Meeting Agenda - Final

Library Board

Tuesday, January 17, 2023	**4:30 PM**	**City Hall Council Chambers 6 A/B**
		100 N. Appleton Street

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

   23-0035   December 20, 2022 Meeting Minutes

   Attachments: December 20, 2022 Library Board Meeting Minutes.pdf

4. Public Participation and Communications

Establish Order of the Day

5.   Action Items

   23-0036   Bill Register - December 2022

   Attachments: Dec 2022 Bill Register.pdf
   APL Financial Cash Flow YTD-Dec-2022.pdf
   Friends Quarterly Report 12-2022.pdf

   23-0037   January 2023 Budget Amendment

   Attachments: Jan23BudgetAmendment.pdf

6.   Information Items

A.   President's Report

   23-0039   Trustee Development: Inclusive, Enriched Experiences

   Attachments: neh.gov-The Complicated Role of the Modern Public Library (1).pdf

7.   Adjournment

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

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

City of Appleton

Meeting Minutes
Library Board

Tuesday, December 20, 2022	4:30 PM	Council Chambers, 6th Floor

1. Call meeting to order

President Scheuerman called the meeting to order at 4:31pm

2. Roll call of membership

Others Present: Owen Anderson, Nicole Casner, Ann Cooksey, Darrin Glad, Tina Krueger, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Missy Sawicki, Kara Sullivan, Maureen Ward

Present: 9 - Looker, Kellner, Scheuerman, Mann, Nett, Van Zeeland, Keller, Brozek and Bunnow

Excused: 1 - Exarhos

Others : 1 - Sivasamy

3. Approval of minutes from previous meeting

[22-1603](#)   November 15, 2022 Meeting Minutes

Attachments: [November 15 2022 Library Board Meeting Minutes.pdf](#)

Mann moved, seconded by Keller, that the November 15, 2022 Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)

4. Public Participation and Communications

[22-1616](#)   Missy Sawicki - Administrative Support Specialist- Financials

Establish Order of the Day

President Scheuerman called for a motion to place Action Items 22-1604, 22-1605, 22-1606 and 22-1607 on a Consent Agenda.

Kellner moved, seconded by Mann that Action Items 22-1604, 22-1605, 22-1606 and 22-1607 be placed on a Consent Agenda. Voice Vote. Motion Carried. (9-0)

5. Action Items

Brozek moved, seconded by Mann that the Consent Agenda be approved. Voice Vote. Motion Carried. (9-0)

22-1604   Bill Register - November 2022

**Attachments:**   Nov 2022 Bill Register.pdf

                              APL Financial Cash Flow YTD-Nov-2022.pdf

                              2022 YTD Report - current thru December.pdf

This Report Action Item was approved

22-1605   Budget Amendment - December 2022

**Attachments:**   December 2022 Budget Amendment.pdf

This Report Action Item was approved

22-1606   2023 Library Board Meeting Schedule

**Attachments:**   APL Board Meeting Schedule 2023.pdf

This Report Action Item was approved

22-1607   Approval of 2023 Library Budgets

**Attachments:**   2023 Library Budget.pdf

                              2023 Library Special Revenue Grant Fund.pdf

                              2023 Library Capital Improvement Project.pdf

This Report Action Item was approved

6.   Information Items

A.   Administrative Report

22-1608   Library Building Project Update

**Attachments:**   Building Project Update December 2022.pdf

22-1609   APL Hiring Process Update

22-1610   Library Legislative Day - February 7, 2023

22-1611   Temporary Library - End of Year 2022 Update

B.   Friends Report

[22-1612](#)   Friends Annual Overview

C.   President's Report

[22-1613](#)   Committee Meetings 2023 First Quarter: Finance Committee, Personnel & Policy Committee and Planning Committee

D.   Staff Updates

[22-1614](#)   Children's Services Program Updates

[22-1615](#)   Community Partnerships Updates

         Attachments: [2022-12 Board Report - CP Updates.pdf](#)

7.   Adjournment

Kellner moved, seconded by Mann that the meeting be Adjourned. Voice Vote. Motion Carried. (9-0)

The meeting was Adjourned at 5:34pm

City of Appleton

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
16010			Library Administration					
16010 620100			Training/Conferences					
000260 CHARLES LATORRE CONS 91952		0	2022 12 INV	P		3,000.00 122122	556880	Consulting
999990 DELTA AIR BAGGAGE 91392		0	2022 12 INV	P		30.00	pcard	DELTA AIR BAGGAGE
999990 PAYPAL *CHARMPASS 91394		0	2022 12 INV	P		2.00	pcard	Light Rail from BWI
999990 WISCONSIN LIBRARY AS 92281		0	2022 12 INV	P		28.00	pcard	WISCONSIN LIBRARY A
999990 LYFT RIDE SAT 2AM 92283		0	2022 12 INV	P		52.49	pcard	LYFT RIDE TO AIRPOR
999990 DELTA AIR BAGGAGE 92284		0	2022 12 INV	P		30.00	pcard	DELTA AIR BAGGAGE
						142.49		
			ACCOUNT TOTAL			3,142.49		
16010 630100			Office Supplies					
001583 UNITED STATES POSTAL 92135		0	2022 12 INV	P		13.44	pcard	Postage - Board Pac
002034 OFFICE DEPOT 92136		0	2022 12 INV	P		22.63	pcard	Black Fine Point Sh
002034 OFFICE DEPOT 92137		0	2022 12 INV	P		14.98	pcard	Gold Foil Seals
						37.61		
999990 SHUTTERFLY, INC. 91749		0	2022 12 INV	P		16.24	pcard	Retirement Gift
			ACCOUNT TOTAL			67.29		
16010 630300			Memberships & Licenses					
999990 WISCONSIN LIBRARY AS 92282		0	2022 12 INV	P		250.00	pcard	WISCONSIN LIBRARY A
			ACCOUNT TOTAL			250.00		
16010 630500			Awards & Recognition					
000621 HEID MUSIC COMPANY, 92875		0	2022 12 INV	P		10.00	pcard	Holiday Bruch Prize
000835 MANDERFIELD'S BAKERY 92873		0	2022 12 INV	P		10.00	pcard	Holiday Brunch Priz
001983 AMAZON 92897		0	2022 12 INV	P		14.99	pcard	Picture Frame P. Ma
999990 DUNKIN #351103 Q35 92872		0	2022 12 INV	P		10.00	pcard	Holiday Brunch 2022
999990 MARCUS VALLEY GRAND 92874		0	2022 12 INV	P		10.00	pcard	Holiday Brunch Priz
999990 BIG APPLE BAGELS 92876		0	2022 12 INV	P		10.37	pcard	Holiday Brunch Priz
999990 SQ *LAWLSS COFFEE AP 92877		0	2022 12 INV	P		10.00	pcard	Holiday Brunch Priz
999990 SQ *VOYAGEURS BAKEHO 92878		0	2022 12 INV	P		10.00	pcard	Holiday Brunch Priz
999990 J DS DRIVE IN RESTAU 92879		0	2022 12 INV	P		10.00	pcard	Holiday Brunch Priz
999990 BOARD AND BRUSH APPL 92880		0	2022 12 INV	P		10.00	pcard	Holiday Brunch priz
999990 SQ *SETH'S COFFEE 92881		0	2022 12 INV	P		10.00	pcard	Holiday Brunch Priz
999990 SQ *AUTHOR'S KITCHEN 92882		0	2022 12 INV	P		10.00	pcard	Holiday Brunch Priz
999990 SQ *WHISK & ARROW SU 92883		0	2022 12 INV	P		17.95	pcard	Holiday Brunch Priz
999990 SQ *ECO CANDLE CO. 92884		0	2022 12 INV	P		10.00	pcard	Holiday Brunch Priz
999990 SP THE VINTAGE GARDE 92885		0	2022 12 INV	P		10.00	pcard	Holiday Brunch 2022
999990 TST* STONE ARCH BREW 92886		0	2022 12 INV	P		10.00	pcard	Holiday Brunch 2022
999990 SCOOTER'S COFFEE #84 92906		0	2022 12 INV	P		10.00	pcard	Holiday Brunch 2022

City of Appleton

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/12 TO 2022/12								
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S		CHECK RUN CHECK		DESCRIPTION
999990 MEIJER # 300	92907	0	2022 12	INV P	10.00	pcard		Holiday Brunch 2022
999990 ALDI 64086	92908	0	2022 12	INV P	10.00	pcard		Holiday Brunch 2022
999990 TST* FOX CITIES PERF	92909	0	2022 12	INV P	10.00	pcard		Holiday Brunch 2022
					178.32			
				ACCOUNT TOTAL	213.31			
16010 630700				Food & Provisions				
001775 MICHIELS CATERING	91870	0	2022 12	INV P	1,257.00	122122	556917	Staff Breakfast
999990 ALEGRIA MEXICANA	92046	0	2022 12	INV P	125.00	pcard		ALEGRIA MEXICANA
999990 TST* ACOCA COFFEE	92127	0	2022 12	INV P	21.63	pcard		Books and Brews cof
999990 SQ *COPPER ROCK COFF	92887	0	2022 12	INV P	20.93	pcard		TAP December 2022 R
					167.56			
				ACCOUNT TOTAL	1,424.56			
16010 641200				Advertising				
999990 CUSTOMINK LLC	91748	0	2022 12	INV P	207.18	pcard		APL Shirts
999990 SURVEYMONK* T 436077	92861	0	2022 12	INV P	99.00	pcard		Survey
999990 FREEPIK & FLATICON	92889	0	2022 12	INV P	99.00	pcard		Icon Subscription
					405.18			
				ACCOUNT TOTAL	405.18			
16010 641307				Telephone				
999990 SPECTRUM	92937	0	2022 12	INV P	194.98	pcard		SPECTRUM
				ACCOUNT TOTAL	194.98			
16010 641308				Cellular Phones				
000250 CELLCOM APPLETON PCS	91763	0	2022 12	INV P	103.75	pcard		Monthly Cell Phones
000250 CELLCOM APPLETON PCS	92890	0	2022 12	INV P	103.75	pcard		Monthly Cell Phones
					207.50			
				ACCOUNT TOTAL	207.50			
16010 659900				Other Contracts/Obligation				
002229 STAR PROTECTION AND	91064	0	2022 12	INV P	6,781.15	121422	556822	Security Guard - AP
999990 PAYPAL *IVY.LICHEN	91393	0	2022 12	INV P	1,725.00	pcard		PAYPAL *IVY.LICHEN
				ACCOUNT TOTAL	8,506.15			
			ORG 16010 TOTAL		14,411.46			

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
YEAR/PERIOD: 2022/12 TO 2022/12							
16021			Library Children's Services				
16021 630100			Office Supplies				
001983 AMAZON	91398	0	2022 12 INV	P	14.98 pcard		Children's program
001983 AMAZON	91418	0	2022 12 INV	P	13.98 pcard		Supplies for Tween
001983 AMAZON	91773	0	2022 12 INV	P	119.00 pcard		Bluetooth Speaker f
001983 AMAZON	91774	0	2022 12 INV	P	169.95 pcard		Early Childhood Toy
001983 AMAZON	91775	0	2022 12 INV	P	147.81 pcard		Early Childhood Toy
001983 AMAZON	92032	0	2022 12 INV	P	14.99 pcard		Amazon Storage Bins
001983 AMAZON	92058	0	2022 12 INV	P	9.93 pcard		Supplies for Tween
001983 AMAZON	92059	0	2022 12 INV	P	409.54 pcard		Supplies for Tween
001983 AMAZON	92091	0	2022 12 INV	P	44.79 pcard		Amazon plastic stor
001983 AMAZON	92126	0	2022 12 INV	P	274.85 pcard		Children's Activity
001983 AMAZON	92141	0	2022 12 INV	P	10.00 pcard		Supplies for Tween
001983 AMAZON	92345	0	2022 12 INV	P	91.99 pcard		1 Chime Bar Set for
					1,321.81		
999990 WAL-MART #2958	91397	0	2022 12 INV	P	3.47 pcard		Children's program
999990 TERRAPIN	92057	0	2022 12 INV	P	71.90 pcard		Supplies for Tween
					75.37		
			ACCOUNT TOTAL		1,397.18		
			ORG 16021 TOTAL		1,397.18		
16023			Library Public Services				
16023 630100			Office Supplies				
001983 AMAZON	91784	0	2022 12 INV	P	12.98 pcard		Multi Pocket Folder
			ACCOUNT TOTAL		12.98		
			ORG 16023 TOTAL		12.98		
16024			Library Community Partnerships				
16024 630100			Office Supplies				
999990 VISTAPRINT	91750	0	2022 12 INV	P	34.99 pcard		Hanke Business Card
999990 CULVERS OF GRAND CHU	91830	0	2022 12 INV	P	20.00 pcard		TAP Holiday Giftcar
999990 TOMS DRIVE IN N RICH	91831	0	2022 12 INV	P	18.00 pcard		TAP Holiday Giftcar
999990 HOBBY-LOBBY #0193	92047	0	2022 12 INV	P	9.98 pcard		December teen craft
999990 TARGET 000023	92048	0	2022 12 INV	P	17.50 pcard		Supplies for game f
					100.47		
			ACCOUNT TOTAL		100.47		
16024 659900			Other Contracts/Obligation				
002991 HEATHER BRUEGL	90930	0	2022 12 INV	P	500.00	120722	556673 Native American Her
003006 DIAHAN SOUTHARD	91471	0	2022 12 INV	P	500.00	121422	556757 FYA Presenter

City of Appleton

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
			ACCOUNT TOTAL		1,000.00		
			ORG 16024 TOTAL		1,100.47		
16031			Library Building Operations				
16031 630600			Building Maint./Janitorial				
001333 TARTAN SUPPLY CO., I	91758	0	2022 12	INV P	186.20	pcard	Toilet Tissue
002818 ARAMARK	91389	0	2022 12	INV P	74.16	pcard	Floor Mats, Towels
002818 ARAMARK	91764	0	2022 12	INV P	18.54	pcard	Mats, Towels
002818 ARAMARK	92121	0	2022 12	INV P	18.54	pcard	ARAMARK UNIFORM
					111.24		
999990 THE HOME DEPOT #4928	91835	0	2022 12	INV P	144.27	pcard	Ice Melt Spreader
999990 THE HOME DEPOT 4928	92150	0	2022 12	INV P	598.00	pcard	Shelving
999990 THE HOME DEPOT #4928	92151	0	2022 12	INV P	27.26	pcard	Silcone & Caulk
999990 THE HOME DEPOT 4928	92152	0	2022 12	INV P	769.00	pcard	Snowblower
999990 ARAMARK UNIFORM	92891	0	2022 12	INV P	18.54	pcard	Floor Mats, Towels
					1,557.07		
			ACCOUNT TOTAL		1,854.51		
16031 632300			Safety Supplies				
001983 AMAZON	92153	0	2022 12	INV P	120.09	pcard	First Aid Supplies
			ACCOUNT TOTAL		120.09		
16031 640700			Solid Waste/Recycling Pickup				
001593 PFEFFERLE COMPANIES	91035	0	2022 12	INV P	112.00	121422	556810 Dec 2022 - Trash Ke
999990 GFL ENVIRONMENTAL IN	91375	0	2022 12	INV P	322.00	pcard	Recycling Nov 2022
999990 GFL ENVIRONMENTAL IN	91376	0	2022 12	INV P	96.10	pcard	Trash Service Nov.
999990 GFL ENVIRONMENTAL IN	92494	0	2022 12	INV P	-73.68	pcard	Trash Dec 2022
999990 GFL ENVIRONMENTAL IN	92495	0	2022 12	INV P	322.00	pcard	Recycling Dec 2022
					666.42		
			ACCOUNT TOTAL		778.42		
16031 641301			Electric				
001575 WE ENERGIES	551	0	2022 12	INV P	6,029.29	120722	556719 00262
001575 WE ENERGIES	552	0	2022 12	INV P	4,263.17	010423	557098 00262
					10,292.46		
001593 PFEFFERLE COMPANIES	92200	0	2022 12	INV P	3,140.53	122122	556933 Nov/Dec - Gas & Ele
			ACCOUNT TOTAL		13,432.99		
16031 641302			Gas				

City of Appleton

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
001575 WE ENERGIES	551	0	2022 12	INV	P	3,064.34 120722	556719	00162
001575 WE ENERGIES	552	0	2022 12	INV	P	4,262.80 010423	557098	00162
						7,327.14		
001593 PFEFFERLE COMPANIES	92200	0	2022 12	INV	P	2,229.36 122122	556933	Nov/Dec - Gas & Ele
			ACCOUNT TOTAL			9,556.50		
16031 650200			Leases					
001593 PFEFFERLE COMPANIES	91023	0	2022 12	INV	P	12,500.00 121422	556810	DEC 2022 Lease - Ke
			ACCOUNT TOTAL			12,500.00		
			ORG 16031 TOTAL			38,242.51		
16032			Library Materials Management					
16032 503500			Other Reimbursements					
001446 VILLAGE OF KIMBERLY	92222	0	2022 12	INV	P	27.00 122922	556999	PATRON MATERIAL REI
001598 CITY OF NEW LONDON	90926	0	2022 12	INV	P	4.99 120722	556657	Patron Material Rei
001615 DOOR COUNTY LIBRARY	90928	0	2022 12	INV	P	9.99 120722	556663	Patron Material Rei
999998 MICHAEL BLISE	92221	0	2022 12	INV	P	12.00 122922	556984	PATRON MATERIAL REI
999998 Richard Zaborowske	92413	0	2022 12	INV	P	15.00 010423	557076	Patron Material Rei
999998 KAILA VANDERWEILEN	92414	0	2022 12	INV	P	18.00 010423	557075	PATRON MATERIAL REI
						45.00		
			ACCOUNT TOTAL			86.98		
16032 630100			Office Supplies					
001034 OUTAGAMIE WAUPACA LI	91951	0	2022 12	INV	P	457.21 122122	556929	Item Barcodes
001393 ULINE	91786	0	2022 12	INV	P	90.18 pcard		CD Jewel Boxes
001983 AMAZON	91788	0	2022 12	INV	P	80.19 pcard		Batteries, Ear Buds
001983 AMAZON	92584	0	2022 12	INV	P	41.56 pcard		DVD Cases
001983 AMAZON	92612	0	2022 12	INV	P	77.95 pcard		Rubber mats for boo
						199.70		
002259 DEMCO SOFTWARE	92583	0	2022 12	INV	P	2,507.67 pcard		Booktrucks, Acrylic
002259 DEMCO SOFTWARE	92611	0	2022 12	INV	P	7,291.53 pcard		Booktrucks
						9,799.20		
002937 KINGSLEY COMPANIES	91787	0	2022 12	INV	P	295.00 pcard		PAYPAL KINGSLEY boo
999990 KAPCO-ONLINE	91415	0	2022 12	INV	P	786.79 pcard		Book jacket covers

City of Appleton

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR TYP S		CHECK RUN CHECK	DESCRIPTION
			ACCOUNT TOTAL	11,628.08		
16032　631500			Books & Library Materials			
000468 FINDAWAY WORLD, LLC	91759	0	2022 12 INV P	686.89	pcard	21469
000468 FINDAWAY WORLD, LLC	91760	0	2022 12 INV P	71.99	pcard	21478
000468 FINDAWAY WORLD, LLC	91761	0	2022 12 INV P	4,603.87	pcard	21479
000468 FINDAWAY WORLD, LLC	91762	0	2022 12 INV P	620.90	pcard	21480
000468 FINDAWAY WORLD, LLC	92325	0	2022 12 INV P	62.99	pcard	21508
				6,046.64		
000550 GALE / CENGAGE LEARN	91797	0	2022 12 INV P	600.00	pcard	79721377
000550 GALE / CENGAGE LEARN	92326	0	2022 12 INV P	2,199.49	pcard	79751888
				2,799.49		
000889 MIDWEST TAPE	90931	0	2022 12 INV P	8,262.63	120722 556684	Inv. 503038973 / Cu
000889 MIDWEST TAPE	91420	0	2022 12 INV P	3,195.48	pcard	502978841, 50301948
000889 MIDWEST TAPE	91794	0	2022 12 INV P	899.61	pcard	503053709
000889 MIDWEST TAPE	92323	0	2022 12 INV P	1,210.23	pcard	503079951
000889 MIDWEST TAPE	92622	0	2022 12 INV P	35,000.00	pcard	503106952
				48,567.95		
001983 AMAZON	91429	0	2022 12 INV P	103.99	pcard	113-1017594-2850609
001983 AMAZON	91430	0	2022 12 INV P	12.99	pcard	112-6688901-5346629
001983 AMAZON	91432	0	2022 12 INV P	49.49	pcard	113-7113845-2822628
001983 AMAZON	91433	0	2022 12 INV P	103.76	pcard	113-4912328-3788268
001983 AMAZON	91434	0	2022 12 INV P	17.99	pcard	112-9800236-4977030
001983 AMAZON	91435	0	2022 12 INV P	36.99	pcard	113-7087913-9073063
001983 AMAZON	91436	0	2022 12 INV P	57.60	pcard	113-9145228-9125830
001983 AMAZON	91437	0	2022 12 INV P	242.97	pcard	113-0157083-6893858
001983 AMAZON	91438	0	2022 12 INV P	-18.85	pcard	114-8918384-6252222
001983 AMAZON	91439	0	2022 12 INV P	52.89	pcard	113-3090632-8896243
001983 AMAZON	91440	0	2022 12 INV P	159.97	pcard	113-9223380-2234652
001983 AMAZON	91807	0	2022 12 INV P	15.00	pcard	112-2738516-7377839
001983 AMAZON	91808	0	2022 12 INV P	17.64	pcard	112-8014915-9686609
001983 AMAZON	91809	0	2022 12 INV P	39.99	pcard	113-5404779-8242620
001983 AMAZON	91810	0	2022 12 INV P	15.82	pcard	113-4454731-4461011
001983 AMAZON	91811	0	2022 12 INV P	12.95	pcard	113-2267488-3675444
001983 AMAZON	91812	0	2022 12 INV P	-18.85	pcard	113-3141524-4877841
001983 AMAZON	91813	0	2022 12 INV P	29.00	pcard	113-6578558-8261056
001983 AMAZON	91814	0	2022 12 INV P	49.94	pcard	113-4175772-4629060
001983 AMAZON	91815	0	2022 12 INV P	55.98	pcard	112-2551092-3249824
001983 AMAZON	91816	0	2022 12 INV P	49.00	pcard	113-5693257-6853862
001983 AMAZON	91817	0	2022 12 INV P	56.36	pcard	113-7438554-2472220
001983 AMAZON	91818	0	2022 12 INV P	116.94	pcard	113-6578558-8261056
001983 AMAZON	91819	0	2022 12 INV P	58.23	pcard	113-9691340-5125041
001983 AMAZON	91820	0	2022 12 INV P	36.99	pcard	113-2872537-6431424
001983 AMAZON	91821	0	2022 12 INV P	68.33	pcard	113-4916083-7389012
001983 AMAZON	91822	0	2022 12 INV P	59.00	pcard	113-8349819-2674606
001983 AMAZON	91823	0	2022 12 INV P	69.95	pcard	113-2372607-2300246

City of Appleton

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
001983 AMAZON	91824	0	2022 12	INV	P	58.50	pcard		113-0743864-4749800
001983 AMAZON	91825	0	2022 12	INV	P	39.99	pcard		113-0743864-4749800
001983 AMAZON	92333	0	2022 12	INV	P	14.99	pcard		113-0829231-3939427
001983 AMAZON	92334	0	2022 12	INV	P	109.87	pcard		113-5404779-8242620
001983 AMAZON	92338	0	2022 12	INV	P	25.59	pcard		113-1658968-6389854
001983 AMAZON	92339	0	2022 12	INV	P	59.48	pcard		113-5462221-9538604
001983 AMAZON	92340	0	2022 12	INV	P	39.99	pcard		113-6578558-8261056
001983 AMAZON	92341	0	2022 12	INV	P	22.99	pcard		113-9740684-9530638
001983 AMAZON	92342	0	2022 12	INV	P	73.89	pcard		113-0605370-8226666
001983 AMAZON	92620	0	2022 12	INV	P	69.99	pcard		113-5404779-8242620
001983 AMAZON	92621	0	2022 12	INV	P	18.61	pcard		113-6242737-4774624
						2,085.95			
002396 INGRAM LIBRARY SERV	91423	0	2022 12	INV	P	-94.91	pcard		72832795
002396 INGRAM LIBRARY SERV	91424	0	2022 12	INV	P	201.84	pcard		72840282
002396 INGRAM LIBRARY SERV	91425	0	2022 12	INV	P	2,092.90	pcard		72880019
002396 INGRAM LIBRARY SERV	91426	0	2022 12	INV	P	323.46	pcard		72896370
002396 INGRAM LIBRARY SERV	91427	0	2022 12	INV	P	509.51	pcard		72940699
002396 INGRAM LIBRARY SERV	91428	0	2022 12	INV	P	493.98	pcard		72957468
002396 INGRAM LIBRARY SERV	91799	0	2022 12	INV	P	267.18	pcard		72981149
002396 INGRAM LIBRARY SERV	91800	0	2022 12	INV	P	2,100.00	pcard		72978903
002396 INGRAM LIBRARY SERV	91801	0	2022 12	INV	P	2,227.16	pcard		73026123
002396 INGRAM LIBRARY SERV	91802	0	2022 12	INV	P	56.47	pcard		73012449
002396 INGRAM LIBRARY SERV	91803	0	2022 12	INV	P	1,464.00	pcard		73049797
002396 INGRAM LIBRARY SERV	91804	0	2022 12	INV	P	56.21	pcard		73089231
002396 INGRAM LIBRARY SERV	91805	0	2022 12	INV	P	414.61	pcard		73104428
002396 INGRAM LIBRARY SERV	91806	0	2022 12	INV	P	207.18	pcard		73116985
002396 INGRAM LIBRARY SERV	92327	0	2022 12	INV	P	-18.90	pcard		73075919
002396 INGRAM LIBRARY SERV	92328	0	2022 12	INV	P	388.00	pcard		73145905
002396 INGRAM LIBRARY SERV	92329	0	2022 12	INV	P	616.00	pcard		73160119
002396 INGRAM LIBRARY SERV	92330	0	2022 12	INV	P	652.87	pcard		73213371
002396 INGRAM LIBRARY SERV	92331	0	2022 12	INV	P	619.04	pcard		73234660
002396 INGRAM LIBRARY SERV	92332	0	2022 12	INV	P	170.11	pcard		73247785
002396 INGRAM LIBRARY SERV	92613	0	2022 12	INV	P	173.97	pcard		73297688
002396 INGRAM LIBRARY SERV	92614	0	2022 12	INV	P	302.06	pcard		73312017
002396 INGRAM LIBRARY SERV	92615	0	2022 12	INV	P	4,200.00	pcard		73295908
002396 INGRAM LIBRARY SERV	92616	0	2022 12	INV	P	913.06	pcard		73324983
002396 INGRAM LIBRARY SERV	92617	0	2022 12	INV	P	348.27	pcard		73383989
002396 INGRAM LIBRARY SERV	92618	0	2022 12	INV	P	1,200.40	pcard		73416158
002396 INGRAM LIBRARY SERV	92619	0	2022 12	INV	P	291.21	pcard		73427589
						20,175.68			
002583 BLACKSTONE PUBLISHIN	90933	0	2022 12	INV	P	56.85	120722	556653	Inv. 2074013 / CusI
002583 BLACKSTONE PUBLISHIN	90934	0	2022 12	INV	P	75.45	120722	556653	Inv. 2075665 / CusI
						132.30			
002830 KANOPY, INC	90932	0	2022 12	INV	P	333.45	120722	556676	Inv. 325929
003011 LIBRARY IDEAS, LLC	91599	0	2022 12	INV	P	5,092.91	122122	556908	Inv. 95346

INVOICE LIST BY GL ACCOUNT

					YEAR/PERIOD: 2022/12 TO 2022/12			
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
999990	LJL*THE HORN BOOK	91419	0	2022 12	INV P	72.00 pcard		202236533
999990	RDA*COUNTRY BOOKS	91421	0	2022 12	INV P	35.98 pcard		01071
999990	BICYCLING	91422	0	2022 12	INV P	19.99 pcard		2022BIKE
999990	OVERDRIVE DIST	91431	0	2022 12	INV P	12,116.81 pcard		00669CO22434631
999990	VALUE LINE PUBLISHIN	91795	0	2022 12	INV P	3,245.00 pcard		22SM-6979
999990	THOMSON WEST*TCD	91796	0	2022 12	INV P	1,076.05 pcard		847432505
999990	GAN*WINEWSPAPERCIRC	91798	0	2022 12	INV P	287.02 pcard		20221208PC
999990	CFRA	92324	0	2022 12	INV P	445.00 pcard		INV132691
999990	RISKMANAGEM	92335	0	2022 12	INV P	-26.93 pcard		9000666334-22
999990	RISKMANAGEM	92336	0	2022 12	INV P	516.53 pcard		9000666334-22
999990	HEARST MEMBERSHIP	92337	0	2022 12	INV P	40.00 pcard		1853913
						17,827.45		
				ACCOUNT TOTAL		103,061.82		
				ORG 16032 TOTAL		114,776.88		
16033				Library Network Services				
16033	632700			Miscellaneous Equipment				
001619	CDW GOVERNMENT, INC.	92931	0	2022 12	INV P	191.82 pcard		Headsets
001983	AMAZON	91845	0	2022 12	INV P	31.74 pcard		Network Cable
001983	AMAZON	91846	0	2022 12	INV P	34.83 pcard		Network Cables
001983	AMAZON	92159	0	2022 12	INV P	79.75 pcard		Laptop Bags
001983	AMAZON	92939	0	2022 12	INV P	87.99 pcard		Headphones
						234.31		
999990	DMI* DELL K-12/GOVT	92161	0	2022 12	INV P	2,555.00 pcard		Monitors
999990	DMI* DELL K-12/GOVT	92162	0	2022 12	INV P	7,040.00 pcard		Laptops
999990	DMI* DELL K-12/GOVT	92163	0	2022 12	INV P	3,192.00 pcard		Monitors
						12,787.00		
				ACCOUNT TOTAL		13,213.13		
16033	641800			Equip Repairs & Maint				
000185	BIBLIOTHECA, LLC	91453	0	2022 12	INV P	13,035.00 pcard		Bibliotheca
000911	MODERN BUSINESS MACH	90471	0	2022 12	INV P	201.00	120722 556690	Equipment Contract
000911	MODERN BUSINESS MACH	90473	0	2022 12	INV P	355.60	120722 556690	Copier Contract - M
						556.60		
001961	WELLS FARGO FINANCIA	91021	0	2022 12	INV P	399.74	121422 556847	Copier Lease - Dece
999990	PDQ.COM	91452	0	2022 12	INV P	2,256.00 pcard		Smart Deploy Renewa
999990	PDQ.COM	92160	0	2022 12	INV P	2,100.00 pcard		PDQ Deploy & Invent
999990	DMI* DELL K-12/GOVT	92932	0	2022 12	INV P	161.10 pcard		Technical Support &
999990	DMI* DELL K-12/GOVT	92933	0	2022 12	INV P	828.53 pcard		Technical Support &

YEAR/PERIOD: 2022/12 TO 2022/12							
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
999990 DMI* DELL K-12/GOVT 92934		0	2022 12	INV P	161.10 pcard		Technical Support &
					5,506.73		
			ACCOUNT TOTAL		19,498.07		
16033 681500			Software Acquisition				
999990 ZOOM.US 888-799-9666 92930		0	2022 12	INV P	40.00 pcard		Zoom Cloud Recordin
			ACCOUNT TOTAL		40.00		
			ORG 16033 TOTAL		32,751.20		
FUND 100 General Fund			TOTAL:		202,692.68		

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

Appleton Public Library Cash Flow Report DEC-2022 Year to Date

GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	JAN ACTUAL	FEB ACTUAL	MAR ACTUAL	APR ACTUAL	MAY ACTUAL	JUNE ACTUAL	JULY ACTUAL	AUG ACTUAL	SEPT ACTUAL	OCT ACTUAL	NOV ACTUAL	DEC ACTUAL	YTD TOTAL	% USED
423200	Library Grants & Aids	$1,063,001.00	$1,063,001.00	$0.00	$0.00	$0.00	$0.00	$576,312.50	$0.00	$0.00	$0.00	$486,688.50	$0.00	$0.00	$0.00	$1,063,001.00	100.0%
480100	General Charges for Service	$0.00	$0.00	$52.85	$48.03	$97.63	$83.29	$31.80	$56.00	$131.07	$33.82	$108.86	$37.41	$0.49	$45.21	$726.46	100.0%
500100	Fees & Commissions	$600.00	$600.00	$121.97	($4.10)	$112.78	$27.87	$34.36	($3.82)	$69.23	$0.00	$0.00	$0.00	$0.00	$0.00	$358.29	59.7%
501500	Rental of City Property	$0.00	$0.00	$0.00	$0.00	$0.00	$6,440.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27.69	$0.00	$6,467.69	100.0%
502000	Donations & Memorials	$0.00	$0.00	$0.32	$80.35	$0.70	$1.50	$0.00	$0.01	$1.83	$4.16	$1.19	$50.95	$0.00	$14.90	$155.91	100.0%
503500	Other Reimbursements	$43,900.00	$122,756.00	$1,766.70	$2,710.20	$41,914.37	$28,956.61	$1,221.96	$1,327.81	$12,452.39	$8,909.58	$3,290.75	$10,148.46	$1,946.54	$10,025.05	$124,670.42	101.6%
	Total Revenue	$1,107,501.00	$1,186,357.00	$1,941.84	$2,834.48	$42,125.48	$35,509.27	$577,600.62	$1,380.00	$12,654.52	$8,947.56	$490,089.30	$10,236.82	$1,974.72	$10,085.16	$1,195,379.77	100.8%

	Expense			JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD TOTAL	
610100	Regular Salaries	($2,322,874.00)	($2,322,874.00)	($83,283.51)	($168,976.32)	($247,492.05)	($172,831.61)	($174,205.93)	($166,871.46)	($156,518.64)	($151,359.53)	($234,829.66)	($156,533.84)	($160,351.51)	($156,656.22)	($2,029,910.28)	87.4%
610400	Call Time Wages	$0.00	$0.00	($200.00)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($200.00)	100.0%
610500	Overtime Wages	$0.00	$0.00	$0.00	$0.00	($258.30)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($10.93)	$0.00	$0.00	($269.23)	100.0%
610800	Part-Time Wages	($191,499.00)	($197,499.00)	($9,318.19)	($18,939.47)	($29,964.89)	($14,003.18)	($2,463.35)	($15,617.47)	($17,379.07)	($18,345.67)	($25,076.56)	($17,184.31)	($16,475.48)	($17,092.29)	($201,859.93)	102.2%
611400	Sick Pay	$0.00	$0.00	($3,180.97)	($1,264.44)	($529.66)	($455.46)	($1,018.40)	($173.08)	$0.00	($510.71)	$0.00	$0.00	($255.36)	$0.00	($7,388.08)	100.0%
611500	Vacation Pay	$0.00	$0.00	($4,628.74)	($8,623.93)	($19,860.61)	($8,296.14)	($6,696.20)	($13,849.64)	($22,814.78)	($26,117.68)	($29,232.01)	($18,716.76)	($13,289.21)	($25,498.75)	($197,624.45)	100.0%
615000	Fringes	($819,743.00)	($819,743.00)	$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	($12,389.47)	($12,453.44)	($19,172.76)	($12,624.16)	($12,431.94)	($12,514.65)	($12,459.06)	($12,538.42)	($18,825.93)	($12,223.03)	($12,119.72)	($12,273.98)	($162,026.56)	100.0%
615200	Retirement	$0.00	$0.00	($10,921.04)	($10,941.80)	($16,470.58)	($11,139.63)	($11,105.51)	($11,040.61)	($10,987.56)	($10,925.94)	($16,156.07)	($10,754.17)	($10,666.13)	($10,792.84)	($141,901.88)	100.0%
615301	Health Insurance	$0.00	$0.00	($19,454.35)	($37,785.21)	($37,807.23)	($38,092.93)	($38,933.16)	($38,648.48)	($38,832.77)	($38,870.46)	($37,528.10)	($37,716.07)	($37,327.73)	($37,692.06)	($438,688.55)	100.0%
615302	Dental Insurance	$0.00	$0.00	($1,535.97)	($2,965.05)	($2,965.04)	($2,984.68)	($3,005.02)	($2,984.58)	($2,998.51)	($3,002.76)	($2,911.23)	($2,925.07)	($2,895.83)	($2,923.32)	($34,097.06)	100.0%
615400	Life Insurance	$0.00	$0.00	($72.70)	($74.30)	($74.30)	($74.30)	($79.00)	($81.40)	($79.80)	($78.53)	($72.40)	($74.10)	($74.10)	($74.10)	($909.03)	100.0%
	Personnel Services	($3,334,116.00)	($3,340,116.00)	($144,984.94)	($262,023.96)	($374,595.42)	($260,502.09)	($249,938.51)	($261,781.37)	($262,070.19)	($261,749.70)	($364,631.96)	($256,138.28)	($253,455.07)	($263,003.56)	($3,214,875.05)	96.3%

	Expense			JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD TOTAL	
620100	Training/Conferences	($23,234.00)	($26,234.00)	($628.76)	($152.59)	($92.59)	($3,399.21)	($1,273.54)	($874.00)	($2,110.00)	($2,343.99)	($2,321.07)	($1,160.68)	($5,576.50)	($3,869.63)	($23,802.56)	90.7%
620200	Mileage Reimbursement	$0.00	$0.00	($180.00)	($180.00)	($180.00)	($192.00)	($282.00)	($282.00)	($222.00)	($1,257.00)	($387.00)	($387.00)	($387.00)	($387.00)	($4,323.00)	100.0%
620600	Parking Permits	($12,000.00)	($12,000.00)	($1,820.00)	$0.00	($1,820.00)	($1,855.00)	($1,260.00)	($1,540.00)	$0.00	$0.00	($543.01)	($48.34)	$0.00	$0.00	($8,886.35)	74.1%
630100	Office Supplies	($39,676.00)	($61,678.00)	($785.39)	($1,665.33)	($1,673.91)	($332.59)	($2,014.28)	($6,840.12)	($1,434.39)	($2,341.87)	($8,153.08)	($11,317.82)	($4,422.42)	($13,327.52)	($54,308.72)	88.1%
630300	Memberships & Licenses	($2,200.00)	($2,200.00)	($475.00)	($300.00)	($400.00)	$0.00	$0.00	$0.00	$0.00	($1,000.00)	($164.00)	($47.25)	($26.12)	($805.00)	($3,217.37)	146.2%
630500	Awards & Recognition	($850.00)	($1,850.00)	($87.53)	($60.95)	$0.00	($100.00)	($71.98)	$0.00	$0.00	$0.00	$0.00	$0.00	($42.71)	($213.31)	($576.48)	31.2%
630600	Building Maint./Janitorial	($7,000.00)	($7,000.00)	$0.00	($78.68)	($184.41)	($881.86)	($928.06)	$0.00	$0.00	($1,749.74)	($1,166.07)	($110.77)	($2,822.13)	($2,009.31)	($9,931.03)	141.9%
630700	Food & Provisions	($1,135.00)	($3,071.00)	($12.00)	$0.00	($230.20)	($803.95)	($578.21)	($35.81)	($137.12)	($155.44)	($157.10)	($186.15)	($136.69)	($1,450.92)	($3,883.59)	126.5%
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	$0.00	$0.00	$0.00	0.0%
631500	Books & Library Materials	($475,000.00)	($513,429.00)	($42,557.13)	($48,877.14)	($16,513.05)	($25,294.50)	($12,828.34)	($27,900.09)	($19,208.85)	($22,730.79)	($65,296.81)	($52,310.51)	($47,889.56)	($104,177.31)	($485,584.08)	94.6%
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	($479.63)	($194.32)	($39.22)	($251.58)	($132.64)	($34.62)	$0.00	$0.00	$0.00	$0.00	($1,132.01)	94.3%
632300	Safety Supplies	($550.00)	($550.00)	$0.00	$0.00	$0.00	($110.00)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($120.09)	($230.09)	41.8%
632700	Miscellaneous Equipment	($53,630.00)	($94,368.00)	$0.00	($3,250.57)	($4,300.23)	$0.00	($403.50)	$0.00	$0.00	($6,307.52)	($3,100.60)	($7,821.94)	($3,562.82)	($13,213.13)	($41,960.31)	44.5%
640700	Solid Waste/Recycling Pickup	($4,125.00)	($4,125.00)	$0.00	($665.76)	$0.00	($732.88)	($1,140.76)	($884.91)	$0.00	($404.88)	($404.88)	($404.88)	($516.88)	($1,090.42)	($6,246.25)	151.4%
641200	Advertising	($1,288.00)	($19,288.00)	($350.84)	$0.00	($130.00)	($1,360.22)	($1,449.63)	($294.29)	($177.61)	($285.19)	$0.00	($2,273.14)	($313.48)	($405.18)	($7,039.58)	36.5%
641301	Electric	($24,778.00)	($24,778.00)	($6,742.00)	$0.00	($13,625.90)	$0.00	($6,742.43)	($12,895.11)	($23,146.31)	$0.00	($6,945.72)	($8,307.89)	($5,644.02)	($29,746.69)	($113,796.07)	459.3%
641302	Gas	($4,283.00)	($4,283.00)	($4,462.50)	$0.00	($8,208.31)	$0.00	($2,956.09)	($8,691.92)	($4,280.48)	($1,141.36)	($207.47)	$0.00	($360.00)	($10,580.48)	($40,888.61)	954.7%
641303	Water	($5,125.00)	($5,125.00)	$0.00	($703.62)	$0.00	$0.00	($812.46)	$0.00	$0.00	($697.54)	$0.00	($185.00)	$0.00	$0.00	($2,398.62)	46.8%
641304	Sewer	($2,114.00)	($2,114.00)	$0.00	($356.93)	$0.00	$0.00	($438.00)	$0.00	$0.00	($367.13)	$0.00	($51.00)	$0.00	$0.00	($1,213.06)	57.4%
641306	Stormwater	($3,700.00)	($3,700.00)	$0.00	($793.97)	$0.00	$0.00	($776.71)	$0.00	$0.00	($785.34)	$0.00	$0.00	($793.97)	$0.00	($3,149.99)	85.1%
641307	Telephone	($2,948.00)	($2,948.00)	($295.55)	($288.12)	($285.80)	($286.84)	($284.92)	($286.79)	($290.87)	($289.09)	($293.18)	($285.95)	($289.02)	($1,091.55)	($4,267.68)	144.8%
641308	Cellular Phones	($1,600.00)	($1,600.00)	($206.72)	$0.00	($83.75)	$0.00	($166.00)	$0.00	$0.00	($411.91)	($103.75)	($103.75)	($207.50)	$0.00	($1,387.13)	86.7%
641600	Build Repairs & Maint	($2,000.00)	($2,000.00)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($465.15)	$0.00	($47.34)	$0.00	$0.00	($512.49)	25.6%
641800	Equip Repairs & Maint	($79,953.00)	($79,953.00)	($18,518.84)	($261.44)	($2,010.16)	($1,253.96)	($9,254.44)	($421.73)	($605.25)	($1,922.76)	($509.52)	($1,328.52)	$0.00	($46,578.02)	($82,664.64)	103.4%
642000	Facilities Charges	($100,000.00)	($160,825.00)	($12,912.06)	($12,862.62)	($34,819.15)	($15,419.51)	($44,129.05)	($5,283.38)	$0.00	($61.23)	($9,598.53)	($5,901.63)	($4,762.98)	($6,872.36)	($152,622.50)	94.9%
650200	Leases	($258,663.00)	($492,910.00)	$0.00	$0.00	$0.00	$0.00	$0.00	($12,998.90)	$0.00	($41,697.95)	($17,468.29)	($4,408.53)	($50,194.98)	$1,768.65	($125,000.00)	25.4%
659900	Other Contracts/Obligation	($87,605.00)	($149,555.00)	($6,933.85)	($27,133.27)	($72,204.52)	($900.00)	($12,214.78)	($2,397.90)	($4,037.31)	($34,921.23)	($15,166.51)	($14,878.96)	($21,776.52)	($8,207.19)	($220,772.04)	147.6%
681500	Software Acquisition	($4,498.00)	($4,498.00)	($2,039.50)	($5,780.31)	($40.00)	($782.50)	$0.00	$0.00	$0.00	($13,352.33)	($1,456.50)	($6,096.98)	($2,580.00)	$25,440.99	($6,687.13)	148.7%

Operating Expense	($1,198,205.00)	($1,681,532.00)	($99,007.67)	($103,411.30)	($157,281.61)	($53,899.34)	($100,044.40)	($81,878.53)	($55,782.83)	($134,724.06)	($133,443.09)	($117,428.03)	($152,437.55)	($217,142.97)	($1,406,481.38)	83.6%
Personnel Services	($3,334,116.00)	($3,340,116.00)	($144,984.94)	($262,023.96)	($374,595.42)	($260,502.09)	($249,938.51)	($261,781.37)	($262,070.19)	($261,749.70)	($364,631.96)	($256,138.28)	($253,455.07)	($263,003.56)	**($3,214,875.05)**
Operating Expense	($1,198,205.00)	($1,681,532.00)	($99,007.67)	($103,411.30)	($157,281.61)	($53,899.34)	($100,044.40)	($81,878.53)	($55,782.83)	($134,724.06)	($133,443.09)	($117,428.03)	($152,437.55)	($217,142.97)	**($1,406,481.38)**
Total Expense	($4,532,321.00)	($5,021,648.00)	($243,992.61)	($365,435.26)	($531,877.03)	($314,401.43)	($349,982.91)	($343,659.90)	($317,853.02)	($396,473.76)	($498,075.05)	($373,566.31)	($405,892.62)	($480,146.53)	($4,621,356.43)
Total Revenue	$1,107,501.00	$1,186,357.00	$1,941.84	$2,834.48	$42,125.48	$35,509.27	$577,600.62	$1,380.00	$12,654.52	$8,947.56	$490,089.30	$10,236.82	$1,974.72	$10,085.16	$1,195,379.77

MAJOR PROJECT TITLE
******   Library - Friends of the Library

     PROJECT TITLE
     ------- --------------------
     LIB-FRIENDLibrary - Friends of the Library

          BEGINNING BALANCE   -23,051.76

          FUNDING SOURCES   TITLE   AMOUNT
          LIB-FRIEND.CHILDSERV .OTHREIMB .   Children's Services   -3,500.00
          LIB-FRIEND.COMMPART .OTHREIMB .   Community Partnerships -3,750.00
          LIB-FRIEND.LIBADMIN .OTHREIMB .   Library Administration   -250.00
          LIB-FRIEND.NETWORK   .OTHREIMB .   Network Services   -565.87
                                                   FUNDING SOURCE TOTAL   -8,065.87

          EXPENSE STRINGS   TITLE   AMOUNT
          LIB-FRIEND.CHILDSERV .SUPPLIES .   Children's Services   2,503.25
          LIB-FRIEND.COMMPART .OTHCONTR .   Community Partnerships 6,092.00
          LIB-FRIEND.COMMPART .PTWAGES   .   Community Partnerships 4,126.68
          LIB-FRIEND.COMMPART .SUPPLIES .   Community Partnerships 1,565.99
          LIB-FRIEND.LIBADMIN .ADVERTISNG.   Library - Friends advertising 2,629.69
          LIB-FRIEND.LIBADMIN .AWARDREC .   Library Administration   198.32
          LIB-FRIEND.LIBADMIN .FOOD/PROV .   Library Administration 1,681.73
          LIB-FRIEND.LIBADMIN .OTHCONTR .   Library Administration 10,249.99
          LIB-FRIEND.LIBADMIN .SUPPLIES .   Library Administration   43.68
                                                   EXPENSE TOTAL   29,091.33

          ENDING BALANCE   -2,026.30

****** TOTALS

     BEGINNING BALANCE   -23,051.76
     FUNDING SOURCE   -8,065.87
     EXPENSE   29,091.33
     ENDING BALANCE   -2,026.30

            REPORT TOTAL: -2,026.30

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

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2023

	ORG	OBJECT	PROJ (in GL)			
Description	**PROJECT**	**SEG 1**	**SEG 2**	**SEG 3**		*Amount*
Friends Grant Distribution	**LIB-FRIEND . LIBADMIN .**		**OTHREIMB**		**$**	**7,500**
Childrens: Contracts	LIB-FRIEND . CHILDSERV .		OTHCONTR		$	2,000
Childrens: Supplies	LIB-FRIEND . CHILDSERV .		SUPPLIES		$	1,500
CP: Contracts	LIB-FRIEND . COMMPART .		OTHCONTR		$	2,800
CP: Supplies	LIB-FRIEND . COMMPART .		SUPPLIES		$	950
Admin: Food & Provisions	LIB-FRIEND . LIBADMIN .		FOOD/PROV		$	250
Community Partnerships - Other Reim	**16024 . 503500 .**				**$**	**322**
CP: Supplies	LIB-FRIEND . COMMPART .		SUPPLIES		$	300
Admin: Food & Provisions	LIB-FRIEND . LIBADMIN .		FOOD/PROV		$	22
Community Partnerships - Other Reim	**16024 . 503500 .**				**$**	**50**
CP: Contracts	LIB-FRIEND . COMMPART .		OTHCONTR		$	50

For the purpose of:

   *Friends of APL second half remaining distribution of 2022 grant funds
   *Community Powered Reimbursement
   *Family Roots Donation

Requested by:

_____   _____
Department Head   Date

Information: **Action:**

_____   _____
Finance Director   Date

_____   _____
Mayor   Date

Reported to Finance Committee: _____
                                     Date   _____
                                                               Date

Finance comments:

_____
_____
_____
_____

Budget Entry (BE) No.:_____

The Complicated Role of the Modern Public Library

There aren't many truly public places left in America. Most of our shared spaces require money or a certain social status to access. Malls exist to sell people things. Museums discourage loiterers. Coffee shops expect patrons to purchase a drink or snack if they want to enjoy the premises.

One place, though, remains open to everybody. The public library requires nothing of its visitors: no purchases, no membership fees, no dress code. You can stay all day, and you don't have to buy anything. You don't need money or a library card to access a multitude of on-site resources that includes books, e-books and magazines, job-hunting assistance, computer stations, free Wi-Fi, and much more. And the library will never share or sell your personal data.

In a country riven by racial, ethnic, political, and socioeconomic divides, libraries still welcome everyone. "We are open spaces," says Susan Benton, the president and CEO of the Urban Libraries Council, whose members include public-library systems serving cities large and small across the United States. "We certainly are without judgment about anybody's characteristics."

That commitment to inclusivity, along with a persistent ability to adapt to changing times, has kept public libraries vital in an era of divisive politics and disruptive technological change. But it has also put pressure on them to be all things to all people, and to meet a vast

range of social needs without correspondingly vast budgets. These days, a branch librarian might run story hour in the morning, assist with a research project at lunchtime, and in the afternoon administer life-saving medical aid to a patron who's overdosed on the premises.

If the idea of libraries as frontline responders in the opioid crisis sounds far-fetched, look no further than the Denver Public Library. In February 2017, a twenty-five-year-old man suffered a fatal overdose in one of its bathrooms. That prompted the library to lay in a supply of Narcan, a drug used to counteract opioid overdoses. Other libraries, including the San Francisco Public Library, have followed suit and begun to stock the life-saving drug.

Such interventions indicate the expanded role our public libraries now play in a fraying social network. Eric Klinenberg, a sociologist based at New York University, spent a year doing ethnographic research in New York City library branches for his latest book, *Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life*. Klinenberg borrowed the title from Andrew Carnegie, the Gilded Age industrialist-turned-philanthropist who funded some three thousand public libraries —"palaces for the people"—in the United States and abroad.

In an update of Carnegie's idea, Klinenberg describes public libraries as "social infrastructure." That means "the physical spaces and organizations that shape the way people interact," he wrote in a 2018 op-ed in the *New York Times*. "Libraries don't just provide free access to books and other cultural materials, they also offer things like companionship for older adults, de facto childcare for busy parents, language instruction for immigrants and welcoming public spaces for the poor, the homeless and young people."

Klinenberg's book is just one of a series of recent high-profile tributes to America's public libraries. The *New Yorker* writer Susan Orlean's most recent book, called simply *The Library Book*, begins with a personal love song to the subject before diving into the rich, troubled history of the Los Angeles Public Library and its iconic building in downtown L.A. In 2014, the photographer Robert Dawson published a book-length photographic essay that lovingly documents the astonishing variety of the seventeen thousand or so public libraries across the United States, from one-room shacks in the tiniest of towns to branches in strip malls to breathtaking, Carnegie-era book palaces in center cities. And a forthcoming NEH-funded documentary, *Free for All: Inside the Public Library*, brings to life some of the history and personalities that have shaped this major force for public good.

All of these projects confirm how libraries have proved over and over again, through decades of rapid change and predictions of obsolescence, that they remain essential to Americans' lives. In an era of extreme weather events and other disasters, they're becoming even more necessary.

The journalist Deborah Fallows and her husband, James Fallows, road-tripped across the country to report their 2018 book *Our Towns: A 100,000-Mile Journey into the Heart of America*, in which public libraries play a starring role. "In Ferguson, Missouri, the public library stayed open when the schools were closed after the riots, to offer the kids a safe place and even classes taught by volunteers," Deborah Fallows wrote in a May 2019 dispatch for the *Atlantic.* "After the hurricanes in Houston, some library websites were immediately up and running, announcing that they were open for business. After Hurricane Sandy, some libraries in New Jersey became places of refuge. And in the Queens Library's Far Rockaway branch, which didn't have heat or light, the librarians set up shop in the parking lot to continue children's story hours."

Beyond Books

There are limits to the civic responsibilities public libraries can shoulder. "We're not the police, we're not social workers," says Monique le Conge Ziesenhenne, the director of the Palo Alto City Library system in Silicon Valley and the 2018–19 president of the Public Library Association, a division of the American Library Association. "We do provide an important thread to a community's well-being and health."

In calmer times, public library systems offer a staggering array of programming that goes well beyond the books-and-story-time model many of us remember from our childhoods.

Ziesenhenne rattles off a list of some of Palo Alto's offerings: a seed-lending library, home-brewing tutorials, a "Knack 4 Knitting" club, bilingual story hours, programs designed to help immigrants learn how to live in the United States. Keeping up with a national trend, the library recently created a makerspace with 3-D printers. In July, one branch hosted a workshop on how to use "graywater" from inside a house to sustain native-plant landscaping in the yard.

The list goes on and on. There's something for almost everyone at the local library, whether you're a parent who needs literacy support for your preschooler, an immigrant working on language skills or bureaucratic forms, a mystery fan in search of the latest whodunit by a favorite author, or someone experiencing homelessness who needs assistance with social services or access to a computer and the Internet.

Or you could just check out a book, as generations of library patrons have done before you. As extra-literary programs and digital offerings have expanded, the codex has not faded away. "We are still crazy busy with the basic printed materials," Ziesenhenne says. "In Silicon Valley you would not necessarily expect that, but it's absolutely true."

Being located at the wealthy epicenter of the tech revolution doesn't mean that the library has bottomless funds, though. Like most libraries, "we never have enough money for what we want to do," Ziesenhenne says.

Even as print thrives, public librarians everywhere spend a lot of time wrangling with the great digital shift and how to adapt to it. In Palo Alto and elsewhere, they're seeing an increase in the use of digital content as patrons become more familiar with how to use streaming media.

To keep up with changing technology and user expectations, public libraries have invested in more computer terminals and Wi-Fi capability. They have upgraded and expanded facilities to provide more outlets, meeting rooms, study spaces, and seating that patrons can use for extended periods of time as they take advantage of free Wi-Fi.

New, bigger, brighter coworking spaces see high usage among millennials, according to Ziesenhenne. "We are the original sharing economy, I like to say."

The explosion of information online hasn't sidelined librarians. It's only made them more essential at a time when too few of us know how to distinguish real news from the fake variety. "We've worked very hard to think about media and how information is presented and ways we can equip people going forward to look for clues on a website," including asking how old the content is and who's providing it, Ziesenhenne says.

Librarians have an advantage in making themselves heard through the noise and confusion: Along with nurses and firefighters, they're among the few groups and institutions Americans still trust, according to Lee Rainie, director of
Internet and technology research at the Pew Research Center.

From 2011 until 2016, Pew did a number of deep-dive studies of public libraries, work funded by the Bill & Melinda Gates Foundation. In those surveys, researchers found that trust in librarians remained high because of their proven ability to curate and share reliable knowledge. "That's become one of the more precious skills in a world where gaming the information ecosystem is an everyday reality," Rainie says.

Pew's library research generated other findings that grabbed media attention: Millennials grew up loving libraries and continue to support and make use of them, Rainie says. Now that they have families of their own, they've remained loyal. Having a child under the age of six is the biggest predictor of library use, Rainie adds; parents of young children like the family-friendly programs libraries run.

Pew's research also found that families often see libraries as sanctuaries. "They were zones of peace, sometimes, in neighborhoods and communities where that was a precious commodity," notes Rainie.

Photo caption

Formerly homeless high school student, Tinesheia Howard studies at the library of Lincoln College in Lincoln, Illinois.

For many teens and adults, especially those from underprivileged backgrounds or without computer access at home, the local branch also functions as an on-ramp to the Internet. "Libraries have rebranded themselves as tech hubs without a lot of fanfare," he says. They allow customers to learn and experiment with new digital resources such as 3-D printers without having to invest in them at home. "People treat libraries as petting zoos for new technology," as Rainie puts it.

All of those activities require staff time and/or money. As they decide where to spend finite resources, libraries rely on survey data and on detailed conversations with their communities to keep content and programming up to date and adjust what they offer as times and needs change. Library staffers often act as community liaisons even when they're not on duty, bringing back grassroots knowledge that helps the library add or adapt services in response.

"The library of my youth made all the rules," says Patrick Losinski, CEO of the Columbus Metropolitan Library in Ohio. The mantra of today's library, he says, is: How do you meet people where they want to be?

To get answers, the Columbus library recently hired a survey firm to gather information on patrons' use of and views on the library. The results revealed a virtual town square of activity, with visitors dropping by to check out and return books (41 percent), bring their kids to play area (13 percent), do research (14 percent), read and relax (13 percent), study (9 percent), and use Wi-Fi, computers, printers, or copiers (about 27 percent combined). "Our customers also checked out more than fifteen million items last year, so we're still a library," Losinski says.

The survey confirmed that the community views its library as a force for social good. Ninety-one percent of respondents said helping kids by working more closely with schools should be one of the library's top priorities; 50 percent said that should be its highest priority. Losinski reports that over 50 percent of the area's youngsters do not have the literacy skill set they need for kindergarten, including basics such as how to hold a book and how to pronounce words they encounter.

Being able to read well gives kids a leg up in schooling and in life, but many children do not have the resources—books at home, parents with time and literacy skills and good child care —to help them master that skill. Public libraries around the country are stepping up to the challenge.

Children participate in 37,000 sessions a year in the Columbus library's reading-buddies program, which helps kids prepare for a reading-proficiency test in third grade. In Los Angeles County, libraries have recast traditional story time as "school readiness time" and rebranded bookmobiles as "Reading Machines" to visit day care centers and bring parenting-support strategies out into the community.

"Libraries are not about books, they're about people," says Skye Patrick, who since 2016 has been the director of the Los Angeles County Library system. When Library Journal named Patrick its Librarian of the Year for 2019, it saluted her "efforts to eliminate barriers and increase access to services for her residents."

Photo caption

Compton Library holds a Microsoft Digi Camp for students in 2018.

—Los Angeles County Library System

"Equity means different things for different people," Patrick says. "We wanted to challenge our staff to have a better awareness both of the experience of their colleagues and the experience of their customers."

Patrick's strategy to improve library access included putting in place a program called iCount, which provides tools and training for supervisors and staff on how to recognize inherent biases in programs and services. Thinking hard about equity and a wide range of patron experiences and needs is a must for L.A. County's librarians, who work in one of the four largest and most diverse public library systems in North America. (The other three are the Toronto Public Library, the New York Public Library, and the Los Angeles Public Library system that serves the city of L.A.) The county has 86 library facilities (plus three bookmobiles) that collectively serve about 3.4 million residents; the system covers some 3,000 square miles and 49 cities.

Statistics for the fiscal year that ended June 30, 2018, give a sense of the scale at which it operates: annual circulation—10,857,015; e-book circulation—1,184,289; reference and information questions handled—5,908,474; number of Wi-Fi sessions—4,388,244.

Patrick is no stranger to large library systems; she ran the Broward County Library in Florida before she took her current job. In her experience, there is no workable one-system-fits-all model for public libraries. When she arrived in L.A. County, she set up a listening tour to meet with some of the county's 3.4 million residents to hear what they wanted from their library.

"I called it a community visioning system, because I wanted the community to actively participate in the creation of the library they needed," she says. One of the biggest takeaways: "a resounding desire for more hours." Along with money constraints, "that's always the issue for every library," she says.

In response, the system added fifteen thousand more public service hours with some creative strategies that included the use of self-checkout technology, staggered staff schedules, and an additional 1 to 4 service hours per branch per week. "It was low-hanging fruit for us, and it garnered some true goodwill from the community," Patrick says.

Other requests, such as a kindergarten class's request to install slides and serve ice cream every day, weren't feasible—"although we did think about it!" Patrick says. But "based on that response, they associated us with fun, and that's a big win." The kids didn't see the library as stuffy and rule-bound.

Beyond being fun, libraries create sanctuaries for patrons who have few safe spaces in their lives. "There's a tremendous amount of comfort and safety for people experiencing mental health issues," Patrick says. "When they're here, they're not on the street."

That inclusivity brings challenges. Some are minor, as when patrons wash up in library bathrooms because they've been living on the streets without access to personal-hygiene essentials. But if mental illness is at work, a library user may need a lot more than a place to clean up.

The vast majority of library users do not represent a danger to other patrons or staff, but libraries' openness carries risks. Librarians have been threatened or killed in the course of doing their jobs. In January 2019, while getting ready for a book sale, the director of the Fort Myers Beach library in Florida was targeted and stabbed to death by a homeless man. A month earlier, in December 2018, the supervisor of the North Natomas branch of the Sacramento Public Library was shot to death in her car in the library's parking lot by a man she had banned from the library for bad behavior. Her widower wrote an op-ed in *American Libraries* magazine to call attention to the dangers that library workers face. But security measures like metal detectors or monitoring systems don't align well with libraries' commitment to maintaining patron privacy and creating truly open spaces.

Pew's Lee Rainie describes libraries as "early warning systems for broad cultural phenomena." Those phenomena can be positive, such as the thirst to experiment with new technology and the desire to broaden access to good information and social services. But they can also be negative. Tensions between different social groups can arise when people who otherwise rarely interact rub elbows at the library.

Skye Patrick identifies a fracture point between what she calls "our two customer bases." Some patrons ask for more security at library branches or express dismay about disruptions created by homelessness. Her job involves trying to educate one group about the rights of the other. The bottom line for all patrons: "As long as they are adhering to our code of customer expectations, they have the right to use the library," she says.

The L.A. County bureaucracy, of which the library is a part, can help smooth the way for the disenfranchised. For instance, the Department of Social Services will provide an address for homeless patrons to use in order to get a library card. The library also offers fine-free cards for young people under 21, eliminating one common barrier to full access. (The system hasn't

dispensed with fines altogether yet, although like many libraries it is moving away from fines and has held amnesty periods in which patrons can return overdue materials without penalty.)

Librarians have long helped users navigate life challenges like finding a job, studying for an exam, or applying to school. More and more they play a crucial role in connecting patrons in need of social or mental health services with relevant agencies. "Our branch staff has been trained to at least point to the kinds of services that are available," Patrick says.

Along with a growing number of libraries, it joined forces with the mental health department to bring social workers on-site to work with patrons in need. Beyond such partnerships with other county agencies, the Los Angeles County Library focuses on fostering what Skye Patrick calls "protective factors": meaningful social connections, positive parent-child interactions, positive cultural identity, literacy support, and school readiness.

"Time will tell, but I feel really confident that it's working," Patrick says, adding that library staff also feel safer with that extra support in place. "That does not mean it solves everything." Even an institution as resourceful, flexible, and resilient as the public library has its limits.

About the author

Jennifer Howard is a writer based in Washington, D.C. Her work has appeared in the *Washington Post*, the *Chronicle of Higher Education*, the *Times Literary Supplement*, *Bookforum*, *VQR*, and elsewhere.

Funding information

The National Endowment for the Humanities has had long and productive partnerships with libraries of all kinds across the country: public libraries, research libraries, specialized libraries and collections, university libraries, and school libraries. NEH library projects—from infrastructure to outreach—help these vital institutions stay current and inclusive.

In 2018, NEH launched a new program for Infrastructure and Capacity-Building Challenge Grants to support brick-and-mortar library projects as well as other efforts to strengthen the institutional base for the humanities in America. For example, the Hartford Public Library in Michigan received a 2019 NEH grant of $400,000 to construct a new library and community center, making available cultural and educational resources for the southwest area of the state.

Free for All: Inside the Public Library is an upcoming documentary on the history of the public library in America. Video Veracity received $540,000 from NEH to plan and produce the film, which looks at past and current uses of libraries and examines the library's role in American democracy.

With an NEH grant of $315,000, the University of California, San Francisco, Library, collaborating with San Francisco Public Library and the Gay, Lesbian, Bisexual, Transgender Historical Society, will digitize 150,000 pages from 49 archival collections related to the early days of the AIDS epidemic in the Bay Area and make them accessible online.

NEH has awarded $1,250,000 to the Digital Public Library of America, an online resource for materials in America's libraries, archives, and museums. From its launch in 2013, the all-digital library has grown from 2.4 million items in its collection to more than 35 million images, texts, videos, and sounds.

The Newberry Library in Chicago has received 183 grants from NEH since 1970, totaling $53,698,333 to support collection building, exhibitions, research, workshops and institutes for teachers, and public programming. This year, with a $200,000 NEH grant, the library offers a series of citywide public programs and digital resources exploring the history of the July 1919 Chicago race riots.

Since 1970, the American Library Association has received 66 NEH grants, totaling $32,006,701 for projects ranging from bookshelf programs such as Muslim Journeys to traveling exhibits on topics such as the Dust Bowl and the African-American baseball experience, to reading and discussion series such as the Federal Writers Project and the Columbian Quincentenary. In 2018, ALA received an NEH grant of $397,255 to conduct the Great Stories Club, a nationwide program for at-risk teens on themes of empathy, heroism, and marginalization.

Republication statement

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