



City of Appleton

Appleton Public Library
200 N. Appleton Street
Appleton, WI 54911

Meeting Agenda - Final Library Board

Tuesday, February 25, 2025

5:00 PM

Appleton Public Library, 200 N. Appleton Street,
Cornerstone Conference Room

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

4. Approval of minutes from previous meeting

[25-0116](#) Library Board Meeting Minutes January 14, 2025

Attachments: [01-14-2025 Library Board Meeting Minutes.pdf](#)

[25-0117](#) Library Board Meeting Minutes January 30, 2025 *Special Meeting*

Attachments: [1-30-2025 Library Board Special Meeting Minutes.pdf](#)

5. **Public Participation & Communication**

[25-0133](#) Trustee Updates

Establish Order of the Day

6. **Action Items**

[25-0118](#) Bill Register - December 2024 Final

Attachments: [Dec 24 Bill Register FINAL.pdf](#)

[APL Financial Cash Flow-December 2024 Final.pdf](#)

[25-0119](#) Bill Register - January 2025

Attachments: [Jan 25 Bill Register.pdf](#)

[APL Financial Cash Flow - January 2025.pdf](#)

[25-0120](#) February 2025 Budget Amendment

Attachments: [Feb 25 Budget Amendment.pdf](#)

[25-0121](#) 2024 Department of Public Instruction Library Annual Report and System Compliance Statement

Attachments: [APL Annual Report 2024 Unsigned.pdf](#)

[25-0122](#) Report of the Personnel & Policy Committee

[25-0123](#) Approval of Establishing the Library Director's 2025 Performance Goals

7. Information Items

A. Administrative Report

[25-0124](#) Building Reopening Day Update

[25-0125](#) APL Hiring Process Update

[25-0126](#) Statistics - 2024 4th Quarter (Oct., Nov., Dec.)

Attachments: [OCT 2024.pdf](#)

[NOV 2024.pdf](#)

[DEC 2024.pdf](#)

[25-0127](#) 2024 4th Quarter Friends Grant Funded Program Summaries

Attachments: [4th Quarter 2024 Friends Grant Funded Program Summaries FINAL.pdf](#)

B. President's Report

[25-0128](#) WLA Library Legislative Day - Tuesday, February 11, 2025 Report

C. Staff Updates

[25-0131](#) Children's Program Updates

[25-0132](#) Community Partnerships Updates

Closed Session

The Board may meet in Closed Session pursuant to WI 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
www.appletonwi.gov

Meeting Minutes Library Board

Tuesday, January 14, 2025

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

President Margret Mann called the Meeting to Order at 5:01pm

2. Pledge of Allegiance

3. Roll call of membership

Others Present: Amanda Abshire, Owen Anderson, Nicole Casner, Ann Cooksey, Tina Krueger, Adriana McCleer, Alex Niemi, Colleen Rortvedt, Missy Sawicki, Kara Sullivan, Maureen Ward

Present: 7 - Looker, Mann, Van Zeeland, Keller, Bunnow, Lee and Lokensgard

Excused: 4 - Scheuerman, Nett, Sivasamy and Brozek

4. Approval of minutes from previous meeting

[24-1637](#)

December 17, 2024 Meeting Minutes

Attachments: [12-17-2024 Library Board Meeting Minutes.pdf](#)

Lee moved, seconded by Bunnow, that the December 17, 2024 Meeting Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 7 - Looker, Mann, Van Zeeland, Keller, Bunnow, Lee and Lokensgard

Absent: 4 - Scheuerman, Nett, Sivasamy and Brozek

5. Public Participation & Communications

Establish Order of the Day

President Margret Mann called for a motion to place Action Items 24-1638, 24-1639, 24-1646, 24-1640, 24-1641 and 24-1642 on a Consent Agenda.

Looker moved, seconded by Keller that Action Items 24-1638, 24-1639, 24-1646, 24-1640, 24-1641 and 24-1642 be placed on a Consent Agenda. Voice Vote. Motion Carried. (7-0)

6. Action Items

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

[24-1638](#)

Bill Register - December 2024 (Partial)

Attachments: [Dec 24 Bill Register.pdf](#)
[APL Financial Cash Flow-December 2024.pdf](#)
[Friends Q2 2024-25 Summary Report.pdf](#)

This Report Action Item was approved

[24-1639](#)

Supplemental APL Space Use Policies:
- Coworking Space Use Policy
- Commons Use Policy

Attachments: [CoworkingSpace Use Policy Draft 1-2025.pdf](#)
[Commons Use Policy Draft 1-2025.pdf](#)

This Report Action Item was approved

[24-1646](#)

Naming Opportunities Policy Update

Attachments: [Naming Opportunities Policy Draft 1-2025.pdf](#)

This Report Action Item was approved

[24-1640](#)

Request Approval of Named Spaces

Attachments: [Donor Naming Memo 1-13-2025.pdf](#)
[Named Spaces for Library Board Approval Combined 1-14-2025 FINAL.pdf](#)

This Report Action Item was approved

[24-1641](#)

Request to Accept/Approve Non-State Grant Award in the amount of \$274,000

Attachments: [NSG Request for Approval 1-8-2025.pdf](#)

This Report Action Item was approved

[24-1642](#)

Community Meeting Room Rental Rates

Attachments: [LIBRARY EVENT RENTAL FEE SCHEDULE 1-2025.pdf](#)

This Report Action Item was approved

7. Information Items

A. Administrative Report

[24-1643](#) Building Project Update

Attachments: [December 2024 Construction Update.pdf](#)
[Library Project Updates Board Meeting 1-14-2025.pdf](#)

[24-1644](#) APL Hiring Process Update

[24-1645](#) WLA Library Legislative Day - Tuesday, February 11, 2025

Attachments: [Library Legislative Day 2025.pdf](#)

B. Staff Updates

[24-1648](#) Children's Program Updates

[24-1649](#) Community Partnerships Updates

8. Adjournment

The Meeting was adjourned at 5:40pm

**Keller moved, seconded by Lee, that the Meeting be adjourned. Roll Call.
Motion carried by the following vote:**

Aye: 7 - Looker, Mann, Van Zeeland, Keller, Bunnow, Lee and Lokensgard

Absent: 4 - Scheuerman, Nett, Sivasamy and Brozek



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Minutes Library Board

Thursday, January 30, 2025

9:00 AM

City Hall Council Chambers 6 A/B

****Special Meeting****

1. Call meeting to order

Vice President Jason Brozek called the meeting to order at 9:03am

2. Pledge of Allegiance

3. Roll call of membership

Others Present: Tina Krueger, Adriana McCleer, Colleen Rortvedt, Tasha Saecker, Maureen Ward

Present: 8 - Looker, Scheuerman, Nett, Van Zeeland, Keller, Brozek, Bunnow and Lokensgard

Excused: 2 - Mann and Lee

Public Participation & Communications

4. **Action Items**

[25-0032](#)

Request Approval of Named Spaces

Attachments: [Named Spaces for Library Board Approval 1-30-2025 FINAL.pdf](#)

as amended "In Honor of Chosen Families"

Amendment motion by Van Zeeland - second by Lokensgard (unanimously approved)

Scheuerman moved, seconded by Van Zeeland, that the Request for Approval of Named Spaces be approved as amended. Roll Call. Motion carried by the following vote:

Aye: 8 - Looker, Scheuerman, Nett, Van Zeeland, Keller, Brozek, Bunnow and Lokensgard

Absent: 2 - Mann and Lee

5. Adjournment

Van Zeeland moved, seconded by Scheuerman, that the Meeting be adjourned. Roll Call. Motion carried by the following vote:

The Meeting was Adjourned at 9:09am

Aye: 8 - Looker, Scheuerman, Nett, Van Zeeland, Keller, Brozek, Bunnow and Lokensgard

Absent: 2 - Mann and Lee

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16010						Library Administration			
16010	620100	999990 WISCONSIN LIBRARY AS	136331	0	2024 12	INV P		45.00 pcard	Library Legislative
						ACCOUNT TOTAL		45.00	
16010	630100	002034 ODP BUSINESS SOLUTIO	136020	0	2024 12	INV P		62.70 pcard	Packing Tape
						ACCOUNT TOTAL		62.70	
16010	630300	999990 WISCONSIN LIBRARY AS	136332	0	2024 12	INV P		250.00 pcard	WLA Annual Membersh
						ACCOUNT TOTAL		250.00	
16010	630500					Awards & Recognition			
	000084	ADI	137732	0	2024 12	INV P		95.00 pcard	APL Staff Milestone
	000518	FOX CITIES PERFORMIN	137728	0	2024 12	INV P		10.00 pcard	APL Holiday Brunch
	999990	WAL-MART #2958	137173	0	2024 12	INV P		42.86 pcard	Volunteer Training
	999990	STICKER MULE	137615	0	2024 12	INV P		80.00 pcard	Stickers Staff Reco
	999990	SUSHI LOVER	137711	0	2024 12	INV P		10.00 pcard	APL Holiday Breakfa
	999990	HEID MUSIC COMPANY	137713	0	2024 12	INV P		10.00 pcard	APL Holiday Breakfa
	999990	THE FIRE LLC	137714	0	2024 12	INV P		10.30 pcard	APL Holiday Breakfa
	999990	SQ *JOSEF'S GYROS AN	137715	0	2024 12	INV P		10.00 pcard	APL Holiday Breakfa
	999990	SQ *COPPER ROCK COFF	137717	0	2024 12	INV P		10.00 pcard	APL Holiday Breakfa
	999990	SQ *AUTHOR'S KITCHEN	137718	0	2024 12	INV P		10.00 pcard	APL Holiday Breakfa
	999990	TST*BONA FIDE JUICER	137719	0	2024 12	INV P		10.00 pcard	APL Holiday Brunch
	999990	TST*ACOCA COFFEE	137720	0	2024 12	INV P		10.00 pcard	APL Holiday Breakfa
	999990	SQ *WHISK & ARROW SU	137721	0	2024 12	INV P		10.00 pcard	APL Holiday Breakfa
	999990	SQ *ECO CANDLE CO.	137722	0	2024 12	INV P		10.00 pcard	APL Holiday Breakfa
	999990	TST* HAPPY BELLIES B	137723	0	2024 12	INV P		10.00 pcard	APL Holiday Breakfa
	999990	SQ *DEPAWSITORY: ALL	137724	0	2024 12	INV P		10.00 pcard	APL Holiday Breakfa
	999990	TST*BOWL NINETY-ONE	137725	0	2024 12	INV P		10.00 pcard	APL Holiday Brunch
	999990	SP ERODING WINDS	137726	0	2024 12	INV P		10.00 pcard	APL Holiday Breakfa
	999990	SP THE VINTAGE GARDE	137727	0	2024 12	INV P		10.00 pcard	APL Holiday Breakfa
	999990	SQ *VOYAGEURS BAKEHO	137729	0	2024 12	INV P		10.00 pcard	APL Holiday Breakfa
	999990	TST*ANTOJITOS MEXICA	137730	0	2024 12	INV P		10.00 pcard	APL Holiday Breakfa
	999990	TST*HOME BURGER BAR	137731	0	2024 12	INV P		10.32 pcard	APL Holiday Brunch
	999990	SQ *BLUE MOON EMPORI	137733	0	2024 12	INV P		10.00 pcard	APL Holiday Breakfa
								313.48	
						ACCOUNT TOTAL		418.48	
16010	630700	001775 MICHIELS CATERING	137070	0	2024 12	INV P	1,550.00 123124	567827	Holiday Breakfast
	001983	AMAZON	137004	0	2024 12	INV P	31.70 pcard		TAP 2025
	001983	AMAZON	137005	0	2024 12	INV P	8.68 pcard		TAP 2025

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION	
						40.38				
999990	PICK'N SAVE #123	136805	0	2024	12	INV	P	86.86	pcard	Kudos and Kares Sta
999990	WALGREENS #5102	136950	0	2024	12	INV	P	27.96	pcard	Hershey Bars, Peppe
999990	MEIJER # 300	137181	0	2024	12	INV	P	11.27	pcard	Teen Ambassador Pro
999990	PICK'N SAVE #187	137193	0	2024	12	INV	P	38.23	pcard	CP and CH - Staff T
999990	LITTLE CAESARS 0089	137211	0	2024	12	INV	P	24.87	pcard	Teen Ambassador Pro
999990	SQ *UNCLE MIKE'S FOO	137614	0	2024	12	INV	P	114.75	pcard	SQ *UNCLE MIKE'S FO
999990	KWIK TRIP #205	137710	0	2024	12	INV	P	25.68	pcard	CP and Children's S
999990	HONEYBAKED HAM CO.,	137716	0	2024	12	INV	P	172.37	pcard	CP and Children's S
						501.99				
						ACCOUNT TOTAL		2,092.37		
16010	641200					Advertising				
002158	CAREERBUILDER	135867	0	2024	12	INV	P	133.16	121824	567584 Job Postings Octobe
						ACCOUNT TOTAL		133.16		
16010	641307					Telephone				
999990	SPECTRUM	137736	0	2024	12	INV	P	229.98	pcard	SPECTRUM 12/2024
						ACCOUNT TOTAL		229.98		
16010	641308					Cellular Phones				
000250	CELLCOM APPLETON PCS	137185	0	2024	12	INV	P	62.25	pcard	CELLCOM-WEB
						ACCOUNT TOTAL		62.25		
16010	659900					Other Contracts/Obligation				
999990	GOTPRINT.COM	136914	0	2024	12	INV	P	115.75	pcard	Library Map
999990	FC* FLATICON PREMIUM	137182	0	2024	12	INV	P	99.00	pcard	Icon Subscription
999990	TOTALLY PROMOTIONAL	137183	0	2024	12	INV	P	628.30	pcard	Branded Tablecloths
999990	4IMPRINT, INC	137184	0	2024	12	INV	P	1,439.68	pcard	Lanyards and Book C
						ACCOUNT TOTAL		2,282.73		
						ACCOUNT TOTAL		2,282.73		
						ORG 16010 TOTAL		5,576.67		
16021						Library Children's Services				
16021	630100					Office Supplies				
001983	AMAZON	136934	0	2024	12	INV	P	34.99	pcard	Early Childhood New
001983	AMAZON	136937	0	2024	12	INV	P	5.00	pcard	Early Childhood New
001983	AMAZON	137571	0	2024	12	INV	P	34.06	pcard	Tape Dispensers
001983	AMAZON	137616	0	2024	12	INV	P	9.79	pcard	Early Childhood Are
001983	AMAZON	137626	0	2024	12	INV	P	271.89	pcard	Craft Supplies
001983	AMAZON	137962	0	2024	12	INV	P	2.97	pcard	Construction Paper

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION	
									358.70	
999990	LAKESHORE LEARNING M	136335		0	2024 12	INV P			78.26 pcard	Program Supplies- N
999990	DEMCO INC	137632		0	2024 12	INV P			1,616.36 pcard	DEMCO Magnetic End
									1,694.62	
									ACCOUNT TOTAL	2,053.32
16021	659900								other Contracts/Obligation	
001983	AMAZON	136935		0	2024 12	INV P			328.26 pcard	Early Childhood New
001983	AMAZON	136936		0	2024 12	INV P			34.99 pcard	Early Childhood New
001983	AMAZON	137187		0	2024 12	INV P			29.99 pcard	Dramatic Play New L
001983	AMAZON	137188		0	2024 12	INV P			24.99 pcard	Early Childhood Are
001983	AMAZON	137189		0	2024 12	INV P			29.99 pcard	Dramatic Play New L
001983	AMAZON	137190		0	2024 12	INV P			45.92 pcard	Dramatic Play New L
001983	AMAZON	137191		0	2024 12	INV P			203.10 pcard	Dramatic Play New L
001983	AMAZON	137192		0	2024 12	INV P			24.95 pcard	Early Childhood Dra
001983	AMAZON	137625		0	2024 12	INV P			208.30 pcard	Craft Supplies
									930.49	
999990	IN *GOLY & EVE PUERT	136820		0	2024 12	INV P			60.00 pcard	Hispanic Heritage P
999990	FOLKMANIS, INC.	137027		0	2024 12	INV P			360.81 pcard	FOLKMANIS, INC.
999990	SQ *FARMERS CITY STU	137214		0	2024 12	INV P			230.00 pcard	Staff Training
									650.81	
									ACCOUNT TOTAL	1,581.30
									ORG 16021 TOTAL	3,634.62
16023									Library Public Services	
16023	630100								office supplies	
001983	AMAZON	137194		0	2024 12	INV P			95.91 pcard	Public Service Desk
001983	AMAZON	137198		0	2024 12	INV P			15.99 pcard	Public Services Des
001983	AMAZON	137199		0	2024 12	INV P			30.60 pcard	Public Service Desk
									142.50	
002034	ODP BUSINESS SOLUTIO	137195		0	2024 12	INV P			154.61 pcard	Public Services Des
002034	ODP BUSINESS SOLUTIO	137196		0	2024 12	INV P			40.18 pcard	Public Services Des
002034	ODP BUSINESS SOLUTIO	137197		0	2024 12	INV P			221.35 pcard	Public Services Des
									416.14	
									ACCOUNT TOTAL	558.64
									ORG 16023 TOTAL	558.64

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
16024									Library Community Partnerships	
16024	630100								Office Supplies	
001983	AMAZON	137003	0	2024	12	INV	P	24.95	pcard	Teen Sustainability
001983	AMAZON	137712	0	2024	12	INV	P	1,245.62	pcard	Food literacy progr
001983	AMAZON	137750	0	2024	12	INV	P	139.98	pcard	Food literacy progr
001983	AMAZON	137751	0	2024	12	INV	P	71.53	pcard	Food literacy progr
001983	AMAZON	137752	0	2024	12	INV	P	233.69	pcard	Food Literacy Progr
								1,715.77		
999990	WALGREENS #2921	137168	0	2024	12	INV	P	13.48	pcard	Community Partnersh
999990	DISPLAYS2GO	137509	0	2024	12	INV	P	33.52	pcard	Explore Fox Cities
999990	DISPLAYS2GO	137709	0	2024	12	INV	P	317.55	pcard	Explore Fox Cities
999990	AMZN MKTP US*Z92VD6W	138033	0	2024	12	INV	P	24.62	pcard	Display supplies
999990	AMZN MKTP US*ZE8MCOV	138034	0	2024	12	INV	P	718.00	pcard	Microphones
999990	AMZN MKTP US*ZE4MN5O	138035	0	2024	12	INV	P	49.98	pcard	Cables
999990	AMAZON RETA* Z901ZOW	138036	0	2024	12	INV	P	279.97	pcard	Microphone stands a
999990	AMAZON RETA* ZE00E24	138037	0	2024	12	INV	P	188.98	pcard	Keyboard and card r
999990	AMAZON RETA* ZE6WG0B	138038	0	2024	12	INV	P	328.99	pcard	Keyboard and audio
999990	AMAZON RETA* ZE4K392	138039	0	2024	12	INV	P	82.54	pcard	SLP nature books -
999990	AMAZON MKTPL*ZE3G73A	138040	0	2024	12	INV	P	42.48	pcard	Cards for partners
999990	WACOM TECHNOLOGY COR	138041	0	2024	12	INV	P	259.90	pcard	Sketchpads
								2,340.01		
								ACCOUNT TOTAL		4,055.78
16024	630100 3957								Office Supplies	
003434	UNBOUND EVENTS INC	136488	0	2024	12	INV	P	5,000.00	121824	567707 2025 Fox Cities Rea
								ACCOUNT TOTAL		5,000.00
16024	659900								Other Contracts/Obligation	
003448	SHERLOCK COMBS	136431	0	2024	12	INV	P	250.00	121824	567684 Find Your Ancestors
999990	SQ *FRIENDS OF HEART	136365	0	2024	12	INV	P	39.00	pcard	Teen Program Hearth
999990	THE FIRE LLC	136913	0	2024	12	INV	P	92.60	pcard	Teen Program - Cera
999990	DISPLAYS2GO	137709	0	2024	12	INV	P	400.00	pcard	Explore Fox Cities
								531.60		
								ACCOUNT TOTAL		781.60
								ORG 16024 TOTAL		9,837.38
16031									Library Building Operations	
16031	630600								Building Maint./Janitorial	
002818	VESTIS	136283	0	2024	12	INV	P	32.84	pcard	Mats & Mops
002818	VESTIS	136328	0	2024	12	INV	P	32.84	pcard	Mats & Mops
002818	VESTIS	136927	0	2024	12	INV	P	32.84	pcard	Mats & Mops
002818	VESTIS	137613	0	2024	12	INV	P	32.84	pcard	Mats, Mops

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
									131.36
999990	THE HOME DEPOT #4928	137493		0	2024 12	INV P			53.96 pcard Janitorial Supplies
						ACCOUNT TOTAL			185.32
16031	640700					Solid waste/Recycling Pickup			
001880	WASTE MANAGEMENT OF	136926		0	2024 12	INV P			375.49 pcard Trash & Recycling -
						ACCOUNT TOTAL			375.49
16031	641301					Electric			
001575	WE ENERGIES	575		0	2024 12	INV P			1,526.72 120424 567476 0701172433-00271 E1
001575	WE ENERGIES	576		0	2024 12	INV P			1,347.70 010825 567962 0701172433-00271 E1
									2,874.42
002900	BOULEVARD RELOCATION	138697		0	2024 12	INV P			18,000.00 012225 568132 Relocation Services
						ACCOUNT TOTAL			20,874.42
16031	641302					Gas			
001575	WE ENERGIES	575		0	2024 12	INV P			218.62 120424 567476 0701172433-00271 E1
001575	WE ENERGIES	576		0	2024 12	INV P			854.32 010825 567962 0701172433-00271 E1
									1,072.94
002900	BOULEVARD RELOCATION	138697		0	2024 12	INV P			18,000.00 012225 568132 Relocation Services
						ACCOUNT TOTAL			19,072.94
16031	641600					Build Repairs & Maint			
002818	VESTIS	137186		0	2024 12	INV P			32.84 pcard VESTIS SERVICES LLC
						ACCOUNT TOTAL			32.84
16031	644000					Snow Removal Services			
002900	BOULEVARD RELOCATION	138697		0	2024 12	INV P			45,000.00 012225 568132 Relocation Services
						ACCOUNT TOTAL			45,000.00
16031	650200					Leases			
002775	THOMPSON CENTER ON L	137075		0	2024 12	INV P			5,048.06 123124 567838 Final Lease Payment
002900	BOULEVARD RELOCATION	138697		0	2024 12	INV P			17,000.00 012225 568132 Relocation Services
						ACCOUNT TOTAL			22,048.06
16031	659900					Other Contracts/Obligation			
002229	STAR PROTECTION AND	135633		0	2024 12	INV P			5,168.00 120424 567464 Security Guard - AP

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
ACCOUNT TOTAL									5,168.00
ORG 16031					TOTAL			112,757.07	
16032	Library Materials Management								
16032	630100	Office Supplies							
000185	BIBLIOTHECA, LLC	136434	0	2024	12	INV P	4,624.88	121824	567577 RFID Tags
001983	AMAZON	136345	0	2024	12	INV P	33.90	pcard	Binder Pages for Vi
001983	AMAZON	136951	0	2024	12	INV P	39.52	pcard	Swiffers
001983	AMAZON	136953	0	2024	12	INV P	185.79	pcard	Rubber mat for book
							259.21		
002259	DEMCO SOFTWARE	136344	0	2024	12	INV P	334.48	pcard	Spine Label Tape
002259	DEMCO SOFTWARE	136952	0	2024	12	INV P	387.05	pcard	Shelf labels and ho
							721.53		
999990	OVERDRIVE DIST	138106	0	2024	12	INV P	8,492.71	pcard	00669CO24400305 par
ACCOUNT TOTAL									14,098.33
16032	631500	Books & Library Materials							
000550	GALE / CENGAGE LEARN	137229	0	2024	12	INV P	600.00	123124	567813 inv. 86088536
000870	MERGENT, INC.	136987	0	2024	12	INV P	442.00	pcard	1673029271
000889	MIDWEST TAPE	136804	0	2024	12	INV P	806.60	pcard	506338425, 50635939
000889	MIDWEST TAPE	136854	0	2024	12	INV P	4,614.10	pcard	506412723
000889	MIDWEST TAPE	136989	0	2024	12	INV P	238.23	pcard	506434983
000889	MIDWEST TAPE	137202	0	2024	12	INV P	370.36	pcard	506471514
000889	MIDWEST TAPE	137899	0	2024	12	INV P	284.92	pcard	506503107
							6,314.21		
001405	UPS SUPPLY CHAIN SOL	136850	0	2024	12	INV P	17.82	pcard	1ZR449350390048481
001983	AMAZON	136798	0	2024	12	INV P	-.05	pcard	111-5150182-8035458
001983	AMAZON	136799	0	2024	12	INV P	28.26	pcard	111-2618098-5305034
001983	AMAZON	136800	0	2024	12	INV P	1,022.83	pcard	111-2618098-5305034
001983	AMAZON	136801	0	2024	12	INV P	29.99	pcard	111-3506714-1989031
001983	AMAZON	136802	0	2024	12	INV P	2,177.23	pcard	111-5448223-5952240
001983	AMAZON	136851	0	2024	12	INV P	113.39	pcard	111-5448223-5952240
001983	AMAZON	136852	0	2024	12	INV P	139.98	pcard	111-5448223-5952240
001983	AMAZON	136853	0	2024	12	INV P	39.99	pcard	111-2618098-5305034
001983	AMAZON	136988	0	2024	12	INV P	106.37	pcard	111-2618098-5305034
001983	AMAZON	137203	0	2024	12	INV P	64.99	pcard	111-3424883-9606663
001983	AMAZON	137898	0	2024	12	INV P	40.47	pcard	111-2845770-3120250
001983	AMAZON	137900	0	2024	12	INV P	420.60	pcard	111-8159335-5465007
001983	AMAZON	137901	0	2024	12	INV P	556.58	pcard	111-8159335-5465007
001983	AMAZON	137902	0	2024	12	INV P	216.73	pcard	111-0711241-5987436

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
001983	AMAZON	138101	0	2024	12	INV	P			111-2845770-3120250
001983	AMAZON	138102	0	2024	12	INV	P			111-2845770-3120250
001983	AMAZON	138103	0	2024	12	INV	P			111-2845770-3120250
										5,992.73
002396	INGRAM LIBRARY SERV	136438	0	2024	12	INV	P			inv. 85030959
002396	INGRAM LIBRARY SERV	136439	0	2024	12	CRM	P			inv. 85044857
002396	INGRAM LIBRARY SERV	136440	0	2024	12	CRM	P			inv. 85044858
002396	INGRAM LIBRARY SERV	136441	0	2024	12	INV	P			inv. 85055265
002396	INGRAM LIBRARY SERV	136442	0	2024	12	INV	P			inv. 85055266
002396	INGRAM LIBRARY SERV	136443	0	2024	12	INV	P			inv. 85062786
002396	INGRAM LIBRARY SERV	136444	0	2024	12	INV	P			inv. 85071459
002396	INGRAM LIBRARY SERV	136445	0	2024	12	INV	P			inv. 85108849
002396	INGRAM LIBRARY SERV	136446	0	2024	12	INV	P			inv. 85132226
002396	INGRAM LIBRARY SERV	136447	0	2024	12	INV	P			inv. 85157368
002396	INGRAM LIBRARY SERV	136449	0	2024	12	INV	P			inv. 85172016
002396	INGRAM LIBRARY SERV	136450	0	2024	12	INV	P			inv. 85216022
002396	INGRAM LIBRARY SERV	136451	0	2024	12	INV	P			INV. 85251236
002396	INGRAM LIBRARY SERV	136453	0	2024	12	INV	P			inv. 85335008
002396	INGRAM LIBRARY SERV	136454	0	2024	12	INV	P			inv. 85348035
002396	INGRAM LIBRARY SERV	136455	0	2024	12	INV	P			inv. 85406315
002396	INGRAM LIBRARY SERV	136572	0	2024	12	INV	P			INV. 85418803
002396	INGRAM LIBRARY SERV	136573	0	2024	12	INV	P			inv. 85441860
002396	INGRAM LIBRARY SERV	137043	0	2024	12	INV	P			inv. 85487895
002396	INGRAM LIBRARY SERV	137044	0	2024	12	INV	P			inv. 85540402
002396	INGRAM LIBRARY SERV	137224	0	2024	12	INV	P			INV. 85550063
002396	INGRAM LIBRARY SERV	137225	0	2024	12	INV	P			inv. 85592225
002396	INGRAM LIBRARY SERV	137226	0	2024	12	INV	P			inv. 85603436
002396	INGRAM LIBRARY SERV	137227	0	2024	12	INV	P			inv. 85611807
002396	INGRAM LIBRARY SERV	137228	0	2024	12	INV	P			inv. 85622122
										9,232.95
002830	KANOPY, INC	136456	0	2024	12	INV	P			inv. 428267
999990	THE PENWORTHY COMPAN	136803	0	2024	12	INV	P			0604036-IN
999990	SUNSET PUBLISHING CO	136985	0	2024	12	INV	P			1114799556_24
999990	THOMSON WEST*TCD	136986	0	2024	12	INV	P			851125458
999990	ATMOSPHERE COMM INT	137212	0	2024	12	INV	P			Smith System Replac
999990	DEMCO INC	137213	0	2024	12	INV	P			DEMCO - New Media C
999990	OVERDRIVE DIST	138104	0	2024	12	INV	P			00669CO24400304
999990	OVERDRIVE DIST	138105	0	2024	12	INV	P			00669CO24400300
999990	OVERDRIVE DIST	138106	0	2024	12	INV	P			00669CO24400305 par
999990	FLYING MAG* FLY-FLM	138107	0	2024	12	INV	P			SO2501 **2025 Char
										36,750.53
ACCOUNT TOTAL										60,034.49
16032	659900			Other Contracts/Obligation						
001398	UNIQUE MANAGEMENT SE	136080	0	2024	12	INV	P			567541 Materials Recovery

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/12 TO 2024/12		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION	
				ACCOUNT TOTAL				147.75		
				ORG 16032	TOTAL			74,280.57		
16033			Library Network Services							
16033	632700			Miscellaneous Equipment						
999990	MONOPRICE, INC.	137204	0	2024	12	INV P	119.95	pcard	Network cables from	
				ACCOUNT TOTAL				119.95		
16033	659900			Other Contracts/Obligation						
000446	FAITH TECHNOLOGIES,	137279	0	2024	12	INV P	38,562.91	011525	568015 Erate Library Netwo	
000620	HEARTLAND BUSINESS S	138252	0	2024	12	INV P	39,103.26	011525	568029 Erate Library Netwo	
000620	HEARTLAND BUSINESS S	138257	0	2024	12	INV P	14,423.34	011525	568029 Erate Library Netwo	
000620	HEARTLAND BUSINESS S	138258	0	2024	12	INV P	1,822.76	011525	568029 Library Erate Netwo	
000620	HEARTLAND BUSINESS S	138259	0	2024	12	INV P	4,000.00	011525	568029 Heartland Support S	
								59,349.36		
001961	WELLS FARGO FINANCIA	135610	0	2024	12	INV P	399.74	120424	567477 Copier Lease - Dece	
003432	XEROX FINANCIAL SERV	136579	0	2024	12	INV P	25.36	122624	567796 Copier Attachments	
999990	CLOUD DNS LTD	136358	0	2024	12	INV P	10.35	pcard	CLOUD DNS renewal	
999990	ZOOM.COM 888-799-966	137758	0	2024	12	INV P	40.00	pcard	Monthly Zoom charge	
999990	ENVISION WARE	138049	0	2024	12	INV P	1,725.67	pcard	ENVISION WARE	
999990	PDQ.COM	138050	0	2024	12	INV P	2,256.00	pcard	PDQ.COM - SmartDep1	
								4,032.02		
				ACCOUNT TOTAL				102,369.39		
				ORG 16033	TOTAL			102,489.34		
FUND 100 General Fund				TOTAL:				309,134.29		

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

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/1 TO 2025/1		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16010						Library Administration			
16010	630100					Office Supplies			
	001583	UNITED STATES POSTAL	138321	0	2025	1 INV P		16.17 pcard	Postage - Board Pac
	001983	AMAZON	138830	0	2025	1 INV P		9.98 pcard	Envelopes
	003095	TARGET CORPORATION	138831	0	2025	1 INV P		19.00 pcard	Gift Bags, Tissue P
	999990	AMAZON MKTPL*ZD0ETOY	139283	0	2025	1 INV P		23.52 pcard	Card Holder
						ACCOUNT TOTAL		68.67	
16010	630300					Memberships & Licenses			
	999990	WISCONSIN LIBRARY AS	138829	0	2025	1 INV P		200.00 pcard	WLA Annual Trustee
						ACCOUNT TOTAL		200.00	
16010	630500					Awards & Recognition			
	001983	AMAZON	138322	0	2025	1 INV P		26.55 pcard	Water Bottles
	001983	AMAZON	138323	0	2025	1 INV P		341.17 pcard	Water Bottles
	001983	AMAZON	138324	0	2025	1 INV P		27.99 pcard	Water Bottles
								395.71	
						ACCOUNT TOTAL		395.71	
16010	641200					Advertising			
	000084	ADI	139325	0	2025	1 INV P	013025	150.00	568259 Advertising in Down
	999990	YOURMEMBERSHIP	138329	0	2025	1 INV P		449.00 pcard	ALA JobList Adult S
						ACCOUNT TOTAL		599.00	
16010	641307					Telephone			
	999990	SPECTRUM	139507	0	2025	1 INV P		229.98 pcard	SPECTRUM 1/2025
						ACCOUNT TOTAL		229.98	
16010	641308					Cellular Phones			
	000250	CELLCOM APPLETON PCS	138823	0	2025	1 INV P		62.25 pcard	Staff Cell Phones J
						ACCOUNT TOTAL		62.25	
16010	659900					Other Contracts/Obligation			
	001508	WILS	139221	0	2025	1 INV P	013025	1,800.00	568351 City Library Collec
	001957	IMBERSTEG PIANO	139382	0	2025	1 INV P	020525	190.00	568394 Quarterly Piano Tun
	999990	SQ *AMANO PRINT HOUS	138307	0	2025	1 INV P		1,865.86 pcard	Staff T-Shirts For
	999990	GOTPRINT.COM	139285	0	2025	1 INV P		879.08 pcard	Library Maps
								2,744.94	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/1 TO 2025/1									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
					ACCOUNT TOTAL			4,734.94	
					ORG 16010	TOTAL			6,290.55
16021								Library Children's Services	
16021	630100							Office Supplies	
001983	AMAZON	138770	0	2025	1 INV P			50.93 pcard	Early Childhood Dra
001983	AMAZON	139443	0	2025	1 INV P			7.98 pcard	Clear Suction Cups
001983	AMAZON	139444	0	2025	1 INV P			7.99 pcard	Bubble wrap
001983	AMAZON	139445	0	2025	1 INV P			10.94 pcard	Candy Canes
001983	AMAZON	139446	0	2025	1 INV P			8.38 pcard	Shaving Cream
001983	AMAZON	139447	0	2025	1 INV P			159.65 pcard	School Age STEAM Pr
001983	AMAZON	139448	0	2025	1 INV P			29.72 pcard	Tissue Paper, Scrap
001983	AMAZON	139449	0	2025	1 INV P			4.20 pcard	Gallon Bags
001983	AMAZON	139832	0	2025	1 INV P			16.99 pcard	storage
								296.78	
999990	STICKER MULE	139284	0	2025	1 INV P			275.00 pcard	Stickers - Grand Op
					ACCOUNT TOTAL			571.78	
					ORG 16021	TOTAL			571.78
16023								Library Public Services	
16023	630100							Office Supplies	
003472	PRINTING CONCEPTS	139222	0	2025	1 INV P			1,880.00 013025	568300 Library Cards
					ACCOUNT TOTAL			1,880.00	
16023	659900							Other Contracts/Obligation	
003288	OCLC	139340	0	2025	1 INV P			8,285.81 013025	568295 Capria Mobile
003288	OCLC	139341	0	2025	1 INV P			1,160.27 013025	568295 Capria Self Check
								9,446.08	
					ACCOUNT TOTAL			9,446.08	
					ORG 16023	TOTAL			11,326.08
16024								Library Community Partnerships	
16024	630100							Office Supplies	
001983	AMAZON	139807	0	2025	1 INV P			58.78 pcard	Library display eas
999990	GOTPRINT.COM	139461	0	2025	1 INV P			46.74 pcard	History Display
999990	DISPLAYS2GO	139806	0	2025	1 INV P			3,125.58 pcard	DISPLAYS2GO
								3,172.32	
					ACCOUNT TOTAL			3,231.10	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/1 TO 2025/1		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16024	659900					Other Contracts/Obligation			
003271	THOMAS MACENTEE	139303	0	2025	1 INV P	150.00	020525	568415	Find Your Ancestors
					ACCOUNT TOTAL	150.00			
				ORG 16024	TOTAL	3,381.10			
16031						Library Building Operations			
16031	630600					Building Maint./Janitorial			
002034	ODP BUSINESS SOLUTIO	139467	0	2025	1 INV P	30.56	pcard		Goo Gone Spray
					ACCOUNT TOTAL	30.56			
16031	640700					Solid waste/Recycling Pickup			
001880	WASTE MANAGEMENT OF	138769	0	2025	1 INV P	466.25	pcard		College Trash & Rec
					ACCOUNT TOTAL	466.25			
				ORG 16031	TOTAL	496.81			
16032						Library Materials Management			
16032	630100					Office Supplies			
001034	OUTAGAMIE WAUPACA LI	138696	0	2025	1 INV P	80.00	012225	568192	WPLC Digital Buying
002259	DEMCO SOFTWARE	139287	0	2025	1 INV P	18.69	pcard		Shelf label holders
					ACCOUNT TOTAL	98.69			
16032	631500					Books & Library Materials			
000400	EBSCO INFORMATION SE	137695	0	2025	1 INV P	22,689.60	010825	567871	inv. 1756285
000889	MIDWEST TAPE	138800	0	2025	1 INV P	472.77	pcard		506529809, 50656064
000889	MIDWEST TAPE	138801	0	2025	1 INV P	4,570.83	pcard		506553481
						5,043.60			
001034	OUTAGAMIE WAUPACA LI	138696	0	2025	1 INV P	30,564.68	012225	568192	WPLC Digital Buying
001405	UPS SUPPLY CHAIN SOL	138802	0	2025	1 INV P	11.98	pcard		00000R44935015
001405	UPS SUPPLY CHAIN SOL	138832	0	2025	1 INV P	12.22	pcard		0000R44935025
						24.20			
001508	WILS	138714	0	2025	1 INV P	2,369.64	012225	568253	inv. 502306
002396	INGRAM LIBRARY SERV	138715	0	2025	1 INV P	302.66	012225	568161	inv. 85662883
002396	INGRAM LIBRARY SERV	138716	0	2025	1 INV P	333.48	012225	568161	INV. 85673937
002396	INGRAM LIBRARY SERV	138717	0	2025	1 INV P	480.32	012225	568161	inv. 85696491
002396	INGRAM LIBRARY SERV	138718	0	2025	1 INV P	73.40	012225	568161	inv. 85730701
002396	INGRAM LIBRARY SERV	138719	0	2025	1 INV P	53.95	012225	568161	inv. 85746293
002396	INGRAM LIBRARY SERV	138720	0	2025	1 INV P	85.44	012225	568161	inv. 85799505
002396	INGRAM LIBRARY SERV	138721	0	2025	1 INV P	1,069.26	012225	568161	inv. 85811879

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/1 TO 2025/1										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
002396 INGRAM LIBRARY SERV	138722	0	2025	1	INV P			inv. 85853210	367.95	012225
002396 INGRAM LIBRARY SERV	138723	0	2025	1	INV P			inv. 85869641	53.48	012225
002396 INGRAM LIBRARY SERV	138724	0	2025	1	INV P			inv. 85880639	281.92	012225
002396 INGRAM LIBRARY SERV	138725	0	2025	1	INV P			inv. 85914237	163.28	012225
002396 INGRAM LIBRARY SERV	138726	0	2025	1	INV P			inv. 85940400	1,063.60	012225
002396 INGRAM LIBRARY SERV	138727	0	2025	1	INV P			inv. 85953385	210.98	012225
002396 INGRAM LIBRARY SERV	138729	0	2025	1	INV P			inv. 85978716	516.70	012225
002396 INGRAM LIBRARY SERV	138730	0	2025	1	INV P			inv. 86014001	1,146.19	012225
002396 INGRAM LIBRARY SERV	138731	0	2025	1	INV P			inv. 86050678	42.13	012225
002396 INGRAM LIBRARY SERV	138732	0	2025	1	INV P			inv. 86083447	42.94	012225
002396 INGRAM LIBRARY SERV	138733	0	2025	1	INV P			inv. 86098859	78.97	012225
002396 INGRAM LIBRARY SERV	138734	0	2025	1	INV P			inv. 86098860	96.58	012225
002396 INGRAM LIBRARY SERV	138736	0	2025	1	CRM P			inv. 85736514	-109.90	012225
002396 INGRAM LIBRARY SERV	138737	0	2025	1	CRM P			INV. 85736515	-29.40	012225
002396 INGRAM LIBRARY SERV	138738	0	2025	1	CRM P			INV. 86075818	-67.21	012225
									6,256.72	
999990 CFRA	138798	0	2025	1	INV P		pcard	INV145053	480.00	
999990 THOMSON WEST*TCD	138799	0	2025	1	INV P		pcard	851279249	1,234.86	
									1,714.86	
ACCOUNT TOTAL									68,663.30	
ORG 16032 TOTAL									68,761.99	
Library Network Services										
Miscellaneous Equipment										
16033										
16033 632700										
999990 MONOPRICE, INC.	138333	0	2025	1	INV P		pcard	MONOPRICE Network c	233.35	
999990 MONOPRICE, INC.	139503	0	2025	1	INV P		pcard	MONOPRICE Ethernet	221.88	
									455.23	
ACCOUNT TOTAL									455.23	
Other Contracts/Obligation										
16033 659900										
000446 FAITH TECHNOLOGIES,	139376	0	2025	1	INV P		020525	568377 Erate Library Netwo	27,946.00	
000620 HEARTLAND BUSINESS S	138260	0	2025	1	INV P		011525	568029 Heartland Support	21.80	
000911 MODERN BUSINESS MACH	139339	0	2025	1	INV P		013025	568292 Copier Contract CN2	91.08	
001961 WELLS FARGO FINANCIA	137845	0	2025	1	INV P		011525	568111 Copier Lease - Fina	399.74	
003432 XEROX FINANCIAL SERV	138122	0	2025	1	INV P		011525	568119 Copier Lease Contra	1,417.00	
999990 ZOOM.COM 888-799-966	139504	0	2025	1	INV P		pcard	Monthly Zoom invoice	40.00	
999990 ZOHO CORP	139505	0	2025	1	INV P		pcard	ZOHO CORP	276.00	
									316.00	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/1 TO 2025/1	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
				ACCOUNT TOTAL				30,191.62
			ORG 16033	TOTAL				30,646.85
FUND 100	General Fund			TOTAL:				121,475.16

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



Appleton Public Library Cash Flow Report January 2025				JAN	
GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	YTD TOTAL
423200	<i>Library Grants & Aids</i>	\$0.00	\$0.00	\$0.00	\$0.00
480100	<i>General Charges for Service</i>	\$0.00	\$0.00	\$0.00	\$0.00
500100	<i>Fees & Commissions</i>	\$0.00	\$0.00	\$0.00	\$0.00
501500	<i>Rental of City Property</i>	\$0.00	\$0.00	\$0.00	\$0.00
502000	<i>Donations & Memorials</i>	\$0.00	\$0.00	\$0.00	\$0.00
503500	<i>Other Reimbursements</i>	\$0.00	\$0.00	(\$193,267.36)	(\$193,267.36)
Total Revenue		\$0.00	\$0.00	(\$193,267.36)	(\$193,267.36)

Expense		JAN	YTD TOTAL
610100	<i>Regular Salaries</i>	\$0.00	(\$181,735.99)
610400	<i>Call Time Wages</i>	\$0.00	\$0.00
610500	<i>Overtime Wages</i>	\$0.00	\$0.00
610800	<i>Part-Time Wages</i>	\$0.00	(\$5,693.16)
611400	<i>Sick Pay</i>	\$0.00	\$0.00
611500	<i>Vacation Pay</i>	\$0.00	(\$6,696.20)
615000	<i>Fringes</i>	\$0.00	\$0.00
615100	<i>FICA</i>	\$0.00	(\$19,146.76)
615200	<i>Retirement</i>	\$0.00	(\$18,361.49)
615301	<i>Health Insurance</i>	\$0.00	(\$17,987.91)
615302	<i>Dental Insurance</i>	\$0.00	(\$1,227.79)
615400	<i>Life Insurance</i>	\$0.00	(\$96.00)
Personnel Services		\$0.00	(\$250,945.30)

Expense		JAN	YTD TOTAL
620100	<i>Training/Conferences</i>	\$0.00	\$0.00
620200	<i>Mileage Reimbursement</i>	\$0.00	(\$30.00)
620600	<i>Parking Permits</i>	\$0.00	\$0.00
630100	<i>Office Supplies</i>	\$0.00	(\$5,850.24)
630300	<i>Memberships & Licenses</i>	\$0.00	(\$200.00)
630500	<i>Awards & Recognition</i>	\$0.00	(\$395.71)
630600	<i>Building Maint./Janitor</i>	\$0.00	(\$30.56)
630700	<i>Food & Provisions</i>	\$0.00	\$0.00
630902	<i>Tools & Instruments</i>	\$0.00	\$0.00
631500	<i>Books & Library Materials</i>	\$0.00	(\$68,663.30)
632001	<i>City Copy Charges</i>	\$0.00	\$0.00
632002	<i>Outside Printing</i>	\$0.00	\$0.00
632101	<i>Uniforms</i>	\$0.00	\$0.00
632300	<i>Safety Supplies</i>	\$0.00	\$0.00
632700	<i>Miscellaneous Equipment</i>	\$0.00	(\$455.23)
640700	<i>Solid Waste/Recycling</i>	\$0.00	(\$466.25)
641200	<i>Advertising</i>	\$0.00	(\$599.00)
641301	<i>Electric</i>	\$0.00	\$0.00
641302	<i>Gas</i>	\$0.00	\$0.00
641303	<i>Water</i>	\$0.00	(\$192.80)
641304	<i>Sewer</i>	\$0.00	(\$70.78)
641306	<i>Stormwater</i>	\$0.00	(\$666.24)
641307	<i>Telephone</i>	\$0.00	(\$529.57)
641308	<i>Cellular Phones</i>	\$0.00	(\$62.25)
641600	<i>Build Repairs & Maint</i>	\$0.00	\$0.00
641800	<i>Equip Repairs & Maint</i>	\$0.00	\$0.00
642000	<i>Facilities Charges</i>	\$0.00	\$0.00
644000	<i>Snow Removal Services</i>	\$0.00	\$0.00
650200	<i>Leases</i>	\$0.00	\$0.00
659900	<i>Other Contracts/Obligation</i>	\$0.00	(\$44,522.64)
681500	<i>Software Acquisition</i>	\$0.00	\$122,734.57
Operating Expense		\$0.00	\$0.00
Personnel Services		\$0.00	(\$250,945.30)
Operating Expense		\$0.00	\$0.00
Total Expense		\$0.00	(\$250,945.30)
Total Revenue		\$0.00	(\$193,267.36)

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2025

<u>Description</u>	ORG OBJECT PROJ (in GL)			<u>Amount</u>
	PROJECT	SEG 1	SEG 2 SEG 3	
Library Admin: Other Reim	16010 .	503500		\$ 3,500
Lib Admin: Training	16010 .	620100		\$ 3,500
Materials Management: Other Reim	16032 .	503500		\$ 21,000
Materials Mgmt: Books & Library Mtls	16032 .	631500		\$ 21,000
Children's: Other Reim	16021 .	503500		\$ 2,000
Children's: Office Supplies	16021 .	630100		\$ 2,000
Library Admin: Donation	16010 .	502000		\$ 11,981
Comm Part : Supplies : Cultural Prog	16024 .	630100 .	3957	\$ 11,981
Lib Grants : Other Reim	2550 .	503500		\$ 76
Lib Grants : Books	2550 .	631500		\$ 76

For the purpose of:

- *OWLS Supporting Funds
- Mapping Children's Play Grant
- *Fox Cities Reads
- *United Way

Requested by:

 Department Head

 Date

Information:

Action:

 Finance Director

 Date

 Mayor

 Date

Reported to Finance Committee:

 Date

 Date

Finance comments:

Budget Entry (BE) No.: _____



I. GENERAL INFORMATION

1. Name of Library Appleton Public Library		2. Public Library System Outagamie Waupaca Library System			
3b. Head Librarian First Name Colleen	3c. Head Librarian Last Name Rortvedt	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 02/28/2029	
6a. Street Address 200 N. Appleton St.	6b. Mailing Address or PO Box 200 N. Appleton St.	7. City / Village / Town Appleton	8a. ZIP 54911	8b. ZIP4 4704	9. County Outagamie
10. Library Phone Number 9208326170	11. Fax Number (920)832-6182	12. Library E-mail Address of Director crortvedt@apl.org			
13. Library Website URL www.apl.org/		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	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? No				
20. Square Footage of Public Library 93,900	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? Yes		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	70	0	0
19b. Number of winter weeks	32	0	6
19c. Summer hours open per week	57	0	0
19d. Number of summer weeks	14	0	0
19e. Total weeks per year	46	0	6
19f. Total hours per year for this location	3,038	0	0

				II. LIBRARY COLLECTIONS			
				a. Number Owned / Leased		b. Number Added	
1. Books in Print				150,569		14,875	
2. Physical Subscriptions				269			
3. Physical Audio Materials				13,956		219	
4. Physical Video Materials				30,605		912	
5. Other Physical Materials				2,679			
6. Total Physical Items in Collection				197,809			
				Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State	
7. E-books				Yes	Yes	No	
8. E-serials				No	Yes	No	
9. E-audio				Yes	Yes	No	
10. E-video				Yes	No	No	
11. Research Databases				Yes	Yes	Yes	
12. Online Learning Platforms				Yes	No	Yes	
				III. LIBRARY SERVICES			
1. Physical Circulation Transactions			2. Interlibrary Loans				
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>		
512,615	220,019	8,296	97,670		111,413		
				Method for Counting ILL Transactions			
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)				Categorized ILL Transactions			
				Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)				95,660		110,784	
WISCAT				1,958		626	
Other (includes OCLC, manual tracking or other methods)				52		3	
3. Electronic Content Circulation Transactions							
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials		
94,819	27,625	116,920	16,163	19,727	255,527		
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions		7. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
34,445	17,948	52,393	No	Actual Count	28,601	Actual Count	171,218
8. Uses of Public Internet Computers					9. 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		
17	14	Actual Count	9,240	Actual Count	12,542		

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	241	159	30	101	3
Total Attendance	8,884	7,133	542	5,253	394

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	277	238	19	0	
Total Attendance	11,267	7,892	3,047		
Total Program Views				0	

Describe the library's in-person programs:

Wide range of adult, teen and children's programs, including story time, STEM, Anji Play, presenters, book clubs, artists, musicians, etc.

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

Zoom

Describe the library's live, virtual programs:

Genealogy, Master Gardeners, college and career programs for teens.

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

None.

Describe the library's pre-recorded programs:

None.

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. Margret	Mann	17 Arbor Lane	Appleton	54915	mmann@apl.org
2. Nanette	Bunnow	131 E. Washington St, Suite 14	Appleton	54911	bunnownanette@asd.k12.wi.gov
3. John	Keller	1146 E. Pacific St.	Appleton	54911	jkeller@johnsonfinancialgroup.com
4. Mary	Lokensgard	1053 E. Nawada St.	Appleton	54911	mlokensgard@apl.org
5. Jason	Brozek	1402 N. Division St	Appleton	54911	Jason.d.brozek@gmail.com
6. Lisa	Nett	1335 W. Rogers Ave	Appleton	54914	lnett@apl.org
7. Katie	Van Zeeland	2301 S. Matthias St	Appleton	54915	district5@appleton.org
8. Bastia	Looker	208 E. Circle St	Appleton	54911	blooker@apl.org
9. Nancy	Scheuerman	631 E Woodcrest Dr	Appleton	54915	nscheuerman@apl.org
10. Peter	Lee	2406 W. Hiawatha Dr.	Appleton	54914	plee@apl.org
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members
Include vacancies in this count

10

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
City	Appleton	\$3,656,952
Subtotal 1		\$3,656,952

2. County

a. Home County Appropriation for Library Services	Subtotal 2a	\$994,703
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a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Brown	\$14,181		
Calumet	\$157,144		
Subtotal 2b			\$171,325

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
OWLS Resource Library Popular Materials	\$21,000	OWLS Programming Grants	\$700
OWLS Resource Library CE Scholarship	\$3,500		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$25,200

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

Program or Project	Amount	
	\$0	
Subtotal 4		\$0

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

Name	Amount	Name	Amount
	\$0		
Subtotal 5			\$0

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

\$104,669

7. All Other Operating Income

\$148,124

8. Total Operating Income Add 1 through 7

\$5,100,973

9. What is the current year annual appropriation provided by governing body(ies) for the public library?	\$3,853,058
10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)	Yes

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position (Local Title)	Job Title (AppendixA)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	MLS (ALA)	\$126,000	40.00
Assistant Director	Deputy / Associate / Assistant Library Director	MLS (ALA)	\$109,414	40.00
Community Partnerships Supervisor	Department Head / Coordinator / Senior Manager	MLS (ALA)	\$81,523	40.00
Children's Supervisor	Department Head / Coordinator / Senior Manager	MLS (ALA)	\$75,895	40.00
Materials Management Supervisor	Department Head / Coordinator / Senior Manager	MLS (ALA)	\$76,112	40.00
Public Services Supervisor	Department Head / Coordinator / Senior Manager	MLS (ALA)	\$73,913	40.00
Librarian	Librarian (MLS)	MLS (ALA)	\$419,575	280.00
Building Supervisor	Facility Engineering Manager (Maintenance)	Other	\$63,922	40.00
Communication Coordinator	Marketing Specialist	Other	\$61,843	40.00
Network Services Supervisor	Information Technology Manager	Other	\$65,146	40.00
Materials Management Assistant Supervisor	Manager/Supervisor of Support Staff	MLS (ALA)	\$55,120	40.00
Public Services Assistant Supervisor	Manager/Supervisor of Support Staff	Other	\$56,805	40.00
Teen Services Librarian	Associate Librarian (non-MLS)	Librn. no-MLS	\$57,658	40.00
Network Services Assistant	Technical Support/Computer Technician	Other	\$55,338	40.00
Administrative Assistant - Financial	Bookkeeper	Other	\$56,784	40.00
Administrative Assistant	Executive Assistant	Other	\$57,941	40.00

X. STAFF (cont'd.)

b. Other Paid Staff *See Instructions*

Position (Local Title)	Job Title (AppendixA)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Library Assistants	Library Assistant - Public Services	Other	\$561,849	444.00
Library Assistants	Library Assistant - Technical Services	Other	\$145,995	120.00
Pages	Page/Shelver	Other	\$49,148	85.00
Clerks	Clerk - Technical Services	Other	\$17,424	20.00
Clerks	Clerk - Public Services	Other	\$237,366	267.00
Operation Clerks	Janitorial Cleaner	Other	\$94,120	105.00
Page Clerks	Clerk - Technical Services	Other	\$186,188	217.00

2. Library Staff Full-Time Equivalent (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	
14.00	1.00	15.00	38.35	53.35

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>			178,873
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	17,561	92,474	110,035
3. Circulation to Nonresidents Living in Another County in the Library System	929	1,238	2,167
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	18,389	45,133	63,522
5. Circulation to All Other Wisconsin Residents	3,142	6. Circulation to Persons from Out of the State	7
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	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)? No	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. Calumet	30,342	f.	
b. Waupaca	1,238	g.	
c. Winnebago	14,791	h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY (Not included in 2024 Report)

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

1. Self-directed Activities: <i>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.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	51	48	9
Total Self-Directed Activity Participation	14,888	8,896	487
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	9	3	120
Total Self-Directed Activity Participation	1,197	1,360	26,828
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	
Ann	Cooksey	acooksey!@apl.org	
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	
Adriana	McCleer	amccleer@apl.org	

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 Margret Mann	Date Signed
Library Director / Head Librarian Signature 	Library Director / Head Librarian Print or type Colleen Rortvedt	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

Outagamie

The Appleton Public Library Board of Trustees hereby states that in 2024 the Outagamie Waupaca Library System
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
	Margret Mann	

COMMENTS

SECTION_I

6a. Street Address (edit only if moved)

The library has moved back to our downtown renovated location with an updated street address.--2025-02-01

Standard number of winter weeks

The library was closed a week in January to move to a temporary location. We then closed in November to move to our renovated downtown location.--2025-02-01

Standard total weeks per year

The library was closed a week in January to move to a temporary location. We then closed in November to move to our renovated downtown location.--2025-02-16

20. Square Footage of Public Library (this location only)

The library has moved to a renovated downtown location from a smaller temporary location.--2025-02-01

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 OCTOBER 2024

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
I. Circulation						
Adult Circulation	26,930	30,266	272,085	300,965	-11%	-10%
Children's Circulation	20,684	24,017	201,368	249,304	-14%	-19%
Total Circulation	47,614	54,283	473,453	550,269	-12%	-14%
Adult AV/nonbook (included in above)	7,683	8,991	77,945	91,600	-15%	-15%
Children's AV/non-book (included in above)	1,566	2,090	16,701	22,733	-25%	-27%
E-Book Circulation	7,219	7,896	79,719	80,629	-9%	-1%
E-Audiobook Circulation	9,575	10,190	100,650	97,785	-6%	3%
E-Video Circulation	1,252	450	11,527	4,177	178%	176%
E-Comics Circulation	185	199	2,012	1,952	-7%	3%
E-Magazine / E-Serial Circulation	2,037	3,151	22,689	13,421	-35%	69%
E-Music Circulation	146	177	1,649	1,474	-18%	12%
Total E-Circulation	20,414	22,063	218,246	199,438	-7%	9%
ILL items received (received from)	11,180	11,930	102,193	106,824	-6%	-4%
ILL items loaned (provided to)	9,525	9,236	84,953	92,981	3%	-9%
Total Registered Patrons (quarterly)	59,395	68,402	n/a	n/a	-13%	n/a
Door Count	15,435	17,147	158,479	176,304	-10%	-10%
Percentage of Total Circulation on Self Check Machines	58.7%	60.7%	n/a	n/a	-3%	n/a

II. Customer Assistance						
Reference Transactions - Adult	1,932	1,808	18,222	19,014	7%	-4%
Reference Transactions - Children's	511	546	6,013	7,231	-6%	-17%
Total Reference	2,443	2,354	24,235	26,245	4%	-8%
Volunteer Hours	410	364	4,136	2,727	12%	52%

III. Collections & Processing						
Volumes Added	1,825	1,677	16,775	17,749	9%	-5%
Volumes Withdrawn	564	5,323	15,985	16,533	-89%	-3%
Total Titles	180,993	189,831	n/a	n/a	-5%	n/a
Total Volumes	202,119	213,592	n/a	n/a	-5%	n/a

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 OCTOBER 2024

	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)	36	56	372	512	-36%	-27%
Children's Program Attendance (including group visit)	1,120	2,494	15,217	20,808	-55%	-27%
Children's Home Visits	0	1	5	8	-100%	-38%
Children's Home Visit Participants	0	2	12	15	-100%	-20%
Children's Self Directed Activities	8	13	88	124	-38%	-29%
Children's Self Directed Activity Participants	2,268	1,894	21,747	18,188	20%	20%
Young Adult						
Young Adult Programs	4	3	31	28	33%	11%
Young Adult Program Attendance	15	104	614	849	-86%	-28%
Young Adult Self Directed Activities	0	0	7	9	0%	-22%
Young Adult Self Directed Activity Participants	0	0	381	627	0%	-39%
Adult						
Adult Programs	9	12	92	116	-25%	-21%
Adult Program Attendance	414	273	4,971	3,567	52%	39%
Adult One-on-One Instructions	25	13	199	169	92%	18%
Adult One-on-One Instruction Attendance	33	24	300	278	38%	8%
Adult Self Directed Activities	3	0	12	8	>100%	50%
Adult Self Directed Activity Participants	339	0	1,595	1,089	>100%	46%
Total Programs	49	71	495	656	-31%	-25%
Total Program Attendance	1,549	2,871	20,802	25,224	-46%	-18%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	0	0	0	3	0%	-100%
Meeting Room Uses - Events (Library Programs)	0	0	0	0	0%	0%
Total Meeting Room Uses	0	0	0	3	0%	-100%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 OCTOBER 2024

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
V. Electronic Access Services						
Public Computing Sessions	995	958	8,483	9,844	4%	-14%
Total Time Used on Public Computers	878:00:00	842:00:00	7480:00:00	8205:00:00	4%	-9%
Data Transferred (GB)	1016	1500	7390	23528	-32%	-69%
WIFI Distinct Clients	1147	1860	11482	19411	-38%	-41%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 NOVEMBER 2024

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
I. Circulation						
Adult Circulation	28,693	25,268	300,778	326,233	14%	-8%
Children's Circulation	19,142	17,552	220,510	266,856	9%	-17%
Total Circulation	47,835	42,820	521,288	593,089	12%	-12%
Adult AV/nonbook (included in above)	9,140	8,172	87,085	99,772	12%	-13%
Children's AV/non-book (included in above)	1,792	1,716	18,493	24,449	4%	-24%
E-Book Circulation	7,271	7,467	86,990	88,096	-3%	-1%
E-Audiobook Circulation	9,207	10,021	109,857	107,806	-8%	2%
E-Video Circulation	1,219	508	12,746	4,685	140%	172%
E-Comics Circulation	178	210	2,190	2,162	-15%	1%
E-Magazine / E-Serial Circulation	2,365	2,867	25,054	16,288	-18%	54%
E-Music Circulation	171	180	1,820	1,654	-5%	10%
Total E-Circulation	20,411	21,253	238,657	220,691	-4%	8%
ILL items received (received from)	9,041	7,388	111,234	114,212	22%	-3%
ILL items loaned (provided to)	8,976	9,006	93,929	101,987	0%	-8%
Total Registered Patrons (quarterly)	59,815	68,402	n/a	n/a	-13%	n/a
Door Count	12,735	11,187	171,214	187,491	14%	-9%
Percentage of Total Circulation on Self Check Machines	59.0%	61.3%	n/a	n/a	-4%	n/a
II. Customer Assistance						
Reference Transactions - Adult	1,932	1,475	20,154	20,489	31%	-2%
Reference Transactions - Children's	465	382	6,478	7,613	22%	-15%
Total Reference	2,397	1,857	26,632	28,102	29%	-5%
Volunteer Hours	236	172	4,372	2,899	37%	51%
III. Collections & Processing						
Volumes Added	1,353	1,352	18,128	19,101	0%	-5%
Volumes Withdrawn	3,166	13,335	19,151	29,868	-76%	-36%
Total Titles	182,031	181,555	n/a	n/a	0%	n/a
Total Volumes	200,283	201,613	n/a	n/a	-1%	n/a

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 NOVEMBER 2024

	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)	28	50	400	562	-44%	-29%
Children's Program Attendance (including group visit)	1,000	1,408	16,217	22,216	-29%	-27%
Children's Home Visits	1	2	6	10	-50%	-40%
Children's Home Visit Participants	1	6	13	21	-83%	-38%
Children's Self Directed Activities	9	13	97	137	-31%	-29%
Children's Self Directed Activity Participants	3,092	2,266	24,839	20,454	36%	21%
Young Adult						
Young Adult Programs	0	4	31	32	-100%	-3%
Young Adult Program Attendance	0	35	614	884	-100%	-31%
Young Adult Self Directed Activities	0	0	7	9	0%	-22%
Young Adult Self Directed Activity Participants	0	0	381	627	0%	-39%
Adult						
Adult Programs	8	11	100	127	-27%	-21%
Adult Program Attendance	479	384	5,450	3,951	25%	38%
Adult One-on-One Instructions	19	10	218	179	90%	22%
Adult One-on-One Instruction Attendance	34	15	334	293	127%	14%
Adult Self Directed Activities	0	0	12	8	0%	50%
Adult Self Directed Activity Participants	0	0	1,595	1,089	0%	46%
Total Programs	36	65	531	721	-45%	-26%
Total Program Attendance	1,479	1,827	22,281	27,051	-19%	-18%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	0	0	0	3	0%	-100%
Meeting Room Uses - Events (Library Programs)	0	1	0	1	-100%	-100%
Meeting Room Uses	0	1	0	4	-100%	-100%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 NOVEMBER 2024

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
V. Electronic Access Services						
Public Computing Sessions	757	664	9,240	10,508	14%	-12%
Total Time Used on Public Computers	685:00:00	609:00:00	8165:00:00	8814:00:00	12%	-7%
Data Transferred (GB)	1026	2001	8416	25529	-49%	-67%
WIFI Distinct Clients	1026	1424	12508	20835	-28%	-40%

The temporary library location closed on November 26, 2024 to prepare to move back to the renovated location.

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 DECEMBER 2024

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
I. Circulation						
Adult Circulation	377	242	301,155	326,475	56%	-8%
Children's Circulation	288	255	220,798	267,111	13%	-17%
Total Circulation	665	497	521,953	593,586	34%	-12%
Adult AV/nonbook (included in above)	212	51	87,297	99,823	316%	-13%
Children's AV/non-book (included in above)	57	29	18,550	24,478	97%	-24%
E-Book Circulation	7,563	7,552	94,553	95,648	0%	-1%
E-Audiobook Circulation	9,024	10,013	118,881	117,819	-10%	1%
E-Video Circulation	1,138	459	13,884	5,144	148%	170%
E-Comics Circulation	185	219	2,375	2,381	-16%	0%
E-Magazine Circulation	2,571	3,102	27,625	19,390	-17%	42%
E-Magazine / E-Serial Circulation	141	184	1,961	1,838	-23%	7%
Total E-Circulation	20,622	21,529	259,279	242,220	-4%	7%
ILL items received (received from)	189	135	111,423	114,347	40%	-3%
ILL items loaned (provided to)	3,713	3,662	97,642	105,649	1%	-8%
Total Registered Patrons (quarterly)	59,815	68,402	n/a	n/a	-13%	n/a
Door Count	4	483	171,218	187,974	-99%	-9%
Percentage of Total Circulation on Self Check Machines	53.0%	51.7%	n/a	n/a	2%	n/a

II. Customer Assistance						
Reference Transactions - Adult	1,968	681	22,122	21,170	189%	4%
Reference Transactions - Children's	0	0	6,478	7,613	0%	-15%
Total Reference	1,968	681	28,600	28,783	189%	-1%
Volunteer Hours	19	11	4,391	2,910	74%	51%

III. Collections & Processing						
Volumes Added	463	138	18,591	19,239	236%	-3%
Volumes Withdrawn	36	433	19,187	30,301	-92%	-37%
Total Titles	182,506	181,134	n/a	n/a	1%	n/a
Total Volumes	200,711	201,292	n/a	n/a	0%	n/a

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 DECEMBER 2024

	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)	1	8	401	570	-88%	-30%
Children's Program Attendance (including group visit)	33	285	16,250	22,501	-88%	-28%
Children's Home Visits	0	1	6	11	-100%	-45%
Children's Home Visit Participants	0	2	13	23	-100%	-43%
Children's Self Directed Activities	1	3	98	140	-67%	-30%
Children's Self Directed Activity Participants	45	64	24,884	20,518	-30%	21%
Young Adult						
Young Adult Programs	2	3	33	35	-33%	-6%
Young Adult Program Attendance	15	18	629	902	-17%	-30%
Young Adult Self Directed Activities	0	0	7	9	0%	-22%
Young Adult Self Directed Activity Participants	0	0	381	627	0%	-39%
Adult						
Adult Programs	5	6	105	133	-17%	-21%
Adult Program Attendance	277	412	5,727	4,363	-33%	31%
Adult One-on-One Instructions	0	3	218	182	-100%	20%
Adult One-on-One Instruction Attendance	0	4	334	297	-100%	12%
Adult Self Directed Activities	0	0	12	8	0%	50%
Adult Self Directed Activity Participants	0	0	1,595	1,089	0%	46%
Total Programs	8	17	539	738	-53%	-27%
Total Program Attendance	325	715	22,606	27,766	-55%	-19%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	0	0	0	3	0%	-100%
Meeting Room Uses - Events (Library Programs)	0	0	0	1	0%	-100%
Meeting Room Uses	0	0	0	4	0%	-100%

APPLETON PUBLIC LIBRARY
 STATISTICAL SUMMARY
 DECEMBER 2024

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
V. Electronic Access Services						
Public Computing Sessions	0	0	9,240	10,508	0%	-100%
Total Time Used on Public Computers	0:00:00	000:00:00	8165:00:00	8814:00:00	#VALUE!	#VALUE!
Data Transferred (GB)	25	110	8441	25639	-77%	-99%
WIFI Distinct Clients	54	225	12562	21060	-76%	-98%

*The temporary library location closed on November 26, 2024 to prepare to move back to the renovated location.
 The Library was closed during the month of December 2024.*

Adult Classes and Events

Books and Brews

Books and Brews offers APL patrons a welcoming space to discuss their latest reads. In the winter months we have seen fewer attendees, which has provided unique opportunities to dive into deeper literary discussions. Topics included intellectual freedom, the importance of representation in literature, and authenticity in writing. In the fourth quarter, Books and Brews met at Good Company and Copper Rock Coffee Company. Friends' funds provide coffee, tea, or non-alcoholic beverages.

Find Your Ancestors: How Social Security Records Can Help with Brick Walls

In November, the Find Your Ancestors series welcomed Roslyn Torella to discuss using Social Security records for your genealogy research. After discussing a brief history of how Social Security began and what benefits our ancestors would have received, Roslyn shared how to decode Social Security numbers to determine where our ancestors lived and when they got their numbers. Roslyn then showed various resources available online and examples of records that could be requested through the Social Security office that will give additional information on our ancestors, such as earning records, which show a person's full work history. Attendees were particularly impressed with Roslyn's knowledge and expertise, given that she previously worked for Social Security and gave attendees an insider's knowledge on how the records were created. Friends provided financial support for this series and an honorarium for this speaker.

Find Your Ancestors: Researching Your Ancestor's Medical History

The Find Your Ancestors series wrapped up its 2024 series hosting professional genealogist Jane Neff Rollins to discuss how to research the medical history of our ancestors and why it is an important aspect of our genealogy research. In addition to showing where to look for clues into the health of our ancestors while navigating around medical privacy laws, Jane shared where to learn about obsolete medical terminology and resources available online and offline for obtaining available records. Attendees appreciated the speaker's expertise and examples shown throughout the presentation. One attendee shared they had never thought about researching the health of their ancestors and the potential implications it could have on their own health – or the health of future generations – but because of the program, they plan to do this research now that they know how important it is and where to locate available resources. Friends provided financial support for this series and an honorarium for this speaker.

Find Your Ancestors: Spirit of St. Louis: Military & Civilian Records at the National Personnel Records Center

To celebrate Family History Month in October, the Find Your Ancestors series welcomed back genealogist and librarian Tina Beard to present "Spirit of St. Louis: Military & Civilian Records at the National Personnel Records Center." Tina discussed the various locations of the National Archives and Records Administration and the records they hold, specifically highlighting military records. She then went into further

FRIENDS GRANT PROGRAM SUMMARIES

4th QUARTER 2024

details about the various record types you can find at the NPRC, access restrictions of the records, and how you can request the records for in person research or how to access them if you cannot visit in person. Attendees were extremely impressed with Tina's wealth of knowledge, which was particularly showcased during our longer-than-usual Q&A session, in which Tina answered an astonishing number of questions covering a wide range of military and civilian records. Friends provided financial support for this series and an honorarium for this speaker.

Tune Talk

Tune Talk is a small (but growing) community of music lovers, gathered to discuss bands, albums, songs, and shows. Participants share song recommendations in a round-robin fashion, which we then sample throughout our conversation. Each session brings a little different vibe; Notable genres covered this winter include Prog Rock, Americana, and Christmas/ Winter Holiday. Friends' funds have been used to book meeting spaces.

Teen Classes and Events

Holidays and History at Hearthstone Museum

Teens were treated to a private tour of the Hearthstone Historic House Museum. The engaged teens learned about the important significance of this home including its ground-breaking electrical system, architecture and technology. A booklist was created referencing historical literature featured on the fireplace tile designs. We learned about upcoming opportunities; the teens were excited and asked many questions during the tour. Friends' funds were used for the entrance fees.

Teen Ambassador Program (TAP)

Teen Ambassador Program (TAP) Ambassadors gather once a month to discuss library news, program ideas, and more. TAP is rotating between Appleton East, Appleton West, & Appleton North High Schools for meeting locations to engage new members and facilitate accessibility to existing members. Friends' funds supported refreshments for this program.

Teen Tuesday: Ceramic Ornament Painting at The Fire

Teens of all ages decorated their own unique ceramic ornament at The Fire in downtown Appleton. Attendees were delighted with the selection and spent time painting their ornaments with care and precision. A parent picking up their teens after the program expressed gratitude for programs like this. She said they are looking forward to the renovated library's opening and appreciated the opportunity to have this available at no cost. Friends' funds paid for the cost of this program.

Children's Classes and Events

October – December Memorial Park StoryWalk

Children's Services utilized Friends' funds to purchase two copies of the following books:

Ghost Afraid of the Dark by Sara Conway

We Are Grateful by Traci Sorrel

When Winter Comes by Aimee Bissonette

These books were unassembled and then reassembled as StoryWalk pages. 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.

Crafty Creators

Children's Services utilized Friends' funds to buy supplies for Crafty Creators. In November Children's Services offered three programs featuring crafts inspired by farm animals, dinosaurs, and forest animals.

School-Age STEAM

October-November Tuesday night School-Age STEAM programs were well attended and a ton of fun! As always, each week had its own theme to explore. Kids in grades K-6 tried activities and experiments related to the Titanic, volcanoes, National Book Month, superheroes, spooky STEAM, storybook creations, dinosaurs, and famous landmarks. Thank you to Friends for purchasing the supplies and technology to make this on-going program possible!

Family Classes and Events

Dinovember

Children's Services celebrated Dinosaurs in November. Every Monday we held Drop-in Dino Activities for 3-5 year olds with dinosaur themed hands-on activities. Toddler and Family Storytimes were dinosaur themed and there was a dinosaur scavenger hunt. Friends' funds were used to purchase supplies for Drop-in Dino Activities, a scavenger hunt prize, a photo backdrop and paper plates for dinosaur pixel art on the wall in Children's Services.

FRIENDS GRANT PROGRAM SUMMARIES

4th QUARTER 2024

Popular Character Voting

Thank you so much to Friends for providing the funds for our Storybook Character Voting Booth. From Oct 21 to Nov 5, the children who visited APL had the opportunity to vote for their favorite of the six story characters. They could step into our voting booth, fill out a ballot, cast their vote, and get an "I Voted" sticker. Kids and their caregivers delighted in this unique introduction to civic engagement. (P.S. Dog Man was the winner for 2024!)

Programs for All Ages

Ongoing Classes, Events and ServiceSpecial Projects

Children's Program Supplies

Friends' funds were used to purchase supplies for programming in the new library. Some of the items include a sensory bin, two storytime carts, an art drying rack and more.

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.

Early Childhood Area

Friends' funds were used to purchase toys for the Early Childhood play space in the new library and replace worn out toys from the temporary library. Some of the items include large foam building stones, timbers and cinderblocks, puzzles, toy cars, magnet playsets and infant toys. The Early Childhood play space is heavily used by families and these toys are sure to be loved for years to come.

Digital Creation Studio Equipment

Friends' funds were used to purchase technology and equipment for the Digital Creation Studios in the renovated library. This equipment will facilitate dynamic experimentation and creation in the studio spaces.

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.

Library Brand Identity Update

Friends' funds were used to contract with a communications firm to refresh the Appleton Public Library brand identity, helping us to fully illustrate the library's vision and mission.

FRIENDS GRANT PROGRAM SUMMARIES

4th QUARTER 2024

Puppet Stage and Puppets

The Children's Department is looking forward to bringing puppets and puppet shows back in our newly renovated library. To make these shows possible, Friends' Funds were used to purchase a portable puppet stage that will allow puppet shows to be performed with a flexibility that matches our new facility. Additional puppets were also purchased to round out the puppet collection.

Sensory Room

Friends' Funds were used to purchase specialty items for the Sensory Room including wall panels, a compression canoe and a waterless LED color column. These items are designed to help users of the room regulate sensory input.

Technology Upgrades

Friends' Funds and the Trout Endowment for Reluctant Readers allowed for a fantastic upgrade to the technology we can offer for programming! We know through experience that one strong way to engage, motivate, and support reluctant readers is to blend literacy materials with technology and hands-on manipulatives. With this in mind, we purchased new coding robots, digital microscopes, document cameras, Lego Education sets, a green screen, a globe, and a jumbo simple machines set. These upgrades and additions to our resources help to keep our services up-to-date and appealing for our current patrons while also attracting new program attendees. Thank you so much for your support!