



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final Library Board

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Tuesday, March 19, 2024

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting  
[24-0289](#) February 27, 2024 Meeting Minutes

**Attachments:** [2-27-2024 Library Board Meeting Minutes.pdf](#)

### 5. Public Participation and Communications

#### Establish Order of the Day

### 6. Action Items

[24-0290](#) Bill Register - February 2024

**Attachments:** [February 2024 Bill Register.pdf](#)  
[APL Financial Cash Flow-February 2024.pdf](#)

[24-0291](#) March 2024 Budget Amendment

**Attachments:** [March24 Budget Amendment.pdf](#)

### 7. Information Items

#### A. Administrative Report

[24-0292](#) Building Project Update

**Attachments:** [02\\_2024\\_BuildingUpdate.pdf](#)  
[02.2024 - Appleton Public Library Month-End Report.pdf](#)

- [24-0293](#) APL Hiring Process Update
- [24-0294](#) April Meeting Time Change - Tuesday, April 16th @ 3pm
- [24-0295](#) Friends Event - Speed Puzzling Tournament - Saturday, April 13, 2024  
2:30-4:00pm at Wilson Middle School  
**Attachments:** [Speed Puzzling Tournament \(3\).pdf](#)

**B. President's Report**

- [24-0298](#) Trustee Development: Aligning Advocacy: Crafting Library Messages that Resonate with Stakeholder Values

**C. Staff Updates**

- [24-0296](#) Children's Program Updates
- [24-0297](#) Community Partnerships Updates

**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  
www.appleton.org

## Meeting Minutes Library Board

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Tuesday, February 27, 2024

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership

**Others Present:** Owen Anderson, Darrin Glad, Tina Krueger, Adriana McCleer, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Kara Sullivan, Maureen Ward

**Present:** 8 - Looker, Kellner, Scheuerman, Mann, Keller, Brozek, Bunnow and Lee

**Excused:** 3 - Nett, Sivasamy and Van Zeeland

4. Approval of minutes from previous meeting

[24-0180](#)

January 16 2024 Meeting Minutes

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

**Kellner moved, seconded by Looker, that the January 16, 2024 Meeting Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 8 - Looker, Kellner, Scheuerman, Mann, Keller, Brozek, Bunnow and Lee

**Absent:** 3 - Nett, Sivasamy and Van Zeeland

5. **Public Participation and Communications**

### **Establish Order of the Day**

**President Mann called for a motion to place Action Items 24-0181, 24-0182, 24-0183, 24-0184, 24-0185, 24-0186, 24-0187 and 24-0188 on a Consent Agenda.**

**Keller moved, seconded by Looker that Action Items 24-0181, 24-0182, 24-0183, 24-0184, 24-0186, 24-0187 and 24-0188 be placed on a Consent Agenda. Voice Vote. Motion Carried. (8-0)**

6. **Action Items**

**Looker moved, seconded by Kellner that the Consent Agenda be approved. Voice Vote. Motion Carried. (8-0)**

[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-January 2024.pdf](#)

**This Report Action Item was approved**

[24-0182](#)

February 2024 Budget Amendment

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

**This Report Action Item was approved**

[24-0183](#)

E-Rate Vendor Approval

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

**This Report Action Item was approved**

[24-0184](#)

Annual Report 2023

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

**This Report Action Item was approved**

[24-0185](#)

2024 Materials Budget

**Attachments:** [BudgetAllocationProposal 2024 BoardView.pdf](#)

**This Report Action Item was approved**

[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](#)

**This Report Action Item was approved**

[24-0187](#)

Report of the Personnel &amp; Policy Committee

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

**This Report Action Item was approved**

[24-0188](#)

Library Director's 2024 Performance Goals as Established

**This Report Action Item was approved**

## 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?"

**Attachments:** [Trustee Development Public Health Part Two 2-27-2024.pdf](#)

**President Margret Mann called the meeting to order at 5:31pm**

**D. Staff Updates**

*Brozek left the meeting at 6:17pm*

[24-0196](#)

Children's Program Updates

**Attachments:**

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

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

[24-0197](#)

Community Partnerships Updates

**Closed Session**

**8. Adjournment**

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

**The Meeting was Adjourned at 6:24 pm**

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
16010										Library Administration
16010	620100									Training/Conferences
	999990	BEST WESTERN PREMIER	118430	0	2024	2	INV P	164.00	pcard	Lodging WLA LLD - C
	999990	LINKEDIN PRE 9200129	118431	0	2024	2	INV P	21.10	pcard	LINKEDIN - Learning
	999990	PARK HOTEL-VALET & S	118432	0	2024	2	INV P	12.00	pcard	Hotel Parking WLA L
								197.10		
								ACCOUNT TOTAL		197.10
16010	630100									Office Supplies
	001583	UNITED STATES POSTAL	117991	0	2024	2	INV P	6.52	pcard	Postage - Board Mai
	001583	UNITED STATES POSTAL	119223	0	2024	2	INV P	30.89	pcard	Postage Feb Board P
								37.41		
	002034	OFFICE DEPOT	119224	0	2024	2	INV P	90.51	pcard	Poster Putty, Expan
	003095	TARGET CORPORATION	119225	0	2024	2	INV P	15.85	pcard	Greeting Cards
								ACCOUNT TOTAL		143.77
16010	630300									Memberships & Licenses
	999990	AMERLIBASSOC ECOMMER	119120	0	2024	2	INV P	162.00	pcard	ALA Membership
								ACCOUNT TOTAL		162.00
16010	630500									Awards & Recognition
	000544	FRIENDS OF APPLETON	118053	0	2024	2	INV P	270.00	021424	562960 Friends Mugs
	001983	AMAZON	119172	0	2024	2	INV P	150.80	pcard	111-9968101-0740218
								ACCOUNT TOTAL		420.80
16010	630700									Food & Provisions
	000763	KWIK TRIP, INC	117992	0	2024	2	INV P	7.76	pcard	Fruit WiLS Training
	999990	HONEYBAKED HAM CO.,	117993	0	2024	2	INV P	176.37	pcard	Lunch WiLS Training
	999990	SQ *MAI'S DELI	119226	0	2024	2	INV P	62.75	pcard	Lunch - SOM Naming
								239.12		
								ACCOUNT TOTAL		246.88
16010	641200									Advertising
	001983	AMAZON	118341	0	2024	2	INV P	59.89	pcard	Sign Holders
	999990	OPTIMAL WORKSHOP	118421	0	2024	2	INV P	249.00	pcard	Website Tree Testin
	999990	DISPLAYS2GO	119136	0	2024	2	INV P	168.44	pcard	Teen Display
	999990	VISTAPRINT	119201	0	2024	2	INV P	7.20	pcard	FlipSide Business C
	999990	DRI*SIGNS	119202	0	2024	2	INV P	69.51	pcard	Teen Information Si

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
								494.15
						ACCOUNT TOTAL		554.04
						ORG 16010 TOTAL		1,724.59
16021						Library Children's Services		
16021	620100					Training/Conferences		
999990	UWCC REGISTRATIONS	118677	0	2024	2 INV P		325.00 pcard	UWCC REGISTRATIONS
						ACCOUNT TOTAL		325.00
16021	630100					Office Supplies		
001983	AMAZON	118678	0	2024	2 INV P		17.98 pcard	Outreach Bookmarks
001983	AMAZON	118679	0	2024	2 INV P		7.95 pcard	Outreach Stickers
							25.93	
999990	SQ *NORTHEAST WISCON	119277	0	2024	2 INV P		250.00 pcard	East Asia in WI Gra
						ACCOUNT TOTAL		275.93
						ORG 16021 TOTAL		600.93
16023						Library Public Services		
16023	620100					Training/Conferences		
999990	WI DFI WS2 CFI CC EP	118015	0	2024	2 INV P		20.00 pcard	WI DFI WS2 CFI CC E
999990	WEST BEND PAYMENT	118016	0	2024	2 INV P		20.00 pcard	WEST BEND PAYMENT J
							40.00	
						ACCOUNT TOTAL		40.00
16023	630100					Office Supplies		
001983	AMAZON	119222	0	2024	2 INV P		11.90 pcard	Tags - Lost & Found
						ACCOUNT TOTAL		11.90
						ORG 16023 TOTAL		51.90
16024						Library Community Partnerships		
16024	630100					Office Supplies		
002950	NEW HMONG PROFESSION	117349	0	2024	2 INV P		300.00 020724	562861 Hosting fee for The
999990	VISTAPRINT	119201	0	2024	2 INV P		36.78 pcard	FlipSide Business C
						ACCOUNT TOTAL		336.78
16024	659900					Other Contracts/Obligation		
000511	FOX CITIES BOOK FEST	118636	0	2024	2 INV P		3,000.00 022824	563191 FCBF/Reads Contribu



INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2											
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION		
002598 DEBRA DUDEK	118058	0	2024	2	INV P	125.00	021424	562947	Find Your Ancestors		
999990 WAVE - *AE CONSULTIN	119146	0	2024	2	INV P	150.00	pcard		RLI - Writing Works		
ACCOUNT TOTAL						3,275.00					
ORG 16024 TOTAL						3,611.78					
16031			Library Building Operations								
16031	630600		Building Maint./Janitorial								
002818 ARAMARK	117968	0	2024	2	INV P	21.41	pcard		Mats, Mops		
002818 ARAMARK	118423	0	2024	2	INV P	21.41	pcard		Mats, Mops		
002818 ARAMARK	119209	0	2024	2	INV P	42.83	pcard		Mats, Mops		
002818 ARAMARK	119210	0	2024	2	INV P	42.83	pcard		Mats, Mops		
						128.48					
ACCOUNT TOTAL						128.48					
16031	640700		Solid waste/Recycling Pickup								
001880 WASTE MANAGEMENT OF	118424	0	2024	2	INV P	510.09	pcard		College Trash & Rec		
002545 GFL ENVIRONMENTAL	118416	0	2024	2	INV P	338.10	pcard		GFL ENVIRONMENTAL R		
002545 GFL ENVIRONMENTAL	119129	0	2024	2	INV P	-283.56	pcard		GFL ENVIRONMENTAL I		
						54.54					
ACCOUNT TOTAL						564.63					
16031	641301		Electric								
001575 WE ENERGIES	566	0	2024	2	INV P	1,586.83	022824	563251	ELEC 00285		
ACCOUNT TOTAL						1,586.83					
16031	641302		Gas								
001575 WE ENERGIES	566	0	2024	2	INV P	1,010.06	022824	563251	GAS 00285		
ACCOUNT TOTAL						1,010.06					
16031	644000		Snow Removal Services								
001593 PFEFFERLE COMPANIES	118245	0	2024	2	INV P	4,589.00	022124	563128	Snowplowing - kensi		
ACCOUNT TOTAL						4,589.00					
16031	650200		Leases								
003245 AMERICAN MANAGEMENT	118754	0	2024	2	INV P	13,751.94	022824	563167	Mar 2024 Lease - Co		
ACCOUNT TOTAL						13,751.94					
16031	659900		Other Contracts/Obligation								
000978 NIELSON COMMUNICATIO	117632	0	2024	2	INV P	663.75	021424	562998	Reinstall Security		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
	002229 STAR PROTECTION AND	117542	0	2024 2	INV P	4,001.75	020724	562887 Security Guard - AP
					ACCOUNT TOTAL	4,665.50		
				ORG 16031	TOTAL	26,296.44		
16032					Library Materials Management			
16032	503500				Other Reimbursements			
	000834 MANAWA MEMORIAL LIBR	118771	0	2024 2	INV P	10.00	022824	563208 Patron Material Rei
	001604 VILLAGE OF HORTONVIL	118236	0	2024 2	INV P	10.00	022124	563157 PATRON MATERIAL REI
	001604 VILLAGE OF HORTONVIL	118637	0	2024 2	INV P	5.00	022824	563247 Patron Material Rei
						15.00		
	001851 MARINETTE COUNTY	117425	0	2024 2	INV P	31.00	020724	562855 Patron Material Rei
					ACCOUNT TOTAL	56.00		
16032	630100				Office Supplies			
	001983 AMAZON	118441	0	2024 2	INV P	9.99	pcard	Doorbell for 3020 E
	001983 AMAZON	119228	0	2024 2	INV P	14.95	pcard	DVD replacement cas
						24.94		
	002259 DEMCO SOFTWARE	119227	0	2024 2	INV P	404.31	pcard	Spine Label Tape, L
	999990 CHICAGO BOOKS & JOUR	119229	0	2024 2	INV P	52.06	pcard	Literary award stic
					ACCOUNT TOTAL	481.31		
16032	631500				Books & Library Materials			
	000077 APPLETON AREA SCHOOL	118081	0	2024 2	INV P	50.00	021424	562923 Yearbook c/o Rachel
	000077 APPLETON AREA SCHOOL	118083	0	2024 2	INV P	50.00	021424	562924 Yearbook c/o Erin T
						100.00		
	000870 MERGENT, INC.	118388	0	2024 2	INV P	228.00	pcard	1673026325
	000889 MIDWEST TAPE	118499	0	2024 2	INV P	844.28	pcard	504981751, 50501263
	000889 MIDWEST TAPE	118500	0	2024 2	INV P	15,264.95	pcard	504994139
	000889 MIDWEST TAPE	119281	0	2024 2	INV P	299.85	pcard	505033462
	000889 MIDWEST TAPE	119282	0	2024 2	INV P	223.40	pcard	505072737
						16,632.48		
	001402 UNITED PARCEL SERVIC	119170	0	2024 2	INV P	20.69	pcard	1ZR449350395526375
	001983 AMAZON	118520	0	2024 2	INV P	39.94	pcard	112-8511722-8698668
	001983 AMAZON	118521	0	2024 2	INV P	39.99	pcard	112-3452668-4047413
	001983 AMAZON	118522	0	2024 2	INV P	29.92	pcard	112-9326271-4421833
	001983 AMAZON	119171	0	2024 2	INV P	8.67	pcard	112-2993323-0984250

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2											
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
001983 AMAZON		119173	0	2024	2	INV P	8.95		pcard	112-6097816-9350622	
001983 AMAZON		119302	0	2024	2	INV P	41.99		pcard	112-4497789-2155410	
							169.46				
002396 INGRAM LIBRARY SERV		118389	0	2024	2	INV P	292.23		pcard	80197310	
002396 INGRAM LIBRARY SERV		118390	0	2024	2	INV P	221.98		pcard	80197311	
002396 INGRAM LIBRARY SERV		118391	0	2024	2	INV P	365.41		pcard	80214964	
002396 INGRAM LIBRARY SERV		118392	0	2024	2	INV P	140.63		pcard	80117100	
002396 INGRAM LIBRARY SERV		118393	0	2024	2	INV P	506.19		pcard	80128406	
002396 INGRAM LIBRARY SERV		118394	0	2024	2	INV P	364.00		pcard	80113654	
002396 INGRAM LIBRARY SERV		118395	0	2024	2	INV P	537.98		pcard	80137958	
002396 INGRAM LIBRARY SERV		118396	0	2024	2	INV P	117.22		pcard	80228398	
002396 INGRAM LIBRARY SERV		118397	0	2024	2	INV P	1,035.33		pcard	80174379	
002396 INGRAM LIBRARY SERV		118503	0	2024	2	INV P	278.31		pcard	80299753	
002396 INGRAM LIBRARY SERV		118504	0	2024	2	INV P	1,239.38		pcard	80299752	
002396 INGRAM LIBRARY SERV		118505	0	2024	2	INV P	229.49		pcard	80351180	
002396 INGRAM LIBRARY SERV		118506	0	2024	2	INV P	-29.99		pcard	80187637	
002396 INGRAM LIBRARY SERV		118507	0	2024	2	INV P	171.34		pcard	80245172	
002396 INGRAM LIBRARY SERV		118508	0	2024	2	INV P	427.67		pcard	80268988	
002396 INGRAM LIBRARY SERV		118509	0	2024	2	INV P	384.99		pcard	80279234	
002396 INGRAM LIBRARY SERV		118510	0	2024	2	INV P	585.10		pcard	80322837	
002396 INGRAM LIBRARY SERV		118511	0	2024	2	INV P	291.74		pcard	80339055	
002396 INGRAM LIBRARY SERV		119163	0	2024	2	INV P	1,079.25		pcard	80428587	
002396 INGRAM LIBRARY SERV		119164	0	2024	2	INV P	583.57		pcard	80477005	
002396 INGRAM LIBRARY SERV		119165	0	2024	2	INV P	423.93		pcard	80465271	
002396 INGRAM LIBRARY SERV		119166	0	2024	2	INV P	418.84		pcard	80450146	
002396 INGRAM LIBRARY SERV		119167	0	2024	2	INV P	313.01		pcard	80399212	
002396 INGRAM LIBRARY SERV		119168	0	2024	2	INV P	174.99		pcard	80375890	
002396 INGRAM LIBRARY SERV		119283	0	2024	2	INV P	473.58		pcard	80548519	
002396 INGRAM LIBRARY SERV		119284	0	2024	2	INV P	165.67		pcard	80548520	
002396 INGRAM LIBRARY SERV		119285	0	2024	2	INV P	252.06		pcard	80568821	
002396 INGRAM LIBRARY SERV		119286	0	2024	2	INV P	477.04		pcard	80568822	
002396 INGRAM LIBRARY SERV		119287	0	2024	2	INV P	415.77		pcard	80583295	
002396 INGRAM LIBRARY SERV		119288	0	2024	2	INV P	-290.81		pcard	80439926, 80468964,	
002396 INGRAM LIBRARY SERV		119289	0	2024	2	INV P	431.77		pcard	80495484	
002396 INGRAM LIBRARY SERV		119290	0	2024	2	INV P	313.92		pcard	80495483	
002396 INGRAM LIBRARY SERV		119291	0	2024	2	INV P	140.33		pcard	80504419	
002396 INGRAM LIBRARY SERV		119292	0	2024	2	INV P	152.86		pcard	80518086	
002396 INGRAM LIBRARY SERV		119293	0	2024	2	INV P	999.97		pcard	80518087	
002396 INGRAM LIBRARY SERV		119294	0	2024	2	INV P	183.58		pcard	80593532	
002396 INGRAM LIBRARY SERV		119295	0	2024	2	INV P	228.15		pcard	80605576	
							14,096.48				
002830 KANOPY, INC		117560	0	2024	2	INV P	697.50	021424	562977	INV. 385924	
999990 PAYPAL *GENEALOGICA		118398	0	2024	2	INV P	72.50		pcard	196509	
999990 LIBRARY JOURNAL		118498	0	2024	2	INV P	157.99		pcard	88854	
999990 THOMSON WEST*TCD		118501	0	2024	2	INV P	1,229.28		pcard	849653034	
999990 JOSTENS INC.		118502	0	2024	2	INV P	70.99		pcard	w95140712	
999990 HJ YEARBOOK CENTER		118519	0	2024	2	INV P	54.99		pcard	25744-143F3F70	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/2 TO 2024/2									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
999990 OVERDRIVE DIST	119296	0	2024	2	INV P	599.95		pcard	00669CQ24052184
999990 PAYPAL *GAMESTOPCOR	119297	0	2024	2	INV P	40.97		pcard	110000006594141
						<b>2,226.67</b>			
					ACCOUNT TOTAL	34,171.28			
					ORG 16032 TOTAL	34,708.59			
16033					Library Network Services				
16033 641800					Equip Repairs & Maint				
000911 MODERN BUSINESS MACH	118536	0	2024	2	INV P	163.39	022124		563120 Copier Contract - M
000911 MODERN BUSINESS MACH	118600	0	2024	2	INV P	201.00	022824		563212 Copier Contract - B
						<b>364.39</b>			
001961 WELLS FARGO FINANCIA	117356	0	2024	2	INV P	495.67	020724		562915 Copier Lease - Febr
001961 WELLS FARGO FINANCIA	118889	0	2024	2	INV A	399.74			Copier Lease - Marc
						<b>895.41</b>			
999990 WPFORMS.COM SOFTWARE	119024	0	2024	2	INV P	399.00		pcard	WPFORMS.COM SOFTWARE
999990 ACP CREATIVIT	119275	0	2024	2	INV P	8,711.00		pcard	ACP CREATIVIT - Cam
						<b>9,110.00</b>			
					ACCOUNT TOTAL	10,369.80			
16033 681500					Software Acquisition				
999990 ZOHOO CORPORATION	118646	0	2024	2	INV P	98.00		pcard	Yearly renewal for
					ACCOUNT TOTAL	98.00			
					ORG 16033 TOTAL	10,467.80			
FUND 100 General Fund					TOTAL:	77,462.03			

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



Appleton Public Library Cash Flow Report February-2024 YTD				JAN	FEB		
GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	YTD TOTAL	% USED
423200	Library Grants & Aids	\$1,064,805.00	\$1,064,805.00	\$0.00	\$0.00	\$0.00	0%
480100	General Charges for Service	\$0.00	\$0.00	\$32.37	\$3.82	\$36.19	100%
500100	Fees & Commissions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
502000	Donations & Memorials	\$0.00	\$0.00	\$0.00	\$12.02	\$12.02	100%
503500	Other Reimbursements	\$45,600.00	\$45,600.00	\$56,102.70	(\$52,765.06)	\$3,337.64	7%
<b>Total Revenue</b>		<b>\$1,110,405.00</b>	<b>\$1,110,405.00</b>	<b>\$56,135.07</b>	<b>(\$52,749.22)</b>	<b>\$3,385.85</b>	<b>0%</b>

Expense		JAN	FEB	YTD TOTAL	% USED		
610100	Regular Salaries	(\$2,476,082.00)	(\$2,476,082.00)	(\$84,623.54)	(\$180,799.87)	(\$265,423.41)	11%
610400	Call Time Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
610500	Overtime Wages	\$0.00	\$0.00	\$0.00	(\$1,119.61)	(\$1,119.61)	100%
610800	Part-Time Wages	(\$212,587.00)	(\$212,587.00)	(\$5,422.70)	(\$22,248.77)	(\$27,671.47)	13%
611400	Sick Pay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
611500	Vacation Pay	\$0.00	\$0.00	(\$6,171.48)	(\$9,635.05)	(\$15,806.53)	100%
615000	Fringes	(\$891,233.00)	(\$891,233.00)	\$0.00	\$0.00	\$0.00	0%
615100	FICA	\$0.00	\$0.00	(\$11,971.57)	(\$13,580.08)	(\$25,551.65)	100%
615200	Retirement	\$0.00	\$0.00	(\$11,263.46)	(\$12,276.91)	(\$23,540.37)	100%
615301	Health Insurance	\$0.00	\$0.00	(\$17,578.60)	(\$42,654.66)	(\$60,233.26)	100%
615302	Dental Insurance	\$0.00	\$0.00	(\$1,281.65)	(\$3,169.23)	(\$4,450.88)	100%
615400	Life Insurance	\$0.00	\$0.00	(\$87.60)	(\$63.00)	(\$150.60)	100%
<b>Personnel Services</b>		<b>(\$3,579,902.00)</b>	<b>(\$3,579,902.00)</b>	<b>(\$138,400.60)</b>	<b>(\$285,547.18)</b>	<b>(\$423,947.78)</b>	<b>12%</b>

Expense		JAN	FEB	YTD TOTAL	% USED		
620100	Training/Conferences	(\$23,234.00)	(\$23,234.00)	(\$3,864.19)	\$3,367.04	(\$497.15)	2%
620200	Mileage Reimbursement	\$0.00	\$0.00	(\$60.00)	(\$714.00)	(\$774.00)	100%
620600	Parking Permits	(\$5,000.00)	(\$5,000.00)	(\$1,440.00)	\$1,057.00	(\$383.00)	8%
630100	Office Supplies	(\$35,517.00)	(\$35,517.00)	(\$2,152.77)	(\$1,218.19)	(\$3,370.96)	9%
630300	Memberships & Licenses	(\$2,200.00)	(\$2,200.00)	(\$162.00)	\$7.00	(\$155.00)	7%
630500	Awards & Recognition	(\$850.00)	(\$850.00)	\$0.00	(\$769.15)	(\$769.15)	90%
630600	Building Maint./Janitor	(\$7,000.00)	(\$7,000.00)	(\$714.25)	(\$1,603.86)	(\$2,318.11)	33%
630700	Food & Provisions	(\$1,135.00)	(\$1,135.00)	(\$345.70)	\$14.97	(\$330.73)	29%
630902	Tools & Instruments	(\$150.00)	(\$150.00)	\$0.00	\$0.00	\$0.00	0%
631500	Books & Library Materials	(\$475,000.00)	(\$475,000.00)	(\$85,946.96)	(\$24,058.04)	(\$110,005.00)	23%
632001	City Copy Charges	(\$100.00)	(\$100.00)	\$0.00	\$0.00	\$0.00	0%
632002	Outside Printing	\$0.00	\$0.00	(\$210.96)	\$210.96	\$0.00	0%
632101	Uniforms	\$0.00	\$0.00	\$0.00	(\$161.25)	(\$161.25)	100%
632300	Safety Supplies	(\$550.00)	(\$550.00)	(\$165.22)	(\$68.54)	(\$233.76)	43%
632700	Miscellaneous Equipment	(\$28,630.00)	(\$28,630.00)	(\$3,505.42)	\$3,037.22	(\$468.20)	2%
640700	Solid Waste/Recycling	(\$1,200.00)	(\$1,200.00)	(\$311.79)	(\$556.21)	(\$868.00)	72%
641200	Advertising	(\$1,288.00)	(\$1,288.00)	(\$106.98)	(\$2,500.30)	(\$2,607.28)	202%
641301	Electric	(\$30,000.00)	(\$30,000.00)	(\$2,418.39)	(\$8,663.76)	(\$11,082.15)	37%
641302	Gas	(\$20,000.00)	(\$20,000.00)	(\$1,884.70)	(\$8,815.31)	(\$10,700.01)	54%
641303	Water	\$0.00	\$0.00	\$0.00	(\$185.00)	(\$185.00)	100%
641304	Sewer	\$0.00	\$0.00	\$0.00	(\$51.00)	(\$51.00)	100%
641306	Stormwater	\$0.00	\$0.00	\$0.00	(\$793.97)	(\$793.97)	100%
641307	Telephone	(\$5,298.00)	(\$5,298.00)	(\$794.11)	(\$313.86)	(\$1,107.97)	21%
641308	Cellular Phones	(\$1,300.00)	(\$1,300.00)	(\$62.25)	(\$41.50)	(\$103.75)	8%
641600	Build Repairs & Maint	(\$2,000.00)	(\$2,000.00)	\$0.00	\$0.00	\$0.00	0%
641800	Equip Repairs & Maint	(\$49,255.00)	(\$49,255.00)	(\$3,715.59)	\$314.11	(\$3,401.48)	7%
642000	Facilities Charges	(\$100,565.00)	(\$100,565.00)	\$0.00	(\$5,738.34)	(\$5,738.34)	6%
644000	Snow Removal Services	(\$50,000.00)	(\$50,000.00)	\$0.00	\$0.00	\$0.00	0%
650200	Leases	(\$150,000.00)	(\$150,000.00)	(\$17,472.56)	(\$7,527.44)	(\$25,000.00)	17%
659900	Other Contracts/Obligation	(\$118,817.00)	(\$118,817.00)	(\$9,898.02)	(\$7,916.09)	(\$17,814.11)	15%
681500	Software Acquisition	(\$4,498.00)	(\$4,498.00)	(\$40.00)	(\$3,414.31)	(\$3,454.31)	77%
<b>Operating Expense</b>		<b>(\$1,113,587.00)</b>	<b>(\$1,113,587.00)</b>	<b>(\$135,271.86)</b>	<b>(\$67,101.82)</b>	<b>(\$202,373.68)</b>	<b>18%</b>
<b>Personnel Services</b>		<b>(\$3,579,902.00)</b>	<b>(\$3,579,902.00)</b>	<b>(\$138,400.60)</b>	<b>(\$285,547.18)</b>	<b>(\$423,947.78)</b>	
<b>Operating Expense</b>		<b>(\$1,113,587.00)</b>	<b>(\$1,113,587.00)</b>	<b>(\$135,271.86)</b>	<b>(\$67,101.82)</b>	<b>(\$202,373.68)</b>	
<b>Total Expense</b>		<b>(\$4,693,489.00)</b>	<b>(\$4,693,489.00)</b>	<b>(\$273,672.46)</b>	<b>(\$352,649.00)</b>	<b>(\$626,321.46)</b>	

<b>Total Revenue</b>	<b>\$1,110,405.00</b>	<b>\$1,110,405.00</b>	<b>\$56,135.07</b>	<b>(\$52,749.22)</b>	<b>\$3,385.85</b>
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**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	
<b>Materials Management: Other Reim</b>	<b>16032</b>	<b>503500</b>			<b>\$ 100</b>
Materials Mgmt: Books & Library Mtls	16032	631500			\$ 100
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

For the purpose of:

Grace Chapman - Donation for Materials

Requested by:

\_\_\_\_\_  
 Department Head

\_\_\_\_\_  
 Date

**Information:**

**Action:**

\_\_\_\_\_  
 Finance Director

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Date

Reported to Finance Committee:

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

Finance comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Budget Entry (BE) No.: \_\_\_\_\_







## Building Project Update – February 2024

### Construction Updates

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

- Received steel for pavilion.
- Installed angles and decking at existing air shafts for concrete pour.
- Completed angle bracing on upper level.
- Completed demolition at freight elevator slab.
- Continuing demolition of building structure around existing elevator.
- Continuing core drilling at verified and approved locations.
- Continuing saw cutting at freight elevator shaft.
- Continuing concrete masonry unit in shipping and receiving rooms on ground level, mechanical room on upper level, and passenger elevator shaft.
- Continuing mechanical, electrical, plumbing and fire protection rough-ins on lower and ground levels.
- Began steel framing and concrete decking for floor at pavilion.
- Began hanger installation on upper level.
- Began drywall top-out on upper level.

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

### Additional Updates

- 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.
- [Friends of Appleton Public Library](#) and the Capital Campaign Committee continue to make strong fundraising progress. To date they have raised \$10.9 M of their \$12 M goal. To learn more about the campaign and how you can participate, visit the [Friends website](#).



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**BOLDT**<sup>®</sup>  
BUILD BOLDLY

February 2024

## FEBRUARY REPORT

City of Appleton – Appleton Public Library

## KEY PROGRESS POINTS

- Recycling Program:
  - Boldt continues to recycle items.
  - Weights to date of all metals are 365,305 lbs.
  
- Progress:
  - Received steel for Pavilion and miscellaneous metals.
  - Installed angles and decking at existing air shafts for concrete pour.
  - Completed angle bracing on Upper Level.
  - Demolition completed at freight elevator slab.
  - Started hanger installation on Upper Level.
  - Demolition building structure continues around existing elevator.
  - Continuing core drilling at locations verified and approved.
  - Began steel framing and concrete decking for floor at Pavilion.
  - Continuing saw cutting at freight elevator shaft.
  - CMU continues in shipping and receiving rooms on Ground Level, Mechanical Room on Upper Level, and passenger elevator shaft.
  - Continued MEPFP rough-ins on Lower and Ground Levels.
  - Drywall top-out began on Upper Level.

## 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 have been implemented. Snow removal and salting is occurring as needed. Outside work continues to include 15 minutes or less during bitter cold weather days.
- There have been no injuries to date.

**PROGRESS PHOTOS**



**Ground Level Flooring Steel**



**Ground Level Flooring Steel**



**Freight Elevator – Upper Level**



**Freight Elevator – Upper Level**

**PROGRESS PHOTOS**



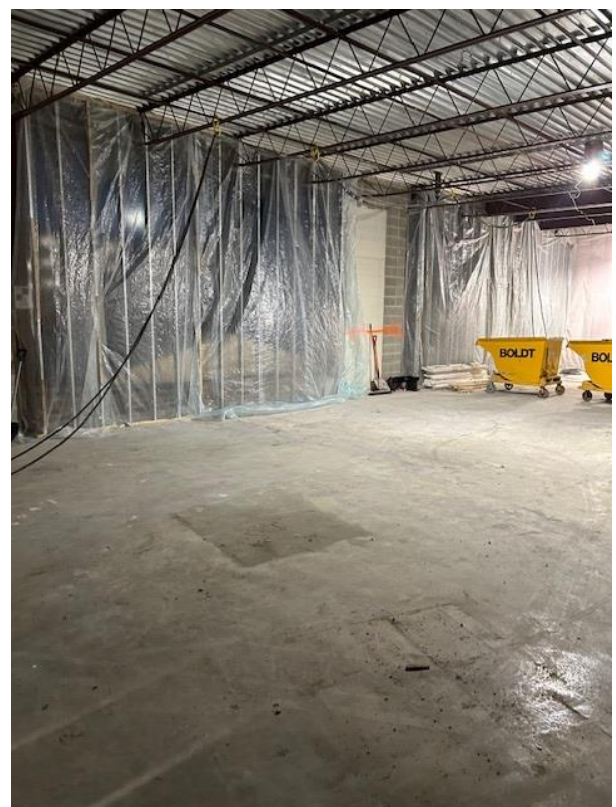
**Footing at Pavilion Foundation Wall**



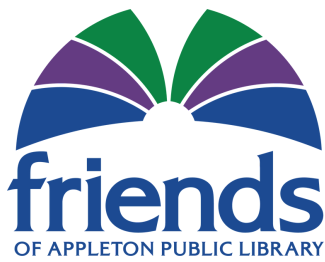
**Foundation Wall at Pavilion**



**Foundation Wall at Pavilion**



**East Wall Demo for Overbuild**



# Speed Puzzling Contest

Join Friends of Appleton Public Library  
for a fun-filled speed puzzle contest.

**Saturday, April 13**  
**2:30-4:30pm**

**Wilson Middle School**

(enter through door P)

**225 N. Badger Avenue - Appleton**



Teams of 2-4 are invited to participate. Registration opens March 11 and will remain open for the first 30 teams. All teams take home their puzzle. Event is free but all teams must register to participate. Registration will close once maximum number of teams is filled.

- 1st prize: 4 handmade, wooden puzzle trays
- 2nd prize: round of golf for 4 at Reid Golf Course
- 3rd prize: 4 handmade mugs from Mud and Prints with herbal tea



Register here:  
<https://qrco.de/foapl>

Have questions? Contact Kara Sullivan at (920) 832-3931 or [ksullivan@friendsofappletonlibrary.org](mailto:ksullivan@friendsofappletonlibrary.org).

You can learn more about the Friends at our website: <https://friendsofapl.org/>