



City of Appleton

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

Meeting Agenda - Final Library Board

Tuesday, April 15, 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
[25-0350](#) March 18, 2025 Meeting Minutes

Attachments: [3-18-2025 Library Board Meeting Minutes.pdf](#)

Public Participation & Communication

Establish Order of the Day

6. Action Items

[25-0351](#) Bill Register - March 2025

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

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

[Jan-Mar 25 Friends Quarterly Report.pdf](#)

[25-0352](#) April 2025 Budget Amendment

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

[25-0363](#) 2024 - 2025 Library Carryover Request

Attachments: [Carryover 2024-2025 for Library Board.pdf](#)

[25-0353](#) 2025 APL Financial Policy Update

Attachments: [Financial Policy \(Draft 4-7-2025\).pdf](#)

7. Information Items**A. Administrative Report**

[25-0354](#) New Building Update

[25-0355](#) 2025 National Library Week

Attachments: [Mayoral Proclamation.pdf](#)

[25-0356](#) APL Hiring Process Update

B. President's Report

[25-0358](#) Elimination of The Institute of Museum and Library Services Update

[25-0359](#) Appointment of Nominating Committee May 2025

[25-0360](#) Trustee Training: Trustee Essentials Overview

Attachments: [Trustee Essentials: A Handbook for Wisconsin Public Library Trustees](#)

C. Staff Updates

[25-0361](#) Community Partnerships Updates

[25-0362](#) Children's Program 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

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

Meeting Minutes Library Board

Tuesday, March 18, 2025

5:00 PM

Appleton Public Library
200 N Appleton Street
Cornerstone Conference Room

1. Call meeting to order

President Margret Mann called the meeting to order at 5:02pm

2. Pledge of Allegiance

3. Roll call of membership

Others Present: Mike Alberts, Nicole Casner, Ann Cooksey, Darrin Glad, Tina Krueger, Adriana McCleer, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Maureen Ward

Present: 8 - Looker, Scheuerman, Mann, Van Zeeland, Keller, Brozek, Lokensgard and Vargas

Excused: 2 - Bunnow and Lee

4. Approval of minutes from previous meeting

[25-0234](#) February 25, 2025 Meeting Minutes

Attachments: [02-25-2025 Library Board Meeting Minutes.pdf](#)

Van Zeeland moved, seconded by Scheuerman, that the February 25, 2025 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

5. Public Participation & Communications

[25-0233](#) Introduction of New Library Board Trustee

[25-0249](#) Introduction of New APL Building Supervisor

Establish Order of the Day

6. Action Items

[25-0235](#)

Bill Register - February 2025

Attachments:[Feb 25 Bill Register.pdf](#)[APL Financial Cash Flow-February 2025.pdf](#)

Scheuerman moved, seconded by Looker, that the February 2025 Bill Register be approved. Voice Vote. Motion Carried. (8-0)

[25-0236](#)

March 2025 Budget Amendment

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

Van Zeeland moved, seconded by Looker, that the March 2025 Budget Amendment be approved. Voice Vote. Motion Carried. (8-0)

[25-0237](#)

2025 APL Materials Budget

Attachments:[MaterialsBudget 2025 ProposedAllocations BoardView.pdf](#)

Brozek moved, seconded by Lokensgard, that the 2025 APL Materials Budget be approved. Voice Vote. Motion Carried. (8-0)

[25-0238](#)

City of Appleton Fringe Benefits Policy Update

Attachments:[Fringe Benefit Policy 11.2024.pdf](#)

Scheuerman moved, seconded by Keller, that the City of Appleton Fringe Benefits Policy Updates be approved. Voice Vote. Motion Carried. (8-0)

[25-0239](#)

Space Use Policy and Library Rental Fee Schedule Updates

Attachments:[SPACE USE POLICY Draft 3-10-2025.pdf](#)[LIBRARY EVENT RENTAL FEE SCHEDULE DRAFT 3-10-2025.pdf](#)

Brozek moved, seconded by Van Zeeland, that the APL Space Use Policy and Library Rental Fee Schedule Updates be approved. Voice Vote. Motion Carried. (8-0)

7. Information Items

A. Administrative Report

[25-0241](#)

New Building Update

[25-0242](#)

APL Hiring Process Update

B President's Report

[25-0243](#) WLA Legislative Day Report

[25-0244](#) Trustee Annual Calendar

Attachments: [Trustee Annual Calendar 2025.pdf](#)

[25-0256](#) Proposed Elimination of the Institute of Museum and Library Services (IMLS)

C. Staff Updates

[25-0245](#) Children's Program Updates

[25-0246](#) Community Partnerships Updates

8. Adjournment

Van Zeeland moved, seconded by Brozek, that the Meeting be adjourned. Voice Vote. Motion Carried. (8-0)

The Meeting was Adjourned at 6:08pm

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/3 TO 2025/3		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
16010											Library Administration
16010	620100										Training/Conferences
	999990	WISCONSIN LIBRARY AS	142942		0	2025	3	INV P		315.00	pcard WAPL 2025 Conferenc
	999990	AMERICAN LIBRARY ASS	142943		0	2025	3	INV P		674.00	pcard ALA 2025 Conference
										989.00	
										ACCOUNT TOTAL	989.00
16010	630100										Office Supplies
	001583	UNITED STATES POSTAL	142868		0	2025	3	INV P		16.17	pcard Postage Board Packe
	001983	AMAZON	141786		0	2025	3	INV P		-8.77	pcard Board Book Return
	001983	AMAZON	141787		0	2025	3	INV P		24.03	pcard Board Books, dishwa
	001983	AMAZON	141788		0	2025	3	INV P		289.97	pcard Paper Shredder, Sha
	001983	AMAZON	141789		0	2025	3	INV P		7.27	pcard Board Boook
	001983	AMAZON	141790		0	2025	3	INV P		14.39	pcard Board Book
										326.89	
	002034	ODP BUSINESS SOLUTIO	141792		0	2025	3	INV P		44.46	pcard Admin Office Suppli
	002034	ODP BUSINESS SOLUTIO	141793		0	2025	3	INV P		22.78	pcard Expanding File Fol
	002034	ODP BUSINESS SOLUTIO	142209		0	2025	3	INV P		51.37	pcard Sharpies, Clip Boar
	002034	ODP BUSINESS SOLUTIO	142210		0	2025	3	INV P		26.98	pcard Binders
	002034	ODP BUSINESS SOLUTIO	142211		0	2025	3	INV P		25.89	pcard Binders
	002034	ODP BUSINESS SOLUTIO	142869		0	2025	3	INV P		53.95	pcard Notepads, Pencils,
	002034	ODP BUSINESS SOLUTIO	142870		0	2025	3	INV P		5.98	pcard Notepads
	002034	ODP BUSINESS SOLUTIO	142919		0	2025	3	INV P		5.28	pcard Push Pins
	002034	ODP BUSINESS SOLUTIO	142920		0	2025	3	INV P		32.46	pcard Label Maker Tape re
										269.15	
	999990	AMAZON MKTPL*312SL2J	142127		0	2025	3	INV P		48.43	pcard Acrylic Sign Holder
	999990	AMAZON MKTPL*B09L87V	142128		0	2025	3	INV P		16.98	pcard Plastic Badge Holde
	999990	FLY ME FLAG, LLC	142212		0	2025	3	INV P		618.50	pcard US Flag Set, WI Sta
										683.91	
										ACCOUNT TOTAL	1,296.12
16010	630700										Food & Provisions
	001983	AMAZON	142893		0	2025	3	INV P		30.42	pcard Multicultural Club
	999990	PICK N SAVE #403	142896		0	2025	3	INV P		21.94	pcard Programming Expense
	999990	PICK 'N SAVE #123	142944		0	2025	3	INV P		21.75	pcard All Staff meeting s
										43.69	
										ACCOUNT TOTAL	74.11
16010	632002										Outside Printing
	999990	DRI*SIGNS	142177		0	2025	3	INV P		58.44	pcard Public Posting Sign

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/3 TO 2025/3				ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
ACCOUNT TOTAL										58.44			
16010	641200												
002158	CAREERBUILDER	141967		0	Advertising	2025	3	INV	P	399.49	032625	569132	Recruitment
ACCOUNT TOTAL										399.49			
16010	659900												
000864	MEMORIAL FLORIST AND	142866		0	Other Contracts/Obligation	2025	3	INV	P	999.90	pcard		Atrium Plants
999990	4IMPRINT, INC	142126		0		2025	3	INV	P	349.52	pcard		Staff & Volunteer L
ACCOUNT TOTAL										1,349.42			
ORG 16010 TOTAL										4,166.58			
Library Children's Services													
16021	630100				Office Supplies								
001983	AMAZON	141816		0		2025	3	INV	P	7.99	pcard		School-Age STEAM su
001983	AMAZON	141832		0		2025	3	INV	P	6.68	pcard		Salt
001983	AMAZON	141833		0		2025	3	INV	P	27.69	pcard		Markers
001983	AMAZON	141834		0		2025	3	INV	P	36.35	pcard		Program Supplies
001983	AMAZON	141873		0		2025	3	INV	P	13.85	pcard		Opening Supplies
001983	AMAZON	141874		0		2025	3	INV	P	9.74	pcard		Opening Supplies
001983	AMAZON	142306		0		2025	3	INV	P	25.84	pcard		Program Supplies Ge
001983	AMAZON	142827		0		2025	3	INV	P	18.46	pcard		STREAM Team Program
										146.60			
999990	WAL-MART #2958	142914		0		2025	3	INV	P	17.09	pcard		STREAM Team Program
ACCOUNT TOTAL										163.69			
16021	630100 3954				Office Supplies								
001983	AMAZON	142892		0		2025	3	INV	P	23.98	pcard		ARTR coloring books
ACCOUNT TOTAL										23.98			
16021	659900				Other Contracts/Obligation								
001034	OUTAGAMIE WAUPACA LI	141554		0		2025	3	INV	P	386.50	030525	568867	Barcodes, Envelopes
ACCOUNT TOTAL										386.50			
ORG 16021 TOTAL										574.17			
Library Public Services													
16023	630100				Office Supplies								
001034	OUTAGAMIE WAUPACA LI	141554		0		2025	3	INV	P	857.00	030525	568867	Barcodes, Envelopes
ACCOUNT TOTAL										857.00			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/3 TO 2025/3				ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
						ORG 16023	TOTAL	857.00					
						Library Community Partnerships							
16024						Office Supplies							
16024	630100												
000084	ADI		142828		0	2025	3	INV	P	15.00	pcard	Grand Opening Scave	
001983	AMAZON		142175		0	2025	3	INV	P	34.18	pcard	Craft trays for tee	
001983	AMAZON		142852		0	2025	3	INV	P	115.44	pcard	CP Workspace suppli	
001983	AMAZON		142886		0	2025	3	INV	P	19.95	pcard	CP Workspace suppli	
001983	AMAZON		142887		0	2025	3	INV	P	-53.91	pcard	Monthlies Project S	
										115.66			
999990	AMAZON	MKTPL*ZF8NL1F	142176		0	2025	3	INV	P	36.75	pcard	Fox Cities Pass Sig	
						ACCOUNT TOTAL	167.41						
						Office Supplies							
16024	630100	3957											
002732	RENEE GRALEWICZ		141952		0	2025	3	INV	P	200.00	031925	569082 Fox Cities Reads Au	
002732	RENEE GRALEWICZ		141953		0	2025	3	INV	P	600.00	031925	569082 Fox Cities Reads Au	
										800.00			
						ACCOUNT TOTAL	800.00						
						Other Contracts/Obligation							
16024	659900												
001034	OUTAGAMIE WAUPACA LI		141554		0	2025	3	INV	P	386.50	030525	568867 Barcodes, Envelopes	
002992	AMBERLULU LLC		142658		0	2025	3	INV	P	100.00	032625	569116 Cooking Demonstrati	
003350	ERIN KREBS		142659		0	2025	3	INV	A	300.00		Concert and Stories	
003502	STACY PARISH		142657		0	2025	3	INV	A	360.00		Sages Story Hour Fa	
003503	NATE SCHWEBER		142656		0	2025	3	INV	P	150.00	032625	569173 Hybrid Author Talk	
						ACCOUNT TOTAL	1,296.50						
						ORG 16024	TOTAL	2,263.91					
						Library Building Operations							
16031	630600												
001983	AMAZON		141787		0	2025	3	INV	P	10.17	pcard	Board Books, dishwa	
						ACCOUNT TOTAL	10.17						
						Tools & Instruments							
16031	630902												
000866	MENARDS		141785		0	2025	3	INV	P	40.65	pcard	Box Cutters	
						ACCOUNT TOTAL	40.65						
						Solid Waste/Recycling Pickup							
16031	640700												

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/3 TO 2025/3		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
002545	GFL ENVIRONMENTAL	142908	0	2025	3	INV	P	546.46	pcard		GFL - ENV
ACCOUNT TOTAL									546.46		
16031	641301			Electric							
001575	WE ENERGIES	578	0	2025	3	INV	P	742.13	030525	568897	0701172433-00271 E1
ACCOUNT TOTAL									742.13		
16031	641302			Gas							
001575	WE ENERGIES	578	0	2025	3	INV	P	1,325.87	030525	568897	0701172433-00271 E1
ACCOUNT TOTAL									1,325.87		
16031	641600			Build Repairs & Maint							
002034	ODP BUSINESS SOLUTIO	141791	0	2025	3	INV	P	76.05	pcard		Batteries
ACCOUNT TOTAL									76.05		
ORG 16031 TOTAL									2,741.33		
16032				Library Materials Management							
16032	503500			Other Reimbursements							
001230	SHAWANO COUNTY	142682	0	2025	3	INV	P	32.00	032625	569189	PATRON MATERIAL REI
001446	VILLAGE OF KIMBERLY	142713	0	2025	3	INV	P	5.00	032625	569210	PATRON MATERIAL REI
001447	VILLAGE OF LITTLE CH	142715	0	2025	3	INV	P	20.00	032625	569211	PATRON MATERIAL REI
001615	DOOR COUNTY LIBRARY	142653	0	2025	3	INV	A	25.00			PATRON MATERIAL REI
ACCOUNT TOTAL									82.00		
16032	630100			Office Supplies							
001034	OUTAGAMIE WAUPACA LI	141554	0	2025	3	INV	P	774.08	030525	568867	Barcodes, Envelopes
001765	BAYSCAN TECHNOLOGIES	142214	0	2025	3	INV	P	230.94	pcard		Hub label printer s
001983	AMAZON	141794	0	2025	3	INV	P	14.14	pcard		CD pockets
002259	DEMCO SOFTWARE	142213	0	2025	3	INV	P	360.01	pcard		spine label tape, L
999990	KAPCO-ONLINE	141795	0	2025	3	INV	P	723.60	pcard		Book jacket covers
ACCOUNT TOTAL									2,102.77		
16032	631500			Books & Library Materials							
000550	GALE / CENGAGE LEARN	142315	0	2025	3	INV	P	2,418.31	032625	569150	87024860 ; acct 153
000889	MIDWEST TAPE	141815	0	2025	3	INV	P	155.93	pcard		506787887
000889	MIDWEST TAPE	142882	0	2025	3	INV	P	169.42	pcard		506822072
000889	MIDWEST TAPE	142883	0	2025	3	INV	P	4,570.58	pcard		506823350

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/3 TO 2025/3				ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
000889	MIDWEST	TAPE		142884		0	2025	3	INV	P		59.22	pcard	506841232
000889	MIDWEST	TAPE		142940		0	2025	3	INV	P		50.98	pcard	506872596
											5,006.13			
001983	AMAZON			142251		0	2025	3	INV	P		174.68	pcard	111-6567499-0869035
001983	AMAZON			142253		0	2025	3	INV	P		198.25	pcard	111-7324971-0725024
001983	AMAZON			142254		0	2025	3	INV	P		57.87	pcard	111-1648851-3883404
001983	AMAZON			142878		0	2025	3	INV	P		100.44	pcard	111-3312550-4126627
001983	AMAZON			142879		0	2025	3	INV	P		117.21	pcard	111-4128758-6625809
001983	AMAZON			142880		0	2025	3	INV	P		48.74	pcard	111-8118325-6494627
001983	AMAZON			142881		0	2025	3	INV	P		39.90	pcard	111-1648851-3883404
001983	AMAZON			142936		0	2025	3	INV	P		34.18	pcard	111-3389965-9141023
001983	AMAZON			142937		0	2025	3	INV	P		7.98	pcard	111-7526201-9842627
001983	AMAZON			142938		0	2025	3	INV	P		79.89	pcard	111-0255714-0186637
001983	AMAZON			142939		0	2025	3	INV	P		30.00	pcard	111-8903762-3440202
											889.14			
002396	INGRAM	LIBRARY	SERV	141536		0	2025	3	INV	P		193.53	030525	568853 86599598
002396	INGRAM	LIBRARY	SERV	141537		0	2025	3	INV	P		16.50	030525	568853 86599599
002396	INGRAM	LIBRARY	SERV	141539		0	2025	3	INV	P		248.00	030525	568853 86613425
002396	INGRAM	LIBRARY	SERV	141540		0	2025	3	INV	P		997.37	030525	568853 86660117
002396	INGRAM	LIBRARY	SERV	141541		0	2025	3	INV	P		605.51	030525	568853 86707526
002396	INGRAM	LIBRARY	SERV	141542		0	2025	3	INV	P		260.94	030525	568853 86707527
002396	INGRAM	LIBRARY	SERV	141543		0	2025	3	INV	P	1,	261.30	030525	568853 86729117
002396	INGRAM	LIBRARY	SERV	141544		0	2025	3	INV	P		56.93	030525	568853 86741545
002396	INGRAM	LIBRARY	SERV	141545		0	2025	3	INV	P		84.65	030525	568853 86762070
002396	INGRAM	LIBRARY	SERV	141546		0	2025	3	INV	P		212.61	030525	568853 86762071
002396	INGRAM	LIBRARY	SERV	141547		0	2025	3	INV	P		77.69	030525	568853 86762072
002396	INGRAM	LIBRARY	SERV	141548		0	2025	3	INV	P	2,	208.52	030525	568853 86781162
002396	INGRAM	LIBRARY	SERV	141550		0	2025	3	INV	P		199.47	030525	568853 86794899
002396	INGRAM	LIBRARY	SERV	141551		0	2025	3	INV	P		231.23	030525	568853 86817144
002396	INGRAM	LIBRARY	SERV	141552		0	2025	3	INV	P		20.59	030525	568853 86828451
002396	INGRAM	LIBRARY	SERV	141553		0	2025	3	INV	P		290.48	030525	568853 86840521
002396	INGRAM	LIBRARY	SERV	141882		0	2025	3	INV	P		364.61	031225	568941 86891350
002396	INGRAM	LIBRARY	SERV	142317		0	2025	3	INV	P		487.43	032625	569159 86914079
002396	INGRAM	LIBRARY	SERV	142318		0	2025	3	INV	P	2,	299.31	032625	569159 86945459
002396	INGRAM	LIBRARY	SERV	142320		0	2025	3	INV	P		531.58	032625	569159 86950607
002396	INGRAM	LIBRARY	SERV	142321		0	2025	3	INV	P		153.24	032625	569159 86950608
002396	INGRAM	LIBRARY	SERV	142322		0	2025	3	INV	P		856.25	032625	569159 86964287
002396	INGRAM	LIBRARY	SERV	142323		0	2025	3	INV	P		428.97	032625	569159 86989011
002396	INGRAM	LIBRARY	SERV	142325		0	2025	3	INV	P		210.42	032625	569159 87001947
002396	INGRAM	LIBRARY	SERV	142326		0	2025	3	INV	P		472.94	032625	569159 87001948
002396	INGRAM	LIBRARY	SERV	142327		0	2025	3	INV	P	1,	740.25	032625	569159 87014612
002396	INGRAM	LIBRARY	SERV	142328		0	2025	3	INV	P		208.59	032625	569159 87014613
002396	INGRAM	LIBRARY	SERV	142329		0	2025	3	INV	P		356.35	032625	569159 87021820
002396	INGRAM	LIBRARY	SERV	142330		0	2025	3	INV	P	2,	340.93	032625	569159 87039760
002396	INGRAM	LIBRARY	SERV	142331		0	2025	3	INV	P		18.11	032625	569159 87061563
002396	INGRAM	LIBRARY	SERV	142332		0	2025	3	INV	P		447.84	032625	569159 87061564
002396	INGRAM	LIBRARY	SERV	142333		0	2025	3	INV	P		552.73	032625	569159 87061565
002396	INGRAM	LIBRARY	SERV	142334		0	2025	3	INV	P		186.87	032625	569159 87071224

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/3 TO 2025/3											
ACCOUNT/VENDOR			DOCUMENT	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
002396	INGRAM	LIBRARY SERV	142335	0	2025	3	CRM	P	-10.25	032625	569159 87030607
002396	INGRAM	LIBRARY SERV	142685	0	2025	3	INV	P	606.13	032625	569159 87084572
002396	INGRAM	LIBRARY SERV	142686	0	2025	3	INV	P	578.70	032625	569159 87115095
002396	INGRAM	LIBRARY SERV	142687	0	2025	3	INV	P	670.01	032625	569159 87128996
002396	INGRAM	LIBRARY SERV	142689	0	2025	3	INV	P	284.58	032625	569159 87128997
002396	INGRAM	LIBRARY SERV	142690	0	2025	3	INV	P	121.88	032625	569159 87135216
002396	INGRAM	LIBRARY SERV	142691	0	2025	3	INV	P	212.95	032625	569159 87161206
002396	INGRAM	LIBRARY SERV	142692	0	2025	3	INV	P	1,631.49	032625	569159 87177246
002396	INGRAM	LIBRARY SERV	142693	0	2025	3	INV	P	93.66	032625	569159 87177247
002396	INGRAM	LIBRARY SERV	142694	0	2025	3	INV	P	44.05	032625	569159 87184558
002396	INGRAM	LIBRARY SERV	142695	0	2025	3	INV	P	4.49	032625	569159 87184559
002396	INGRAM	LIBRARY SERV	142696	0	2025	3	INV	P	436.37	032625	569159 87199726
002396	INGRAM	LIBRARY SERV	142697	0	2025	3	INV	P	224.94	032625	569159 87199727
002396	INGRAM	LIBRARY SERV	142698	0	2025	3	INV	P	181.82	032625	569159 87208147
002396	INGRAM	LIBRARY SERV	142699	0	2025	3	INV	P	383.25	032625	569159 87223686
002396	INGRAM	LIBRARY SERV	142700	0	2025	3	INV	P	246.90	032625	569159 87232783
002396	INGRAM	LIBRARY SERV	142701	0	2025	3	INV	P	425.46	032625	569159 87244409
002396	INGRAM	LIBRARY SERV	142702	0	2025	3	INV	P	205.73	032625	569159 87244410
002396	INGRAM	LIBRARY SERV	142703	0	2025	3	INV	P	17.21	032625	569159 87250188
									24,981.11		
002830	KANOPY, INC		141881	0	2025	3	INV	P	833.85	031225	568944 441771
999990	THOMSON WEST*TCD		142252	0	2025	3	INV	P	1,250.89	pcard	851567231
999990	THE PENWORTHY COMPAN		142255	0	2025	3	INV	P	1,847.66	pcard	0606144-IN
999990	CRUISINGWO* FLY-CRW		142256	0	2025	3	INV	P	29.00	pcard	50250303
999990	ANC* NEWSPAPERS.COM		142885	0	2025	3	INV	P	74.90	pcard	11653132
999990	PAYPAL *BECKETTMEDI		142941	0	2025	3	INV	P	46.95	pcard	237005
									3,249.40		
ACCOUNT TOTAL									37,377.94		
16032	659900	Other Contracts/Obligation									
001034	OUTAGAMIE WAUPACA LI	142674	0	2025	3	INV	P	62,356.00	032625	569179 OWLSnet Membership	
ACCOUNT TOTAL									62,356.00		
ORG 16032 TOTAL									101,918.71		
16033	Library Network Services										
16033	630100	Office Supplies									
000460	FEDEX - FEDERAL EXPR	142854	0	2025	3	INV	P	13.80	pcard	FedEx return to CDW	
001619	CDW GOVERNMENT, INC.	142890	0	2025	3	INV	P	84.26	pcard	CDW Floor mat for I	
ACCOUNT TOTAL									98.06		
16033	632700	Miscellaneous Equipment									
000362	DELL MARKETING L.P.	142856	0	2025	3	INV	P	349.99	pcard	Dell Docking statio	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/3 TO 2025/3											
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION	
001619	CDW GOVERNMENT, INC.	141827	0	2025	3	INV	P	1,323.40	pcard		CDW Receipt Printer
001619	CDW GOVERNMENT, INC.	141828	0	2025	3	INV	P	819.64	pcard		CDW Barcode scanner
001619	CDW GOVERNMENT, INC.	142889	0	2025	3	INV	P	-100.28	pcard		CDW RETURN Barcode
001619	CDW GOVERNMENT, INC.	142891	0	2025	3	INV	P	330.85	pcard		CDW receipt printer
							2,373.61				
999990	MONOPRICE, INC.	141824	0	2025	3	INV	P	-211.89	pcard		Monoprice network c
ACCOUNT TOTAL							2,511.71				
16033	659900	Other Contracts/Obligation									
000362	DELL MARKETING L.P.	142855	0	2025	3	INV	P	2,131.58	pcard		Dell Servers mainte
001619	CDW GOVERNMENT, INC.	141826	0	2025	3	INV	P	1,508.70	pcard		CDW standalone Offi
003432	XEROX FINANCIAL SERV	141910	0	2025	3	INV	P	38.29	031225	569009	Copier Contract Cha
003432	XEROX FINANCIAL SERV	142711	0	2025	3	INV	P	449.51	032625	569221	Copier Contract Cha
							487.80				
999990	ZOOM.COM 888-799-966	141825	0	2025	3	INV	P	40.00	pcard		Monthly Zoom invoic
999990	CLOUD DNS LTD	142853	0	2025	3	INV	P	10.35	pcard		CLOUD DNS renewal
							50.35				
ACCOUNT TOTAL							4,178.43				
ORG 16033				TOTAL			6,788.20				
FUND 100		General Fund		TOTAL:			119,309.90				

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



Appleton Public Library Cash Flow Report March 2025				JAN	FEB	MAR	
GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	ACTUAL	YTD TOTAL
423200	Library Grants & Aids	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
480100	General Charges for Service	\$0.00	\$0.00	\$0.00	\$33.51	\$17.86	\$51.37
500100	Fees & Commissions	\$0.00	\$0.00	\$0.00	\$0.00	\$1.50	\$1.50
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502000	Donations & Memorials	\$0.00	\$0.00	\$0.00	\$11,981.38	\$190.18	\$12,171.56
503500	Other Reimbursements	\$0.00	\$0.00	(\$193,267.36)	\$1,871.07	\$84,823.63	(\$106,572.66)
Total Revenue		\$0.00	\$0.00	(\$193,267.36)	\$13,885.96	\$85,033.17	(\$94,348.23)

Expense			JAN	FEB	MAR	YTD TOTAL	
610100	Regular Salaries	\$0.00	\$0.00	(\$181,735.99)	(\$186,222.19)	(\$191,943.56)	(\$559,901.74)
610400	Call Time Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
610500	Overtime Wages	\$0.00	\$0.00	\$0.00	(\$1,492.94)	\$0.00	(\$1,492.94)
610800	Part-Time Wages	\$0.00	\$0.00	(\$5,693.16)	(\$18,944.25)	(\$28,859.41)	(\$53,496.82)
611400	Sick Pay	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,362.00)	(\$3,362.00)
611500	Vacation Pay	\$0.00	\$0.00	(\$6,696.20)	(\$8,576.85)	(\$14,524.56)	(\$29,797.61)
615000	Fringes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
615100	FICA	\$0.00	\$0.00	(\$19,146.76)	(\$13,493.74)	(\$14,058.12)	(\$46,698.62)
615200	Retirement	\$0.00	\$0.00	(\$18,361.49)	(\$12,479.01)	(\$12,712.28)	(\$43,552.78)
615301	Health Insurance	\$0.00	\$0.00	(\$17,987.91)	(\$40,397.17)	(\$41,289.85)	(\$99,674.93)
615302	Dental Insurance	\$0.00	\$0.00	(\$1,227.79)	(\$2,718.18)	(\$2,794.87)	(\$6,740.84)
615400	Life Insurance	\$0.00	\$0.00	(\$96.00)	(\$96.00)	\$7,377.09	\$7,185.09
Personnel Services		\$0.00	\$0.00	(\$250,945.30)	(\$284,420.33)	(\$302,167.56)	(\$837,533.19)

Expense				JAN	FEB	MAR	YTD TOTAL
620100	Training/Conferences	\$0.00	\$0.00	\$0.00	\$0.00	(\$989.00)	(\$989.00)
620200	Mileage Reimbursement	\$0.00	\$0.00	(\$30.00)	(\$30.00)	(\$30.00)	(\$90.00)
620600	Parking Permits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
630100	Office Supplies	\$0.00	\$0.00	(\$5,850.24)	(\$17,081.56)	(\$7,773.88)	(\$30,705.68)
630300	Memberships & Licenses	\$0.00	\$0.00	(\$200.00)	(\$362.25)	\$0.00	(\$562.25)
630500	Awards & Recognition	\$0.00	\$0.00	(\$395.71)	\$0.00	\$0.00	(\$395.71)
630600	Building Maint./Janitor	\$0.00	\$0.00	(\$30.56)	\$0.00	(\$10.17)	(\$40.73)
630700	Food & Provisions	\$0.00	\$0.00	\$0.00	(\$643.23)	(\$74.11)	(\$717.34)
630902	Tools & Instruments	\$0.00	\$0.00	\$0.00	\$0.00	(\$40.65)	(\$40.65)
631500	Books & Library Materials	\$0.00	\$0.00	(\$68,663.30)	(\$33,802.74)	(\$37,377.94)	(\$139,843.98)
632001	City Copy Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
632002	Outside Printing	\$0.00	\$0.00	\$0.00	(\$856.00)	(\$58.44)	(\$914.44)
632101	Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
632300	Safety Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
632700	Miscellaneous Equipment	\$0.00	\$0.00	(\$455.23)	(\$42,161.15)	(\$2,511.71)	(\$45,128.09)
640700	Solid Waste/Recycling	\$0.00	\$0.00	(\$466.25)	(\$474.28)	(\$546.46)	(\$1,486.99)
641200	Advertising	\$0.00	\$0.00	(\$599.00)	(\$90.75)	(\$399.49)	(\$1,089.24)
641301	Electric	\$0.00	\$0.00	\$0.00	(\$1,303.35)	(\$742.13)	(\$2,045.48)
641302	Gas	\$0.00	\$0.00	\$0.00	(\$1,529.83)	(\$1,325.87)	(\$2,855.70)
641303	Water	\$0.00	\$0.00	(\$192.80)	(\$560.03)	\$0.00	(\$752.83)
641304	Sewer	\$0.00	\$0.00	(\$70.78)	(\$299.75)	\$0.00	(\$370.53)
641306	Stormwater	\$0.00	\$0.00	(\$666.24)	(\$775.85)	\$0.00	(\$1,442.09)
641307	Telephone	\$0.00	\$0.00	(\$529.57)	(\$303.52)	(\$301.74)	(\$1,134.83)
641308	Cellular Phones	\$0.00	\$0.00	(\$62.25)	(\$62.25)	\$0.00	(\$124.50)
641600	Build Repairs & Maint	\$0.00	\$0.00	\$0.00	(\$57.98)	(\$76.05)	(\$134.03)
641800	Equip Repairs & Maint	\$0.00	\$0.00	\$0.00	(\$1,679.96)	\$0.00	(\$1,679.96)
642000	Facilities Charges	\$0.00	\$0.00	\$0.00	(\$13,328.41)	(\$32,346.26)	(\$45,674.67)
644000	Snow Removal Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
650200	Leases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
659900	Other Contracts/Obligation	\$0.00	\$0.00	(\$44,522.64)	(\$11,112.31)	(\$69,566.85)	(\$125,201.80)
681500	Software Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Operating Expense	\$0.00	\$0.00	(\$122,734.57)	(\$126,515.20)	(\$154,170.75)	(\$403,420.52)
	Personnel Services	\$0.00	\$0.00	(\$250,945.30)	(\$284,420.33)	(\$302,167.56)	(\$837,533.19)
	Operating Expense	\$0.00	\$0.00	(\$122,734.57)	(\$126,515.20)	(\$154,170.75)	(\$403,420.52)
	Total Expense	\$0.00	\$0.00	(\$373,679.87)	(\$410,935.53)	(\$456,338.31)	(\$1,240,953.71)
	Total Revenue	\$0.00	\$0.00	(\$193,267.36)	\$13,885.96	\$85,033.17	(\$94,348.23)

04/02/2025 14:16:19 | City of Appleton
SawickME | Project Summary Report
For Jan 2025 To Mar 2025

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MAJOR PROJECT TITLE

***** Library - Friends of the Library

PROJECT TITLE

LIB-FRIENDLibrary - Friends of the Library

BEGINNING BALANCE 902.93

FUNDING SOURCES	TITLE	AMOUNT
LIB-FRIEND.LIBADMIN .OTHREIMB .	Library Administration	-80,000.00
	FUNDING SOURCE TOTAL	-80,000.00

EXPENSE STRINGS	TITLE	AMOUNT
LIB-FRIEND.CHILDSERV .OTHCONTR .	Children's Services	589.50
LIB-FRIEND.CHILDSERV .SUPPLIES .	Children's Services	2,512.53
LIB-FRIEND.COMMPART .OTHCONTR .	Community Partnerships	2,064.85
LIB-FRIEND.COMMPART .SUPPLIES .	Community Partnerships	4,477.45
LIB-FRIEND.LIBADMIN .AWARDREC .	Library Administration	395.71
LIB-FRIEND.LIBADMIN .FOOD/PROV .	Library Administration	402.74
LIB-FRIEND.LIBADMIN .OTHCONTR .	Library Administration	6,771.84
LIB-FRIEND.LIBADMIN .OUTPRINT .	Library Administration	914.44
LIB-FRIEND.LIBADMIN .SUPPLIES .	Library Administration	1,800.85
LIB-FRIEND.MATERIALS .BOOKS/MATS.	Materials Management	313.95
	EXPENSE TOTAL	20,243.86

ENDING BALANCE -58,853.21

***** TOTALS

BEGINNING BALANCE	902.93
FUNDING SOURCE	-80,000.00
EXPENSE	20,243.86
ENDING BALANCE	-58,853.21

REPORT TOTAL: -58,853.21

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

CITY OF APPLETON

BUDGET AMENDMENT REQUEST

Budget Year 2025

	ORG	OBJECT	PROJ (in GL)		
<u>Description</u>	PROJECT	SEG 1	SEG 2	SEG 3	<u>Amount</u>
Materials Management: Other Reim	16032 .	503500			\$ 200
Materials Mgmt: Books & Library Mtls	16032 .	631500			\$ 200
Library Admin: Donation	16010 .	502000			\$ 187
Comm Part : Supplies : Cultural Prog	16024 .	630100 .	3957		\$ 187

For the purpose of:

- *Dunlap Donation
- *Bavnick Books - Fox Cities Reads

Requested by:

Department Head

Date



Information:

Action:

Finance Director

Date

Mayor

Date

Reported to Finance Committee:

Date

Date

Finance comments:

Budget Entry (BE) No.: _____

2024-2025 CARRYOVER REQUESTS					
Library Grants					
2550		United Way	Reach Out & Read Program	\$14,778.00	United Way Support for Reach Out & Read Program
ALA-LBB	LBB			\$2,483.00	Granted funds from ALA to support Business programs
16021	630100			\$3,570.00	Granted funds from ELL
16021	630100			\$904.00	Granted funds from Ready to Read
16024	610800			\$1,920.00	Granted funds from Library's in Bloom Grant
16024	503500			\$5,549.00	Granted funds from UCLA/RLI Grant
160*	VARIOUS			\$15,180.00	Various donations received in 2024 to be spent in 2025
LIB-FRIEND	MULTIPLE			\$58,352.00	Granted funds from the Friends of APL
				\$102,736.00	TOTAL



FINANCIAL POLICY

PURPOSE

The Appleton Public Library ("APL") Board of Trustees ("library board") establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of APL's mission and goals, and compliance with appropriate laws and ordinances and City of Appleton ("city") policies.

POLICY

1. Consistency

- a. Library staff ("staff"), while preserving the library board's legal prerogatives under Wis. Stats. §§ 43.58(1) and 43.58(2), will keep library practices in compliance with city policies.
- b. Staff will work with the city's Finance Department to ensure that the city's financial policies accommodate the library board's responsibility and bring these policies to the library board for approval.

2. Budget

- a. The library board shall establish an annual budget request according to State of Wisconsin statutes and the city's Budget Policy.
- b. Staff shall budget revenue funds and associated expenditures as follows:
 - i. Best estimate of revenue, but no associated expenditures for county reimbursements
 - ii. Best estimate of revenue, and associated expenditures for revenue based on: printing/copying, reader-printers, vending machines, rental for events, and benefitted positions funded by grant awards approved prior to budget.
 - iii. No revenue budgeted, but any revenue realized during the year to be transferred to appropriate spending accounts via budget adjustments: lost and paid materials, resource library agreement funds, memorials, unbudgeted grants received throughout the year, gifts and donations.
- c. Staff shall work with the Mayor, Finance Department, and Common Council ("Council") to seek adoption of the library board's request, reporting any changes or concerns to the library board.
- d. After the budget adoption by the City Council, staff will present the adopted budget for the year to the library board for review and approval.

- e. The library board delegates to staff the expenditure of monies, the development of an annual collection budget to allocate funds available for library materials and development of a Friends of Appleton Public Library ("Friends") grant budget all subject to review and approval by the library board.
- f. Budget amendments, transfers and new appropriations are subject to the city's Budget and Grants policies.
- g. The library board's authority over budgeted city funds shall lapse at the end of the calendar year and any budget fund balances shall revert to city authority, subject to city carryover policies and procedures.

3. Expenditures

- a. Staff will follow the city's Procurement and Contract Management Policy for purchases and processing of payments.
- b. On a monthly basis, staff shall present the bill register, a list of all expenditures, to the library board for review and approval. Staff will also present a monthly financial report showing the status of all accounts and funds.

4. Receipts

- a. Revenue received by the library from, rental for events, printing/copying, reader-printer copies, vending machine commissions, and county reimbursements for library service will be submitted to the city as general revenue. Non-sufficient fund charges will be submitted to the city as general revenue.
- b. Reimbursements for lost or damaged materials will be added to the materials budget via budget adjustments to be used to purchase replacement materials. These funds will be eligible for carryover.
- c. Should the library utilize petty cash, staff will implement petty cash procedures consistent with city procedures, for use when immediate payment or reimbursement for a purchase or service is required.
- d. Staff will work with the city's Finance Department to ensure appropriate journal entries and necessary budget adjustments are prepared to reflect all additional revenues and expenditures.

5. Gifts and Donations

- a. Gifts and donations are subject to the library's Gifts and Donations Policy
- b. Staff will track donations for the express purpose of purchasing library materials or supporting a specific program. The purchase of specifically identified titles or the funding of specifically dictated programs or services with such funds cannot be guaranteed, nor does the donor have the right of approval of titles or services before

purchase. However, donors are encouraged to recommend subject or service areas.

- c. Staff will request carryover of any unexpended donated funds, so that funds shall be used to purchase materials or support programs consistent with donor wishes.
- d. Any cash found in the library and unclaimed after thirty (30) days will be considered donated funds.

6. Grants

- a. The library board shall have the right to approve or deny library utilization of grant or contract funds on behalf of the library by any organization or individual.
- b. Grants received ~~are subject to~~ will follow the city's Grant Administration Policy subject to the following: ~~and approval of the~~
 - i. The library board shall be the Committee of Jurisdiction for grant approval.
 - ii. The library board shall have the sole authority to approve or deny the acceptance and utilization of all grant funds.
 - ~~b.iii.~~ Following library board approval, staff will comply with the relevant city policies for the administration and reporting of grants, including notification to the Finance Department and including grants that meet the reporting criteria to the appropriate committee for informational purposes.
- c. Friends' grants will be administered as follows:
 - i. Staff present a spending plan for Friends grants at the beginning of the library's fiscal year projecting funding based on the previous year's distribution.
 - ii. Friends will inform the library in spring of the grant allocation for their upcoming July to June fiscal year.
 - iii. ~~Should the City of Appleton budget require amendments, s~~Staff will present budget amendments specifying the allocations and updated spending plans upon approval of the Friends annual budget to the library board for approval.
 - iv. Staff will present grant expenditures via the bill register and monthly reports. They will also provide quarterly report narratives of grant programs to the library board and Friends board.
 - v. Friends staff will provide semiannual disbursements upon receipt of a request from library administration.
 - vi. Expenditures and receipts will be recorded consistently with city policy and are subject to carry over.
 - vii. Distributions from the Friends of Appleton Library/Frank P. Young Scholarship Fund shall be made in accordance with the Scholarship Policy.
 - viii. Distributions from the FOCOL Fund will be made in accordance with the fund agreement.

7. Disposal of Property

- a. Withdrawn library materials, materials donated but not added to the collection, and other computer equipment no longer needed for library services may be given to the

Friends for sale.

- b. Other surplus or obsolete supplies or equipment will be disposed of in compliance with the city's Procurement and Contract Management Policy.

8. Review and Reporting

- a. All library funds, expenditures and revenues will be audited as part of the city's annual audit. Staff shall report to the library board about any notes or communications from the city's auditor regarding the library.
- b. Library finances will be reported annually to the State of Wisconsin's Department of Public Instruction.

*Adopted: 12/96. Amended: 12/99, 12/02, 10/04, 11/10, 2/2016, 12/2018, 7/2021, 11/2024
4/2025 (Pending):-*

PROCLAMATION



Office of the Mayor

WHEREAS, Appleton Public Library is a cornerstone of our community, fostering curiosity, creativity, and lifelong learning through its vast collection, digital tools, and dynamic programming;

WHEREAS, in only the first two weeks open in the newly renovated space, Appleton Public Library has seen 30,743 checkouts, 22,639 visitors, and has welcomed 1,441 new library cardholders and renewed 2,433 cards demonstrating the community's enthusiasm for knowledge, discovery, and connection;

WHEREAS, in those **first two weeks** the library spaces such as study rooms, conference rooms, creation studios, the sensory room, and the Mary Beth Nienhaus Community Meeting Room, were used 450 times, supporting collaboration, creativity, and individual growth;

WHEREAS, Appleton Public Library serves as a hub for literacy, learning, and civic engagement, empowering job seekers, students, entrepreneurs, and lifelong learners with free and equitable access to information and technology;

WHEREAS, Appleton Public Library continues to champion intellectual freedom, protect the right to read, and provide a welcoming space where individuals of all ages can explore, learn, and thrive;

WHEREAS, librarians and library staff play an essential role in ensuring these resources and opportunities remain available, enriching our community with their dedication and expertise;

WHEREAS, libraries, librarians, and library workers across the country are joining together to celebrate National Library Week under the theme "Drawn to the Library";

NOW, THEREFORE, be it resolved that I, Jacob A. Woodford, proclaim April 6–12, 2025, as

National Library Week

I encourage all residents to visit Appleton Public Library, explore its resources, and celebrate the many ways the library connects, educates, and inspires our community.



Signed and sealed this 11th day of March 2025

Jacob A. Woodford, Mayor