



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final-revised Library Board

Tuesday, February 27, 2024

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting
[24-0180](#) January 16 2024 Meeting Minutes

Attachments: [01-16-2024 Library Board Meeting Minutes.pdf](#)

5. Public Participation and Communications

Establish Order of the Day

6. Action Items

- [24-0181](#) Bill Register - December 2023 Final, January 2024

Attachments: [December 2023 Bill Register FINAL.pdf](#)
[APL Financial Cash Flow-December-2023 Final.pdf](#)
[Jan 24 Bill Register.pdf](#)
[APL Financial Cash Flow-Janurary 2024.pdf](#)

- [24-0182](#) February 2024 Budget Amendment

Attachments: [Feb 2024 Budget Amendment.pdf](#)

- [24-0183](#) E-Rate Vendor Approval

Attachments: [E-rate Memo Feb 2024.pdf](#)

- [24-0184](#) Annual Report 2023

Attachments: [2023 Annual Report - Unsigned.pdf](#)

[24-0185](#) 2024 Materials Budget

Attachments: [BudgetAllocationProposal_2024_BoardView.pdf](#)

[24-0186](#) City Policy Updates: Asbestos Policy, Records Retention Polciy

Attachments: [Asbestos Policy \(2024 Draft Changes\).pdf](#)
[Personnel Record Retention Policy \(2\) SB 2024.dg.pdf](#)

[24-0187](#) Report of the Personnel & Policy Committee

Attachments: [02-07-2024 Personnel & Policy Committee Meeting Minutes.pdf](#)

[24-0188](#) Library Director's 2024 Performance Goals as Established

7. Information Items

A. Administrative Report

[24-0189](#) Building Project Update

Attachments: [01.2024 - Appleton Public Library Month-End Report.pdf](#)
[2024_1_BuildingProjectUpdate.pdf](#)

[24-0190](#) APL Hiring Process Update

[24-0191](#) 2023 4th Quarter Statistics

Attachments: [OCT 2023.pdf](#)
[NOV 2023.pdf](#)
[DEC 2023.pdf](#)

[24-0192](#) Friends Grant Funded Program Summaries - 4th Quarter 2023

Attachments: [4th Quarter 2023 Friends Grant Funded Program Summaries FINAL.pdf](#)

[24-0231](#) **Updates on Legislation Regarding Access to Library Materials**

B. Friends Report

[24-0193](#) Capital Campaign Update

[24-0194](#) Other Friends Activities

C. President's Report

[24-0195](#) Library Legislative Day Report

[24-0199](#) Trustee Development: Public Health Part 2 "How does a library participate in the health and wellness of their community?"

D. Staff Updates

[24-0196](#) Children's Program Updates

Attachments: [Child. Svcs February 2024 Board Meeting.pdf](#)

[Child. Svcs February 2024Written East Asia in Wisconsin Library Program Gran](#)

[24-0197](#) Community Partnerships Updates

Closed Session

The Board may meet in Closed Session pursuant to Wisconsin State Statute 19.85(1)(c) to discuss personnel matters and then resume meeting in Open Session.

8. Adjournment

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

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



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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Meeting Minutes Library Board

Tuesday, January 16, 2024

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

President Margret Mann called the meeting to order at 4:30 pm

2. Pledge of Allegiance

3. Roll call of membership

Others Present: Owen Anderson, Nicole Casner, Ann Cooksey, Darrin Glad,
Peter Kotarba, Tina Krueger, Adriana McCleer, Dan McGinnis, Alex Niemi,
Tasha Saecker, Missy Sawicki, Charles Sepers, Maureen Ward

Present: 7 - Looker, Kellner, Mann, Nett, Brozek, Bunnow and Lee

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

4. Approval of minutes from previous meeting

[24-0040](#)

December 19, 2023 Meeting Minutes

Attachments: [12-19-2023 Library Board Meeting Minutes.pdf](#)

Kellner moved, seconded by Brozek, that the December 19, 2023 Meeting Minutes be approved. Voice Vote. Motion Carried. (7-0)

Aye: 7 - Looker, Kellner, Mann, Nett, Brozek, Bunnow and Lee

Absent: 4 - Scheuerman, Sivasamy, Van Zeeland and Keller

5. Public Participation & Communications

Establish Order of the Day

President Mann called for a motion to place Action Items 24-0041 and 24-0042 on a Consent Agenda.

Kellner moved, seconded by Bunnow to place Action Items 24-0041 and 24-0042 on a Consent Agenda. Voice Vote. Motion Carried. (7-0)

6. Action Items

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

[24-0041](#) Bill Register - December 2023 (Partial)

Attachments: [December 2023 Bill Register.pdf](#)
[APL Financial Cash Flow-December-2023.pdf](#)
[Friends Project Summary Report Q2.pdf](#)

This Report Action Item was approved

- [24-0042](#) January 2024 Budget Amendment

Attachments: [Dec23 Budget Amendment.pdf](#)

This Report Action Item was approved

7. Information Items

A. Administrative Report

[24-0043](#) Building Project Update

Attachments: [12.2023 - Appleton Public Library Month-End Report.pdf](#)

[24-0044](#) APL Hiring Process Update

[24-0045](#) Library Legislative Day - Tuesday, February 6, 2024

Attachments: [2024 WLA LLD.pdf](#)

[24-0046](#) Library Board Meeting Tuesday, February 27, 2024 - Time Change
Reminder 5:30pm

[23-1519](#) APL Website Redesign

Attachments: [Website Redesign Process Board of Trustees Meeting.pdf](#)

B. Presidents Report

[23-1516](#) Trustee Development - Public Health Overview

Attachments: [FPHS-Factsheet-2022.pdf](#)
[Public-Health-3.0-White-Paper \(1\).pdf](#)

C. Staff Updates

[23-1517](#)

Children's Program Updates

Attachments: [For Board Meeting thank yous.pdf](#)
 [For Board Meeting parade.pdf](#)

[23-1518](#)

Community Partnership Updates

8. Adjournment

Kellner moved, seconded by Brozek, that the Meeting be adjourned. Voice Vote. Motion Carried. (7-0)

The Meeting was Adjourned at 5:14 pm

Aye: 7 - Looker, Kellner, Mann, Nett, Brozek, Bunnow and Lee

Absent: 4 - Scheuerman, Sivasamy, Van Zeeland and Keller

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16010								Library Administration
16010	620100							Training/Conferences
999990	LINKEDIN PRE 8992965	114520	0	2023 12	INV P	42.19	pcard	LinkedIn Learning P
999990	MARITZ AT&L* ALA	114521	0	2023 12	INV P	527.00	pcard	2024 PLA Registrati
999990	MARITZ AT&L* ALA	114955	0	2023 12	INV P	-120.00	pcard	Credit PLA Registra
999990	WISCONSIN LIBRARY AS	114956	0	2023 12	INV P	45.00	pcard	WLA LLD REGISTRATIO
999990	WISCONSIN LIBRARY AS	114973	0	2023 12	INV P	45.00	pcard	WLA LLD REGISTRATIO
999990	AIRBNB HMK8MJXP5	115813	0	2023 12	INV P	788.12	pcard	AIRBNB PLA Lodging
999990	MARITZ AT&L* ALA	115815	0	2023 12	INV P	347.00	pcard	2024 PLA Conferenc
						1,674.31		
					ACCOUNT TOTAL	1,674.31		
16010	630100							Office Supplies
001983	AMAZON	115816	0	2023 12	INV P	17.99	pcard	Label Maker Tape
001983	AMAZON	115826	0	2023 12	INV P	26.73	pcard	Plastic Storage Tra
001983	AMAZON	115827	0	2023 12	INV P	13.43	pcard	AA Batteries
						58.15		
999990	WALGREENS #12693	114464	0	2023 12	INV P	18.56	pcard	Candy Bars Staff Re
999990	USPS PO 5602500943	114974	0	2023 12	INV P	31.92	pcard	Board Packets Posta
						50.48		
					ACCOUNT TOTAL	108.63		
16010	630300							Memberships & Licenses
999990	WPY*WISCONSIN VOLUNT	113973	0	2023 12	INV P	26.12	pcard	Membership to WI vo
999990	WISCONSIN LIBRARY AS	114518	0	2023 12	INV P	250.00	pcard	WLA Membership Rene
999990	AMERLIBASSOC ECOMMER	114519	0	2023 12	INV P	569.00	pcard	ALA Membership Rene
999990	AMERLIBASSOC ECOMMER	115814	0	2023 12	INV P	158.00	pcard	ALA MEMBERSHIP 2024
						1,003.12		
					ACCOUNT TOTAL	1,003.12		
16010	630500							Awards & Recognition
000084	ADI	114465	0	2023 12	INV P	165.00	pcard	Gift Certificates S
000866	MENARDS	115817	0	2023 12	INV P	28.97	pcard	Holiday brunch gift
002877	ACOCA	114993	0	2023 12	INV P	10.00	pcard	Holiday Brunch Gift
999990	SQ *APPLETON	114982	0	2023 12	INV P	10.00	pcard	Holiday Brunch Gift
999990	SQ *UNI UNI TEA SHOP	114983	0	2023 12	INV P	10.00	pcard	Holiday Brunch Gift
999990	SQ *ALL TIED UP FLOR	114984	0	2023 12	INV P	10.00	pcard	Holiday Brunch Gift
999990	SQ *SETH'S COFFEE TO	114985	0	2023 12	INV P	10.00	pcard	Holiday Brunch Gift
999990	SP BOARDLANDIA_APPLE	114986	0	2023 12	INV P	10.00	pcard	SP BOARDLANDIA_APPL
999990	CINDERS CHARCOAL GRI	114987	0	2023 12	INV P	10.00	pcard	Holiday Brunch Gift
999990	SQ *VOYAGEURS BAKEHO	114988	0	2023 12	INV P	10.00	pcard	Holiday brunch gift

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YEAR/PERIOD: 2023/12 TO 2023/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
999990	SQ	*JOSEF'S GYROS AN	114989	0	2023 12	INV	P	10.00	pcard	Holiday Brunch Gift
999990	SQ	*DEPAWSITORY: ALL	114990	0	2023 12	INV	P	10.00	pcard	Holiday Brunch Gift
999990	SQ	*THE BOOK STORE	114991	0	2023 12	INV	P	10.00	pcard	Holiday Brunch Gift
999990	SQ	*AUTHOR'S KITCHEN	114992	0	2023 12	INV	P	10.00	pcard	Holiday Brunch Gift
999990	SQ	*WHISK & ARROW SU	114994	0	2023 12	INV	P	10.00	pcard	Holiday Brunch Gift
999990	SQ	*ECO CANDLE CO.	114995	0	2023 12	INV	P	10.00	pcard	Holiday Brunch Gift
999990	SQ	*BLUE MOON EMPORI	114996	0	2023 12	INV	P	10.00	pcard	Holiday Brunch Gift
999990	TST*	TIPSY TACO	114997	0	2023 12	INV	P	10.00	pcard	Holiday Brunch Gift
999990	TST*	SODA BAR LLC	114998	0	2023 12	INV	P	10.00	pcard	Holiday Brunch Gift
999990	SP	ERODING WINDS	114999	0	2023 12	INV	P	10.00	pcard	Holiday Brunch Gift
999990	TST*	MILL CITY PUBLI	115818	0	2023 12	INV	P	10.00	pcard	Holiday brunch gift
								180.00		
ACCOUNT TOTAL								383.97		
16010	630700				Food & Provisions					
001775	MICHEL'S CATERING	114577	0	2023 12	INV	P	1,257.25	122023	562144	APL Holiday Breakfa
999990	SQ	*COPPER ROCK COFF	114952	0	2023 12	INV	P	-1.16	pcard	Books and Brews ref
999990	SQ	*COPPER ROCK COFF	114953	0	2023 12	INV	P	25.60	pcard	Books and Brews ref
								24.44		
ACCOUNT TOTAL								1,281.69		
16010	632002				Outside Printing					
001983	AMAZON	115823	0	2023 12	INV	P	10.68	pcard		Signage Supplies
999990	DRI*	PRINTING SERVICE	114943	0	2023 12	INV	P	133.60	pcard	Temporary Location
999990	FC*	FLATICON PREMIUM	115808	0	2023 12	INV	P	103.95	pcard	Icon Subscription
999990	AMAZON.COM*	I95ZR3JZ3	115809	0	2023 12	INV	P	17.76	pcard	Envelope Stickers
999990	DRI*	PRINTING SERVICE	115824	0	2023 12	INV	P	151.94	pcard	Signage
								407.25		
ACCOUNT TOTAL								417.93		
16010	641200				Advertising					
002158	CAREERBUILDER	114598	0	2023 12	INV	P	77.57	122023	562101	November 2023 Posti
002158	CAREERBUILDER	115283	0	2023 12	INV	P	133.16	011024	562361	December 2023 Posti
								210.73		
ACCOUNT TOTAL								210.73		
16010	641307				Telephone					
999990	SPECTRUM	115820	0	2023 12	INV	P	194.98	pcard		SPECTRUM 12/2023
ACCOUNT TOTAL								194.98		
16010	641308				cellular Phones					

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION	
000250	CELLCOM APPLETON PCS		115811	0	2023 12	INV P	62.25	pcard	Monthly Cell Phone	
ACCOUNT TOTAL							62.25			
ORG 16010				TOTAL			5,337.61			
16021	Library Children's Services									
16021	620100	Training/Conferences								
999990	WISCONSIN LIBRARY AS		113999	0	2023 12	INV P	60.00	pcard	WISCONSIN LIBRARY A	
ACCOUNT TOTAL							60.00			
16021	659900	Other Contracts/Obligation								
001983	AMAZON		115029	0	2023 12	INV P	154.47	pcard	rug	
001983	AMAZON		115030	0	2023 12	INV P	144.99	pcard	rug	
							299.46			
999990	SCHOOL OUTFITTERS LL		115822	0	2023 12	INV P	66.40	pcard	Rug	
ACCOUNT TOTAL							365.86			
ORG 16021				TOTAL			425.86			
16023	Library Public Services									
16023	630100	Office Supplies								
001983	AMAZON		115028	0	2023 12	INV P	409.86	pcard	Rug	
ACCOUNT TOTAL							409.86			
ORG 16023				TOTAL			409.86			
16024	Library Community Partnerships									
16024	630100	Office Supplies								
001983	AMAZON		114891	0	2023 12	INV P	25.86	pcard	Fender Speaker Cabl	
999990	COZZY CORNER		114877	0	2023 12	INV P	519.93	pcard	NEW North Coworking	
999990	SQ *FRIO		114958	0	2023 12	INV P	66.88	pcard	NEW North Coworking	
999990	MICHAELS STORES 8783		114959	0	2023 12	INV P	58.03	pcard	Supplies for Card M	
999990	TST* GINGERROOTZ ASIA		114960	0	2023 12	INV P	25.00	pcard	NEW North Coworking	
							669.84			
ACCOUNT TOTAL							695.70			
16024	659900	Other Contracts/Obligation								
002575	PARNEE POET		114650	0	2023 12	INV P	200.00	122023	562163 Co-working Session	
003238	ROBYN SMITH		113822	0	2023 12	INV P	150.00	121323	562051 Find Your Ancestors	
ACCOUNT TOTAL							350.00			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION	
				ORG 16024	TOTAL				1,045.70	
16031				Library Building Operations						
16031	630600			Building Maint./Janitorial						
001333	TARTAN SUPPLY CO., I	114628	0	2023	12	INV P	432.21	122023	562179 Tissue, Towels, Dis	
001333	TARTAN SUPPLY CO., I	115810	0	2023	12	INV P	432.21	pcard	Tissue, Towels, Dis	
							864.42			
002818	ARAMARK	113967	0	2023	12	INV P	21.41	pcard	Mats, Mops	
002818	ARAMARK	114516	0	2023	12	INV P	21.41	pcard	Mats, Mops	
002818	ARAMARK	114954	0	2023	12	INV P	21.41	pcard	ARAMARK UNIFORM	
002818	ARAMARK	115812	0	2023	12	INV P	21.41	pcard	Mats, Mops	
002818	ARAMARK	115825	0	2023	12	INV P	21.41	pcard	Mats, Mops	
							107.05			
999990	THE HOME DEPOT #4928	116509	0	2023	12	INV P	54.93	pcard	Paint	
999990	THE HOME DEPOT #4928	116542	0	2023	12	INV P	39.96	pcard	Paint	
999990	THE HOME DEPOT #4928	116543	0	2023	12	INV P	39.96	pcard	Paint	
							134.85			
				ACCOUNT TOTAL			1,106.32			
16031	640700			Solid waste/Recycling Pickup						
001593	PFEFFERLE COMPANIES	114045	0	2023	12	INV P	58.16	121323	562039 December 2023 - Tra	
				ACCOUNT TOTAL			58.16			
16031	641301			Electric						
001575	WE ENERGIES	564	0	2023	12	INV P	1,004.31	010324	562343 0701172433-00287	
001593	PFEFFERLE COMPANIES	114683	0	2023	12	INV P	2,910.12	122023	562165 Nov/Dec - Gas & Ele	
				ACCOUNT TOTAL			3,914.43			
16031	641302			Gas						
001575	WE ENERGIES	564	0	2023	12	INV P	776.53	010324	562343 0701172433-00286	
001593	PFEFFERLE COMPANIES	114683	0	2023	12	INV P	1,389.00	122023	562165 Nov/Dec - Gas & Ele	
				ACCOUNT TOTAL			2,165.53			
16031	644000			Snow Removal Services						
001593	PFEFFERLE COMPANIES	115254	0	2023	12	INV P	944.00	010324	562328 Snowplowing - Final	
001593	PFEFFERLE COMPANIES	115271	0	2023	12	INV P	7,072.00	011024	562431 Snowplowing - Kensi	
							8,016.00			
				ACCOUNT TOTAL			8,016.00			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16031	650200								
003245	AMERICAN MANAGEMENT	114457	0	2023 12	INV P	13,489.55	122023	562087	Jan 2024 Lease - Co
						13,489.55			ACCOUNT TOTAL
16031	659900								
002229	STAR PROTECTION AND	114627	0	2023 12	INV P	5,068.75	122023	562176	Security Guard - AP
002229	STAR PROTECTION AND	116273	0	2023 12	INV P	3,125.00	011724	562571	Security Guard APL
						8,193.75			
						8,193.75			ACCOUNT TOTAL
						36,943.74			ORG 16031 TOTAL
16032									Library Materials Management
16032	503500								Other Reimbursements
003263	CITY OF WAUKESHA	113758	0	2023 12	INV P	16.14	121323	561998	PATRON MATERIAL REI
						16.14			ACCOUNT TOTAL
16032	620100								Training/Conferences
000260	CHARLES LATORRE CONS	114720	0	2023 12	INV P	625.00	122723	562217	MM Staff Training
						625.00			ACCOUNT TOTAL
16032	630100								Office Supplies
001393	ULINE	114977	0	2023 12	INV P	1,585.42	pcard		Carts for WALTCO De
999990	THE HOME DEPOT #4928	113985	0	2023 12	INV P	12.47	pcard		Supply purchase - w
999990	KAPCO-ONLINE	114978	0	2023 12	INV P	816.48	pcard		Book jacket covers
999990	THE HOME DEPOT #4928	115005	0	2023 12	INV P	6.47	pcard		Command adhesive fo
999990	DEMCO INC	116085	0	2023 12	INV P	12,392.19	pcard		Book trucks, Kik-st
						13,227.61			
						14,813.03			ACCOUNT TOTAL
16032	631500								Books & Library Materials
000889	MIDWEST TAPE	113989	0	2023 12	INV P	77.66	pcard		504703742, 50470374
000889	MIDWEST TAPE	115011	0	2023 12	INV P	2,945.62	pcard		561774290
000889	MIDWEST TAPE	115012	0	2023 12	INV P	-2,945.62	pcard		561834520
000889	MIDWEST TAPE	115013	0	2023 12	INV P	20.24	pcard		504737359
000889	MIDWEST TAPE	115014	0	2023 12	INV P	12,818.17	pcard		504720332
000889	MIDWEST TAPE	115680	0	2023 12	INV P	123.09	pcard		504757799, 50480347
						13,039.16			
001983	AMAZON	113990	0	2023 12	INV P	-21.99	pcard		113-9943239-8015461
001983	AMAZON	113996	0	2023 12	INV P	44.34	pcard		112-5854320-9424223
						22.35			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
002396	INGRAM LIBRARY SERV	113991	0	2023 12	INV	P	-39.95	pcard		78977149, 78903451
002396	INGRAM LIBRARY SERV	113992	0	2023 12	INV	P	49.49	pcard		78984962
002396	INGRAM LIBRARY SERV	113993	0	2023 12	INV	P	1,346.43	pcard		79026401
002396	INGRAM LIBRARY SERV	113994	0	2023 12	INV	P	219.63	pcard		79050933
002396	INGRAM LIBRARY SERV	114548	0	2023 12	INV	P	-103.99	pcard		79096979, 79067662
002396	INGRAM LIBRARY SERV	114549	0	2023 12	INV	P	170.82	pcard		79100360
002396	INGRAM LIBRARY SERV	114550	0	2023 12	INV	P	47.23	pcard		79117478
002396	INGRAM LIBRARY SERV	114551	0	2023 12	INV	P	448.98	pcard		79162191
002396	INGRAM LIBRARY SERV	114552	0	2023 12	INV	P	497.11	pcard		79192302
002396	INGRAM LIBRARY SERV	115016	0	2023 12	INV	P	454.64	pcard		79336299
002396	INGRAM LIBRARY SERV	115681	0	2023 12	INV	P	49.76	pcard		79502932
002396	INGRAM LIBRARY SERV	115682	0	2023 12	INV	P	559.74	pcard		79429205
002396	INGRAM LIBRARY SERV	115683	0	2023 12	INV	P	503.84	pcard		79480590
002396	INGRAM LIBRARY SERV	115830	0	2023 12	INV	P	-48.51	pcard		79525957
002396	INGRAM LIBRARY SERV	115831	0	2023 12	INV	P	551.31	pcard		79570137
002396	INGRAM LIBRARY SERV	115832	0	2023 12	INV	P	1,002.90	pcard		79587414
							5,709.43			
002830	KANOPY, INC	113724	0	2023 12	INV	P	495.90	121323	562016	Inv. #377422
999990	RISKMANAGEM	113997	0	2023 12	INV	P	572.02	pcard		9000666334-23
999990	THOMSON WEST*TCD	114546	0	2023 12	INV	P	1,097.57	pcard		849343438
999990	CENGAGE GALE	114547	0	2023 12	INV	P	600.00	pcard		83028039
999990	GAN*WINEWSPAPERCIRC	115015	0	2023 12	INV	P	220.47	pcard		postc121423
999990	SUNSET PUBLISHING CO	115679	0	2023 12	INV	P	29.95	pcard		1114799556
999990	OVERDRIVE DIST	115684	0	2023 12	INV	P	2,094.55	pcard		00669C023452606
999990	OVERDRIVE DIST	115834	0	2023 12	INV	P	4,960.91	pcard		00669C023458781
							9,575.47			
ACCOUNT TOTAL							28,842.31			
16032	659900			Other Contracts/Obligation						
001398	UNIQUE MANAGEMENT SE	113757	0	2023 12	INV	P	157.60	121323	562066	Collection Agency -
ACCOUNT TOTAL							157.60			
ORG 16032 TOTAL							44,454.08			
16033	632700			Library Network Services						
003011	LIBRARY IDEAS, LLC	114660	0	2023 12	INV	P	6,585.00	122023	562135	Childrens Play Tabl
999990	THE HOME DEPOT #4928	115828	0	2023 12	INV	P	19.96	pcard		THE HOME DEPOT #492
ACCOUNT TOTAL							6,604.96			
16033	641800			Equip Repairs & Maint						
000911	MODERN BUSINESS MACH	114663	0	2023 12	INV	P	62.45	122023	562149	Copier Contract - M

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/12									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
999990 MOBILE BEACON	113986	0	2023 12	INV	P			MOBILE BEACON	120.00
999990 MOBILE BEACON	113987	0	2023 12	INV	P			MOBILE BEACON	120.00
999990 OPTIMAL WORKSHOP	114506	0	2023 12	INV	P			Website Redesign Da	249.00
999990 PADDLE.NET* HR365	115829	0	2023 12	INV	P			PADDLE.NET* HR365	1,799.79
999990 MOBILE BEACON	115877	0	2023 12	INV	P			MOBILE BEACON	120.00
999990 PDQ.COM	115878	0	2023 12	INV	P			PDQ.COM	2,256.00
999990 FS *TECHSMITH	115879	0	2023 12	INV	P			FS *TECHSMITH (refu	-.68
									4,664.11
								ACCOUNT TOTAL	4,726.56
16033 681500								Software Acquisition	
999990 ZOOM.US 888-799-9666	115678	0	2023 12	INV	P			Monthly zoom charge	40.00
								ACCOUNT TOTAL	40.00
								ORG 16033 TOTAL	11,371.52
FUND 100 General Fund								TOTAL:	99,988.37

** END OF REPORT - Generated by Melissa E. Sawicki **



Appleton Public Library Cash Flow Report December-2023 Year to Date Final

GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	JAN ACTUAL	FEB ACTUAL	MAR ACTUAL	APR ACTUAL	MAY ACTUAL	JUN ACTUAL	JUL ACTUAL	AUG ACTUAL	SEP ACTUAL	OCT ACTUAL	NOV ACTUAL	DEC ACTUAL	YTD TOTAL	% USED
423200	Library Grants & Aids	\$1,064,805.00	\$1,064,805.00	\$0.00	\$0.00	\$0.00	\$575,066.50	\$0.00	\$0.00	\$0.00	\$489,738.50	\$0.00	\$0.00	\$0.00	\$0.00	\$1,064,805.00	100.0%
480100	General Charges for Service	\$0.00	\$0.00	\$12.97	\$23.22	\$192.06	\$7.22	\$112.79	\$95.21	\$11.48	\$23.41	\$152.85	\$117.82	\$21.00	\$18.69	\$788.72	100.0%
500100	Fees & Commissions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
502000	Donations & Memorials	\$0.00	\$150.00	\$60.36	\$1.66	(\$49.41)	(\$2.91)	\$1.50	\$13.42	\$3.17	\$62.43	\$0.54	\$1.99	\$232.16	\$1.00	\$325.91	217.3%
503500	Other Reimbursements	\$45,600.00	\$132,384.00	\$1,546.06	\$1,741.58	\$64,259.13	\$1,203.10	\$1,953.05	\$4,723.61	\$1,252.13	\$17,234.86	\$1,687.47	\$2,321.60	\$8,688.69	\$18,200.56	\$124,811.84	94.3%
	Total Revenue	\$1,110,405.00	\$1,197,339.00	\$1,619.39	\$1,766.46	\$64,401.78	\$576,273.91	\$2,067.34	\$4,832.24	\$1,266.78	\$507,059.20	\$1,840.86	\$2,441.41	\$8,941.85	\$18,220.25	\$1,190,731.47	99.4%

Expense	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD TOTAL	% USED			
610100 Regular Salaries	(\$2,476,082.00)	(\$2,476,082.00)	(\$87,823.96)	(\$177,599.45)	(\$261,333.77)	(\$164,551.34)	(\$170,930.95)	(\$181,142.23)	(\$165,204.11)	(\$253,484.21)	(\$166,376.67)	(\$153,700.23)	(\$157,767.64)	(\$219,554.04)	(\$2,159,468.60)	87.2%	
610400 Call Time Wages	\$0.00	\$0.00	\$0.00	\$0.00	(\$75.00)	\$0.00	(\$150.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$225.00)	100.0%
610500 Overtime Wages	\$0.00	\$0.00	(\$364.52)	(\$755.09)	(\$208.30)	(\$208.92)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.01)	(\$1,536.84)	100.0%
610800 Part-Time Wages	(\$212,587.00)	(\$223,587.00)	(\$9,656.68)	(\$18,014.79)	(\$27,301.63)	(\$17,739.82)	(\$18,388.91)	(\$14,359.88)	(\$16,046.81)	(\$23,619.92)	(\$17,528.95)	(\$21,040.08)	(\$20,287.82)	(\$14,775.96)	(\$218,761.25)	97.8%	
611400 Sick Pay	\$0.00	\$0.00	\$0.00	\$0.00	(\$603.28)	(\$938.43)	\$0.00	\$0.00	\$0.00	(\$268.12)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,809.83)	100.0%
611500 Vacation Pay	\$0.00	\$0.00	(\$9,176.95)	(\$6,629.58)	(\$20,481.93)	(\$23,789.05)	(\$14,827.13)	(\$14,493.47)	(\$23,802.16)	(\$28,968.31)	(\$17,742.56)	(\$20,195.23)	(\$17,965.75)	(\$36,876.00)	(\$234,948.12)	100.0%	
615000 Fringes	(\$891,233.00)	(\$891,233.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
615100 FICA	\$0.00	\$0.00	(\$12,752.67)	(\$12,798.98)	(\$20,113.27)	(\$13,269.05)	(\$13,029.66)	(\$13,550.77)	(\$12,973.70)	(\$19,944.15)	(\$12,824.82)	(\$12,209.55)	(\$12,310.35)	(\$11,902.19)	(\$167,679.16)	100.0%	
615200 Retirement	\$0.00	\$0.00	(\$12,011.77)	(\$11,528.60)	(\$17,866.64)	(\$11,570.26)	(\$11,492.16)	(\$12,292.36)	(\$11,730.89)	(\$17,686.01)	(\$11,273.88)	(\$10,933.29)	(\$10,992.01)	(\$10,735.93)	(\$150,113.80)	100.0%	
615301 Health Insurance	\$0.00	\$0.00	(\$39,927.89)	(\$39,756.90)	(\$20,602.34)	(\$39,315.51)	(\$39,661.89)	(\$42,410.28)	(\$41,491.38)	(\$41,580.57)	(\$38,487.68)	(\$36,319.51)	(\$36,725.30)	(\$54,582.75)	(\$470,862.00)	100.0%	
615302 Dental Insurance	\$0.00	\$0.00	(\$2,956.29)	(\$2,934.60)	(\$1,349.48)	(\$2,851.48)	(\$2,823.46)	(\$2,961.52)	(\$2,814.95)	(\$2,828.28)	(\$2,636.98)	(\$2,519.59)	(\$2,538.76)	(\$3,838.67)	(\$33,054.06)	100.0%	
615400 Life Insurance	\$0.00	\$0.00	(\$74.10)	(\$76.50)	(\$76.50)	(\$84.90)	(\$83.88)	(\$83.40)	(\$91.80)	(\$93.70)	(\$84.20)	(\$81.10)	(\$85.90)	(\$87.60)	(\$1,003.58)	100.0%	
	Personnel Services	(\$3,579,902.00)	(\$3,590,902.00)	(\$174,744.83)	(\$270,094.49)	(\$370,012.14)	(\$274,318.76)	(\$271,388.04)	(\$281,293.91)	(\$274,155.80)	(\$388,473.27)	(\$266,955.74)	(\$256,998.58)	(\$258,673.53)	(\$352,353.15)	(\$3,439,462.24)	95.8%

Expense	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD TOTAL	% USED			
620100 Training/Conferences	(\$23,234.00)	(\$27,734.00)	(\$285.00)	(\$30.00)	(\$1,753.25)	(\$912.45)	(\$1,803.71)	(\$505.00)	(\$3,413.14)	(\$1,913.86)	(\$1,247.00)	(\$896.13)	(\$577.56)	(\$2,574.68)	(\$15,911.78)	57.4%	
620200 Mileage Reimbursement	\$0.00	\$0.00	(\$387.00)	(\$387.00)	(\$387.00)	(\$387.00)	(\$455.78)	(\$500.78)	(\$387.00)	(\$387.00)	(\$60.00)	(\$60.00)	(\$116.33)	(\$120.00)	(\$3,634.89)	100.0%	
620600 Parking Permits	(\$5,000.00)	(\$5,000.00)	\$0.00	(\$383.00)	\$0.00	(\$73.93)	\$0.00	\$0.00	\$0.00	(\$167.77)	(\$43.59)	\$0.00	(\$137.43)	(\$1,047.00)	(\$1,852.72)	37.1%	
630100 Office Supplies	(\$35,517.00)	(\$53,764.00)	(\$1,134.08)	(\$1,921.91)	(\$2,266.33)	(\$2,558.93)	(\$3,002.48)	(\$1,776.78)	(\$1,884.14)	(\$1,641.65)	(\$2,810.14)	(\$1,848.81)	(\$1,302.00)	(\$16,079.22)	(\$38,226.47)	71.1%	
630300 Memberships & Licenses	(\$2,200.00)	(\$2,200.00)	\$0.00	(\$155.00)	(\$355.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$52.75)	\$0.00	(\$1,003.12)	(\$1,565.87)	71.2%	
630500 Awards & Recognition	(\$850.00)	(\$1,950.00)	(\$691.16)	(\$10.00)	(\$1,147.99)	(\$1,136.00)	(\$270.62)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$434.18)	(\$3,689.95)	189.2%	
630600 Building Maint./Janitor	(\$7,000.00)	(\$7,000.00)	(\$1,370.84)	(\$757.33)	(\$534.45)	(\$165.54)	(\$1,245.19)	(\$324.65)	(\$279.24)	(\$1,307.62)	(\$683.86)	(\$473.38)	(\$270.29)	(\$1,106.32)	(\$8,518.71)	121.7%	
630700 Food & Provisions	(\$1,135.00)	(\$2,668.00)	(\$245.51)	(\$20.70)	(\$77.32)	(\$1,209.21)	(\$143.29)	(\$306.97)	(\$80.25)	(\$138.10)	(\$150.80)	(\$418.39)	(\$35.90)	(\$1,281.69)	(\$4,108.13)	154.0%	
630902 Tools & Instruments	(\$150.00)	(\$150.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$69.98)	\$0.00	(\$69.98)	46.7%	
631500 Books & Library Materials	(\$475,000.00)	(\$499,306.00)	(\$44,227.37)	(\$60,016.85)	(\$30,210.90)	(\$33,296.62)	(\$40,975.41)	(\$36,682.25)	(\$29,668.59)	(\$40,030.16)	(\$41,172.80)	(\$38,007.62)	(\$39,950.02)	(\$61,231.98)	(\$495,470.57)	99.2%	
632001 City Copy Charges	(\$100.00)	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	
632002 Outside Printing	\$0.00	(\$1,200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$417.93)	(\$417.93)	34.8%	
632101 Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	(\$161.25)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$161.25)	100.0%
632300 Safety Supplies	(\$550.00)	(\$550.00)	\$0.00	(\$233.76)	\$0.00	\$385.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$18.99)	(\$132.25)	-24.0%
632700 Miscellaneous Equipment	(\$28,630.00)	(\$30,630.00)	(\$412.56)	(\$55.64)	(\$4,393.69)	\$0.00	(\$111.56)	(\$1,518.00)	(\$1,885.85)	(\$448.65)	(\$1,179.80)	(\$7,322.00)	(\$57.69)	(\$10,544.90)	(\$27,930.34)	91.2%	
640700 Solid Waste/Recycling	(\$1,200.00)	(\$1,200.00)	(\$434.00)	(\$112.00)	(\$434.00)	(\$756.00)	(\$112.00)	(\$434.00)	(\$434.00)	(\$434.00)	(\$434.00)	(\$522.80)	(\$378.80)	(\$702.16)	(\$5,187.76)	432.3%	
641200 Advertising	(\$1,288.00)	(\$9,288.00)	(\$592.90)	(\$1,867.38)	(\$164.99)	(\$267.83)	(\$926.50)	(\$495.53)	(\$1,367.53)	(\$2,301.77)	(\$158.96)	(\$138.25)	(\$296.91)	(\$9,539.70)	(\$5,139.70)	102.7%	
641301 Electric	(\$30,000.00)	(\$30,000.00)	(\$3,335.17)	(\$7,746.98)	(\$12,214.27)	(\$3,687.03)	(\$14,251.97)	(\$4,158.94)	(\$10,158.72)	(\$10,301.68)	(\$5,095.29)	(\$3,346.95)	(\$3,544.48)	(\$3,914.43)	(\$81,755.91)	272.5%	
641302 Gas	(\$20,000.00)	(\$20,000.00)	(\$3,431.49)	(\$7,268.52)	(\$9,709.01)	(\$1,216.68)	(\$3,287.06)	(\$66.62)	(\$883.44)	(\$576.32)	(\$220.43)	(\$50.36)	(\$634.96)	(\$2,165.53)	(\$29,510.42)	147.6%	
641303 Water	\$0.00	\$0.00	\$0.00	(\$185.00)	\$0.00	\$0.00	(\$185.00)	\$0.00	\$0.00	(\$234.95)	\$0.00	\$0.00	(\$136.90)	\$0.00	(\$714.85)	100.0%	
641304 Sewer	\$0.00	\$0.00	\$0.00	(\$51.00)	\$0.00	\$0.00	(\$54.55)	\$0.00	\$0.00	(\$69.28)	\$0.00	\$0.00	(\$40.37)	\$0.00	(\$215.20)	100.0%	
641306 Stormwater	\$0.00	\$0.00	\$0.00	(\$793.97)	\$0.00	\$0.00	(\$776.71)	\$0.00	\$0.00	(\$793.97)	\$0.00	\$0.00	(\$785.34)	\$0.00	(\$3,149.99)	100.0%	
641307 Telephone	(\$5,298.00)	(\$5,298.00)	\$0.00	(\$905.74)	(\$554.89)	(\$194.98)	(\$920.74)	(\$563.13)	(\$561.55)	(\$555.48)	(\$389.96)	(\$727.28)	(\$568.62)	(\$70.53)	(\$6,702.90)	126.5%	
641308 Cellular Phones	(\$1,300.00)	(\$1,300.00)	(\$103.75)	\$0.00	(\$207.50)	(\$103.75)	(\$103.75)	(\$103.75)	\$0.00	(\$207.50)	(\$103.75)	(\$25.09)	(\$62.25)	(\$62.25)	(\$1,083.34)	83.3%	
641600 Build Repairs & Maint	(\$2,000.00)	(\$2,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	
641800 Equip Repairs & Maint	(\$49,255.00)	(\$49,255.00)	(\$2,602.74)	(\$399.74)	(\$11,287.11)	(\$1,526.32)	(\$2,668.45)	(\$402.80)	(\$2,001.94)	(\$1,576.88)	(\$581.30)	(\$3,067.44)	(\$8,562.60)	(\$7,174.38)	(\$41,851.70)	85.0%	
642000 Facilities Charges	(\$100,565.00)	(\$100,565.00)	\$0.00	(\$66.84)	(\$5,671.50)	(\$66.84)	(\$3,722.80)	(\$2,881.42)	(\$66.84)	(\$6,523.32)	(\$3,576.17)	(\$9,096.60)	(\$2,577.22)	(\$11,916.23)	(\$46,165.78)	45.9%	
644000 Snow Removal Services	(\$50,000.00)	(\$50,000.00)	\$0.00	\$0.00	\$0.00	(\$64,177.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$72,193.00)	144.4%	
650200 Leases	(\$150,000.00)	(\$150,000.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$25,000.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$28,826.65)	(\$13,489.55)	(\$179,816.20)	119.9%	
659900 Other Contracts/Obligation	(\$118,817.00)	(\$150,923.00)	(\$2,100.00)	(\$14,924.11)	(\$64,612.70)	(\$3,334.32)	(\$3,243.75)	(\$7,911.55)	(\$6,586.05)	(\$13,954.62)	(\$7,258.35)	(\$11,680.50)	(\$11,750.75)	(\$9,467.20)	(\$156,823.90)	103.9%	
681500 Software Acquisition	(\$4,498.00)	(\$4,498.00)</															

<i>Personnel Services</i>	\$(3,579,902.00)	\$(3,590,902.00)	\$(174,744.83)	\$(270,094.49)	\$(370,012.14)	\$(274,318.76)	\$(271,388.04)	\$(281,293.91)	\$(274,155.80)	\$(388,473.27)	\$(266,955.74)	\$(256,998.58)	\$(258,673.53)	\$(352,353.15)	\$(3,439,462.24)
<i>Operating Expense</i>	\$(1,113,587.00)	\$(1,206,579.00)	\$(73,893.57)	\$(114,166.78)	\$(159,714.93)	\$(127,927.93)	\$(109,265.67)	\$(76,467.67)	\$(72,158.28)	\$(96,144.58)	\$(81,494.00)	\$(92,738.38)	\$(100,604.39)	\$(153,865.18)	\$(1,258,441.36)
<i>Total Expense</i>	\$(4,693,489.00)	\$(4,797,481.00)	\$(248,638.40)	\$(384,261.27)	\$(529,727.07)	\$(402,246.69)	\$(380,653.71)	\$(357,761.58)	\$(346,314.08)	\$(484,617.85)	\$(348,449.74)	\$(349,736.96)	\$(359,277.92)	\$(506,218.33)	\$(4,697,903.60)
<i>Total Revenue</i>	\$1,110,405.00	\$1,197,339.00	\$1,619.39	\$1,766.46	\$64,401.78	\$576,273.91	\$2,067.34	\$4,832.24	\$1,266.78	\$507,059.20	\$1,840.86	\$2,441.41	\$8,941.85	\$18,220.25	\$1,190,731.47

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/1 TO 2024/1		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16010								Library Administration
16010	620100							Training/Conferences
	001508	WILS	117138	0	2024	1 INV P	3,228.00 013124	562819 Library Staff Day S
	999990	LINKEDIN PRE	9083357 117006	0	2024	1 INV P	42.19 pcard	Online Learning Sub
							ACCOUNT TOTAL	3,270.19
16010	630100							Office Supplies
	001583	UNITED STATES POSTAL	116633	0	2024	1 INV P	22.32 pcard	Postage - Board Pa
	001983	AMAZON	116200	0	2024	1 INV P	24.85 pcard	Hanging Cubicle Fil
	001983	AMAZON	116632	0	2024	1 INV P	26.72 pcard	Expanding Folders
	001983	AMAZON	117060	0	2024	1 INV P	15.74 pcard	Paper Crimp Stapler
								67.31
	002034	OFFICE DEPOT	116201	0	2024	1 INV P	35.18 pcard	Post it Notes
	002034	OFFICE DEPOT	117061	0	2024	1 INV P	136.17 pcard	Label Maker Tape, L
	002034	OFFICE DEPOT	117062	0	2024	1 INV P	83.68 pcard	Copy Paper, Laminat
	002034	OFFICE DEPOT	117063	0	2024	1 INV P	12.38 pcard	Jumbo Binder Clips
								267.41
							ACCOUNT TOTAL	357.04
16010	630300							Memberships & Licenses
	999990	AMERLIBASSOC	ECOMMER 117449	0	2024	1 INV P	162.00 pcard	Membership Renewal
							ACCOUNT TOTAL	162.00
16010	630700							Food & Provisions
	003095	TARGET CORPORATION	117282	0	2024	1 INV P	80.20 pcard	Beverages, Snacks W
	999990	SQ *AUTHOR'S KITCHEN	117276	0	2024	1 INV P	265.50 pcard	Leadership Team Bre
							ACCOUNT TOTAL	345.70
16010	632002							Outside Printing
	999990	DRI*PRINTING SERVICE	116555	0	2024	1 INV P	210.96 pcard	Exterior Signage
							ACCOUNT TOTAL	210.96
16010	641200							Advertising
	999990	AMAZON RET* 113-6844	117049	0	2024	1 INV P	7.98 pcard	Labels
	999990	LINK IN PROFILE	117874	0	2024	1 INV P	99.00 pcard	Instagram Link in P
								106.98
							ACCOUNT TOTAL	106.98
16010	641307							Telephone

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/1 TO 2024/1									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
999990 SPECTRUM	117056	0	2024	1	INV P	418.76	pcard		SPECTRUM
ACCOUNT TOTAL						418.76			
16010 641308			Cellular Phones						
000250 CELLCOM APPLETON PCS	117055	0	2024	1	INV P	62.25	pcard		CELLCOM-WEB
ACCOUNT TOTAL						62.25			
16010 659900			Other Contracts/Obligation						
001508 WILS	117137	0	2024	1	INV P	1,800.00	013124	562819	City Library Collec
ACCOUNT TOTAL						1,800.00			
ORG 16010 TOTAL						6,733.88			
16021			Library Children's services						
16021 620100			Training/Conferences						
999990 AMERLIBASSOC	ECOMMER 116686	0	2024	1	INV P	247.00	pcard		ALA Membership for
999990 MARITZ AT&L* ALA	116689	0	2024	1	INV P	347.00	pcard		PLA Early Bird Regi
						594.00			
ACCOUNT TOTAL						594.00			
16021 630100			office supplies						
001983 AMAZON	116218	0	2024	1	INV P	39.48	pcard		Frog Tape
001983 AMAZON	116685	0	2024	1	INV P	34.00	pcard		craft to-go bags
001983 AMAZON	117455	0	2024	1	INV P	26.68	pcard		Multicultural Club
001983 AMAZON	117456	0	2024	1	INV P	232.16	pcard		Books - East Asia i
001983 AMAZON	117474	0	2024	1	INV P	21.99	pcard		paper cups
001983 AMAZON	117520	0	2024	1	INV P	69.66	pcard		Sweet Reopening Sup
001983 AMAZON	117813	0	2024	1	INV P	207.76	pcard		Books - East Asia i
001983 AMAZON	117814	0	2024	1	INV P	5.35	pcard		Book - East Asian i
001983 AMAZON	117815	0	2024	1	INV P	103.91	pcard		Book - East Asian i
001983 AMAZON	117947	0	2024	1	INV P	35.98	pcard		Craft to Go Bags
						776.97			
002034 OFFICE DEPOT	117062	0	2024	1	INV P	25.19	pcard		Copy Paper, Laminat
999990 THE HOME DEPOT #4928	116687	0	2024	1	INV P	14.75	pcard		THE HOME DEPOT Glue
999990 THE HOME DEPOT #4928	116688	0	2024	1	INV P	29.00	pcard		THE HOME DEPOT Glue
999990 VISTAPRINT	117048	0	2024	1	INV P	50.84	pcard		Business Cards
999990 WAL-MART #2958	117919	0	2024	1	INV P	7.59	pcard		supplies for School
						102.18			
ACCOUNT TOTAL						904.34			
ORG 16021 TOTAL						1,498.34			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/1 TO 2024/1		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16023									Library Public Services
16023	630100								Office Supplies
001034	OUTAGAMIE WAUPACA LI	115940	0	2024	1 INV P		266.50	011724	562559 Window Envelopes
001034	OUTAGAMIE WAUPACA LI	116927	0	2024	1 INV P		80.00	013124	562794 WPLC Digital Buying
							346.50		
001983	AMAZON	117873	0	2024	1 INV P		12.60	pcard	Boomerang Books Sti
002034	OFFICE DEPOT	117062	0	2024	1 INV P		25.19	pcard	Copy Paper, Laminat
					ACCOUNT TOTAL		384.29		
16023	659900								Other Contracts/Obligation
003288	OCLC	117116	0	2024	1 INV P		7,948.02	020724	562865 Capira
					ACCOUNT TOTAL		7,948.02		
					ORG 16023 TOTAL		8,332.31		
16024									Library Community Partnerships
16024	630100								Office Supplies
001983	AMAZON	117002	0	2024	1 INV P		55.56	pcard	SUPPLIES FOR TEEN P
002034	OFFICE DEPOT	117062	0	2024	1 INV P		25.19	pcard	Copy Paper, Laminat
002096	JOANN STORES, LLC	117479	0	2024	1 INV P		27.94	pcard	Supplies for teen k
999990	VISTAPRINT	117048	0	2024	1 INV P		25.42	pcard	Business Cards
					ACCOUNT TOTAL		134.11		
16024	659900								Other Contracts/Obligation
003271	THOMAS MACENTEE	116219	0	2024	1 INV P		150.00	011724	562595 Find Your Ancestors
					ACCOUNT TOTAL		150.00		
					ORG 16024 TOTAL		284.11		
16031									Library Building Operations
16031	630600								Building Maint./Janitorial
001333	TARTAN SUPPLY CO., I	116429	0	2024	1 INV P		149.75	012424	562707 Tissue Dispensers
001983	AMAZON	117929	0	2024	1 INV P		90.50	pcard	Case of Cleaning wi
001983	AMAZON	117931	0	2024	1 INV P		43.99	pcard	Can Liner
							134.49		
002818	ARAMARK	116195	0	2024	1 INV P		21.41	pcard	ARAMARK UNIFORM
002818	ARAMARK	116619	0	2024	1 INV P		21.41	pcard	Mats, Mops
002818	ARAMARK	116620	0	2024	1 INV P		21.41	pcard	Mats, Mops

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/1 TO 2024/1		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
002818	ARAMARK		117057	0	2024	1	INV P	21.41		pcard	ARAMARK UNIFORM
002818	ARAMARK		117481	0	2024	1	INV P	21.41		pcard	Mats, Mops
								107.05			
999990	THE HOME DEPOT #4928		117810	0	2024	1	INV P	23.14		pcard	Paint
999990	THE HOME DEPOT #4928		117811	0	2024	1	INV P	41.37		pcard	Shelf, Hardware, Fa
999990	THE HOME DEPOT #4928		117864	0	2024	1	INV P	187.64		pcard	Salt
999990	THE HOME DEPOT #4928		117932	0	2024	1	INV P	70.81		pcard	Nails, Tape, Bleach
								322.96			
ACCOUNT TOTAL								714.25			
16031	632300										Safety Supplies
001983	AMAZON		117930	0	2024	1	INV P	31.52		pcard	Burn Gel, Band-Aids
001983	AMAZON		117933	0	2024	1	INV P	133.70		pcard	First Aid Kits
								165.22			
ACCOUNT TOTAL								165.22			
16031	640700										Solid waste/Recycling Pickup
001880	WASTE MANAGEMENT OF		117482	0	2024	1	INV P	311.79		pcard	College Trash & Rec
002545	GFL ENVIRONMENTAL		117476	0	2024	1	INV P	322.00		pcard	GFL ENVIRONMENTAL I
ACCOUNT TOTAL								633.79			
16031	641301										Electric
001575	WE ENERGIES		565	0	2024	1	INV P	1,314.81	013124	562815	ELEC 00285
001593	PFEFFERLE COMPANIES		116753	0	2024	1	INV P	1,103.58	012424	562692	Dec FINAL - Gas & E
ACCOUNT TOTAL								2,418.39			
16031	641302										Gas
001575	WE ENERGIES		565	0	2024	1	INV P	1,113.40	013124	562815	GAS 00285
001593	PFEFFERLE COMPANIES		116753	0	2024	1	INV P	771.30	012424	562692	Dec FINAL - Gas & E
ACCOUNT TOTAL								1,884.70			
16031	650200										Leases
000219	BUILDING SERVICE, IN		117480	0	2024	1	INV P	6,885.71		pcard	Tear down & Move wo
003245	AMERICAN MANAGEMENT		116300	0	2024	1	INV P	10,586.85	011724	562493	Feb 2024 Lease - Co
ACCOUNT TOTAL								17,472.56			
ORG 16031 TOTAL								23,288.91			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/1 TO 2024/1										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
16032									Library Materials Management	
16032	503500								Other Reimbursements	
000278	CITY OF KAUKAUNA	116691	0	2024	1	INV	P	17.99	012424	562641 PATRON MATERIAL REI
001230	SHAWANO COUNTY	117126	0	2024	1	INV	P	9.99	013124	562799 Patron Material Rei
999998	MARY TELLOCK	115959	0	2024	1	INV	P	9.00	011724	562551 PATRON MATERIAL REI
999998	SAMANTHA UITENBROEK	115962	0	2024	1	INV	P	40.00	011724	562552 PATRON MATERIAL REI
								49.00		
								ACCOUNT TOTAL		76.98
16032	630100									Office Supplies
001983	AMAZON	117064	0	2024	1	INV	P	71.98	pcard	Desk lamps for Mary
001983	AMAZON	117495	0	2024	1	INV	P	13.43	pcard	Batteries for Playa
001983	AMAZON	117496	0	2024	1	INV	P	11.62	pcard	Batteries for Playa
001983	AMAZON	117497	0	2024	1	INV	P	-13.43	pcard	Refund for incorrec
001983	AMAZON	117498	0	2024	1	INV	P	34.90	pcard	Earbuds for circula
001983	AMAZON	117499	0	2024	1	INV	P	179.96	pcard	Space heaters for M
								298.46		
002034	OFFICE DEPOT	117062	0	2024	1	INV	P	12.59	pcard	Copy Paper, Laminat
999990	USPS PO 5602500943	116667	0	2024	1	INV	P	3.72	pcard	Postage due charge
999990	THE HOME DEPOT #4928	117935	0	2024	1	INV	P	58.22	pcard	Supply purchase - r
								61.94		
								ACCOUNT TOTAL		372.99
16032	631500									Books & Library Materials
000400	EBS CO INFORMATION SE	115853	0	2024	1	INV	P	20,497.27	011024	562372 acct. CG 57016, inv
000534	FOX VALLEY LUTHERAN	116355	0	2024	1	INV	P	45.00	012424	562654 Inv. 2024FOXVA
000889	MIDWEST TAPE	117440	0	2024	1	INV	P	44.98	pcard	504866382
000889	MIDWEST TAPE	117441	0	2024	1	INV	P	13,167.14	pcard	504859166
000889	MIDWEST TAPE	117457	0	2024	1	INV	P	1,480.28	pcard	504924974
000889	MIDWEST TAPE	117511	0	2024	1	INV	P	1,107.17	pcard	504937793
								15,799.57		
001034	OUTAGAMIE WAUPACA LI	116927	0	2024	1	INV	P	30,374.51	013124	562794 WPLC Digital Buying
001240	SIERRA CLUB MEMBER S	117458	0	2024	1	INV	P	25.00	pcard	29734249
001624	WISCONSIN INTERSCHOL	116358	0	2024	1	INV	P	18.00	012424	562731 Inv. wiaa240115
001983	AMAZON	117033	0	2024	1	INV	P	13.95	pcard	112-8434228-0558625

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/1 TO 2024/1		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
001983	AMAZON		117034	0	2024	1	INV P			112-4653001-6418605
001983	AMAZON		117080	0	2024	1	INV P			111-1168063-0691416
001983	AMAZON		117081	0	2024	1	INV P			111-2083228-5737839
001983	AMAZON		117082	0	2024	1	INV P			111-5467248-8293022
001983	AMAZON		117083	0	2024	1	INV P			112-3740692-3685820
001983	AMAZON		117949	0	2024	1	INV P			111-3489225-4000244
001983	AMAZON		117950	0	2024	1	INV P			111-4958010-1840254
001983	AMAZON		117951	0	2024	1	INV P			112-4368407-9581824
001983	AMAZON		117953	0	2024	1	INV P			111-1550216-3327455
001983	AMAZON		117954	0	2024	1	INV P			112-9301884-4937002
										424.28
002396	INGRAM LIBRARY SERV		117432	0	2024	1	INV P			79643282
002396	INGRAM LIBRARY SERV		117433	0	2024	1	INV P			79631113
002396	INGRAM LIBRARY SERV		117434	0	2024	1	INV P			6,669.84 pcard 79650946 (2024)
002396	INGRAM LIBRARY SERV		117435	0	2024	1	INV P			281.59 pcard 79703621 (2024)
002396	INGRAM LIBRARY SERV		117443	0	2024	1	INV P			1,848.86 pcard 79776279
002396	INGRAM LIBRARY SERV		117444	0	2024	1	INV P			1,636.00 pcard 79819305
002396	INGRAM LIBRARY SERV		117445	0	2024	1	INV P			190.12 pcard 79870899
002396	INGRAM LIBRARY SERV		117446	0	2024	1	INV P			127.99 pcard 79855990
002396	INGRAM LIBRARY SERV		117459	0	2024	1	INV P			279.60 pcard 79903462
002396	INGRAM LIBRARY SERV		117460	0	2024	1	INV P			718.04 pcard 79938441
002396	INGRAM LIBRARY SERV		117461	0	2024	1	INV P			850.80 pcard 79938440
002396	INGRAM LIBRARY SERV		117462	0	2024	1	INV P			422.47 pcard 79938442
002396	INGRAM LIBRARY SERV		117463	0	2024	1	INV P			369.75 pcard 79956526
002396	INGRAM LIBRARY SERV		117512	0	2024	1	INV P			222.52 pcard 80059474
002396	INGRAM LIBRARY SERV		117513	0	2024	1	INV P			471.29 pcard 80076267
002396	INGRAM LIBRARY SERV		117514	0	2024	1	INV P			402.84 pcard 80086997
002396	INGRAM LIBRARY SERV		117515	0	2024	1	INV P			-10.25 pcard 79963693
002396	INGRAM LIBRARY SERV		117516	0	2024	1	INV P			217.42 pcard 79969747
002396	INGRAM LIBRARY SERV		117517	0	2024	1	INV P			499.45 pcard 79969748
002396	INGRAM LIBRARY SERV		117518	0	2024	1	INV P			240.66 pcard 80004588
002396	INGRAM LIBRARY SERV		117519	0	2024	1	INV P			851.38 pcard 80030045
										16,953.62
002830	KANOPY, INC		115748	0	2024	1	INV P			563.40 011024 562399 381030
999990	THOMSON WEST*TCD		117032	0	2024	1	INV P			1,097.57 pcard 849500233
999990	NATIONAL AUDUBON SOC		117084	0	2024	1	INV P			30.00 pcard 139482792
999990	OVERDRIVE DIST		117219	0	2024	1	INV P			5,386.26 pcard 00669C023462780
999990	SCHOOL LIBRARY JOURN		117439	0	2024	1	INV P			136.99 pcard slj-240109
999990	CFRA		117442	0	2024	1	INV P			465.00 pcard 139111
999990	THE BUSINESS JOURNAL		117952	0	2024	1	INV P			180.00 pcard 20240125MILWA
										7,295.82
ACCOUNT TOTAL										91,996.47
ORG 16032 TOTAL										92,446.44

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/1 TO 2024/1		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16033						Library Network Services			
16033	632700					Miscellaneous Equipment			
001619	CDW GOVERNMENT, INC.	117437	0	2024	1 INV P	3,322.50		pcard	CDW GOVT #NZ32592 -
001619	CDW GOVERNMENT, INC.	117510	0	2024	1 INV P	100.08		pcard	USB Headsets from C
						3,422.58			
001983	AMAZON	117221	0	2024	1 INV P	13.99		pcard	Floor Cable Cover
001983	AMAZON	117249	0	2024	1 INV P	11.99		pcard	Floor Cord Hider
001983	AMAZON	117809	0	2024	1 INV P	23.99		pcard	McGinnis - USB Micr
						49.97			
003095	TARGET CORPORATION	116202	0	2024	1 INV P	12.99		pcard	Keyboard - M. Ward
999990	THE HOME DEPOT #4928	117222	0	2024	1 INV P	9.94		pcard	THE HOME DEPOT #492
999990	THE HOME DEPOT #4928	117223	0	2024	1 INV P	9.94		pcard	THE HOME DEPOT #492
						19.88			
					ACCOUNT TOTAL	3,505.42			
16033	641800					Equip Repairs & Maint			
000911	MODERN BUSINESS MACH	115223	0	2024	1 INV P	201.00	010324		562323 Copier Contract - B
000911	MODERN BUSINESS MACH	116717	0	2024	1 INV P	114.85	012424		562682 Copier Contract - M
000911	MODERN BUSINESS MACH	116928	0	2024	1 INV P	201.00	013124		562786 Copier Contract - B
						516.85			
001961	WELLS FARGO FINANCIA	115235	0	2024	1 INV P	399.74	010324		562344 Copier Lease - Janu
999990	OPTIMAL WORKSHOP	116554	0	2024	1 INV P	249.00		pcard	Website Redesign So
999990	PDQ.COM	117438	0	2024	1 INV P	2,550.00		pcard	PDQ.COM - PDQ Deplo
						2,799.00			
					ACCOUNT TOTAL	3,715.59			
16033	681500					Software Acquisition			
999990	ZOOM.US 888-799-9666	117509	0	2024	1 INV P	40.00		pcard	Monthly zoom charge
					ACCOUNT TOTAL	40.00			
					ORG 16033 TOTAL	7,261.01			
	FUND 100 General Fund				TOTAL:	139,845.00			

** END OF REPORT - Generated by Melissa E. Sawicki **



Appleton Public Library Cash Flow Report January-2024 YTD						JAN
GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	YTD TOTAL	% USED
423200	Library Grants & Aids	\$0.00	\$0.00	\$0.00	\$0.00	0%
480100	General Charges for Service	\$0.00	\$0.00	\$32.37	\$32.37	100%
500100	Fees & Commissions	\$0.00	\$0.00	\$0.00	\$0.00	0%
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	0%
502000	Donations & Memorials	\$0.00	\$0.00	\$0.00	\$0.00	0%
503500	Other Reimbursements	\$0.00	\$0.00	\$56,102.70	\$56,102.70	100%
Total Revenue		\$0.00	\$0.00	\$56,135.07	\$56,135.07	100%
Expense		JAN	YTD TOTAL	% USED		
610100	Regular Salaries	\$0.00	\$0.00	(\$84,623.54)	(\$84,623.54)	100%
610400	Call Time Wages	\$0.00	\$0.00	\$0.00	\$0.00	0%
610500	Overtime Wages	\$0.00	\$0.00	\$0.00	\$0.00	0%
610800	Part-Time Wages	\$0.00	\$0.00	(\$5,422.70)	(\$5,422.70)	100%
611400	Sick Pay	\$0.00	\$0.00	\$0.00	\$0.00	0%
611500	Vacation Pay	\$0.00	\$0.00	(\$6,171.48)	(\$6,171.48)	100%
615000	Fringes	\$0.00	\$0.00	\$0.00	\$0.00	0%
615100	FICA	\$0.00	\$0.00	(\$11,971.57)	(\$11,971.57)	100%
615200	Retirement	\$0.00	\$0.00	(\$11,263.46)	(\$11,263.46)	100%
615301	Health Insurance	\$0.00	\$0.00	(\$17,578.60)	(\$17,578.60)	100%
615302	Dental Insurance	\$0.00	\$0.00	(\$1,281.65)	(\$1,281.65)	100%
615400	Life Insurance	\$0.00	\$0.00	(\$87.60)	(\$87.60)	100%
Personnel Services		\$0.00	\$0.00	(\$138,400.60)	(\$138,400.60)	100%
Expense		JAN	YTD TOTAL	% USED		
620100	Training/Conferences	\$0.00	\$0.00	(\$3,864.19)	(\$3,864.19)	100%
620200	Mileage Reimbursement	\$0.00	\$0.00	(\$60.00)	(\$60.00)	100%
620600	Parking Permits	\$0.00	\$0.00	(\$1,440.00)	(\$1,440.00)	100%
630100	Office Supplies	\$0.00	\$0.00	(\$2,152.77)	(\$2,152.77)	100%
630300	Memberships & Licenses	\$0.00	\$0.00	(\$162.00)	(\$162.00)	100%
630500	Awards & Recognition	\$0.00	\$0.00	\$0.00	\$0.00	0%
630600	Building Maint./Janitor	\$0.00	\$0.00	(\$714.25)	(\$714.25)	100%
630700	Food & Provisions	\$0.00	\$0.00	(\$345.70)	(\$345.70)	100%
630902	Tools & Instruments	\$0.00	\$0.00	\$0.00	\$0.00	0%
631500	Books & Library Materials	\$0.00	\$0.00	(\$85,946.96)	(\$85,946.96)	100%
632001	City Copy Charges	\$0.00	\$0.00	\$0.00	\$0.00	0%
632002	Outside Printing	\$0.00	\$0.00	(\$210.96)	(\$210.96)	100%
632101	Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	0%
632300	Safety Supplies	\$0.00	\$0.00	(\$165.22)	(\$165.22)	100%
632700	Miscellaneous Equipment	\$0.00	\$0.00	(\$3,505.42)	(\$3,505.42)	100%
640700	Solid Waste/Recycling	\$0.00	\$0.00	(\$311.79)	(\$311.79)	100%
641200	Advertising	\$0.00	\$0.00	(\$106.98)	(\$106.98)	100%
641301	Electric	\$0.00	\$0.00	(\$2,418.39)	(\$2,418.39)	100%
641302	Gas	\$0.00	\$0.00	(\$1,884.70)	(\$1,884.70)	100%
641303	Water	\$0.00	\$0.00	\$0.00	\$0.00	0%
641304	Sewer	\$0.00	\$0.00	\$0.00	\$0.00	0%
641306	Stormwater	\$0.00	\$0.00	\$0.00	\$0.00	0%
641307	Telephone	\$0.00	\$0.00	(\$794.11)	(\$794.11)	100%
641308	Cellular Phones	\$0.00	\$0.00	(\$62.25)	(\$62.25)	100%
641600	Build Repairs & Maint	\$0.00	\$0.00	\$0.00	\$0.00	0%
641800	Equip Repairs & Maint	\$0.00	\$0.00	(\$3,715.59)	(\$3,715.59)	100%
642000	Facilities Charges	\$0.00	\$0.00	\$0.00	\$0.00	0%
644000	Snow Removal Services	\$0.00	\$0.00	\$0.00	\$0.00	0%
650200	Leases	\$0.00	\$0.00	(\$17,472.56)	(\$17,472.56)	100%
659900	Other Contracts/Obligation	\$0.00	\$0.00	(\$9,898.02)	(\$9,898.02)	100%
681500	Software Acquisition	\$0.00	\$0.00	(\$40.00)	(\$40.00)	100%
Operating Expense		\$0.00	\$0.00	(\$135,271.86)	(\$135,271.86)	100%
Personnel Services		\$0.00	\$0.00	(\$138,400.60)	(\$138,400.60)	
Operating Expense		\$0.00	\$0.00	(\$135,271.86)	(\$135,271.86)	
Total Expense		\$0.00	\$0.00	(\$273,672.46)	(\$273,672.46)	
Total Revenue		\$0.00	\$0.00	\$56,135.07	\$56,135.07	

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2024

<u>Description</u>	ORG	OBJECT	PROJ (in GL)		<u>Amount</u>
	PROJECT	SEG 1	SEG 2	SEG 3	
ROR - Other Reimbursements	LIB-ROR	ADMIN	OTHREIMB		\$ 362
Lib Grants - Books & Mtls	2550	631500			\$ 362
Friends Grant Distribution	LIB-FRIEND	LIBADMIN	OTHREIMB		\$ 55,000
Admin; Advertising	LIB-FRIEND	LIBADMIN	ADVERTISNG		\$ 4,000
Admin: Awards & Recognition	LIB-FRIEND	LIBADMIN	AWARDREC		\$ 3,000
Admin: Contracts	LIB-FRIEND	LIBADMIN	OTHCONTR		\$ 6,000
Admin: Food & Provisions	LIB-FRIEND	LIBADMIN	FOOD/PROV		\$ 2,000
Admin: Outside Printing	LIB-FRIEND	LIBADMIN	OUTPRINT		\$ 1,200
Childrens: Contracts	LIB-FRIEND	CHILDSERV	OTHCONTR		\$ 8,000
Childrens: Supplies	LIB-FRIEND	CHILDSERV	SUPPLIES		\$ 6,000
CP: Contracts	LIB-FRIEND	COMMPART	OTHCONTR		\$ 9,400
CP: PT Wages	LIB-FRIEND	COMMPART	PTWAGES		\$ 2,000
CP: Supplies	LIB-FRIEND	COMMPART	SUPPLIES		\$ 3,400
PS: Supplies	LIB-FRIEND	PUBLICSERV	SUPPLIES		\$ 3,000
MM: Books	LIB-FRIEND	MATERIALS	BOOKS/MATS		\$ 2,000
Network Svcs: Misc Equip	LIB-FRIEND	NETWORK	MISCEQUIP		\$ 5,000
Library Admin: Other Reim	16010	503500			\$ 21,000
Lib Admin: Training	16010	620100			\$ 21,000
Materials Management: Other Reim	16032	503500			\$ 3,000
Materials Mgmt: Books & Library Mtls	16032	631500			\$ 3,000

For the purpose of:

- *UW ROR Support
- *Friends Disbursement
- *OWLS Supporting Funds

Requested by:

_____ Department Head

_____ Date

Information:

Action:

_____ Finance Director _____ Date

_____ Mayor _____ Date

Reported to Finance Committee: _____
Date

_____ Date

Finance comments:

Budget Entry (BE) No.: _____

Memo

To: Appleton Public Library Board of Trustees
From: Alex Niemi and Tasha Saecker
Date: 2/20/2024
Re: E-Rate Vendor Approval

E-rate is a federal reimbursement program for public libraries and schools that funds wiring and equipment for public Internet connectivity. Our reimbursement rate is 60%, based on the free and reduced lunch numbers in our community. We will save approximately \$283,000 thanks to e-rate.

We did two e-rate processes this year for the new building, one focused on data wiring and the other on networking equipment. We worked with a consultant, Ben Sniecinski from E-Rate Advantage, who helped with the filings of federal forms, building of the RFPs, and rating the vendors. The bids closed in January. We received three bids for each of the processes.

We have selected Heartland Business Systems as the vendor for the networking equipment and Faith Technologies as the vendor for the data wiring. They were selected based on price, understanding of needs, prior experience with e-rate, personnel qualifications, and prior experience with the library or city.

We would appreciate your approval for the formal selection of Heartland Business Systems for equipment and Faith Technologies for cabling.



INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2023 are due to the DPI Division for Libraries and Technology no later than February 29, 2024.

I. GENERAL INFORMATION

1. Name of Library		2. Public Library System			
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does your library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53?				
20. Square Footage of Public Library	21a. Did your library or a branch move to a new facility during the fiscal year?	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year?		22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week			
19b. Number of winter weeks			
19c. Summer hours open per week			
19d. Number of summer weeks			
19e. Total weeks per year			
19f. Total hours per year for this location			

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>		
2. Electronic Books <i>E-books</i>		
3. Audio Materials		
4. Electronic Audio Materials <i>Downloadable</i>		
5. Video Materials		
6. Electronic Video Materials <i>Downloadable</i>		
7. Other Materials Owned <i>Describe</i>		
8a. Electronic Collections <i>Locally Owned or Leased</i>		
8b. Electronic Collections <i>Purchased by library system or consortia</i>		
8c. Electronic Collections <i>Provided through BadgerLink</i>		
9. Total Electronic Collections <i>Local, regional, and state</i>		
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>		

III. LIBRARY SERVICES

1. Circulation Transactions		c. Circulation of Other Physical Items (subset of 1a.)		2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials			a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>
Method for Counting ILL Transactions					
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)		Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)					
WISCAT					
Other (includes OCLC, manual tracking or other methods)					
3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count
				5. Library Visits	
				a. Method	b. Annual Count
6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count
8. Website Visits		9. Electronic Collection Retrieval			
		a. Local	b. Other	c. Statewide	d. Total
10. Uses of Electronic Materials by Users of Your Library					
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials	

**In-person Programs and Attendance + Live,
Virtual Programs and Attendance (not asynchronous views)**

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs						
Total Attendance						

In-Person Programs and Program Attendance Annual Count

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs					
Total Attendance					
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs					
Total Attendance					

11i. Describe the library's in-person programs:

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs						
Total Live Virtual Attendance						
Total views of live programs that were recorded and posted for asynchronous viewing						

12g. Which platforms does the library use to host the library's live, virtual programs:

12h. Describe the library's live, virtual programs:

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c.Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f.Total
Number of Programs						
Total Pre-Recorded Program Views						

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members
Include vacancies in this count

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
Subtotal 1		

2. County

a. Home County Appropriation for Library Services Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Subtotal 2b			

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

	Subtotal 3
--	------------

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
Subtotal 4	

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
Subtotal 5			

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

7. All Other Operating Income

8. Total Operating Income Add 1 through 7

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County			
3. Circulation to Nonresidents Living in Another County in the Library System			
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System			
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State	
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type	Date Signed
Library Director / Head Librarian Signature 	Library Director / Head Librarian Print or type	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

The _____ Board of Trustees hereby states that in 2023 the _____
Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type	Date Signed
--	---	-------------

COMMENTS

	2023 Expenditures	2024 Proposed Allocations
Electronic Resources	\$206,292	\$214,450
Fiction - Adult	\$57,924	\$50,000
Fiction - Children	\$38,730	\$28,000
Fiction - Teen	\$9,131	\$9,000
Lucky Day	\$9,799	\$10,000
Media - Adult	\$31,867	\$32,000
Media - Childrens	\$6,253	\$6,500
Media - Teen	\$920	\$900
Non-Fiction - Adult	\$61,980	\$55,000
Non-Fiction - Children	\$24,747	\$17,000
Non-Fiction - Teen	\$532	\$600
Office Collections & Tools	\$6,648	\$6,550
Serials & Standing Orders	\$34,464	\$40,000
Wisconsin Collection	\$137	\$5,000
Totals	\$489,424	\$475,000



Asbestos Policy			
CITY OF APPLETON POLICY		SECTION:	Safety
ISSUE DATE:		LAST UPDATE:	June 2013
POLICY SOURCE:	Human Resources Department		
POLICY AUDIENCE:	All Employees		

I. PURPOSE/POLICY

The purpose of the asbestos safety policy is to establish guidelines, procedures and prevent accidental exposure in the operations and maintenance of asbestos containing materials and to protect all employees, contractors, visitors and vendors from potential health hazards of asbestos-related diseases.

This policy applies to all buildings and structures owned by the City of Appleton, to all employees and subcontractors of the City of Appleton, to occupants of City buildings, and to external organizations who may come into contact with or disturb asbestos-containing materials.

This policy is intended to meet the requirements of the Occupational Safety and Health Administration’s (“OSHA”) asbestos standard (29 CFR 1910.1001) which has been adopted by the Wisconsin Department of Safety and Professional Services (“WI DSPS” by Wisconsin Statute § 101.055.

Violations of this policy will be subject to disciplinary action, up to and including discharge.

II. DISCUSSION

City of Appleton employees are not allowed to perform asbestos-related work. All removal or disturbance of asbestos-containing materials (ACM) shall be performed under controlled conditions by asbestos abatement workers appropriately trained and currently licensed by the Wisconsin Department of Health Services (DHS).

DEFINITIONS

- A. ACM-Asbestos-containing materials (any material containing more than 1% asbestos)
- B. PACM-Presumed asbestos-containing materials
- C. WI DNR-Wisconsin Department of Natural Resources
- D. WI DHS-Wisconsin Department of Health Services

III. RESPONSIBILITIES

The asbestos program administrator is the City of Appleton Director of Parks, Recreation and Facilities Management.

The program administrator (or designee) is responsible for:

- Determining the presence and location of ACM and labeling it as necessary;
- Overseeing and managing all work impacting ACM in the City of Appleton buildings and facilities;
- Managing all asbestos abatement activities;
- Procuring the services of licensed asbestos abatement contractors and consultants;
- Conducting asbestos awareness training for applicable employees who may reasonably come into contact with ACM and/or PACM.
- Disclosing the presence of ACM to any outside service contractors;

- Notifying the building occupants of any abatement activities;
- Notifying the DNR of abatement projects;
- Monitoring and maintaining the integrity of encapsulated asbestos; and
- Maintaining an Asbestos Inventory.

Supervisors (or designee) are responsible for:

- Notifying the program administrator immediately upon discovering damaged asbestos material;
- Notifying the program administrator when work activities may disturb asbestos-containing materials;
- Notifying the program administrator and Human Resources if an employee has come in contact with asbestos material in a city facility;
- Notifying the program administrator in the event of an emergency where there is the potential for fiber release from damaged ACM;
- Contacting the program administrator to schedule asbestos abatement;
- Providing outside service contractors with a copy of the City of Appleton asbestos policy;
- Providing outside service contractors with an inventory identifying the presence and location of all known ACM that they may come into contact with.

Employees are responsible for:

- Notifying a supervisor if they come in contact with asbestos;
- Immediately leaving property if suspected asbestos is present and report to a supervisor, unless properly trained to investigate and using appropriate personal protective equipment ("PPE").

Outside service contractors (not involved in any asbestos abatement work) are responsible for:

- Providing asbestos awareness training for their employees so that employees are able to identify suspected asbestos-containing materials if found during their work activities;
- Notifying the program administrator or a supervisor of suspected asbestos-containing materials which may be disturbed during work activities;
- Notifying the program administrator or a supervisor of suspected asbestos-containing materials that are discovered during work activities.

IV. PROCEDURES

A. Inventory

The City of Appleton has conducted surveys, sampling and prepared a written inventory of ACM/PACM within City facilities (Exhibit #1). This inventory allows for periodic condition inspections, maintenance, and repair of damaged asbestos, and helps limit the potential for unknowingly disturbing ACMs or PACMs. Note: this inventory only shows where ACM/PACM is or may be present. It does not include any ACM that has been previously removed.

B. Asbestos Identification

An asbestos identification system is used to alert people to the presence of asbestos. Suspected areas are identified by tags, stickers, pipe labels, signs or other high visibility means. Maintenance frequented areas, such as mechanical rooms with ACM or PACM, are required to be posted and labeled to alert workers, contractors and building occupants about the hazards associated with the building's asbestos materials. Labels or signs should contain the following information:

DANGER
CONTAINS ASBESTOS FIBERS
AVOID CREATING DUST
CANCER AND LUNG DISEASE HAZARD

C. Asbestos Disturbing Activities

Examples of activities that may result in the disturbance of suspect asbestos-containing materials may include:

- Removing or repairing floor tile;

- Removing or repairing ceiling tile;
- Removing pipe insulation or pipe joint compound to access pipes;
- Knocking holes in plaster ceilings or walls; and/or
- Removing carpet which has floor tile underneath it.

D. Abatement Projects

All asbestos abatement projects within the City of Appleton shall be performed under controlled conditions by an asbestos abatement contractor utilizing asbestos abatement workers who are trained and currently licensed by the Wisconsin DHS.

All asbestos abatement work shall be completed by the asbestos abatement contractor and notice of work shall be submitted to the City of Appleton Director of Parks, Recreation and Facilities Management 15 days prior to the commencement of the abatement project.

E. Outside Contractors

All outside service contractors will be notified of the presence of asbestos-containing materials prior to beginning work activities. When contractors are required to work in areas where ACM/PACM is present or there is a possibility of disrupting ACM/PACM, the City of Appleton Director of Parks, Recreation and Facilities Management will provide:

- Notification of the known locations and types of asbestos present (or suspected to be present) in the area where the contractor will work.
- Information on the City of Appleton asbestos labeling and identification system.

F. Asbestos Emergencies

All emergency asbestos work shall be conducted by a properly licensed asbestos abatement contractor. Emergencies include situations where a rapid response is necessary to mitigate damage or prevent further serious damage to the building or its occupants in which ACM/PACM has become damaged and has the potential to become airborne. Examples include:

- Malfunction in equipment that if not addressed immediately, could cause damage to the building;
- Ruptured pipelines;
- The discovery of ACM/PACM during renovation or demolition activities; and

In case of an emergency, immediately contact the asbestos program administrator (or designee).

G. Asbestos Awareness Training

All city personnel who may reasonably come into contact with ACM/PACM will receive asbestos awareness training which at a minimum shall cover the minimum topics:

- Potential health effects associated with asbestos exposure;
- Locations of ACM and PACM within city buildings;
- Recognition of ACM PACM damage and deterioration;
- Housekeeping requirements to prevent asbestos fiber release;
- Methods by which asbestos may become airborne; and
- Response procedures to asbestos fiber release incidents.

Asbestos awareness training will be conducted before an affected employee is exposed to ACM/PACM and on an annual basis.

H. Exhibit Reference Information

Exhibit #1: City of Appleton Asbestos Inventory

ASBESTOS INVENTORY

Facility	Location of ACM or PACM	Type of Material	Quantity of ACM or PACM	Was the Material Sampled?	Who Sampled?	Date	Removed or Encapsulation?	Company	Date	ACM, PACM or Non-ACM?
Fire Station #1	Outdoors	Siding Sample	20-25%	Yes	B/C Tom Litscher	8/23/1991				Chrysotile Asbestos and Portland Cement
Fire Station #1	Basement	Fittings (HVAC)								ACM
Fire Station #1	Garage & Maint.	Fittings (HVAC)								ACM
Fire Station #1	Flooring (1 st Fl)									ACM tiled over in first floor hallway
Fire Station #4	Basement & Rig Rm.	Insulation (HVAC)								ACM
Fire Station #4	Kitchen	Floor Tile								ACM
Fire Station #4	Bedroom	Floor Tile								ACM
Fire Station #4	Locker Room	Floor Tile								ACM
Park Shelters	Timberform	Gray Board Panel		No						PACM: These types of shelters may have ceiling panels. Staff is instructed to not drill or cut into gray panels.
Reid Clubhouse	Basement	Insulation (Elbows and Pipe)					Encapsulation	EnviroNet	6/1/1992	ACM (130 linear feet/27 elbows and tees)
Reid Clubhouse	Attic	Insulation (Elbows and Pipe)					Encapsulation	EnviroNet	6/1/1992	ACM (205 linear feet/30 elbows and tees)
MSB	Cold Storage Bldg.	Noted as potential PACM, not confrmd.								PACM
MSB	Mackville Landfill	Noted as potential PACM, not confrmd.								PACM
Wastewater	A-Bldg Lap	Countertops	15% chrysotile	Yes	EMTS (Jerry Hinkle)	10/4/2013	Portions of ACM removed.			ACM
Wastewater	Boiler Pipe Insulation	PACM Possible (haven't been able to find any to date)								PACM
Parking Ramp	Basement Floor	Mastic								ACM
Parking Ramp	Pipe Elbows, Etc									ACM
Lawe Street Bridge	Basement (N. Wall) behind electrical equip	90% ACM has been removed; cannot remove rest.								ACM



Personnel Record Retention Policy			
CITY OF APPLETON POLICY		SECTION:	Human Resources
ISSUE DATE:	November 2001	LAST UPDATE:	January 2024
POLICY SOURCE:	Human Resources Department		
POLICY AUDIENCE:	All Employees		

I. PURPOSE

This policy establishes the guidelines for maintaining records by the Human Resources Department.

II. POLICY

The Human Resources Department will maintain personnel records on each of the City's employees in a fair and consistent manner, while complying with applicable State and Federal regulations.

III. DISCUSSION

The Human Resources Department will maintain Employee Personnel and Other Records for all City of Appleton employees. Maintaining records includes identifying, locating, retaining, and disposing records. All statutes referenced are current as of date of this policy's last update and are intended to continue to apply as amended over time.

IV. DEFINITIONS

A. Employee Personnel Records: Each employee's personnel records will be separated into four separate files:

1. Primary Personnel File contains records including:
 - Application for employment and/or reemployment
 - Payroll authorization forms, offer letter, job description
 - Personnel Status Change forms and records on compensation, transfers, promotions, dates of hire and seniority.
 - Notices of commendation, warning, discipline, or termination
 - Notices of layoff, leaves of absence, and similar matters
 - Education and training notices and records
 - Performance appraisals, interview evaluation ratings
 - Records of grievance affecting employment status
2. Confidential Personnel File contains confidential records including:
 - Equal Employment Opportunity/Affirmative Action data (including pictures)
 - Test results
 - Letters of reference and pre-employment reference information
 - Benefit plan choices
 - Dependent and beneficiary information
 - Credit reports
 - Legal action information, including EEO complaints, investigations, etc.
 - Any information not pertaining to the employee's employment (i.e., jury duty forms, funeral leave forms, military leave forms, etc.)
 - Unemployment Compensation records
 - Attendance and absence records
 - Personnel investigation files/notes
3. Medical File contains any record related to a medical issue including:
 - Worker's Compensation claims
 - Injury reports requiring medical attention

- Injury reports not requiring medical attention
 - Medical and psychological records related to employment status
 - Medical releases & excuses
 - Medical restrictions
 - Family Medical Leave Act records
 - Health Insurance Portability and Accountability Act exposures
4. Commercial Driver License and Alcohol testing records:
- Receipt and certification of training
 - Employee acknowledgment form
 - Results of random drug and alcohol tests
 - Consent information from previous employer and Clearinghouse information

B. Other Records:

- Selection Records for Hiring Processes
- Job Advertisements
- Hiring process applications/EEO information
- Hiring process test files
- Pre-employment physicals notifications
- Pre-employment physicals (kept by City's Medical provider)
- Physical Agility Testing results
- Pending litigation

V. PROCEDURE

A. Types, locations, and disposal guidelines of records will be followed as outlined in the City of Appleton Retention/Disposition Schedule. This document is maintained by the City of Appleton Legal and Administrative Services department.

B. Access

1. An employee may view their personnel file by following the procedure listed below:
 - An employee must provide a request to view their personnel file by filling out the request form (Exhibit I).
 - The Human Resources Department will grant this request in accordance with Wisconsin Statute § 103.13(2).
 - Files may be viewed Monday through Friday, 8:00 a.m. to 4:30 p.m. in the presence of an employee of the Human Resources Department.
 - In accordance with Wis. Stat. § 103.13(4), if an agreement to remove or correct the material cannot be reached between the employee and the Human Resource Director, an employee may submit a written statement to their personnel file explaining that they disagree with materials in that file.
 - The employee may request photocopies of materials from their file. The charge for this will be the City established rate.
 - A log shall be maintained for each personnel file listing the date the file was viewed, photocopies made, cost of copies and the Human Resources staff member who witnessed the viewing.
 - Employee's may request and view their file two times per year in accordance with Wis. Stat. § 103.13.

C. Satellite files

Supervisors may maintain satellite working files for their employees. These files should be kept confidential and locked in file cabinets. This documentation should be forwarded to Human Resources when the employee leaves City of Appleton employment. The contents of the file are

discoverable in the event of legal action so supervisors need to appropriately document and maintain the files.

D. Employment File Review for Law Enforcement Agencies

The State of Wisconsin, pursuant to Wis. Stat. § 165.85(4)(em), requires that when a law enforcement agency interviews a candidate for a law enforcement position who is or has been employed by another law enforcement agency, tribal law enforcement agency, jail, juvenile detention facility, or government agency, the candidate must execute a written waiver (Exhibit II) explicitly authorizing disclosure of their current and past employment files to the interviewing law enforcement agency and releasing those current and/or former employer(s) and the interviewing agency from any liability related to the disclosure and use of said employment files.

**REQUEST TO REVIEW OFFICIAL PERSONNEL FILE
UNDER WISCONSIN STATUTE § 103.13**

I _____ (Employee name SS #) do hereby request, and/or authorize
_____ (name of designee) of _____
(Title of Organization), to inspect my personnel file pursuant to Wisconsin Statute § 103.13:

Furthermore, I do hereby agree that inspection of said records shall take place in the Human Resources office in the presence of an employee of the Human Resources Department during regular office hours (Monday through Friday 8:00 a.m. -4:30 p.m.).

Prior to inspecting records during my scheduled working hours, I shall obtain approval from my supervisor to do so (and my designee shall do the same, if applicable). Further, neither I nor my designee shall be compensated for time spent reviewing records outside of scheduled work hours.

I may obtain copies of such records provided I submit the current copy cost to Human Resources prior to the copies being made.

This request expires in 30 days or _____.

Date of Request: _____, 20__.

Employee Signature: _____

FOR OFFICE USE ONLY:

Date Received by Human Resources: _____

Appointment date: _____ Time: _____

Authorized by: _____

Arrival Time: _____

Departure Time: _____

WAIVER AUTHORIZING DISCLOSURE OF INFORMATION AND RELEASING LIABILITY

THIS WAIVER AUTHORIZING DISCLOSURE OF INFORMATION AND RELEASING LIABILITY ("WAIVER") IS A LEGALLY BINDING DOCUMENT REQUIRED BY THE STATE OF WISCONSIN. READ THIS WAIVER FULLY AND CAREFULLY BEFORE SIGNING.

The State of Wisconsin, pursuant to Wisconsin Statute § 165.85(4)(em), requires that when a law enforcement agency interviews a candidate for a law enforcement position who is or has been employed by another law enforcement agency, tribal law enforcement agency, jail, juvenile detention facility, or government agency, the candidate must execute a written waiver explicitly authorizing disclosure of their current and past employment files to the interviewing law enforcement agency and releasing those current and/or former employer(s) and the interviewing agency from any liability related to the disclosure and use of said employment files. This Waiver is intended to fulfill that statutory requirement. To the extent this Waiver differs from state law, state law will control.

1. **Definitions.** Terms used in this Waiver are defined as follows:
 - a. "Employment file" means all files relating to a person's employment, including performance reviews, files related to job performance, internal affairs investigative files, administrative files, previous personnel applications, personnel-related claims, disciplinary actions, and all substantiated complaints and commendations, but does not include pay or benefit information, similar administrative data or information that does not relate to performance or conduct, or medical files unless the medical file relates to mental competency issues bearing on the person's suitability for a law enforcement, tribal law enforcement, jail or juvenile detention officer position.
 - b. "Government agency" means any department, agency, or court of this state, or of a city, village, town, or county in this state.
 - c. "Law enforcement agency" means a governmental unit of this state or a political subdivision of this state that employs one or more law enforcement officers, and includes the Marquette University Police Department.
 - d. "Tribal law enforcement agency" has the meaning given in Wis. Stat. § 165.83(1)(e).
 - e. "Jail" means a county jail, rehabilitation facility established by Wis. Stat. § 59.53(8) or county house of correction under § 303.16.
 - f. "Juvenile detention facility" has the meaning given in Wis. Stat. § 48.02(10r).
 - g. "Applicable employer" or "applicable employers" means any government agency, law enforcement agency, jail, juvenile detention facility, or tribal law enforcement agency as such terms are defined in this Waiver, which the undersigned is currently or was previously employed by.
 - h. "Law enforcement officer" means any person employed by the state or any political subdivision of the state, for the purpose of detecting and preventing crime and enforcing laws or ordinances and who is authorized to make arrests for violations of the laws or ordinances that the person is employed and sworn to enforce. Law enforcement officer includes a university police officer as defined in Wis. Stat. § 175.42(1)(b).
2. **Understandings and Agreements.** I, the undersigned, understand and agree with the following provisions:
 - a. I have applied to the [redacted] [insert name of municipality] for a law enforcement position with the [redacted] [insert interviewing agency]. I understand the [redacted] [insert interviewing agency] may

[redacted] Applicant's Initials

conduct a thorough investigation into my background and part of this investigation may include reviewing information from my current and/or previous applicable employers.

- b. I authorize each applicable employer that currently or previously has employed me to disclose my employment file to _____ [insert interviewing agency] unless disclosure of such information is prohibited pursuant to a binding nondisclosure agreement executed before November 7, 2021.

My experience with non-disclosure agreements is as follows (initial the applicable provision below and provide any pertinent information):

i. _____ I have never signed a non-disclosure agreement with a current or former applicable employer.

ii. _____ I have signed a non-disclosure agreement with a current or former applicable employer. The details are as follows (include applicable employer name and approximate date the agreement was signed): _____.

- c. I authorize _____ [insert interviewing agency], through its employees and representatives, to receive/review my employment file from my current and/or previous applicable employers, along with other information that is lawfully available from any such applicable employer. I understand _____ [insert interviewing agency] may also conduct oral interviews with individuals associated with these current and/or former applicable employers and that employment decisions may be made based on the result of this investigation into my background.

- d. I understand that my employment file, as defined herein, includes certain medical information that is not normally considered part of my personnel file. Specifically, I understand that medical information related to my mental competency bearing on my suitability for a law enforcement officer, tribal law enforcement officer, jail, or juvenile detention officer position, if such medical information exists, will be included in the employment file information. By signing this Waiver, I explicitly consent to the transfer and disclosure of this medical information provided it is limited to the medical information described, and only used to determine my suitability for a law enforcement officer, or a tribal law enforcement, jail, or juvenile detention officer position.

- e. In consideration of the _____ [insert interviewing agency] interviewing me for a law enforcement officer position, I and my heirs, executors, administrators, legal representatives, assignees and successors in interest (hereinafter, "Heirs, Assigns and Successors") hereby release, waive, hold harmless and forever discharge _____ [insert interviewing agency], the _____ [insert name of municipality], and all applicable employers, their officers, employees and/or agents which may disclose or use the above information from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, that arise or may hereafter arise from such disclosure or the request for disclosure, including but not limited to, any claims, demands or causes of action relating to employment, invasion of privacy, defamation, intentional or negligent infliction of emotional distress, wrongful death or any other kind of claim associated with bodily injury or property damage attributable to the release of such information.

2

Applicant's Initials

- f. I am not required to sign this Waiver, and I am not being forced or coerced to sign. I am signing it because I am actively seeking employment with _____ [insert interviewing agency] and wish to participate as a candidate in the interview process. I understand that my failure to sign this Waiver will prevent the _____ [insert interviewing agency] from processing my application or considering me for employment as a law enforcement officer.
- g. I agree that the above representations, acknowledgements, and releases are contractually binding on me and my Heirs, Assigns and Successors, and that should I, or my Heirs, Assigns and Successors, assert a claim in contravention of this Waiver, the asserting party shall be liable for the expenses (including legal fees) incurred by the other party or parties in defending any such claim.
3. **Amendment.** This Waiver may not be modified orally. Any modification must be in writing and signed by all parties or their duly authorized representatives. Any statutory requirement contained in this Waiver may not be modified either orally or in writing.
4. **No Waiver.** Any failure or delay to enforce any of the terms and provisions of this Waiver shall not be construed as a modification or waiver of any such term or provision or of the right to subsequently enforce all terms and conditions.
5. **Severability.** Every term and provision of this Waiver is intended to be severable. If any term or provision of this Waiver is found to be unenforceable or invalid, such findings shall not affect the other terms and provisions, which shall remain binding and enforceable.

I HAVE READ THIS WAIVER CAREFULLY. I HAVE BEEN GIVEN THE OPPORTUNITY TO CONSIDER THE CONTENT AND TO ASK QUESTIONS. I UNDERSTAND THAT I HAVE THE OPPORTUNITY TO CONSULT WITH AN ATTORNEY BEFORE SIGNING THIS WAIVER. I SIGNED THIS WAIVER VOLUNTARILY AND WITHOUT EXCLUSION OR EXCEPTION.

Name of Applicant (please print full first, middle, and last names)

Previous Names/Maiden Names

Signature

Date



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes Library Board

Wednesday, February 7, 2024

3:30 PM

Council Chambers, 6th Floor

Personnel & Policy Committee

1. Call meeting to order

Chairperson Rebecca Kellner called the meeting to order at 3:34pm

2. Pledge of Allegiance

3. Roll call of membership

Others Present: Margret Mann, Colleen Rortvedt, Mayor Jacob Woodford

Present: 4 - Kellner, Keller, Brozek and Bunnow

Closed Session

Brozek moved, seconded by Keller that the Committee meet in Closed Session pursuant to Wi State Statute 19.85 (1)(c) to discuss personnel matters and then reconvene into Open Session. Voice Vote. Motion Carried. (4-0)

Roll Call was taken.

The Committee went into Closed Session at 3:35pm

Brozek moved, seconded by Bunnow that the Committee reconvene in Open Session. Voice Vote. Motion Carried. (4-0)

Roll Call was taken.

The Committee reconvened in Open Session at 3:56pm

4. Action Items

[24-0098](#)

Establish Library Director's 2024 Performance Goals

Bunnow moved, seconded by Keller, that the Library Director's 2024 Performance Goals as established be recommended for approval. Voice Vote. Motion Carried. (4-0)

5. Adjournment

Keller moved, seconded by Brozek that the meeting be Adjourned. Voice Vote. Motion Carried. (4-0)

The meeting was Adjourned at 3:58pm



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BOLDT[®]
BUILD BOLDLY

January 2024

JANUARY REPORT

City of Appleton – Appleton Public Library

KEY PROGRESS POINTS

- Recycling Program:
 - Boldt continues to recycle items.
 - Weights to date of all metals are 355,305 lbs.

- Progress:
 - Soil nails were installed for freight and passenger elevators.
 - Door install completed on Upper, Lower, and Ground Levels.
 - Top and bottom tracks were installed on Upper and Lower Levels.
 - Backfilling the footing and foundation wall has been completed at Addition.
 - Building the soffit at East skylight has been completed.
 - Pilings were installed at passenger elevator.
 - Interstate cut the viewing hole at Ground Level.
 - Began steel installation at skylight and freight elevator.
 - Started framing at Lower Level.
 - Continuing to install CMU at existing window openings.
 - MEPs continue laying out hanger locations at Ground and Upper Levels.
 - MEPFP continue to install piping and ductwork at Lower Level.
 - CMU walls on Ground Level and CMU install at freight elevator on Upper Level continues.
 - Forming and pouring elevator pit for freight elevator continues.
 - Framing acoustical ceilings areas continue.
 - Demolition continues on existing elevator shaft.

CONDITIONS & SAFETY

- Site conditions still remain very good. Continuously monitoring our safety program and making sure workers and the public are safe.
- Snow and Ice Plan has been implemented. Snow removal and salting is occurring as needed. With the cold temperatures we have been limiting outside work to 15 minutes or less at a time.
- There have been no injuries to date.

PROGRESS PHOTOS



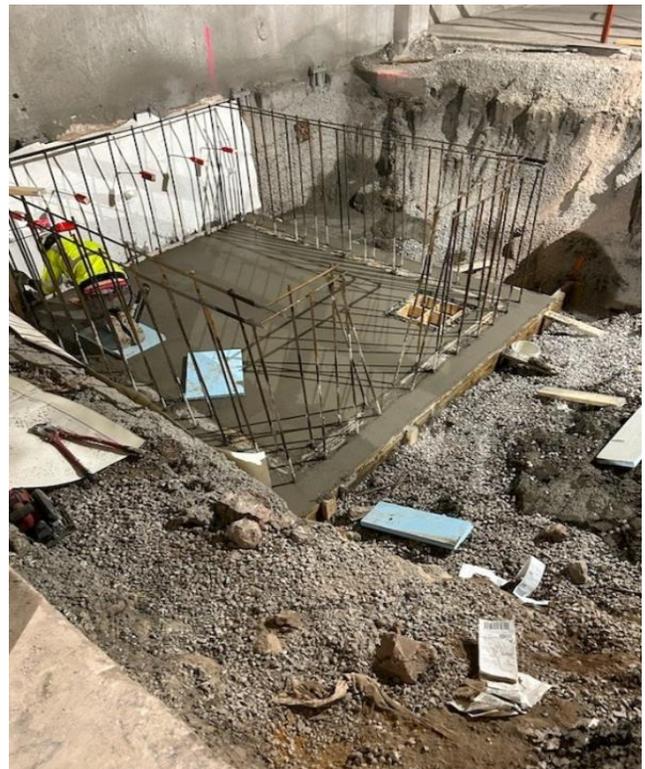
Lower Level – Discovery Area



Children's Collection Area

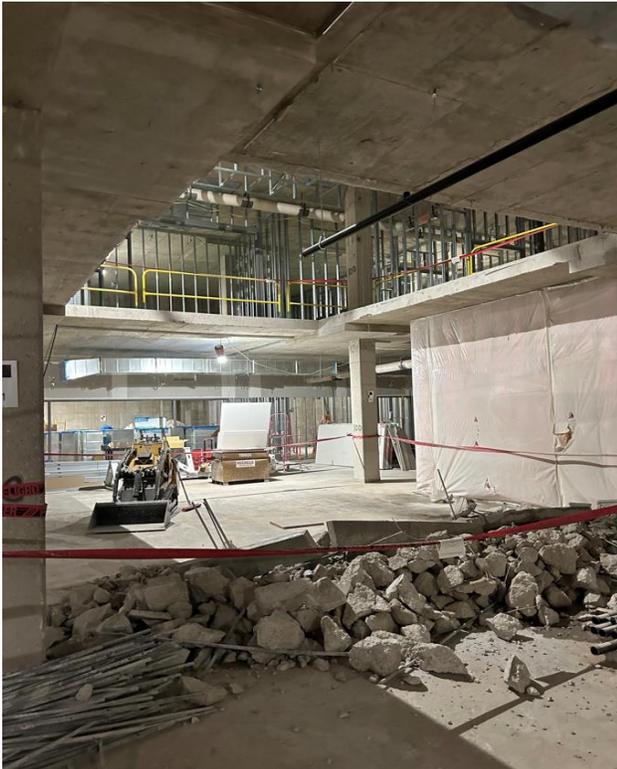


Freight Elevator – Upper Level

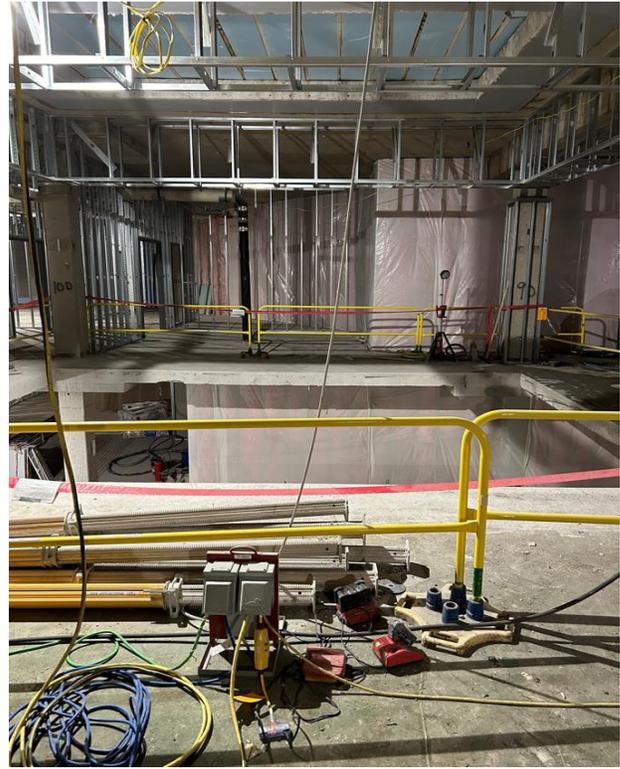


Freight Elevator Pit

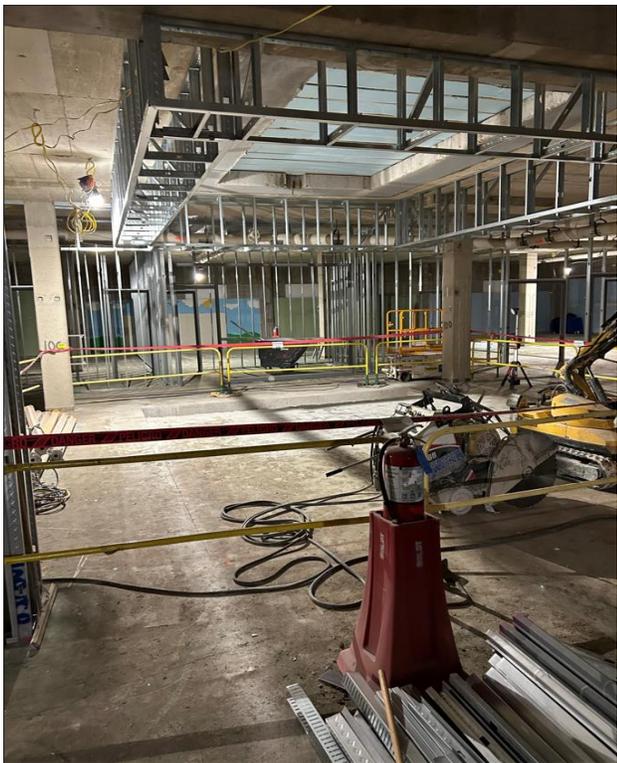
PROGRESS PHOTOS



Floor Opening at Children's Area



Opening at Main Circulation



Skylight at Main Circulation Desk



Staff Corridor

Building Project Update – January 2024

Construction Updates

The last month's key building project progress points from Boldt include:

- Continuing to recycle items as necessary. Weight to date is 355,305 lbs.
- Soil nails installed for freight and passenger elevators.
- Top and bottom tracks installed on upper and lower levels.
- Backfilling the footing and foundation at addition complete.
- Building soffit at east skylight is complete.
- Pilings installed at passenger elevator.
- Viewing hole at ground level cut.
- Steel installation at skylight and freight elevator began.
- Began framing at lower level.
- Continuing to install concrete masonry unit at existing window openings.
- Continuing laying out hanger locations at ground and upper levels.
- Continuing install of piping and ductwork at lower level.
- Concrete masonry unit walls on ground level and at freight elevator on upper level continues.
- Forming and pouring elevator pit for freight elevator continues.
- Framing acoustical ceiling areas continues.
- Demolition for existing elevator shaft continues.

Opening day for the new library is on track for early 2025.

Additional Updates

- The lease at our temporary location at 2411 S. Kensington was up at the end of 2023. We opened our new temporary location – 3000 E. College Avenue - Monday, January 8.
- Skidmore, Owings & Merrill has shared [architectural fly through animations](#). [Floor plans](#) and [renderings are available for viewing online](#). Please note furnishing colors in the animations and renderings are subject to change.
- Students from Appleton North High School created several art pieces that will be hung on the construction fencing in the coming weeks. Thank you to the students, their teacher Mrs. Lucas and Boldt for bringing this project to life.
- [Friends of Appleton Public Library](#) and the Capital Campaign Committee continue to make strong fundraising progress. To date they have raised \$10.784 M of their \$12 M goal.

Friends kicked off the public phase of their Building Beyond Words capital campaign last November. As part of the campaign kickoff, for a limited time, a matching donation is available to donors. Thanks to the generous support of Mary Beth Nienhaus, every donation will be matched up to \$500,000.

To learn more about the campaign and how you can participate, visit the [Friends website](#).

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
OCTOBER 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
I. Circulation						
Adult Circulation	30,266	27,554	300,965	252,772	10%	19%
Children's Circulation	24,017	23,166	249,304	206,090	4%	21%
Total Circulation	54,283	50,720	550,269	458,862	7%	20%
Adult AV/nonbook (included in above)	8,991	8,643	91,600	81,051	4%	13%
Children's AV/non-book (included in above)	2,090	2,217	22,733	21,747	-6%	5%
E-Book Circulation	7,896	6,882	80,629	76,651	15%	5%
E-Audiobook Circulation	10,190	8,328	97,785	79,775	22%	23%
E-Video Circulation	450	415	4,177	3,939	8%	6%
E-Comics Circulation	199	145	1,952	1,806	37%	8%
E-Magazine Circulation	3,151	1,091	13,421	11,032	189%	22%
E-Music Circulation	177	156	1,474	1,343	13%	10%
Total E-Circulation	22,063	17,017	199,438	174,546	30%	14%
ILL items received (received from)	11,930	9,052	106,824	75,444	32%	42%
ILL items loaned (provided to)	9,236	8,933	92,981	89,215	3%	4%
Total Registered Patrons (quarterly)	67,958	72,008	n/a	n/a	-6%	n/a
Door Count	17,147	15,473	176,304	136,840	11%	29%
Percentage of Total Circulation on Self Check Machines	60.7%	58.2%	n/a	n/a	4%	n/a

II. Customer Assistance						
Reference Transactions - Adult	1,808	1,976	19,014	19,892	-9%	-4%
Reference Transactions - Children's	546	1,031	7,231	8,214	-47%	-12%
Total Reference	2,354	3,007	26,245	28,106	-22%	-7%
Volunteer Hours	364	245	2,727	2,276	49%	20%

III. Collections & Processing						
Volumes Added	1,677	1,893	17,749	14,061	-11%	26%
Volumes Withdrawn	5,323	2,275	16,533	75,958	134%	-78%
Total Titles	189,831	189,721	n/a	n/a	0%	n/a
Total Volumes	213,592	214,842	n/a	n/a	-1%	n/a

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
OCTOBER 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
IV. Programs						
Children's						
Children's Programs (including group visit)	56	49	512	389	14%	32%
Children's Program Attendance (including group visit)	2,494	1,598	20,503	11,700	56%	75%
Children's Home Visits	1	1	8	10	0%	-20%
Children's Home Visit Participants	2	2	15	29	0%	-48%
Children's Self Directed Activities	13	3	125	44	333%	184%
Children's Self Directed Activity Participants	1,894	882	18,501	9,523	115%	94%
Young Adult						
Young Adult Programs	3	4	28	33	-25%	-15%
Young Adult Program Attendance	104	22	849	696	373%	22%
Young Adult Self Directed Activities	0	0	9	3	0%	200%
Young Adult Self Directed Activity Participants	0	0	627	889	0%	-29%
Adult						
Adult Programs	12	27	116	108	-56%	7%
Adult Program Attendance	273	847	3,567	4,729	-68%	-25%
Adult One-on-One Instructions	13	16	169	157	-19%	8%
Adult One-on-One Instruction Attendance	24	18	278	256	33%	9%
Adult Self Directed Activities	0	0	8	11	0%	-27%
Adult Self Directed Activity Participants	0	0	1,089	860	0%	27%
Total Programs	71	80	656	530	-11%	24%
Total Program Attendance	2,871	2,467	24,919	17,125	16%	46%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	0	0	3	465	0%	-99%
Meeting Room Uses - Events (Library Programs)	0	4	0	317	-100%	-100%
Total Meeting Room Uses	0	4	3	782	-100%	-100%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
OCTOBER 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
V. Electronic Access Services						
Database Sessions	1,006	1,397	15,751	15,853	-28%	-1%
Web Page Sessions	14,001	73,437	147,295	366,185	N/A	N/A
APL Created Electronic Content	141	272	3,316	5,446	-48%	-39%
Public Computing Sessions	958	881	9,844	10,785	9%	-9%
Total Time Used on Public Computers	842:00:00	783:00:00	8205:00:00	9649:00:00	8%	-15%
Data Transferred (GB)	1500	2070	23528	21777	-28%	8%
WIFI Distinct Clients	1860	1813	19411	19728	3%	-2%

** Database Sessions are down due to inability to access Ebsco during the month of October*

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
NOVEMBER 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
I. Circulation						
Adult Circulation	25,268	26,825	326,233	279,597	-6%	17%
Children's Circulation	17,552	24,342	266,856	230,432	-28%	16%
Total Circulation	42,820	51,167	593,089	510,029	-16%	16%
Adult AV/nonbook (included in above)	8,172	8,392	99,772	89,443	-3%	12%
Children's AV/non-book (included in above)	1,716	2,285	24,449	24,032	-25%	2%
E-Book Circulation	7,467	6,959	88,096	83,610	7%	5%
E-Audiobook Circulation	10,021	8,196	107,806	87,971	22%	23%
E-Video Circulation	508	468	4,685	4,407	9%	6%
E-Comics Circulation	210	168	2,162	1,974	25%	10%
E-Magazine Circulation	2,867	1,149	16,288	12,181	150%	34%
E-Music Circulation	180	185	1,654	1,528	-3%	8%
Total E-Circulation	21,253	17,125	220,691	191,671	24%	15%
ILL items received (received from)	7,388	8,933	114,212	84,377	-17%	35%
ILL items loaned (provided to)	9,006	8,928	101,987	98,143	1%	4%
Total Registered Patrons (quarterly)	67,958	72,008	n/a	n/a	-6%	n/a
Door Count	11,187	15,389	187,491	152,229	-27%	23%
Percentage of Total Circulation on Self Check Machines	61.3%	60.9%	n/a	n/a	1%	n/a

II. Customer Assistance						
Reference Transactions - Adult	1,475	1,891	20,489	21,783	-22%	-6%
Reference Transactions - Children's	382	660	7,613	8,874	-42%	-14%
Total Reference	1,857	2,551	28,102	30,657	-27%	-8%
Volunteer Hours	172	273	2,899	2,549	-37%	14%

III. Collections & Processing						
Volumes Added	1,352	1,354	19,101	15,415	0%	24%
Volumes Withdrawn	13,335	1,185	29,868	77,143	1025%	-61%
Total Titles	181,555	189,689	n/a	n/a	-4%	n/a
Total Volumes	201,613	215,051	n/a	n/a	-6%	n/a

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
NOVEMBER 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
IV. Programs						
Children's						
Children's Programs (including group visit)	50	46	562	435	9%	29%
Children's Program Attendance (including group visit)	1,408	1,862	21,911	13,562	-24%	62%
Children's Home Visits	1	1	8	11	0%	-27%
Children's Home Visit Participants	6	3	21	32	100%	-34%
Children's Self Directed Activities	13	3	138	47	333%	194%
Children's Self Directed Activity Participants	2,266	1,854	20,767	11,377	22%	83%
Young Adult						
Young Adult Programs	4	2	32	35	100%	-9%
Young Adult Program Attendance	35	6	884	702	483%	26%
Young Adult Self Directed Activities	0	1	9	4	-100%	125%
Young Adult Self Directed Activity Participants	0	37	627	926	-100%	-32%
Adult						
Adult Programs	11	7	127	115	57%	10%
Adult Program Attendance	384	184	3,951	4,913	109%	-20%
Adult One-on-One Instructions	10	13	179	170	-23%	5%
Adult One-on-One Instruction Attendance	15	20	293	276	-25%	6%
Adult Self Directed Activities	0	0	8	11	0%	-27%
Adult Self Directed Activity Participants	0	0	1,089	860	0%	27%
Total Programs	65	55	721	585	18%	23%
Total Program Attendance	1,827	2,052	26,746	19,177	-11%	39%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	0	0	3	465	0%	-99%
Meeting Room Uses - Events (Library Programs)	1	1	1	318	0%	-100%
Meeting Room Uses	1	1	4	783	0%	-99%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 NOVEMBER 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
V. Electronic Access Services						
Database Sessions	1,238	1,519	16,989	17,372	-18%	-2%
Web Page Sessions	12,427	69,667	159,722	435,852	N/A	N/A
APL Created Electronic Content	101	192	3,417	5,638	-47%	-39%
Public Computing Sessions	664	809	10,508	11,594	-18%	-9%
Total Time Used on Public Computers	609:00:00	740:00:00	8814:00:00	10389:00:00	-18%	-15%
Data Transferred (GB)	2001	1880	25529	23657	6%	8%
WIFI Distinct Clients	1424	1796	20835	21524	-21%	-3%

** Database Sessions are down due to inability to access Ebsco during the month of November*

*** Closed on November 22nd 2023 for the move to a second temporary location, and did not reopen until January 8th 2024*

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
DECEMBER 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
I. Circulation						
Adult Circulation	242	26,439	326,475	306,036	-99%	7%
Children's Circulation	255	18,476	267,111	248,908	-99%	7%
Total Circulation	497	44,915	593,586	554,944	-99%	7%
Adult AV/nonbook (included in above)	51	8,340	99,823	97,783	-99%	2%
Children's AV/non-book (included in above)	29	2,099	24,478	26,131	-99%	-6%
E-Book Circulation	7,552	7,134	95,648	90,744	6%	5%
E-Audiobook Circulation	10,013	7,871	117,819	95,842	27%	23%
E-Video Circulation	459	395	5,144	4,802	16%	7%
E-Comics Circulation	219	153	2,381	2,127	43%	12%
E-Magazine Circulation	3,102	1,099	19,390	13,280	182%	46%
E-Music Circulation	184	184	1,838	1,712	0%	7%
Total E-Circulation	21,529	16,836	242,220	208,507	28%	16%
ILL items received (received from)	135	8,999	114,347	93,376	-98%	22%
ILL items loaned (provided to)	3,662	8,712	105,649	106,855	-58%	-1%
Total Registered Patrons (quarterly)	68,402	72,008	n/a	n/a	-5%	n/a
Door Count	483	13,089	187,974	165,318	-96%	14%
Percentage of Total Circulation on Self Check Machines	51.7%	61.1%	n/a	n/a	-15%	n/a

II. Customer Assistance						
Reference Transactions - Adult	681	1,833	21,170	23,616	-63%	-10%
Reference Transactions - Children's	0	536	7,613	9,410	-100%	-19%
Total Reference	681	2,369	28,783	33,026	-71%	-13%
Volunteer Hours	11	181	2,910	2,730	-94%	7%

III. Collections & Processing						
Volumes Added	138	961	19,239	16,376	-86%	17%
Volumes Withdrawn	433	3,796	30,301	80,939	-89%	-63%
Total Titles	181,134	189,783	n/a	n/a	-5%	n/a
Total Volumes	201,292	212,211	n/a	n/a	-5%	n/a

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
DECEMBER 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
IV. Programs						
Children's						
Children's Programs (including group visit)	8	21	570	456	-62%	25%
Children's Program Attendance (including group visit)	285	516	22,196	14,078	-45%	58%
Children's Home Visits	1	1	11	12	0%	-8%
Children's Home Visit Participants	2	3	23	35	-33%	-34%
Children's Self Directed Activities	3	18	141	65	-83%	117%
Children's Self Directed Activity Participants	64	1,880	20,831	13,257	-97%	57%
Young Adult						
Young Adult Programs	3	5	35	40	-40%	-13%
Young Adult Program Attendance	18	47	902	749	-62%	20%
Young Adult Self Directed Activities	0	0	9	4	0%	125%
Young Adult Self Directed Activity Participants	0	0	627	926	0%	-32%
Adult						
Adult Programs	6	5	133	120	20%	11%
Adult Program Attendance	412	307	4,363	5,220	34%	-16%
Adult One-on-One Instructions	3	16	182	186	-81%	-2%
Adult One-on-One Instruction Attendance	4	21	297	297	-81%	0%
Adult Self Directed Activities	0	0	8	11	0%	-27%
Adult Self Directed Activity Participants	0	0	1,089	860	0%	27%
Total Programs	17	31	738	616	-45%	20%
Total Program Attendance	715	870	27,461	20,047	-18%	37%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	0	0	3	465	0%	-99%
Meeting Room Uses - Events (Library Programs)	0	0	1	318	0%	-100%
Meeting Room Uses	0	0	4	783	0%	-99%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
DECEMBER 2023

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
V. Electronic Access Services						
Database Sessions	752	1,466	17,741	18,838	-49%	-92%
Web Page Sessions	7,551	67,381	167,273	503,233	N/A	N/A
APL Created Electronic Content	138	232	3,555	5,870	-41%	-93%
Public Computing Sessions	0	764	10,508	12,358	-100%	-93%
Total Time Used on Public Computers	000:00:00	672:00:00	8814:00:00	11061:00:00	-100%	-92%
Data Transferred (GB)	110	1190	22349	21047	-91%	-95%
WIFI Distinct Clients	225	1626	21060	23150	-86%	-92%

** Database Sessions are down due to inability to access Ebsco during the month of December*

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Adult Classes and Events

Books and Brews

Books and Brews book discussion continues to bring people together to discuss the different books they are reading. This simple book club allows participants to read different genres and read at their own pace. A participant shares how much they love the book club because it creates a sense of ownership of their reading choices. Participants love the idea of being in a shared space with book enthusiasts to talk about books and enjoy different beverages. The participants also appreciate the monthly Books and Brews' book list that staff create from participant recommendations. Friends' funds provide coffee or non-alcoholic beverages.

Find Your Ancestors: A Revolutionary War Case Study

To celebrate Family History Month in October, the Find Your Ancestors series hosted Craig Roberts Scott, a well-known author and professional genealogical and historical researcher to present "A Revolutionary War Case Study." Craig walked attendees through methodology for researching a Revolutionary War soldier and used one of his real-life ancestors to showcase exactly how it could be done using resources such as the DAR website, Fold3, and Ancestry and showcasing actual record examples. One attendee shared, "Your presentation gave me so many new sources of records for my ancestors! I can't wait to start searches for more information!" Another attendee shared how helpful it was for Craig to discuss specific indexes available on the main genealogy websites and as a result they feel like they can navigate the available records with more ease. Friends provided financial support for this series and an honorarium for this speaker.

Find Your Ancestors: Making Sense of All the Research You've Done

The Find Your Ancestors series ended a great 2023 season hosting researcher, lecturer, and author Robyn N. Smith, who presented "Putting It All Together: Making Sense of All the Research You've Done." Robyn offered tips and tricks to help attendees become a better organized genealogist, sharing information on her unique workflow of organizing records, how she backs her research up, cites sources, and creates tables for data analysis. The 327 attendees really enjoyed Robyn's framework and all the wonderful examples of her own research, showing them how to put these strategies into action. One attendee said, "Incredibly relevant and helpful to both new and experienced genealogical researchers! Clear, well-organized presentation, done to exactly the right depth, and with excellent examples. I liked and found EVERY section of the presentation incredibly clear and useful." Friends provided financial support for this series and honorarium for this speaker.

FRIENDS GRANT PROGRAM SUMMARIES

4th QUARTER 2023

Find Your Ancestors: Researching German Ancestry

In November, the Find Your Ancestors series hosted professional genealogist Dave Miller who presented on researching German ancestry, including those not originally from Germany or other parts of the world where they may have spoken German. In addition to discussing record types and strategies to help researchers get started, Dave shared the history behind the changing borders for what is now called Germany and the surrounding areas, which affects where the research should be conducted. Attendees appreciated the specific resource suggestions of where to find records and how Dave pointed out that several of the resources can be used to research non-German ancestors. One attendee shared, "I've never done research in Europe and was nervous about it. Feel better now." Friends provided financial support for this series and honorarium for this speaker.

Small Business – Big Impact Coworking Sessions

Library staff facilitated a series of four mobile, pop-up coworking sessions for small business owners and entrepreneurs. Each session offered a distinct program including technology help, an invited speaker leading a discussion on the business finance journey, networking, and mindfulness for entrepreneurs. Participants shared that it was great to meet and reconnect with community members, noting how they met some amazing business leaders and connected with multiple business owners and local stakeholders. They shared that they were able to access a network and information and thanked the library for the sessions. This series was funded by the NEW North Ethnic & Diverse Microgrants for Nonprofits, with Friends of Appleton Public Library serving as the fiscal agent for the \$5,000 grant that paid for staff, venue fees, honorariums for presenters, and supplies.

Teen Classes and Events

Teen Ambassador Program (TAP)

Teen Ambassador Program (TAP) Ambassadors gather once a month to discuss library news, program ideas, and more. Our October meeting was spent planning the TAP-led November Teen Tuesday Program: A Helping Paw. Starting in November, our meetings moved off-site due to APL's move. TAP is rotating between East, West, & North High Schools for meeting locations through the end of the school year. Friends' funds purchased snacks and refreshments for this program.

Teen Craft Buffet

Prior to the Kensington building closure, teens were able to drop-in to the Teen Area to create unique crafts with leftover supplies not making the move to College Avenue. Teens were able to connect with the Teen Librarian during this program. Friends' funds purchased the supplies for this program, which were from previously held teen programs.

FRIENDS GRANT PROGRAM SUMMARIES

4th QUARTER 2023

Teen Tuesday: Scary Terrariums (October)

On October 24, teens gathered in the Teen Space for a fun seasonal craft. Using reindeer moss and miniature figurines, they each decorated unique & festive terrariums. A few of the attendees stumbled upon the program while in the library to study or browse for books. Members of TAP present at the program promoted TAP and teen programming to those in attendance. Friends' funds purchased the supplies to create the craft.

Children's Classes and Events

Family Classes and Events

October – December Memorial Park StoryWalk

In partnership with Appleton Parks & Rec, Children's Services utilized Friends' funds to purchase two copies of the following books:

Pick a Pumpkin by Patricia Toht

Tree Hole Homes by Melissa Stewart

Joyful Book by Todd Parr

These books were unassembled and then reassembled as StoryWalk pages for the months of October - December. Appleton Parks & Rec built and installed permanent sign holders along a trail at Memorial Park for the StoryWalk pages to be displayed. Families who walk the trail can read the story as they go. These titles are up for one month each. In addition to the story itself, each page has fun activities to engage families as they read and walk. Friends' funds provided the books for the Storywalks.

Back to School Bash

The 2023 Fall Back-to-School Bash welcomed teachers, students, and families to the library to explore what APL has to offer for the upcoming school year. The program offered crafts, spotlighted library card acquisition/renewal, exploration with Cubelet robots, and a Penelope Rex costume character storytime. Robots were previously purchased with Friends' Funds, and Friends' Funds provided the Penelope Rex costume character.

School Age STEAM – October

October School Age STEAM programs were a lot of fun! There were four stations at each program and the topics for the month were pop art, human body, Keva engineering, and gross science. Some favorites from the activities were mold growing experiments, making lung models, bubble wrap art, and animal camouflage painting. Friends' Funds were used to purchase supplies for these programs. Attendees also continue to have fun with the Osmo iPad attachments that were previously purchased by Friends.

FRIENDS GRANT PROGRAM SUMMARIES

4th QUARTER 2023

Sean Gaskell and the West African Kora

On Sunday, Oct. 8, Sean Gaskell came to the APL temporary location and shared the music of the West African Kora. He also shared how the instrument was made and told stories using the traditional language from Gambia. The music was exceptionally beautiful. While the program was held in the Children's area, People throughout the library migrated toward the sound of Sean Gaskell and the West African Kora. Friends' Funds were used to pay Sean Gaskell a performance stipend.

Nate the Great Book Club

The *Nate the Great* Book Club was held on Sunday, October 15th. Attendees talked about the series, worked a scavenger hunt to solve a case and wrote white-crayon-resist-watercolor-art notes. In addition to these necessary detective skills, they created detective hats and suncatchers. Friends' Funds were used to pay for program supplies.

Symphony Storytime 10/21/2023

Miss Tori was joined by Heather Watney, a member of the Fox Valley Symphony Orchestra for an all-ages family friendly Storytime at the Appleton Public Library! Miss Tori read *I know a Shy Fellow Who Swallowed a Cello and Pokko and the Drum*. Miss Heather played many songs on her cello, led the children in a dance, and answered questions. Friends Funds were used to pay the Fox Valley Symphony Orchestra and the musician.

Symphony Storytime 11/11/23

Miss Tori was joined by Lori Murphy, a member of the Fox Valley Symphony Orchestra for an all-ages family friendly Storytime at the Appleton Public Library! Miss Tori read *The Mitten* and *Bear & Hare: Snow!* Miss Lori played many songs on her violin, led the children in a dance, and answered questions. Friends' Funds were used to pay the Fox Valley Symphony Orchestra and the musician.

ASL Storytime

This summer, APL was awarded a Rotary Foundation Helen Thom Roemer Grant. This grant was used to provide stipends to ASL Interpreters during Preschool Storytime in the Fall. ASL is a language that can be used not only by those who are deaf or hard of hearing, but also by nonverbal children and adults. While ASL is the third most used language in the United States, children and adults who use ASL as their primary form of communication tend to read at or below a third to fourth grade level. Bringing ASL into storytime not only normalizes the use of ASL, but also invites patrons who utilize ASL to fully participate in storytime. Friends' funds were used to extend the number of ASL interpreted Storytimes APL was able to offer in the Fall by providing stipends to ASL Interpreters.

Programs for All Ages

Ongoing Classes, Events and Services

Tech Help 1:1 Sessions

Tech Help (formerly named Computer Help) is an in-person, one-to-one, drop-in and appointment service for up to two hours with library staff or volunteer to assist patrons with general computer and technology use. The goal is to reduce the digital divide and improve digital literacy for individuals with limited access and information on how to use technology. The service was renamed Tech Help to communicate the range of support staff and volunteer can offer (e.g., computer, tablet, printing, microfilm use, phone, etc.) Friends' funds the position of the library assistant coordinating this service.

Special Projects

Building Project Communications

Friends' funds paid for outside printing of various building project communications.

Community Partnerships – Library Assistant Position

This Friends funded, part time non-benefitted position has increased capacity for community engagement and outreach related to individual and community well-being. The staff member has increased capacity related to Tech Help service, relationships with volunteers, community partners, community initiatives, agency overview learning sessions for library staff, community partner outreach, the library, library programs, and outreach to promote well-being resources.

Constant Contact

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

Loomly

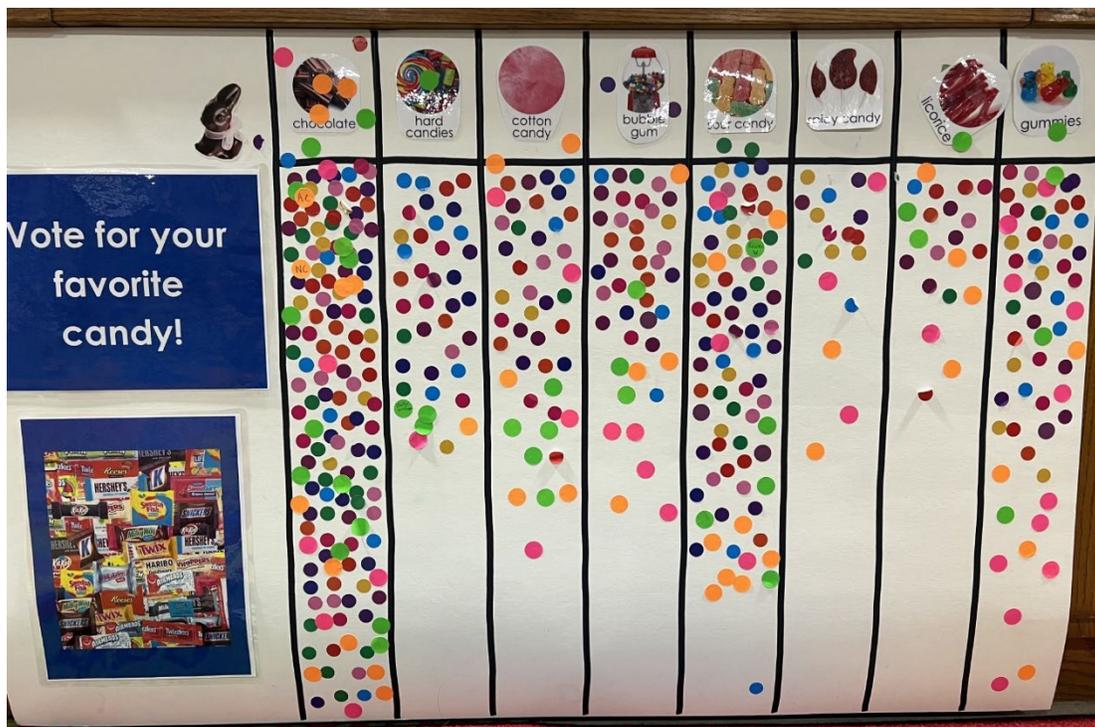
Friends' funds pay for our social media content scheduler. We use this service to proof and strategically schedule content for all our social media outlets.

A Sweet Temporary Location Re-Opening Celebration

On January 27th, APL held a library wide, sweets themed re-opening celebration. This event featured a Squishmallow drawing provided by Friends, a sugary scavenger hunt, a variety of candy themed crafts and games, biographies of historical candy makers and larger than life candy decorations. While none of the decorations were made from real candy, a few of our youngest patrons tested them out just in case.

Over 200 people visited the craft stations, and 46 new library cards were created throughout the day.

During January and February, families were invited to vote on their favorite candy. I was personally hoping for the spicy candy to win, but chocolate is the clear winner. Below are photos of the candy voting, the happy Squishmallow winners and a few of the activity stations.







East Asia in Wisconsin Library Program Grant Report

Appleton Public Library received an \$850 East Asia in Wisconsin Library Program grant from UW-Madison’s Center for East Asian Studies. The grant's objective is to support collection development and programming at public libraries that will enrich understanding of East Asia in local communities.

The Appleton Public Library used the funds to enhance Multicultural Book Club with the purchase of 48 books focused on the Chinese Lunar New Year and Chinese culture, traditional dance handkerchiefs, and an honorarium made to Northeast Wisconsin Chinese Association for their collaboration.



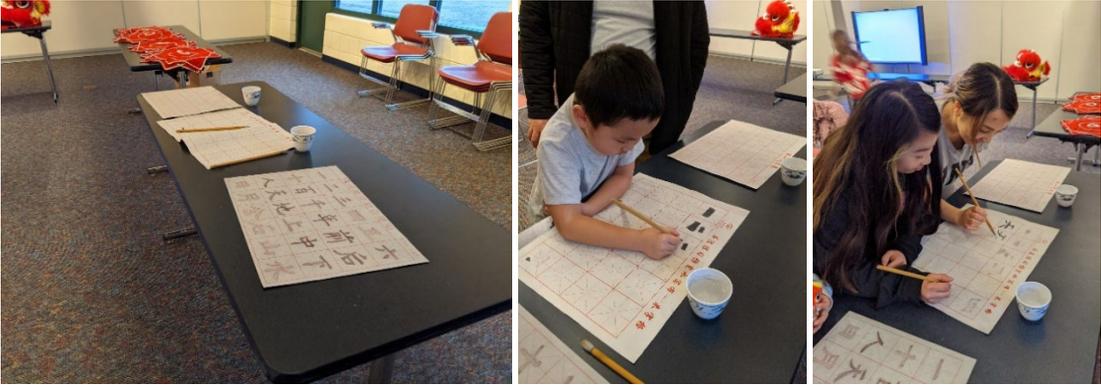
This program was held on February 8th and provided a cross-culture learning experience for patrons. Over 7 Multicultural Book Club families participated. The families enjoyed learning about the history of Lunar New Year and how it’s celebrated in China. Both adults and children enjoyed the various activity stations including calligraphy practice, picking up chinese candy with chopsticks and learning about zodiac animals and what they represent. Children also participated in holding a parade dragon, and each child received a book to take home.

Book List:

Title	Author
<i>Ruby’s Chinese New Year</i>	Lee, Vickie
<i>Angel in Beijing</i>	Yang, Belle
<i>Julie Black Belt: The Kung Fu Chronicles</i>	Chin, Oliver
<i>Cilla Lee-Jenkins: Future Author Extraordinaire</i>	Tan, Susan
<i>The Dragon Warrior</i>	Zhao, Katie
<i>Dragon Eyes</i>	Wenxuan, Cao

Northeast Wisconsin Chinese Association provided the following activity stations for participants.

Calligraphy Practice



Chopstick Challenge



Handkerchief Dance



Parade Dragon



Zodiac Craft



Lion Head

