiable

NOTES

CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

ROR was initially a part of the library's general fund budget but was moved to this special revenue fund in 2018 to better account for the resources devoted to it. 2017 activity is shown here for comparison only.

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

PERFORMANCE INDICATORS

	Actual 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	78,140	88.63%
Purchased Services		3,683	1,800	19,600	19,600	13,600	-30.61%
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

Library Grants   **Business Unit 2550**

PROGRAM BUDGET SUMMARY

		Actual			Budget	
Description	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	$ 22,578	$ 22,394	$ 22,394	$ 24,066
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	$ 74,190
	$ 74,190

CITY OF APPLETON 2020 BUDGET
LIBRARY GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Revenues					
Other Reimbursements	$ -	$ 98,218	$ 86,086	$ 87,037	$ 117,584
Total Revenues	-	98,218	86,086	87,037	117,584
Expenses					
Program Costs	-	85,780	86,086	165,225	118,534
Total Expenses	-	85,780	86,086	165,225	118,534
Other Financing Sources (Uses)					
Transfer In - General Fund	-	66,700	-	-	-
Total Other Financing Sources (Uses)	-	66,700	-	-	-
Revenues over (under) Expenses	-	79,138	-	(78,188)	(950)
Fund Balance - Beginning	-	-	79,138	79,138	950
Fund Balance - Ending	$ -	$ 79,138	$ 79,138	$ 950	$ -

CITY OF APPLETON PERSONNEL POLICIES	TITLE: SALARY ADMINISTRATION	
ISSUE DATE: February 18, 2005	LAST UPDATE: September 4, 2001 February 2006 September 10, 2003 October 2006 February 18, 2004 July 2008 February 17, 2005 August 2009 December 2011 September 2012 September 2013 July 2014 April 2018	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: All regular full and part-time benefited employees covered by the Non-represented compensation plan. Excludes represented employees.	TOTAL PAGES: 7

Reviewed by Legal Services
 Date: December 2000
      September 12, 2003
      February 2006
      September 2009
      August 2013
      July 2014
      March 2018
	Committee Approval Date:
	 March 9, 2000
	 September 24, 2003
	 May 12, 2004
	 February 9, 2005
	 February 22, 2006
	 July 23, 2008
	 October 28, 2009
	 December 12, 2011
	 September 24, 2012
	 September 9, 2013
	 August 11, 2014
	 October 6, 2014
	 April 11, 2018
		Council Approval Date: March 15, 2000
		 October 1, 2003
		 May 19, 2004
		 February 16, 2005
		 March 1, 2006
		 August 6, 2008
		 November 4, 2009
		 December 21, 2011
		 October 3, 2012
		 September 18, 2013
		 August 20, 2014
		 October 15, 2014
		 April 18, 2018

I.   PURPOSE

To outline the guidelines utilized for administration of the compensation plan.

II.   POLICY

It is the policy of the City of Appleton to provide competitive compensation to attract and retain competent staff and to encourage and reward superior performance within the financial resources available.

III.   DISCUSSION

This policy provides the current salary administration guidelines. This policy is subject to change with approval of the Common Council. The Human Resources Director shall be responsible for the administration of the compensation policy.

IV.   DEFINITIONS

A. Fair Labor Standards Act (FLSA): A federal act that sets minimum wage, overtime pay, equal pay, record keeping and child labor standards for employees who are covered by the act and who are not exempt from specific provisions. An employee classified in the compensation plan as "Exempt" is not eligible for the overtime compensation provisions of FLSA.

B.   Base Pay: An employee's initial rate of compensation, excluding extra lump sum compensation,

shift differential etc. An employee's base pay can be expressed as a base hourly rate of pay or as an annual salary.

C. Compensation Plan: A schedule of pay ranges listing the job classifications Minimum, Maximum and Control Points. All regular positions shall be placed in one of these ranges based on a job questionnaire and point factor job evaluation.

D. Emergency: For purposes of this policy, an emergency shall be defined as an unplanned, significant event that affects the operation, or service level of the department (as determined by the Department Director and/or the Mayor)

E. Interim Assignment: When an employee is assigned to a different position on a temporary basis, because of a vacancy.

F. Job-Questionnaire (JQ): A job analysis that outlines the responsibilities and the requirements necessary to perform the functions of the position. The JQ is utilized to evaluate the position responsibilities using the City' point factor job evaluation system for allocation to the appropriate pay grade. A JQ also functions as the key document for pay plan maintenance.

G. Non-base pay adjustment: Pay adjustments generally in the form of a lump sum or other forms that do not increase the employee's base pay.

H. Red-circled: The maintenance of an employee's pay rate above the established range maximum. An employee whose pay rate is at or above the range maximum may be eligible for a non-base performance adjustment.

V. PROCEDURES

A. DETERMINATION OF PAY RANGES

The compensation plan shall be based on the principle of equal pay for equal work. Pay ranges within the compensation plan shall be determined with regard to factors including, but not limited to: uniformity of pay for each class; relative difficulty, complexity, and responsibility of work; competitive recruiting, education and experience requirements; and prevailing rates of pay for similar jobs in public and private employment as determined by the City.

B. ENTRANCE PAY RATE

The entrance pay rate shall be within the Minimum and the Control Point of the pay range. All appointments (including department heads) above the Control Point must be authorized, in advance, by a majority of the Mayor, Human Resources Committee Chair and Human Resources Director.

C. RECLASSIFICATION The Position Classification Review Process is the method for determining pay range assignment of new positions or reclassification actions involving substantial changes in the duties and responsibilities of an existing position.

(a) Classification or Reclassification Consideration

A request for reclassification of a current position or the classification of a new position may be initiated by a staff member seeking reclassification, by the staff member's department director, or by the Human Resource Director. Requests for reclassifications may occur throughout the year as positions are created or become vacant.

Reclassification consideration for existing positions requires that the employee and the department director document substantial changes in existing duties since the most recent review. Duty changes may be from substantial, immediate reassignment of duties due to reorganization, or may be the result of a logical and gradual change of responsibilities over a period of time.

To be considered for reclassification, changes should be stable and typically should have been in effect for at least six months preceding the reclassification request so that it is clear that the changes that exist are likely to remain for some period of time. Reclassification will not be considered for temporary changes in duties.

A request for classification or reclassification consideration must be in writing and include a new JQ with notes indicating duties that have changed since the last review. The Questionnaire must be completed and signed by the employee, then reviewed and signed by the supervisor and department director. The supervisor and department director must verify or comment on the accuracy of the responses.

(b) Review of Requests

Following internal review by the Human Resource Director, the Human Resource Director may submit the Questionnaire and any supporting documentation to the consultant for evaluation if the criteria for reclassification is met. If the recalassification is appropriate, the consultant will recommend a grade assignment for the position. The consultant may request further information from the Human Resource Director and may request that other positions affected by the reclassification changes be reviewed as well.

(c) The Employer's Response to the Consultant's Recommendations

The employee and the department director will be informed of the final decision in writing. The effective date of any compensation changes will be based on the specific circumstance of the reclassification.

D. COMPENSATION PLAN COMPONENTS

(a) Pay Range Adjustment

Pay Range adjustments are typically made on an annual basis. The Human Resources Director shall recommend such adjustments to the Mayor and Finance Director based on the general level of pay adjustments in the job markets where the City competes for its staff, as well as internal adjustments (e.g. collective bargaining settlements). These adjustments are also made in consideration of general changes in cost-of-living indices.

The adjustment takes the form of an adjustment to pay ranges with the goal of maintaining market competitiveness of the pay plan.

No increase will be made to an employee's pay as a result of a pay range adjustment.

(b) Pay for Performance

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

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

E. PAY RATE ADJUSTMENTS

The Human Resources Director and the applicable Department Director shall determine the pay status of an employee based on the following:

(a) Transfers - When an employee is transferred from one class to another with a common pay range, he/she shall continue to receive the same pay rate unless a different rate is deemed appropriate.

(b) Promotion - When an employee is promoted from one class to another having a higher pay range, he/she shall receive an increase as deemed appropriate but not to exceed the Control Point of the range unless approved by the Committee as outlined in the above Entrance Pay Rate section. If the employee's pay rate is higher than the control point of the new position prior to promotion, no authorization is needed from the Committee. For consideration of placement into the new salary range, such factors as the average value of overtime lost, average value of extra hours worked in a non-exempt capacity as well as other internal and external factors shall be considered.

(c) Demotion - When an employee accepts a position in a lower pay grade for any reason, a rate of pay shall be determined. For consideration of placement into the new salary range, such factors as experience, qualification, length of service, average value of overtime lost and the level of pay similar to employees in the pay range shall be considered.

(d) Upward Re-Classification - When an employee's position is reclassified into a higher pay grade, the reclassification shall be treated the same as a promotion under (b) above.

(e) Downward Re-Classification - When an employee's position is reclassified into a lower pay grade, the reclassification shall be treated the same as (c.) above.

(f) Equity Adjustments
Equity adjustments are salary changes outside of the normal salary programs (as listed above) to remedy salary issues such as external pressure in high demand areas, internal salary compression, and/or retention considerations.

F. MINIMUM AND MAXIMUM RATES

Generally, an employee shall be paid within the pay range of his/her position.

An employee may be paid below the minimum of his/her pay range as the result of not receiving a pay adjustment due to their performance.

An employee who receives a base pay adjustment cannot exceed the maximum of their pay range.

In the event of a reclassification, or re-evaluation of a pay range that results in an employee's pay falling outside the maximum of the newly assigned pay range, such employee's pay rate may be red-circled.

G. OVERTIME

(a) Employees in the Compensation Plan who meet the exemption under the Fair Labor Standards Act shall be exempt from all premium pay provisions except as otherwise outlined in this policy.

(b) Employees who are required to work Sunday, not part of their regular schedule, shall receive double time pay. Utility Department employees who work Sunday, as part of their regular schedule, shall receive double time pay.

(c.) All non-represented non-exempt employees in the Compensation Plan shall be paid no less than the minimum compensation required pursuant to the FLSA, including overtime compensation on a time and one half basis, for all hours worked in excess of 40 hours per week subject to the following:

1. Compensatory Time, Sick leave, PTO Sick, approved non-paid leave and FMLA non-paid leave hours shall not be counted as hours worked for purposes of computing overtime compensation; and,

2. Scheduled City holiday hours, vacation, PTO , funeral leave, jury duty and approved paid FMLA leave (except PTO Sick, see #1 above) may be counted as hours worked for purposes of computing overtime compensation (except when employee is called to work, then see #3 below); and,

3. Hours worked and paid at a Sunday or Holiday double time rate*, where the employee is also paid an additional call pay premium, shall not be counted as hours worked for purposes of computing overtime compensation.

   *Holiday double time rate refer to Fringe Benefit Policy.

(c) Battalion Chiefs and Deputy Fire Chiefs who fill in for other Chief Officers, when overtime would otherwise be required, shall receive straight time pay for all such hours worked in addition to his/her regular bi-weekly rate. Operations Battalion Chiefs who are required by the Chief to attend extended (generally more than four (4) hours) training on his/her off-duty time may be eligible for straight time pay for attendance at such training at the discretion of the Fire Chief.

(d) Police Lieutenants and Captains will receive compensation at time and one half of the top senior sergeant rate when working beyond their normal schedule for Grants, Off-Duty Police Services, Avenue Detail and special events.

(e) Overtime shall be approved in advance by the Department Director or supervisor and reviewed periodically by the Department Director. Overtime shall be kept to a minimum and shall be

utilized to relieve specific occasional peak workloads or emergencies.

H. SHIFT PREMIUM

Non-exempt employees shall be eligible for a $.50 shift premium added to their base pay if the employee is regularly scheduled (through shift selection or designated assignment) to work a 2nd or 3rd shift schedule (3rd or 4th shift schedule for Police).

K. TELEPHONE CALL

Non-exempt employees who are called by a supervisor on the telephone, outside of his/her regularly scheduled hours, to provide information related to the operation of the department shall be paid for the time actually spent on the telephone, but not less than one hour's straight time. This does not apply to employees receiving the Stand-by Duty pay.

L. EMERGENCY CALL-IN

Non-exempt employees who have left the worksite or are in a paid leave status, and who are called to return to work outside of their regularly scheduled hours to handle emergency situations that could not be anticipated, will be eligible for a lump sum of $100 as call-in pay.

M. ASSIGNED SHIFT CHANGE
This applies to Department of Public Works and Utilities employees who operate on shifts.

When a non-exempt employee is required to work outside their assigned shift he/she will be paid as follows:

Employees notified for a change of assigned shift for a duration of more than one week and are given 48 hours or more notice shall be paid $1.00 per hour, added to their base pay, for all hours worked for the duration of the scheduled shift.

Employees notified for a change of assigned shift for a duration of one week or less and are given 48 hours or more notice shall be paid $2.00 per hour, added to their base pay, for all hours worked for the duration of the scheduled shift.

Employees notified for a change of assigned shift and are given less than a 48 hour notice shall be paid $50 per day for the first 48 hours and then the employee shall be paid pursuant to the above.

The $1.00 and $2.00 premium pay shall be added to the employee's regular base rate for purposes of calculating the overtime rate.

O. STAND-BY DUTY
Employees who-are required by his/her department director to be on stand-by duty (required to remain within a one (1) hour response area, accessible by phone or pager, etc.) shall receive one hour's pay for each day of stand-by and (2) two hours if on the actual holiday (does not include the observed holiday).

All employees required to be on stand-by must remain physically fit and ready for duty and must

continue to abide by City policies (i.e., Drug-Free Workplace).

P. CALL DUTY - EMERGENCY RESPONSE (Excludes Directors, Deputy Directors and Assistant Police Chief)

Any exempt employee, not on Stand By Duty, who is required to report to duty for emergency operations (e.g. snowplowing, water main breaks, facilities and grounds and technology issues, storms & other disasters, police investigations, SWAT calls etc.) may be eligible for additional compensation in the form of a bonus as outlined below:

♦ If the employee reports for work and works more than one (1) hour but less than four (4) hours, the employee shall be entitled to $50.00 for each report.
♦ If the employee reports for work and works four (4) hours or more, shall be entitled to $200.00 for each report.

Effective Board Meetings and Trustee Participation

4

Preparation is Key

To a great extent, the work done *before* each library board meeting will determine the effectiveness of the board.

The board president and library director need to work together in preparing materials to be sent out to board members before each meeting. Typically, the library director will contact the library board president to discuss planned agenda subjects (including any items required because of previous board action). (See attached *Sample Board Meeting Agenda*.) The board president is given the opportunity to add agenda items. Board members wishing to have an item brought before the board should contact their board president.

The library director is usually delegated the responsibility for drafting the agenda and other materials to be included in the board mailing. Those materials should include minutes of the previous meeting, the monthly financial report, monthly bills, a detailed agenda and any other background materials needed to adequately inform the board. Providing detailed written information to the board before meetings allows board members time to consider carefully the issues to be discussed at the meeting. In addition, mailing written reports to the board prior to the meeting (such as the director's report and any committee reports) will save valuable meeting time for board questions and discussion.

Board members can contribute best if they have taken the time to adequately study the agenda and background materials *before* each meeting.

Follow the Law

The Wisconsin open meetings law places specific requirements on the content and type of public notice to be made before every board or committee meeting. The law also requires that meetings be open to the public unless the board follows the legally required procedures to hold a closed session. (See *Trustee Essential #14: The Library Board and the Open Meetings Law* for more information.) Also, be sure to avoid conflict of interest situations. (See *Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees* for more information.)

At Meetings

Effective board meetings can begin with a quick review of the agenda to make sure there is adequate time to cover all items and to modify the order of business if necessary. Effective board meetings move at an appropriate pace. Time for questions and full discussion is allowed, but the president makes sure discussion remains focused and decisions are reached. The president also needs to ensure that a few members do not dominate discussions, that all members have a chance to be heard, and that accountability for follow-through is assigned as needed.

In This Trustee Essential

- The keys to effective board meetings

- How individual trustees can contribute to the board and the library

Effective Decision-Making

It is important to keep in mind that legal responsibility for overall library operations rests in the library board, not individual trustees. Therefore, it is important for the board president to use leadership techniques that promote effective group decision-making on the part of the entire library board, not decision-making by a few board members, or the library director, or any other individual.

Board meetings are the place for you to raise questions and make requests of the library director and/or staff. Individual trustees should never make such requests or demands on their own—you are members of a governing body and must act as a body. Yet, as an individual trustee, you should not hesitate to raise concerns or questions at board meetings. By raising questions and/or concerns, you may help the board avoid rushing into an action without appropriate consideration of all of the ramifications or alternatives.

A "public comment" period during the meeting is not required, but it can be a helpful way for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place any matter on a future meeting agenda if additional discussion or deliberation on the issue is needed. (See *Trustee Essential #14: The Library Board and the Open Meetings Law* for more information.)

More Legal Requirements

Wisconsin's Public Records Law *requires* that written meeting minutes be kept and be made available to the public (see *Trustee Essential #15: The Library Board and the Public Records Law* for more information). At a minimum, meeting minutes must indicate board members present and all motions that were made and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

Only legally appointed library board members can vote on board matters. Some library boards may consider certain officials *ex officio* board members, such as the library director or city manager. No official or any other person is an official library board member or is legally authorized to vote on library board matters unless he or she has been legally appointed according to the relevant portions of Chapter 43. (See *Trustee Essential #18: Library Board Appointments and Composition* for further details on the legally required process. *Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees* discusses certain impermissible appointments under Wisconsin's "incompatibility doctrine," such as the appointment of a library director to the library board.)

Continuing Trustee Education

Board meetings can be an effective arena for continuing trustee education. For example, time could be set aside at a board meeting to review and discuss one of this series of *Trustee Essentials* or a chapter of the *Wisconsin Public Library*

Standards. Staff members can be invited to make presentations to inform the board more fully about library operations and services. Outside experts, such as municipal personnel specialists, elected officials, or public library system staff, can be invited to make presentations about areas of interest or concern to the library board. (See *Trustee Essential #27: Trustee Orientation and Continuing Education* for other ideas.)

Discussion Questions

1. Could our board better organize and use our meeting time? How?

2. How can we encourage all board members to contribute to board discussions?

3. Could we incorporate continuing education into our board meetings? Could the board use a "refresher" on certain issues? What issues?

Sources of Additional Information

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

- Attached *Sample Board Meeting Agenda*

- Attached *Sample Annual Library Board Calendar*

- OWLS webpage on meetings at owlsnet.org/l4l/meetings (See especially the links on effective meetings.)

- *Robert's Rules of Order* (latest edition) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis, revised by the American Institute of Parliamentarians

Sample Board Meeting Agenda

Below is a sample board meeting agenda. Wisconsin's open meetings law requires that the meeting notice include the time, date, place, and subjects to be discussed and/or acted upon at the meeting. (See *Trustee Essential #14: The Library Board and the Open Meetings Law* for more information on agenda, notice, and posting requirements of the law.)

<div align="center">

NOTICE
Hometown Public Library Board Meeting
Date,
Time,
Place

</div>

Note: Please contact _____ at _____ if you need accommodations to attend the meeting.

1. Call to Order   *Board President*

2. Roll call and introduction of guests   *Board President*

3. Approval of minutes of previous meeting
   [Provide copy of minutes to board members in advance of the meeting.]

4. Director's report and statistical report   *Library Director*
   [Provide copy of reports to board members in advance of the meeting.]

5. Financial report
        Library Director and/or Board Treasurer or Financial Secretary
   [Provide copy of report to board members in advance of the meeting.]

6. Audit and approval of monthly expenditures [Provide list of bills to board members in advance of the meeting.]

7. Committee reports or other reports [such as a report on legislative or other statewide issues] [Optional—include on agenda only if there is actually something to report]

8. Subject matter of issue to be considered by board [for example, "Consideration of revised library collection development policy"]

9. Additional issues to be considered by board [Be reasonably specific about all subject matters to be considered by board.]

10. Public comment period [This is not required, but it can be helpful for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place the matter on a future meeting agenda if additional discussion or deliberation on the issue is needed.]

11. Board continuing education session to be held to review and discuss [for example] Trustee Essential #14: The Library Board and the Open Meetings Law

12. Roll call vote to hold **closed session** for board consideration of the performance evaluation and compensation of the library director as authorized by Wisconsin Statutes Section 19.85(1)(c).

13. Reconvene in open session

14. Approval of the performance evaluation and compensation of the library director.

15. Adjournment

Sample Annual Library Board Calendar

(Note: The time frame for some of the activities listed below may be different for your library and municipality. Of course, your annual calendar should list the dates of your monthly library board meetings.)

January

- Director meets with personnel committee to review his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives [see December].

- Board conducts annual performance review of director.

February

- Annual report reviewed, approved, and forwarded to municipal [or county] governing body, library system, and DLT.

- Nominating committee appointed.

- Appointing authority notified about upcoming expiring board terms and provided with a list of board-recommended appointees.

March

- March 1. Due date for libraries to receive county payments as required by Wisconsin Statutes Section 43.12.

- Library strategic plan and technology plan reviewed and revised, if necessary. Discussion of budgetary implications of plan activities that are scheduled for next year.

April

- April 1. Due date for a consolidated county public library providing notice to any public library from which it plans to request a payment.

- Appointments of new board members made by the municipality/county.

- Provide prior year usage and expenditure statistics to county [or to system or county library board to compile the statistics and forward them to county] as required by Wisconsin Statutes Section 43.12. Necessary statistics are due to county by July 1.

- Continue discussion of budget goals/needs for next year.

May

- May 1. New member board terms begin.

- Orientation sessions held for new board members.

- Board annual meeting held, board officers elected.

- Director provides board with preliminary recommendations for budget priorities for coming year, and recommended adjustments to staff salary schedule. Board discusses, revises (if necessary), and approves preliminary recommendations for budget priorities for coming year.

June

- Director provides board with draft budget for coming year. Board discusses and directs any needed changes.

July

- July 1. Due date for providing prior year usage and expenditure statistics to county.

- Budget and funding request approved for upcoming year.

August

- Discussion of needed trustee continuing education.

September

- Municipalities that levy a tax for public library service apply for an exemption from next year's county library levy.

- Board representatives attend municipal [or county] budget hearings to explain and advocate for budget.

October

- Library policies reviewed and revised, if necessary.

- Trustee continuing education session held during meeting.

- Municipality [or county] approves library appropriation.

November

- Budget revised, if necessary, based on actual funding approved.

- Library policies reviewed and revised if necessary.

- Strategic planning committee appointed, if necessary, and given charge and timetable.

- Trustee continuing education session held during meeting.

December

- Director provides board with his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives.

- Trustee continuing education session held during meeting.