



# City of Appleton

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

## Meeting Agenda - Final Library Board

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Tuesday, May 20, 2025

5:00 PM

Appleton Public Library  
200 N. Appleton Street  
Cornerstone Conference Room

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1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting  
[25-0520](#) April 15, 2025 Meeting Minutes

**Attachments:** [04-15-2025 Library Board Meeting Minutes.pdf](#)

### 5. Public Participation & Communications

- [25-0521](#) Introduction of New Trustee
- [25-0522](#) Library Board Trustee Reappointments

**Attachments:** [Lib Reappts 5-7-25.pdf](#)

### Establish Order of the Day

### 6. Action Items

- [25-0523](#) Bill Register - April 2025

**Attachments:** [04 25 Bill Register.pdf](#)  
[APL Financial Cash Flow-April 2025.pdf](#)

- [25-0524](#) Budget Amendment - May 2025

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

[25-0525](#) Nominating Committee Appointments

**Attachments:** [President Mann Nominating Committee 5-12-2025.pdf](#)

[25-0526](#) City of Appleton Social Media Policy

**Attachments:** [Social Media Policy.pdf](#)

## 7. Information Items

### A. Administrative Report

[25-0527](#) New Building Update

[25-0528](#) APL Hiring Process Update and Introduction of New Community Partnerships Adult Services & Engagement Librarian

[25-0529](#) Meeting Room Booking System Overview

[25-0530](#) Statistics - 1st Quarter 2025 (January, February, March)

**Attachments:** [JAN 2025.pdf](#)

[FEB 2025.pdf](#)

[MAR 2025.pdf](#)

[25-0531](#) Friends Grant Funded Program Summaries - 1st Quarter 2025 (January, February, March)

**Attachments:** [1st Quarter 2025 Friends Grant Funded Program Summaries FINAL.pdf](#)

### B. Staff Updates

[25-0532](#) Children's Program Updates

[25-0533](#) Community Partnerships 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

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Tuesday, April 15, 2025

5:00 PM

Appleton Public Library  
200 N. Appleton Street  
Cornerstone Conference Room

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1. Call meeting to order

**President Margret Mann called the meeting to order at 5:01pm**

**Present:** 8 - Looker, Scheuerman, Mann, Brozek, Bunnaw, Lee, Lokensgard and Vargas

**Excused:** 2 - Van Zeeland and Keller

2. Pledge of Allegiance

3. Roll call of membership

**Others Present:** Mike Alberts, Owen Anderson, Nicole Casner, Darrin Glad, Tina Krueger, Adriana McCleer, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Missy Sawicki, Maureen Ward

4. Approval of minutes from previous meeting

[25-0350](#)

March 18, 2025 Meeting Minutes

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

Looker moved, seconded by Brozek, that the March 18, 2025 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

### 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](#)  
[April Board Meeting Financials.pdf](#)

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

[25-0352](#)

April 2025 Budget Amendment

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

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

[25-0363](#)

2024 - 2025 Library Carryover Request

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

Brozek moved, seconded by Bunnow, that the 2024-2025 Library Carryover Request be approved. Voice Vote. Motion Carried. (8-0)

[25-0353](#)

2025 APL Financial Policy Update

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

Scheuerman moved, seconded by Lee, that the 2025 APL Financial Policy Update be approved. Voice Vote. Motion Carried. (8-0)

## 7. Information Items

### A. Administrative Report

[25-0354](#)

New Building Update

[25-0355](#)

2025 National Library Week

**Attachments:**    [Mayoral Proclamation.pdf](#)  
[National Library Week Photos.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](#)  
[WI\\_Trustee\\_Essentials\\_Overview\\_Outline \(1\).pdf](#)

### C. Staff Updates

[25-0361](#) Community Partnerships Updates

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

**Attachments:** [Children's Services April 2025.pdf](#)

### 8. Adjournment

Bunnow moved, seconded by Brozek that the meeting be Adjourned. Voice Vote. Motion Carried. (8-0)

The meeting was Adjourned at 5:43pm



# CITY OF APPLETON

**Date:** May 7<sup>th</sup>, 2025

**To:** Members of the Common Council

**From:** Mayor Jacob A. Woodford 

**Subject:** Confirmation of Re-Appointments

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It is with pleasure that I present the following re-appointment for your confirmation at the May 7th, 2025, Common Council meeting.

**Library Board– Re-Appointment**

**Bastia Looker**

**3 Year Term**

**Term Ends June 2028**

**Mary Lokensgard**

**3 year Term**

**Term Ends June 2028**

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4 TO 2025/4		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16010										Library Administration
16010	620100									Training/Conferences
	001536 WISCONSIN VOLUNTEER	144616			0	2025	4 INV P	225.00	pcard	Registration fee fo
	INVOICE: 144616				FULL DESC:		Registration fee for conference			
	999990 AMERICAN AIR00172245	144206			0	2025	4 INV P	279.18	pcard	Airline Tickets - A
	INVOICE: 144206				FULL DESC:		Airline Tickets - ALA Rortvedt			
	999990 UNITED 01624748	144207			0	2025	4 INV P	214.18	pcard	Airline Tickets ALA
	INVOICE: 144207				FULL DESC:		Airline Tickets ALA Rortvedt			
								493.36		
					ACCOUNT TOTAL			718.36		
16010	630100									Office Supplies
	001583 UNITED STATES POSTAL	144175			0	2025	4 INV P	14.28	pcard	Postage - Board Pac
	INVOICE: 144175				FULL DESC:		Postage - Board Packets			
					ACCOUNT TOTAL			14.28		
16010	630300									Memberships & Licenses
	001536 WISCONSIN VOLUNTEER	145166			0	2025	4 INV P	25.00	pcard	Annual membership f
	INVOICE: 145166				FULL DESC:		Annual membership fee			
					ACCOUNT TOTAL			25.00		
16010	630500									Awards & Recognition
	001983 AMAZON	143318			0	2025	4 INV P	81.98	pcard	Journals for NLW St
	INVOICE: 143318				FULL DESC:		Journals for NLW Staff Appreciation			
	001983 AMAZON	143319			0	2025	4 INV P	9.98	pcard	Cork Board PS, NLW
	INVOICE: 143319				FULL DESC:		Cork Board PS, NLW Journals Staff			
								91.96		
	003095 TARGET CORPORATION	145250			0	2025	4 INV P	52.75	pcard	Admin Prof Day Asso
	INVOICE: 145250				FULL DESC:		Admin Prof Day Assorted Items			
	003515 POPPIN' Z'S GOURMET	143434			0	2025	4 INV P	567.50	040925	569376 National Library We
	INVOICE:				FULL DESC:		National Library Week - Staff Treats			
	999990 DOLLAR TREE	143797			0	2025	4 INV P	17.14	pcard	NLW 2025 Decoration
	INVOICE: 143797				FULL DESC:		NLW 2025 Decorations			
	999990 DOLLAR GENERAL #2185	143798			0	2025	4 INV P	28.49	pcard	NLW 2025 Decoration
	INVOICE: 143798				FULL DESC:		NLW 2025 Decorations			
	999990 WALGREENS #12019	145249			0	2025	4 INV P	68.07	pcard	Admin Prof. Day Car
	INVOICE: 145249				FULL DESC:		Admin Prof. Day Cards, Chocolates			
								113.70		
					ACCOUNT TOTAL			825.91		
16010	630700									Food & Provisions

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4 TO 2025/4		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
000835	MANDERFIELD'S BAKERY	144278		0	2025	4 INV P	92.25	042325	569580 Donuts, Muffins Sta
	INVOICE: 567095		FULL DESC:	Donuts, Muffins	Staff Meeting				
001983	AMAZON	144222		0	2025	4 INV P	47.59	pcard	Multicultural Snack
	INVOICE: 144222		FULL DESC:	Multicultural	Snack				
			ACCOUNT TOTAL				139.84		
16010	641200				Advertising				
999990	QR-CODE-GENERATOR.CO	145159		0	2025	4 INV P	173.79	pcard	QR Code Creator
	INVOICE: 145159		FULL DESC:	QR Code	Creator				
			ACCOUNT TOTAL				173.79		
16010	641308				Cellular Phones				
000250	CELLCOM APPLETON PCS	143307		0	2025	4 INV P	476.70	pcard	Staff Cellphones Ma
	INVOICE: 143307		FULL DESC:	Staff Cellphones	Mar/Apr & Eqpmt Upgrades				
000250	CELLCOM APPLETON PCS	144755		0	2025	4 INV P	83.00	pcard	Staff Cellphones
	INVOICE: 144755		FULL DESC:	Staff Cellphones					
							559.70		
			ACCOUNT TOTAL				559.70		
16010	659900				Other Contracts/Obligation				
000864	MEMORIAL FLORIST AND	144158		0	2025	4 INV P	720.00	pcard	Plant Care Plan
	INVOICE: 144158		FULL DESC:	Plant Care	Plan				
001957	IMBERSTEG PIANO	144892		0	2025	4 INV P	175.00	050825	569738 Quarterly Grand Pia
	INVOICE:		FULL DESC:	Quarterly Grand	Piano Tuning (2)				
			ACCOUNT TOTAL				895.00		
			ORG 16010	TOTAL			3,351.88		
16021					Library Children's Services				
16021	620100				Training/Conferences				
999990	AMERICAN LIBRARY ASS	143369		0	2025	4 INV P	540.00	pcard	ALA Conference Regi
	INVOICE: 143369		FULL DESC:	ALA Conference	Registration				
999990	AMERLIBASSOC ECOMMER	143370		0	2025	4 INV P	180.00	pcard	ALA Membership
	INVOICE: 143370		FULL DESC:	ALA Membership					
999990	UNITED	01624741 143826		0	2025	4 INV P	366.37	pcard	UNITED 0162474
	INVOICE: 143826		FULL DESC:	UNITED	0162474187332				
							1,086.37		
			ACCOUNT TOTAL				1,086.37		
16021	630100				Office Supplies				
001983	AMAZON	143815		0	2025	4 INV P	33.81	pcard	Construction Paper
	INVOICE: 143815		FULL DESC:	Construction Paper					
001983	AMAZON	143825		0	2025	4 INV P	56.80	pcard	1983



## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4 TO 2025/4		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
INVOICE: 143825		001983 AMAZON	144056	FULL DESC: 1983	0	2025 4 INV P	27.18	pcard	Program Supplies -
INVOICE: 144056		001983 AMAZON	144226	FULL DESC: Program Supplies - Bubble Machines	0	2025 4 INV P	39.17	pcard	Multicultural Club -
INVOICE: 144226		001983 AMAZON	144238	FULL DESC: Multicultural Club - general supplies	0	2025 4 INV P	16.04	pcard	Flannel
INVOICE: 144238		001983 AMAZON	144239	FULL DESC: Flannel	0	2025 4 INV P	25.78	pcard	Minecraft Magnetic
INVOICE: 144239		001983 AMAZON	144607	FULL DESC: Minecraft Magnetic Blocks	0	2025 4 INV P	120.40	pcard	Muscial Moving Stor
INVOICE: 144607		001983 AMAZON	144732	FULL DESC: Muscial Moving Storytime spring 25	0	2025 4 INV P	5.99	pcard	Musical Moving Stor
INVOICE: 144732		001983 AMAZON	144740	FULL DESC: Musical Moving Storytime Supplies	0	2025 4 INV P	43.18	pcard	SLP Prize Bins
INVOICE: 144740		001983 AMAZON	144741	FULL DESC: SLP Prize Bins	0	2025 4 INV P	485.78	pcard	SLP Weekly Prizes
INVOICE: 144741		001983 AMAZON	144811	FULL DESC: SLP Weekly Prizes	0	2025 4 INV P	1,124.27	pcard	SLP Weekly Prizes
INVOICE: 144811				FULL DESC: SLP Weekly Prizes			1,978.40		
999990 PROJECT HMONG		144223		FULL DESC: 0	0	2025 4 INV P	158.00	pcard	IMLS
INVOICE: 144223		999990 DOLLARTREE	144800	FULL DESC: IMLS	0	2025 4 INV P	8.75	pcard	Drive In Movie Prog
INVOICE: 144800		999990 FUN EXPRESS	144812	FULL DESC: Drive In Movie Program	0	2025 4 INV P	394.28	pcard	FUN EXPRESS - SLP P
INVOICE: 144812				FULL DESC: FUN EXPRESS - SLP Prizes			561.03		
ACCOUNT TOTAL							2,539.43		
16021 630100 3955				Office Supplies ELL					
001983 AMAZON		144224		FULL DESC: 0	0	2025 4 INV P	17.98	pcard	Multicultural Club
INVOICE: 144224		001983 AMAZON	144225	FULL DESC: Multicultural Club - acrylic marker	0	2025 4 INV P	22.78	pcard	Multicultural Club
INVOICE: 144225				FULL DESC: Multicultural Club - tiles			40.76		
ACCOUNT TOTAL							40.76		
16021 659900				Other Contracts/Obligation					
999990 SQ *FOX VALLEY SYMPH		144733		FULL DESC: 0	0	2025 4 INV P	100.00	pcard	Symphony Storytime
INVOICE: 144733				FULL DESC: Symphony Storytime - FVSO					
ACCOUNT TOTAL							100.00		
ORG 16021 TOTAL							3,766.56		

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4 TO 2025/4		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16023										Library Public Services
16023	630100									Office Supplies
001983	AMAZON	143319			0	2025	4 INV P	33.59	pcard	Cork Board PS, NLW
	INVOICE: 143319				FULL DESC:	Cork Board PS, NLW Journals Staff				
002034	ODP BUSINESS SOLUTIO	145226			0	2025	4 INV P	24.06	pcard	Golf Pencils, Batte
	INVOICE: 145226				FULL DESC:	Golf Pencils, Batteries				
						ACCOUNT TOTAL		57.65		
						ORG 16023 TOTAL		57.65		
16024										Library Community Partnerships
16024	630100									Office Supplies
001393	ULINE	144208			0	2025	4 INV P	313.92	pcard	Display hooks and h
	INVOICE: 144208				FULL DESC:	Display hooks and holders for gridwall				
001983	AMAZON	144210			0	2025	4 INV P	14.88	pcard	Map Encapsulation S
	INVOICE: 144210				FULL DESC:	Map Encapsulation Supplies				
001983	AMAZON	145253			0	2025	4 INV P	7.19	pcard	CP Staff Storage De
	INVOICE: 145253				FULL DESC:	CP Staff Storage Desk Organizer				
001983	AMAZON	145622			0	2025	4 INV P	189.59	pcard	Teen SLP 2025
	INVOICE: 145622				FULL DESC:	Teen SLP 2025				
								211.66		
999990	FRAMING4YOURSELF	144209			0	2025	4 INV P	229.94	pcard	Map Encapsulation S
	INVOICE: 144209				FULL DESC:	Map Encapsulation Supplies				
999990	VSP*GAYLORD ARCHIVAL	145251			0	2025	4 INV P	826.52	pcard	Map Encapsulation S
	INVOICE: 145251				FULL DESC:	Map Encapsulation Supplies				
999990	VSP*GAYLORD ARCHIVAL	145252			0	2025	4 INV P	359.05	pcard	Map Encapsulation S
	INVOICE: 145252				FULL DESC:	Map Encapsulation Supplies				
								1,415.51		
						ACCOUNT TOTAL		1,941.09		
16024	630100 3957									Office Supplies
001034	OUTAGAMIE WAUPACA LI	144370			0	2025	4 INV P	69.25	043025	569684 Fox Cities Reads Pr
	INVOICE: 4588				FULL DESC:	Fox Cities Reads Printing				
001983	AMAZON	145254			0	2025	4 INV P	23.44	pcard	Food Literacy Suppl
	INVOICE: 145254				FULL DESC:	Food Literacy Supplies				
						ACCOUNT TOTAL		92.69		
16024	659900									Other Contracts/Obligation
003312	FOX VALLEY LITERACY	145255			0	2025	4 INV P	155.30	pcard	CP Partner Program-
	INVOICE: 145255				FULL DESC:	CP Partner Program-Faces of Literacy Registration				
003363	LEAH QUINN	143440			0	2025	4 INV P	150.00	041625	569461 Teen Junk Journal P

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4 TO 2025/4		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
INVOICE:			FULL DESC:	Teen Junk Journal Presenter Fee					
003434 UNBOUND EVENTS INC	143869	0	2025	4 INV P	2,000.00	041625	569506	Author Program	
INVOICE: 7439			FULL DESC:	Author Program					
003504 JONATHAN XIQUE	143429	0	2025	4 INV P	100.00	040925	569350	Teen Sustainability	
INVOICE:			FULL DESC:	Teen Sustainability Series Speaker					
003504 JONATHAN XIQUE	143430	0	2025	4 INV P	100.00	040925	569350	Teen Sustainability	
INVOICE:			FULL DESC:	Teen Sustainability Series Speaker					
003504 JONATHAN XIQUE	143431	0	2025	4 INV P	100.00	040925	569350	Teen Sustainability	
INVOICE:			FULL DESC:	Teen Sustainability Series Speaker					
003504 JONATHAN XIQUE	143433	0	2025	4 INV P	100.00	040925	569350	Teen Sustainability	
INVOICE:			FULL DESC:	Teen Sustainability Series Speaker					
					400.00				
003505 KATHERINE WILLSON	143837	0	2025	4 INV P	200.00	041625	569455	Find Your Ancestors	
INVOICE:			FULL DESC:	Find Your Ancestors Presentation					
003506 NORWEGIAN AMERICAN	143880	0	2025	4 INV P	200.00	041625	569471	Find Your Ancestors	
INVOICE:			FULL DESC:	Find Your Ancestors Presentation					
ACCOUNT TOTAL					3,105.30				
ORG 16024 TOTAL					5,139.08				
16031			Library Building Operations						
16031 630600			Building Maint./Janitorial						
000866 MENARDS	144233	0	2025	4 INV P	5.98	pcard		Glue for repairs	
INVOICE: 144233			FULL DESC:	Glue for repairs					
000866 MENARDS	145034	0	2025	4 INV P	3.59	pcard		Sand for flag stand	
INVOICE: 145034			FULL DESC:	Sand for flag stands					
000866 MENARDS	145068	0	2025	4 INV P	106.39	pcard		Cleaning supplies	
INVOICE: 145068			FULL DESC:	Cleaning supplies					
					115.96				
001983 AMAZON	145032	0	2025	4 INV P	25.21	pcard		Cleaning Solidifier	
INVOICE: 145032			FULL DESC:	Cleaning Solidifier					
001983 AMAZON	145033	0	2025	4 INV P	22.09	pcard		wall clock	
INVOICE: 145033			FULL DESC:	wall clock					
001983 AMAZON	145066	0	2025	4 INV P	-25.21	pcard		Cleaning Solidifier	
INVOICE: 145066			FULL DESC:	Cleaning Solidifier Returned					
001983 AMAZON	145067	0	2025	4 INV P	519.60	pcard		wall clocks	
INVOICE: 145067			FULL DESC:	wall clocks					
					541.69				
ACCOUNT TOTAL					657.65				
ORG 16031 TOTAL					657.65				

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4 TO 2025/4		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16032										Library Materials Management
16032	503500									Other Reimbursements
	001447 VILLAGE OF LITTLE CH	143833			0	2025	4 INV P	18.00	041625	569510 Patron Material Rei
	INVOICE:		FULL DESC:	Patron Material Reimbursement						
	002148 LAKES COUNTRY PUBLIC	143929			0	2025	4 INV P	6.99	042325	569574 Patron Material Rei
	INVOICE:		FULL DESC:	Patron Material Reimbursement						
	999998 PATRICIA SCHMIDT	143832			0	2025	4 INV P	17.00	041625	569468 PATRON MATERIAL REI
	INVOICE:		FULL DESC:	PATRON MATERIAL REIMBURSEMENT						
	999998 ALICE BARLOW	143928			0	2025	4 INV P	15.00	042325	569585 PATRON MATERIAL REI
	INVOICE:		FULL DESC:	PATRON MATERIAL REIMBURSEMENT						
								32.00		
			ACCOUNT TOTAL					56.99		
16032	630100									Office Supplies
	001983 AMAZON	143320			0	2025	4 INV P	9.99	pcard	Magnets for signs (
	INVOICE: 143320		FULL DESC:	Magnets for signs (Bethany)						
	001983 AMAZON	144176			0	2025	4 INV P	11.99	pcard	Magnets for Bethany
	INVOICE: 144176		FULL DESC:	Magnets for Bethany						
	001983 AMAZON	144763			0	2025	4 INV P	11.30	pcard	Mess bags for child
	INVOICE: 144763		FULL DESC:	Mess bags for children's kits						
								33.28		
	999990 DEMCO INC	143732			0	2025	4 INV P	1,436.15	pcard	Book ends and book
	INVOICE: 143732		FULL DESC:	Book ends and book end rubber base						
	999990 DEMCO INC	143822			0	2025	4 INV P	2,177.26	pcard	DEMCO INC - Cart Or
	INVOICE: 143822		FULL DESC:	DEMCO INC - Cart order						
								3,613.41		
			ACCOUNT TOTAL					3,646.69		
16032	631500									Books & Library Materials
	000870 MERGENT, INC.	144697			0	2025	4 INV P	152.00	pcard	1673030328
	INVOICE: 144697		FULL DESC:	1673030328						
	000870 MERGENT, INC.	144698			0	2025	4 INV P	142.00	pcard	1673030327
	INVOICE: 144698		FULL DESC:	1673030327						
								294.00		
	000889 MIDWEST TAPE	144626			0	2025	4 INV P	767.69	pcard	506915978, 50696249
	INVOICE: 144626		FULL DESC:	506915978, 506962494						
	000889 MIDWEST TAPE	144627			0	2025	4 INV P	5,009.19	pcard	506969094
	INVOICE: 144627		FULL DESC:	506969094						
	000889 MIDWEST TAPE	144797			0	2025	4 INV P	410.37	pcard	506996456
	INVOICE: 144797		FULL DESC:	506996456						
	000889 MIDWEST TAPE	145243			0	2025	4 INV P	310.35	pcard	507028518

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4 TO 2025/4		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
INVOICE: 145243		FULL DESC: 507028518									
											6,497.60
001405 UPS SUPPLY CHAIN SOL	144604		0	2025 4 INV P					41.74	pcard	1ZR44935039039969
INVOICE: 144604		FULL DESC: 1ZR44935039039969									
001983 AMAZON	144602		0	2025 4 INV P					11.99	pcard	111-2203106-2445869
INVOICE: 144602		FULL DESC: 111-2203106-2445869									
001983 AMAZON	144603		0	2025 4 INV P					17.99	pcard	111-3610784-2423449
INVOICE: 144603		FULL DESC: 111-3610784-2423449									
001983 AMAZON	144605		0	2025 4 INV P					49.29	pcard	111-4968098-6387451
INVOICE: 144605		FULL DESC: 111-4968098-6387451									
001983 AMAZON	144617		0	2025 4 INV P					20.97	pcard	111-2141144-6619413
INVOICE: 144617		FULL DESC: 111-2141144-6619413									
001983 AMAZON	144618		0	2025 4 INV P					94.84	pcard	111-6214061-9589851
INVOICE: 144618		FULL DESC: 111-6214061-9589851									
001983 AMAZON	144619		0	2025 4 INV P					69.82	pcard	111-7706542-8584237
INVOICE: 144619		FULL DESC: 111-7706542-8584237									
001983 AMAZON	144620		0	2025 4 INV P					114.37	pcard	111-9710164-6485024
INVOICE: 144620		FULL DESC: 111-9710164-6485024									
001983 AMAZON	144621		0	2025 4 INV P					40.90	pcard	111-6192887-5241050
INVOICE: 144621		FULL DESC: 111-6192887-5241050									
001983 AMAZON	144622		0	2025 4 INV P					71.14	pcard	111-9666177-1577040
INVOICE: 144622		FULL DESC: 111-9666177-1577040									
001983 AMAZON	144623		0	2025 4 INV P					73.94	pcard	111-1283142-6962601
INVOICE: 144623		FULL DESC: 111-1283142-6962601									
001983 AMAZON	144702		0	2025 4 INV P					37.98	pcard	111-8185241-5919440
INVOICE: 144702		FULL DESC: 111-8185241-5919440									
001983 AMAZON	144703		0	2025 4 INV P					15.99	pcard	111-9196627-3071454
INVOICE: 144703		FULL DESC: 111-9196627-3071454									
001983 AMAZON	144705		0	2025 4 INV P					26.36	pcard	111-2423781-4557008
INVOICE: 144705		FULL DESC: 111-2423781-4557008									
001983 AMAZON	144706		0	2025 4 INV P					38.95	pcard	111-1428702-6326600
INVOICE: 144706		FULL DESC: 111-1428702-6326600									
001983 AMAZON	144707		0	2025 4 INV P					26.75	pcard	111-9732745-1825807
INVOICE: 144707		FULL DESC: 111-9732745-1825807									
001983 AMAZON	144795		0	2025 4 INV P					111.88	pcard	111-7002463-2361853
INVOICE: 144795		FULL DESC: 111-7002463-2361853									
001983 AMAZON	144796		0	2025 4 INV P					130.36	pcard	111-2697926-7168227
INVOICE: 144796		FULL DESC: 111-2697926-7168227									
001983 AMAZON	144798		0	2025 4 INV P					18.83	pcard	111-2697926-7168227
INVOICE: 144798		FULL DESC: 111-2697926-7168227									
001983 AMAZON	145246		0	2025 4 INV P					69.99	pcard	111-1669932-4989845
INVOICE: 145246		FULL DESC: 111-1669932-4989845									
001983 AMAZON	145247		0	2025 4 INV P					15.99	pcard	111-8698220-1901819
INVOICE: 145247		FULL DESC: 111-8698220-1901819									
											1,058.33
002396 INGRAM LIBRARY SERV	143936		0	2025 4 INV P					402.70	042325	569563 87356644
INVOICE: 87356644		FULL DESC: 87356644									

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4		TO 2025/4											
ACCOUNT/VENDOR		DOCUMENT		PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION		
002396 INGRAM LIBRARY	SERV	143937		0	2025	4	INV P	445.76	042325	569563	87361918		
INVOICE: 87361918			FULL DESC:	87361918									
002396 INGRAM LIBRARY	SERV	143938		0	2025	4	INV P	338.89	042325	569563	87380310		
INVOICE: 87380310			FULL DESC:	87380310									
002396 INGRAM LIBRARY	SERV	143939		0	2025	4	INV P	1,299.55	042325	569563	87402378		
INVOICE: 87402378			FULL DESC:	87402378									
002396 INGRAM LIBRARY	SERV	143940		0	2025	4	INV P	583.25	042325	569563	87402379		
INVOICE: 87402379			FULL DESC:	87402379									
002396 INGRAM LIBRARY	SERV	143941		0	2025	4	INV P	592.61	042325	569563	87424238		
INVOICE: 87424238			FULL DESC:	87424238									
002396 INGRAM LIBRARY	SERV	143942		0	2025	4	INV P	375.26	042325	569563	87432167		
INVOICE: 87432167			FULL DESC:	87432167									
002396 INGRAM LIBRARY	SERV	143943		0	2025	4	INV P	152.09	042325	569563	87432168		
INVOICE: 87432168			FULL DESC:	87432168									
002396 INGRAM LIBRARY	SERV	143944		0	2025	4	INV P	268.94	042325	569563	87448612		
INVOICE: 87448612			FULL DESC:	87448612									
002396 INGRAM LIBRARY	SERV	143945		0	2025	4	INV P	2,105.86	042325	569563	87474368		
INVOICE: 87474368			FULL DESC:	87474368									
002396 INGRAM LIBRARY	SERV	143946		0	2025	4	INV P	339.61	042325	569563	87503032		
INVOICE: 87503032			FULL DESC:	87503032									
002396 INGRAM LIBRARY	SERV	143947		0	2025	4	INV P	840.74	042325	569563	87503033		
INVOICE: 87503033			FULL DESC:	87503033									
002396 INGRAM LIBRARY	SERV	143948		0	2025	4	INV P	248.82	042325	569563	87525969		
INVOICE: 87525969			FULL DESC:	87525969									
002396 INGRAM LIBRARY	SERV	143949		0	2025	4	INV P	660.51	042325	569563	87525970		
INVOICE: 87525970			FULL DESC:	87525970									
002396 INGRAM LIBRARY	SERV	143950		0	2025	4	INV P	89.80	042325	569563	87531721		
INVOICE: 87531721			FULL DESC:	87531721									
002396 INGRAM LIBRARY	SERV	143951		0	2025	4	INV P	231.72	042325	569563	87546237		
INVOICE: 87546237			FULL DESC:	87546237									
002396 INGRAM LIBRARY	SERV	143952		0	2025	4	INV P	360.09	042325	569563	87546238		
INVOICE: 87546238			FULL DESC:	87546238									
002396 INGRAM LIBRARY	SERV	143953		0	2025	4	INV P	323.46	042325	569563	87555587		
INVOICE: 87555587			FULL DESC:	87555587									
002396 INGRAM LIBRARY	SERV	143954		0	2025	4	INV P	1,194.07	042325	569563	87555588		
INVOICE: 87555588			FULL DESC:	87555588									
002396 INGRAM LIBRARY	SERV	143955		0	2025	4	INV P	374.17	042325	569563	87570976		
INVOICE: 87570976			FULL DESC:	87570976									
002396 INGRAM LIBRARY	SERV	143956		0	2025	4	INV P	398.88	042325	569563	87583245		
INVOICE: 87583245			FULL DESC:	87583245									
002396 INGRAM LIBRARY	SERV	143957		0	2025	4	INV P	75.87	042325	569563	87590848		
INVOICE: 87590848			FULL DESC:	87590848									
002396 INGRAM LIBRARY	SERV	143958		0	2025	4	INV P	806.90	042325	569563	87597809		
INVOICE: 87597809			FULL DESC:	87597809									
002396 INGRAM LIBRARY	SERV	143959		0	2025	4	INV P	165.76	042325	569563	87607162		
INVOICE: 87607162			FULL DESC:	87607162									
002396 INGRAM LIBRARY	SERV	143960		0	2025	4	INV P	137.19	042325	569563	87607163		
INVOICE: 87607163			FULL DESC:	87607163									
002396 INGRAM LIBRARY	SERV	143961		0	2025	4	INV P	107.84	042325	569563	87607164		
INVOICE: 87607164			FULL DESC:	87607164									
002396 INGRAM LIBRARY	SERV	143962		0	2025	4	INV P	29.38	042325	569563	87607165		
INVOICE: 87607165			FULL DESC:	87607165									

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4		TO 2025/4											
ACCOUNT/VENDOR		DOCUMENT		PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION		
002396 INGRAM LIBRARY	SERV	143963		0	2025	4	INV	P	358.80	042325	569563	87626649	
INVOICE: 87626649			FULL DESC:	87626649									
002396 INGRAM LIBRARY	SERV	143964		0	2025	4	INV	P	1,526.53	042325	569563	87653252	
INVOICE: 87653252			FULL DESC:	87653252									
002396 INGRAM LIBRARY	SERV	143965		0	2025	4	CRM	P	-15.65	042325	569563	87395859	
INVOICE: 87395859			FULL DESC:	87395859									
002396 INGRAM LIBRARY	SERV	143966		0	2025	4	CRM	P	-16.20	042325	569563	87440577	
INVOICE: 87440577			FULL DESC:	87440577									
002396 INGRAM LIBRARY	SERV	143967		0	2025	4	CRM	P	-53.48	042325	569563	87461555	
INVOICE: 87461555			FULL DESC:	87461555									
002396 INGRAM LIBRARY	SERV	143968		0	2025	4	CRM	P	-80.63	042325	569563	87461556	
INVOICE: 87461556			FULL DESC:	87461556									
002396 INGRAM LIBRARY	SERV	143969		0	2025	4	CRM	P	-53.95	042325	569563	87461557	
INVOICE: 87461557			FULL DESC:	87461557									
002396 INGRAM LIBRARY	SERV	143970		0	2025	4	CRM	P	-302.66	042325	569563	87461558	
INVOICE: 87461558			FULL DESC:	87461558									
002396 INGRAM LIBRARY	SERV	144293		0	2025	4	INV	P	502.01	050825	569739	87674772	
INVOICE: 87674772			FULL DESC:	87674772									
002396 INGRAM LIBRARY	SERV	144294		0	2025	4	INV	P	125.89	050825	569739	87681664	
INVOICE: 87681664			FULL DESC:	87681664									
002396 INGRAM LIBRARY	SERV	144295		0	2025	4	INV	P	178.36	050825	569739	87681665	
INVOICE: 87681665			FULL DESC:	87681665									
002396 INGRAM LIBRARY	SERV	144296		0	2025	4	INV	P	383.44	050825	569739	87696474	
INVOICE: 87696474			FULL DESC:	87696474									
002396 INGRAM LIBRARY	SERV	144297		0	2025	4	INV	P	687.61	050825	569739	87696475	
INVOICE: 87696475			FULL DESC:	87696475									
002396 INGRAM LIBRARY	SERV	144298		0	2025	4	INV	P	189.90	050825	569739	87702867	
INVOICE: 87702867			FULL DESC:	87702867									
002396 INGRAM LIBRARY	SERV	144299		0	2025	4	INV	P	52.74	050825	569739	87729647	
INVOICE: 87729647			FULL DESC:	87729647									
002396 INGRAM LIBRARY	SERV	144300		0	2025	4	INV	P	1,575.44	050825	569739	87746936	
INVOICE: 87746936			FULL DESC:	87746936									
002396 INGRAM LIBRARY	SERV	144301		0	2025	4	CRM	P	-17.99	050825	569739	87763645	
INVOICE: 87763645			FULL DESC:	87763645									
002396 INGRAM LIBRARY	SERV	144877		0	2025	4	INV	P	493.05	050825	569739	87770505	
INVOICE: 87770505			FULL DESC:	87770505									
002396 INGRAM LIBRARY	SERV	144878		0	2025	4	INV	P	355.94	050825	569739	87770506	
INVOICE: 87770506			FULL DESC:	87770506									
002396 INGRAM LIBRARY	SERV	144879		0	2025	4	INV	P	209.48	050825	569739	87775455	
INVOICE: 87775455			FULL DESC:	87775455									
002396 INGRAM LIBRARY	SERV	144880		0	2025	4	INV	P	229.29	050825	569739	87790632	
INVOICE: 87790632			FULL DESC:	87790632									
002396 INGRAM LIBRARY	SERV	144881		0	2025	4	INV	P	104.07	050825	569739	87798300	
INVOICE: 87798300			FULL DESC:	87798300									
002396 INGRAM LIBRARY	SERV	144882		0	2025	4	INV	P	269.49	050825	569739	87811868	
INVOICE: 87811868			FULL DESC:	87811868									
002396 INGRAM LIBRARY	SERV	144883		0	2025	4	INV	P	367.06	050825	569739	87842467	
INVOICE: 87842467			FULL DESC:	87842467									
002396 INGRAM LIBRARY	SERV	144884		0	2025	4	INV	P	26.49	050825	569739	87842468	
INVOICE: 87842468			FULL DESC:	87842468									
002396 INGRAM LIBRARY	SERV	144886		0	2025	4	INV	P	2,562.24	050825	569739	87865201	
INVOICE: 87865201			FULL DESC:	87865201									



## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4 TO 2025/4		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
002396 INGRAM LIBRARY	SERV	144889			0	2025	4	INV	P	326.96 050825	569739 87865202
INVOICE: 87865202				FULL DESC:	87865202						
002396 INGRAM LIBRARY	SERV	144890			0	2025	4	CRM	P	-15.66 050825	569739 87804568
INVOICE: 87804568				FULL DESC:	87804568						
002396 INGRAM LIBRARY	SERV	144891			0	2025	4	CRM	P	-528.67 050825	569739 87853136
INVOICE: 87853136				FULL DESC:	87853136						
22,389.62											
002830 KANOPY, INC		143935			0	2025	4	INV	P	839.80 042325	569568 446360
INVOICE: 446360				FULL DESC:	446360						
003417 ARBSESSION INC		144700			0	2025	4	INV	P	-1,208.56 pcard	034-0339734833
INVOICE: 144700				FULL DESC:	034-0339734833						
003517 PENWORTHY		143933			0	2025	4	INV	P	1,985.29 042325	569599 0607096IN
INVOICE:				FULL DESC:	0607096IN						
003517 PENWORTHY		143934			0	2025	4	INV	P	1,880.59 042325	569599 0607125IN
INVOICE:				FULL DESC:	0607125IN						
003517 PENWORTHY		144625			0	2025	4	INV	P	1,208.56 pcard	034-0339548290
INVOICE: 144625				FULL DESC:	034-0339548290						
5,074.44											
003528 J.D. POWER		144289			0	2025	4	INV	P	350.00 050825	569743 ORDUS337363
INVOICE:				FULL DESC:	ORDUS337363						
003528 J.D. POWER		144290			0	2025	4	INV	P	350.00 050825	569743 ORDUS338322
INVOICE:				FULL DESC:	ORDUS338322						
003528 J.D. POWER		144291			0	2025	4	INV	P	205.00 050825	569743 ORDUS336817
INVOICE:				FULL DESC:	ORDUS336817						
003528 J.D. POWER		144292			0	2025	4	INV	P	250.00 050825	569743 ORDUS337068
INVOICE:				FULL DESC:	ORDUS337068						
1,155.00											
999990 BOATINGMAG* FLYINGME		144606			0	2025	4	INV	P	25.00 pcard	1104950266
INVOICE: 144606				FULL DESC:	1104950266						
999990 GAN*WINEWSPAPER CIRC		144624			0	2025	4	INV	P	568.23 pcard	postc_250401
INVOICE: 144624				FULL DESC:	postc_250401						
999990 JIMGILL.COM		144628			0	2025	4	INV	P	53.00 pcard	1785
INVOICE: 144628				FULL DESC:	1785						
999990 THOMSON WEST*TCD		144699			0	2025	4	INV	P	1,250.89 pcard	851712652
INVOICE: 144699				FULL DESC:	851712652						
999990 PROJECT HMONG		144701			0	2025	4	INV	P	132.98 pcard	11682
INVOICE: 144701				FULL DESC:	11682						
999990 PAYPAL * EDIFYMEDIAI		144704			0	2025	4	INV	P	69.98 pcard	24541
INVOICE: 144704				FULL DESC:	24541						
999990 BARCHART.COM, INC		145242			0	2025	4	INV	P	254.00 pcard	2025BARCHART
INVOICE: 145242				FULL DESC:	2025BARCHART						
999990 DC SUBSCRIPTIONS		145244			0	2025	4	INV	P	19.99 pcard	606067
INVOICE: 145244				FULL DESC:	606067						
999990 MDC*MAGNOLIA JOURNAL		145245			0	2025	4	INV	P	25.00 pcard	SO2504



## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4 TO 2025/4		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
INVOICE: 145245		FULL DESC: SO2504							
						2,399.07			
		ACCOUNT TOTAL				38,541.04			
16032	659900	Other Contracts/Obligation							
001398	UNIQUE MANAGEMENT SE	143432	0	2025	4 INV P	118.20	040925	569392	Materials Recovery
INVOICE: 6137969		FULL DESC: Materials Recovery - March							
		ACCOUNT TOTAL				118.20			
		ORG 16032 TOTAL				42,362.92			
16033	Library Network Services								
16033	630100	Office Supplies							
001983	AMAZON	143734	0	2025	4 INV P	12.99	pcard		Label refills for l
INVOICE: 143734		FULL DESC: Label refills for label printer							
001983	AMAZON	144126	0	2025	4 INV P	13.99	pcard		AMAZON Compressed a
INVOICE: 144126		FULL DESC: AMAZON Compressed air for Network services							
						26.98			
002034	ODP BUSINESS SOLUTIO	145226	0	2025	4 INV P	121.19	pcard		Golf Pencils, Batte
INVOICE: 145226		FULL DESC: Golf Pencils, Batteries							
		ACCOUNT TOTAL				148.17			
16033	632700	Miscellaneous Equipment							
000362	DELL MARKETING L.P.	144129	0	2025	4 INV P	443.74	pcard		Dell Monitors for A
INVOICE: 144129		FULL DESC: Dell Monitors for Adriana							
000362	DELL MARKETING L.P.	144738	0	2025	4 INV P	349.99	pcard		Dell docking statio
INVOICE: 144738		FULL DESC: Dell docking station for Colleen R							
000362	DELL MARKETING L.P.	144806	0	2025	4 INV P	887.48	pcard		Dell Monitors for s
INVOICE: 144806		FULL DESC: Dell Monitors for supervisors							
000362	DELL MARKETING L.P.	144807	0	2025	4 INV P	2,569.34	pcard		Dell Colleen R's ne
INVOICE: 144807		FULL DESC: Dell Colleen R's new laptop							
						4,250.55			
000866	MENARDS	144234	0	2025	4 INV P	254.05	pcard		Shelf for IT storag
INVOICE: 144234		FULL DESC: Shelf for IT storage, locks for public computer							
001983	AMAZON	144127	0	2025	4 INV P	14.90	pcard		AMAZON Power supply
INVOICE: 144127		FULL DESC: AMAZON Power supply replacement for monitor							
001983	AMAZON	144232	0	2025	4 INV P	76.42	pcard		Shelf for Creation
INVOICE: 144232		FULL DESC: Shelf for Creation Studio							
001983	AMAZON	144235	0	2025	4 INV P	5.79	pcard		Desk grommets
INVOICE: 144235		FULL DESC: Desk grommets							
001983	AMAZON	144739	0	2025	4 INV P	9.89	pcard		AMAZON Charger for
INVOICE: 144739		FULL DESC: AMAZON charger for cordless screwdriver							
001983	AMAZON	144804	0	2025	4 INV P	-9.89	pcard		AMAZON Cordless dri

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/4 TO 2025/4		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
INVOICE: 144804		FULL DESC: AMAZON Cordless drill charger RETURN				97.11			
999990 MONOPRICE, INC.		144805	0	2025	4 INV P	75.45	pcard		Monoprice network a
INVOICE: 144805		FULL DESC: Monoprice network and video cables							
		ACCOUNT TOTAL				4,677.16			
16033 659900		Other Contracts/Obligation							
003432 XEROX FINANCIAL SERV		143518	0	2025	4 INV P	38.29	041625	569520	Copier Contract Cha
INVOICE: 40361547		FULL DESC: Copier Contract Charges							
003432 XEROX FINANCIAL SERV		143926	0	2025	4 INV P	449.51	042325	569631	Copier Contract Cha
INVOICE: 40406785		FULL DESC: Copier Contract Charges							
						487.80			
999990 ZOOM.COM 888-799-966		143733	0	2025	4 INV P	40.00	pcard		Monthly Zoom charge
INVOICE: 143733		FULL DESC: Monthly Zoom charge							
999990 WWW.SPLASHTOP.COM		144128	0	2025	4 INV P	198.00	pcard		Splashtop remote ac
INVOICE: 144128		FULL DESC: Splashtop remote access renewal							
999990 ZOOM.COM 888-799-966		145262	0	2025	4 INV P	40.00	pcard		ZOOM.COM Monthly in
INVOICE: 145262		FULL DESC: ZOOM.COM Monthly invoice							
						278.00			
		ACCOUNT TOTAL				765.80			
16033 681500		Software Acquisition							
001619 CDW GOVERNMENT, INC.		143735	0	2025	4 INV P	754.35	pcard		CDW Office 2024 lic
INVOICE: 143735		FULL DESC: CDW Office 2024 licenses for public PCs							
		ACCOUNT TOTAL				754.35			
		ORG 16033 TOTAL				6,345.48			
FUND 100 General Fund		TOTAL:				61,681.22			

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



# Appleton Public Library Cash Flow Report April 2025

				JAN	FEB	MAR	APR	
GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	YTD TOTAL
423200	Library Grants & Aids	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$805,872.00	\$805,872.00
480100	General Charges for Service	\$0.00	\$0.00	\$0.00	\$33.51	\$17.86	\$213.72	\$265.09
500100	Fees & Commissions	\$0.00	\$0.00	\$0.00	\$0.00	\$1.50	\$2.00	\$3.50
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,162.50	\$1,162.50
502000	Donations & Memorials	\$0.00	\$0.00	\$0.00	\$11,981.38	\$190.18	\$11.26	\$12,182.82
503500	Other Reimbursements	\$0.00	\$0.00	(\$193,267.36)	\$1,871.07	\$84,823.63	\$2,650.69	(\$103,921.97)
	<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$193,267.36)</b>	<b>\$13,885.96</b>	<b>\$85,033.17</b>	<b>\$809,912.17</b>	<b>\$715,563.94</b>

				JAN	FEB	MAR	APR	YTD TOTAL
Expense								
610100	Regular Salaries	\$0.00	\$0.00	(\$181,735.99)	(\$186,222.19)	(\$191,943.56)	(\$185,030.29)	(\$744,932.03)
610400	Call Time Wages	\$0.00	\$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	\$0.00	(\$1,492.94)
610800	Part-Time Wages	\$0.00	\$0.00	(\$5,693.16)	(\$18,944.25)	(\$28,859.41)	(\$27,153.36)	(\$80,650.18)
611000	Other Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$55.00)	(\$55.00)
611400	Sick Pay	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,362.00)	\$0.00	(\$3,362.00)
611500	Vacation Pay	\$0.00	\$0.00	(\$6,696.20)	(\$8,576.85)	(\$14,524.56)	(\$12,179.76)	(\$41,977.37)
615000	Fringes	\$0.00	\$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)	(\$13,606.04)	(\$60,304.66)
615200	Retirement	\$0.00	\$0.00	(\$18,361.49)	(\$12,479.01)	(\$12,712.28)	(\$12,572.30)	(\$56,125.08)
615301	Health Insurance	\$0.00	\$0.00	(\$17,987.91)	(\$40,397.17)	(\$41,289.85)	(\$41,670.35)	(\$141,345.28)
615302	Dental Insurance	\$0.00	\$0.00	(\$1,227.79)	(\$2,718.18)	(\$2,794.87)	(\$2,818.36)	(\$9,559.20)
615400	Life Insurance	\$0.00	\$0.00	(\$96.00)	(\$96.00)	\$7,377.09	(\$111.50)	\$7,073.59
	<b>Personnel Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$250,945.30)</b>	<b>(\$284,420.33)</b>	<b>(\$302,167.56)</b>	<b>(\$295,196.96)</b>	<b>(\$1,132,730.15)</b>

				JAN	FEB	MAR	APR	YTD TOTAL
Expense								
620100	Training/Conferences	\$0.00	\$0.00	\$0.00	\$0.00	(\$989.00)	(\$1,804.73)	(\$2,793.73)
620200	Mileage Reimbursement	\$0.00	\$0.00	(\$30.00)	(\$30.00)	(\$30.00)	(\$135.70)	(\$225.70)
620600	Parking Permits	\$0.00	\$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)	(\$8,815.44)	(\$39,521.12)
630300	Memberships & Licenses	\$0.00	\$0.00	(\$200.00)	(\$362.25)	\$0.00	(\$25.00)	(\$587.25)
630500	Awards & Recognition	\$0.00	\$0.00	(\$395.71)	\$0.00	\$0.00	(\$851.21)	(\$1,246.92)
630600	Building Maint./Janitor	\$0.00	\$0.00	(\$30.56)	\$0.00	(\$10.17)	(\$668.61)	(\$709.34)
630700	Food & Provisions	\$0.00	\$0.00	\$0.00	(\$643.23)	(\$74.11)	(\$173.81)	(\$891.15)
630902	Tools & Instruments	\$0.00	\$0.00	\$0.00	\$0.00	(\$40.65)	\$0.00	(\$40.65)
631500	Books & Library Materials	\$0.00	\$0.00	(\$68,663.30)	(\$33,802.74)	(\$37,377.94)	(\$42,142.41)	(\$181,986.39)
632001	City Copy Charges	\$0.00	\$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)	\$0.00	(\$914.44)
632101	Uniforms	\$0.00	\$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	\$0.00
632700	Miscellaneous Equipment	\$0.00	\$0.00	(\$455.23)	(\$42,161.15)	(\$2,511.71)	(\$4,677.16)	(\$49,805.25)
640700	Solid Waste/Recycling Pickup	\$0.00	\$0.00	(\$466.25)	(\$474.28)	(\$546.46)	\$0.00	(\$1,486.99)
641200	Advertising	\$0.00	\$0.00	(\$599.00)	(\$90.75)	(\$399.49)	(\$173.79)	(\$1,263.03)
641301	Electric	\$0.00	\$0.00	\$0.00	(\$1,303.35)	(\$742.13)	(\$26,877.44)	(\$28,922.92)
641302	Gas	\$0.00	\$0.00	\$0.00	(\$1,529.83)	(\$1,325.87)	\$0.00	(\$2,855.70)
641303	Water	\$0.00	\$0.00	(\$192.80)	(\$560.03)	\$0.00	\$0.00	(\$752.83)
641304	Sewer	\$0.00	\$0.00	(\$70.78)	(\$299.75)	\$0.00	\$0.00	(\$370.53)
641306	Stormwater	\$0.00	\$0.00	(\$666.24)	(\$775.85)	\$0.00	\$0.00	(\$1,442.09)
641307	Telephone	\$0.00	\$0.00	(\$529.57)	(\$303.52)	(\$301.74)	(\$292.68)	(\$1,427.51)
641308	Cellular Phones	\$0.00	\$0.00	(\$62.25)	(\$62.25)	\$0.00	(\$559.70)	(\$684.20)
641600	Build Repairs & Maint	\$0.00	\$0.00	\$0.00	(\$57.98)	(\$76.05)	\$0.00	(\$134.03)
641800	Equip Repairs & Maint	\$0.00	\$0.00	\$0.00	(\$1,679.96)	\$0.00	\$0.00	(\$1,679.96)
642000	Facilities Charges	\$0.00	\$0.00	\$0.00	(\$13,328.41)	(\$32,346.26)	(\$33,433.20)	(\$79,107.87)
644000	Snow Removal Services	\$0.00	\$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	\$0.00
659900	Other Contracts/Obligation	\$0.00	\$0.00	(\$44,522.64)	(\$11,112.31)	(\$69,566.85)	(\$4,984.30)	(\$130,186.10)
681500	Software Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$754.35)	(\$754.35)
	<b>Operating Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$122,734.57)</b>	<b>(\$126,515.20)</b>	<b>(\$154,170.75)</b>	<b>(\$126,369.53)</b>	<b>(\$529,790.05)</b>
	<b>Personnel Services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$250,945.30)</b>	<b>(\$284,420.33)</b>	<b>(\$302,167.56)</b>	<b>(\$295,196.96)</b>	<b>(\$1,132,730.15)</b>
	<b>Operating Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$122,734.57)</b>	<b>(\$126,515.20)</b>	<b>(\$154,170.75)</b>	<b>(\$126,369.53)</b>	<b>(\$529,790.05)</b>
	<b>Total Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$373,679.87)</b>	<b>(\$410,935.53)</b>	<b>(\$456,338.31)</b>	<b>(\$421,566.49)</b>	<b>(\$1,662,520.20)</b>

# 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>
<b>Lib Grants : Other Reim</b>	<b>2550 .</b>	<b>503500</b>			<b>\$ 1,253</b>
Lib Grants : Books	2550 .	631500			\$ 1,253
<b>Materials Management: Other Reim</b>	<b>16032 .</b>	<b>503500</b>			<b>\$ 10</b>
Materials Mgmt: Books & Library Mtls	16032 .	631500			\$ 10
<b>Materials Management: Other Reim</b>	<b>16032 .</b>	<b>503500</b>			<b>\$ 100</b>
Materials Mgmt: Books & Library Mtls	16032 .	631500			\$ 100
<b>Materials Management: Other Reim</b>	<b>16032 .</b>	<b>503500</b>			<b>\$ 1,000</b>
Materials Mgmt: Books & Library Mtls	16032 .	631500			\$ 1,000

For the purpose of:

#33039 United Way Q5 2023  
 #12000 Ida Bruns Material Donation  
 #6074 Rhode/Moore Mtl Donation  
 #15495310 Braille Books Donation

Requested by:

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

\_\_\_\_\_  
 Date

**Information:**

**Action:**

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Date

Reported to Finance Committee:

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

Finance comments:

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



**TO: Members of the Appleton Public Library Board of Trustees**

**FROM: Margret Mann, Library Board President**

**DATE: May 12, 2025**

**RE: 2025 Nominating Committee Appointments**

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The Appleton Public Library Board of Trustees Bylaws (Article III.3) states:

“A nominating committee, and a chair thereof, shall be appointed by the President three months prior to the organizational meeting”

Wis. Statute 42.54(2) requires that within 60 days after the beginning of terms, the members of the Library Board shall organize by the election, from among their number, of a President and such other officers as they deem necessary.

I hereby appoint the following Trustees to serve as the Nominating Committee:

- Bastia Looker, Chair
- Jason Brozek
- John Keller

This committee shall present a slate of officers (President and Vice President) at the organizational meeting which will occur in August. No officer may serve more than two consecutive terms in a given office nor hold more than one office at a time. Additional nominations may be made from the floor during the organizational meeting by any Library Board member or officer.

Library staff will work with this committee to schedule this meeting prior to the August Board of Trustees meeting.



# CITY OF APPLETON

## SOCIAL MEDIA POLICY

### OVERVIEW:

The City of Appleton uses social media platforms to communicate and engage with our community. We believe in the rights, benefits, and responsibilities that come with using social media, and we ask that you consider the impact your comments and interactions may have on others as you engage with the City and fellow users on these platforms.

### SCOPE:

The external policy governs both city-maintained social media channels and the individuals who engage with them.

### GENERAL POLICY

The City uses social media to communicate and engage with the community. The City cannot prevent, and is not responsible for, content placed by others, including offensive or disagreeable content. This means that the City will not moderate content on its social media platforms for vulgarity, profanity, hate speech, controversial, or other offensive language.

While the City cannot moderate all user-generated content for language or tone, please be aware that some content may not be considered "free speech" and the associated protections under the U.S. and Wisconsin Constitutions will not apply. Therefore, the City reserves the right to delete or hide any comments, posts, replies, reviews, photos, links, or any other content that include any of the following:

- Spam, advertising, or promotional links to a business, service, or product
- Malware, viruses, security threats to the City network, or spamming with an overwhelming surge of messages ("flooding").
- Promoting, advocating, or perpetuating illegal activity
- Direct threats as defined by law
- Obscene content with no constitutional protection (such as graphic depictions)
- Illegal activity, including copyright/trademark infringements and defamatory comments

### AGREEMENT

By posting any comments or materials on the City's social media platforms, you grant the City permission to reproduce, distribute, publish, edit, modify, and use your submissions in any form or media for any purpose.

All comments on City social media should be considered public records and are retained accordingly. Activity on City of Appleton Government social media is subject to public disclosure under the Public Records Laws of the State of Wisconsin (Wis. Stat. ss. 19.31-19.39).

Your participation is at your own risk, and you take personal responsibility for your comments, username, and any information provided. **Furthermore, you agree to indemnify, defend, and hold harmless the City of Appleton, its officers, agents and employees, against any and all damages, losses, liabilities, judgments, costs, or expenses (including attorney's fees**



and costs) arising out of any claims by a third party related to any comments or materials you have posted.

#### **ADDITIONAL PROVISIONS**

Content posted on City of Appleton social media channels by anyone other than employees of the City of Appleton does not reflect the opinions or position of the City of Appleton or its elected officials or employees.

Social media website pages are not the primary method of communication with the City, and any notices or requests for City services must be made via official communication methods identified on the City's website, or by traditional methods of notification recognized by the City, and no comments or posts on this page will be construed as providing notice to the City of any claim, deficiency, dangerous condition, request, or otherwise. Furthermore, the City's social media account monitoring varies and there should be no expectation of a response by City staff.

Each social media provider maintains a term of use agreement for users. All posts and comments on any City social media platform are bound by these terms and conditions. The City reserves the right to report any user violation under the terms and conditions. This Policy does not modify the terms and conditions established by the social media provider. Nor does the City assume any responsibility or liability for decisions made by the social media platform provider involving the conduct or absence of conduct by the social media provider or by the user.

The views, guidelines, and rules of the social media platform are those of the company that provides the platform and not those of the City of Appleton.

#### **SEVERABILITY**

If any section, portion, or provision of this Policy, or if the application of this Policy to any person or circumstances, is found invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the other provisions or applications of this Policy which can be given effect without the invalid or unconstitutional provision or application.

*Nothing in this policy or on this site is intended as legal advice.*

APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
JANUARY 2025

	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>I. Circulation</b>						
Adult Circulation	897	23,232	897	23,232	-96%	-96%
Children's Circulation	1,724	17,827	1,724	17,827	-90%	-90%
<b>Total Circulation</b>	<b>2,621</b>	<b>41,059</b>	<b>2,621</b>	<b>41,059</b>	<b>-94%</b>	<b>-94%</b>
Adult AV/nonbook (included in above)	187	6,568	187	6,568	-97%	-97%
Children's AV/non-book (included in above)	42	1,245	42	1,245	-97%	-97%
E-Book Circulation	8,345	8,315	8,345	8,315	0%	0%
E-Audiobook Circulation	10,620	11,287	10,620	11,287	-6%	-6%
E-Video Circulation	1,460	1,364	1,460	1,364	7%	7%
E-Comics Circulation	188	229	188	229	-18%	-18%
E-Magazine / E-Serial Circulation	2,821	3,162	2,821	3,162	-11%	-11%
E-Music Circulation	142	162	142	162	-12%	-12%
<b>Total E-Circulation</b>	<b>23,576</b>	<b>24,519</b>	<b>23,576</b>	<b>24,519</b>	<b>-4%</b>	<b>-4%</b>
ILL items received (received from)	547	7,120	547	7,120	-92%	-92%
ILL items loaned (provided to)	1,731	6,965	1,731	6,965	-75%	-75%
Total Registered Patrons (quarterly)	59,815	57,238	n/a	n/a	5%	n/a
Door Count	0	11,667	0	11,667	-100%	-100%
Percentage of Total Circulation on Self Check Machines	44.8%	59.2%	n/a	n/a	-24%	n/a

<b>II. Customer Assistance</b>						
Reference Transactions - Adult	1,195	1,827	1,195	1,827	-35%	-35%
Reference Transactions - Children's	0	591	0	591	-100%	-100%
<b>Total Reference</b>	<b>1,195</b>	<b>2,418</b>	<b>1,195</b>	<b>2,418</b>	<b>-51%</b>	<b>-51%</b>
Volunteer Hours	32	194	32	194	-84%	-84%

<b>III. Collections &amp; Processing</b>						
Volumes Added	967	1,345	967	1,345	-28%	-28%
Volumes Withdrawn	8	402	8	402	-98%	-98%
Total Titles	183,058	181,944	n/a	n/a	1%	n/a
Total Volumes	201,733	202,277	n/a	n/a	0%	n/a

<b>IV. Programs</b>						
<b>Children's</b>						
Children's Programs (including group visit)	0	20	0	20	-100%	-100%
Children's Program Attendance (including group visit)	0	739	0	739	-100%	-100%
Children's One-on-One Visits	0	0	0	0	0%	0%



APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
JANUARY 2025

	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's One-on-One Visits Participants	0	0	0	0	0%	0%
Children's Self Directed Activities	6	6	6	6	0%	0%
Children's Self Directed Activity Participants	250	965	250	965	-74%	-74%
<b>Young Adult</b>						
Young Adult Programs	2	1	2	1	100%	100%
Young Adult Program Attendance	19	3	19	3	533%	533%
Young Adult Self Directed Activities	0	0	0	0	0%	0%
Young Adult Self Directed Activity Participants	0	0	0	0	0%	0%
<b>Adult</b>						
Adult Programs	3	6	3	6	-50%	-50%
Adult Program Attendance	431	639	431	639	-33%	-33%
Adult One-on-One Instructions	2	15	2	15	-87%	-87%
Adult One-on-One Instruction Attendance	2	15	2	15	-87%	-87%
Adult Self Directed Activities	0	0	0	0	0%	0%
Adult Self Directed Activity Participants	0	0	0	0	0%	0%
<b>Total Programs</b>	<b>5</b>	<b>27</b>	<b>5</b>	<b>27</b>	<b>-81%</b>	<b>-81%</b>
<b>Total Program Attendance</b>	<b>450</b>	<b>1,381</b>	<b>450</b>	<b>1,381</b>	<b>-67%</b>	<b>-67%</b>
<b>Meeting Room Usage</b>						
Meeting Room Uses - Room Reservations (Public)	0.00	0.00	0.00	0.00	0%	0%
Meeting Room Uses - Events (Library Programs)	0.00	0.00	0.00	0.00	0%	0%
<b>Total Meeting Room Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0%</b>

APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
JANUARY 2025

	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>V. Electronic Access Services</b>						
Public Computing Sessions	0	472	0	472	-100%	-100%
Total Time Used on Public Computers	0:00:00	378:00:00	0:00:00	378:00:00	-100%	-100%
Data Transferred (GB)	0	476	0	476	-100%	-100%
WIFI Distinct Clients	0	978	0	978	-100%	-100%

*The temporary library location closed on November 26, 2024 to prepare to move back to the renovated location.  
The Library was closed during the months of December 2024 and January 2025*

APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
FEBRUARY 2025

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>I. Circulation</b>						
Adult Circulation	14,994	26,411	15,891	49,643	-43%	-68%
Children's Circulation	16,189	19,385	17,913	37,212	-16%	-52%
<b>Total Circulation</b>	<b>31,183</b>	<b>45,796</b>	<b>33,804</b>	<b>86,855</b>	<b>-32%</b>	<b>-61%</b>
Adult AV/nonbook (included in above)	3,725	7,884	3,912	14,452	-53%	-73%
Children's AV/non-book (included in above)	1,053	1,532	1,095	2,777	-31%	-61%
E-Book Circulation	7,901	7,958	16,246	16,273	-1%	0%
E-Audiobook Circulation	9,761	10,306	20,381	21,593	-5%	-6%
E-Video Circulation	716	1,243	1,352	2,607	-42%	-48%
E-Comics Circulation	230	178	418	407	29%	3%
E-Magazine / E-Serial Circulation	2,424	2,906	5,245	6,068	-17%	-14%
E-Music Circulation	126	170	268	332	-26%	-19%
<b>Total E-Circulation</b>	<b>21,158</b>	<b>22,761</b>	<b>43,910</b>	<b>47,280</b>	<b>-7%</b>	<b>-7%</b>
ILL items received (received from)	2,918	9,245	3,465	16,365	-68%	-79%
ILL items loaned (provided to)	2,889	8,667	4,620	15,632	-67%	-70%
Total Registered Patrons (quarterly)	59,815	57,238	n/a	n/a	5%	n/a
Door Count	22,639	15,600	22,639	27,267	45%	-17%
Percentage of Total Circulation on Self Check Machines	69.3%	60.6%	n/a	n/a	14%	n/a

<b>II. Customer Assistance</b>						
Reference Transactions - Adult	2,471	1,818	3,666	3,645	36%	1%
Reference Transactions - Children's	1,380	481	1,380	1,072	187%	29%
<b>Total Reference</b>	<b>3,851</b>	<b>2,299</b>	<b>5,046</b>	<b>4,717</b>	<b>68%</b>	<b>7%</b>
Volunteer Hours	64	329	95	523	-81%	-82%

<b>III. Collections &amp; Processing</b>						
Volumes Added	2,400	1,826	3,367	3,171	31%	6%
Volumes Withdrawn	286	8,922	294	9,324	-97%	-97%
Total Titles	184,390	174,626	n/a	n/a	6%	n/a
Total Volumes	203,831	195,095	n/a	n/a	4%	n/a

APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
FEBRUARY 2025

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>IV. Programs</b>						
<b>Children's</b>						
Children's Programs (including group visit)	25	42	25	62	-40%	-60%
Children's Program Attendance (including group visit)	1,318	1,919	1,318	2,658	-31%	-50%
Children's One-on-One Visits	4	1	4	1	300%	300%
Children's One-on-One Visits Participants	8	2	8	2	300%	300%
Children's Self Directed Activities	8	7	14	13	14%	8%
Children's Self Directed Activity Participants	2,644	1,731	2,894	2,696	53%	7%
<b>Young Adult</b>						
Young Adult Programs	6	3	8	4	100%	100%
Young Adult Program Attendance	41	13	60	16	215%	275%
Young Adult Self Directed Activities	1	0	1	0	>100%	>100%
Young Adult Self Directed Activity Participants	85	0	85	0	>100%	>100%
<b>Adult</b>						
Adult Programs	17	8	20	14	113%	43%
Adult Program Attendance	594	519	1,025	1,158	14%	-11%
Adult One-on-One Instructions	7	20	9	35	-65%	-74%
Adult One-on-One Instruction Attendance	8	32	10	47	-75%	-79%
Adult Self Directed Activities	2	0	2	0	>100%	>100%
Adult Self Directed Activity Participants	82	0	82	0	>100%	>100%
<b>Total Programs</b>	<b>48</b>	<b>53</b>	<b>53</b>	<b>80</b>	<b>-9%</b>	<b>-34%</b>
<b>Total Program Attendance</b>	<b>1,953</b>	<b>2,451</b>	<b>2,403</b>	<b>3,832</b>	<b>-20%</b>	<b>-37%</b>
<b>Meeting Room Usage</b>						
Meeting Room Uses - Room Reservations (Public)	442	0	442	0.00	>100%	>100%
Meeting Room Uses - Events (Library Programs)	55	0	55	0.00	>100%	>100%
<b>Total Meeting Room Uses</b>	<b>497</b>	<b>0</b>	<b>497</b>	<b>0.00</b>	<b>&gt;100%</b>	<b>&gt;100%</b>

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 FEBRUARY 2025

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>V. Electronic Access Services</b>						
Public Computing Sessions	819	757	819	1,229	8%	-33%
Total Time Used on Public Computers	543:00:00	627:00:00	543:00:00	1005:00:00	-13%	-46%
Data Transferred (GB)	1,780	678	1,780	1,154	163%	54%
WIFI Distinct Clients	2823	1145	2823	2123	147%	33%

APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
MARCH 2025

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>I. Circulation</b>						
Adult Circulation	35,298	29,118	51,189	78,761	21%	-35%
Children's Circulation	33,764	22,289	51,677	59,501	51%	-13%
<b>Total Circulation</b>	<b>69,062</b>	<b>51,407</b>	<b>102,866</b>	<b>138,262</b>	<b>34%</b>	<b>-26%</b>
Adult AV/nonbook (included in above)	10,911	8,818	14,823	23,270	24%	-36%
Children's AV/non-book (included in above)	2,754	2,089	3,849	4,866	32%	-21%
E-Book Circulation	8,824	8,657	25,070	24,930	2%	1%
E-Audiobook Circulation	10,908	10,547	31,289	32,140	3%	-3%
E-Video Circulation	756	1,217	2,108	3,824	-38%	-45%
E-Comics Circulation	267	224	685	631	19%	9%
E-Magazine / E-Serial Circulation	2,942	2,748	8,187	8,816	7%	-7%
E-Music Circulation	134	195	402	527	-31%	-24%
<b>Total E-Circulation</b>	<b>23,831</b>	<b>23,588</b>	<b>67,741</b>	<b>70,868</b>	<b>1%</b>	<b>-4%</b>
ILL items received (received from)	10,716	11,232	14,181	27,597	-5%	-49%
ILL items loaned (provided to)	8,278	8,971	12,898	24,603	-8%	-48%
Total Registered Patrons (quarterly)	59,534	57,238	n/a	n/a	4%	n/a
Door Count	41,402	17,128	64,041	44,395	142%	44%
Percentage of Total Circulation on Self Check Machines	69.1%	63.6%	n/a	n/a	9%	n/a

<b>II. Customer Assistance</b>						
Reference Transactions - Adult	3,895	1,750	7,561	5,395	123%	40%
Reference Transactions - Children's	2,358	492	3,738	1,564	379%	139%
<b>Total Reference</b>	<b>6,253</b>	<b>2,242</b>	<b>11,299</b>	<b>6,959</b>	<b>179%</b>	<b>62%</b>
Volunteer Hours	571	443	666	966	29%	-31%

<b>III. Collections &amp; Processing</b>						
Volumes Added	2,070	1,848	5,437	5,019	12%	8%
Volumes Withdrawn	242	3,959	536	13,283	-94%	-96%
Total Titles	185,751	172,732	n/a	n/a	8%	n/a
Total Volumes	205,667	193,166	n/a	n/a	6%	n/a

APPLETON PUBLIC LIBRARY  
STATISTICAL SUMMARY  
MARCH 2025

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>IV. Programs</b>						
<b>Children's</b>						
Children's Programs (including group visit)	61	48	86	110	27%	-22%
Children's Program Attendance (including group visit)	1,685	1,652	3,003	4,310	2%	-30%
Children's One-on-One Visits	7	0	11	1	>100%	1000%
Children's One-on-One Visits Participants	16	0	24	2	>100%	1100%
Children's Self Directed Activities	7	9	21	22	-22%	-5%
Children's Self Directed Activity Participants	2,765	1,965	5,659	4,661	41%	21%
<b>Young Adult</b>						
Young Adult Programs	12	0	20	4	>100%	400%
Young Adult Program Attendance	104	0	164	16	>100%	925%
Young Adult Self Directed Activities	1	1	2	1	0%	100%
Young Adult Self Directed Activity Participants	20	43	105	43	-53%	144%
<b>Adult</b>						
Adult Programs	29	9	49	23	222%	113%
Adult Program Attendance	936	508	1,961	1,666	84%	18%
Adult One-on-One Instructions	7	22	16	57	-68%	-72%
Adult One-on-One Instruction Attendance	27	40	37	87	-33%	-57%
Adult Self Directed Activities	1	1	3	1	0%	200%
Adult Self Directed Activity Participants	118	22	200	22	436%	809%
<b>Total Programs</b>	<b>102</b>	<b>57</b>	<b>155</b>	<b>137</b>	<b>79%</b>	<b>13%</b>
<b>Total Program Attendance</b>	<b>2,725</b>	<b>2,160</b>	<b>5,128</b>	<b>5,992</b>	<b>26%</b>	<b>-14%</b>
<b>Meeting Room Usage</b>						
Meeting Room Uses - Room Reservations (Public)	1153	0	1595	0	>100%	>100%
Meeting Room Uses - Events (Library Programs)	101	0	156	0	>100%	>100%
<b>Total Meeting Room Uses</b>	<b>1,254</b>	<b>0</b>	<b>1,751</b>	<b>0</b>	<b>&gt;100%</b>	<b>&gt;100%</b>

APPLETON PUBLIC LIBRARY  
 STATISTICAL SUMMARY  
 MARCH 2025

	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
<b>V. Electronic Access Services</b>						
Public Computing Sessions	1,959	1,038	2,778	2,267	89%	23%
Total Time Used on Public Computers	1484:00:00	907:00:00	2027:00:00	1912:00:00	64%	6%
Data Transferred (GB)	3570	735	5350	1889	386%	183%
WIFI Distinct Clients	4980	1249	7803	3372	299%	131%



## **Adult Classes and Events**

### **A Talk with Author Nate Schweber**

New York Times journalist and author of *This America of Ours: Bernard and Avis Devoto and the Forgotten Fight to Save the Wild* joined us for a virtual presentation on his award-winning book. Attendees were treated to Nate's dynamic storytelling and a Q&A session. After the presentation, attendees stayed to chat with one another about the various topics of talk. Friends' funds provided an honorarium to Nate Schweber.

### **Books and Brews**

Books and Brews offers APL patrons a welcoming space to discuss their latest reads. Each month, participants recommend a great balance of fiction and non-fiction books, which we now share with the public via social media. In the 1st quarter, Books & Brews met at Copper Rock Coffee Company and at the new Appleton Public Library. Friends' funds provide coffee and tea.

### **Blind Contour Drawing with Ally Wilber**

Local artist and Artist-in-Residence curator Ally Wilber join the APL Grand Opening festivities, guiding patrons through a blind contour drawing. This program provided patrons with a unique opportunity to engage with visual art. Each contour drawing was followed by many laughs and smiles! Friends' funds provided a presenter honorarium.

### **Cooking Demo with Natasha Banks**

Local chef and entrepreneur Natasha Banks presented an engaging program that introduced attendees to the history of Southern cuisine, a demonstration of steps to make collard greens, and tips for best presentation of the dish. Attendees ranged from teens to adults and shared their interest in this program and additional cooking demonstrations. Friends' funds provided a presenter honorarium.

### **Find Your Ancestors: Creating an Ancestor Sketch**

The 2025 Find Your Ancestors series began our year with the return of renowned genealogist and speaker Thomas MacEntee to present "Creating an Ancestor Sketch." Thomas broke down the essential elements of writing compelling stories about your ancestors, sharing useful tips on how to enrich your narrative, and demonstrated how to effortlessly import facts from your family tree, making the process even smoother. To add additional details and make the writing of the sketch easier for even non-writers, Thomas introduced how to use the powers of artificial intelligence to obtain social history content or re-write your text in a unique style. Attendees left feeling inspired and empowered, with many saying that the brief introduction to AI made documenting their family stories feel less intimidating and more achievable than they thought. Friends provided financial support for this series and an honorarium for this speaker.

### **Find Your Ancestors: Deciphering Penmanship and Why Spelling Matters**

Find Your Ancestors series kicked off its first hybrid event in our newly renovated library, featuring Jill Swenson, a retired journalism professor and author. Jill delivered a fascinating presentation on the history of penmanship and its challenges in deciphering

## FRIENDS GRANT PROGRAM SUMMARIES

### 1<sup>st</sup> QUARTER 2025

primary source documents commonly encountered in genealogy research. She also shared valuable strategies for interpreting handwriting and handling spelling variations. Attendees enjoyed the historical context and appreciated how Jill integrated examples from her own research to highlight the importance of accurate spelling and how handwritten records gave valuable information to reach her conclusion. Friends provided financial support for this series and an honorarium for this speaker.

#### **Find Your Ancestors: Using AI to Translate and Manipulate Foreign Language Documents**

The Find Your Ancestors series welcomed genealogist Natalie Webb for an insightful presentation on how artificial intelligence is revolutionizing genealogy research, particularly in translating foreign-language documents. Natalie guided attendees through live demonstrations of popular AI tools, highlighting cutting-edge technologies that simplify the interpretation of global texts with just a few keystrokes. Following the demonstrations, a lively discussion explored various applications of AI in genealogy and beyond. Attendees appreciated the hands-on demonstrations, with many expressing confidences that, despite limited computer skills, they could easily incorporate AI into their research. Friends provided financial support for this series and an honorarium for this speaker.

#### **Fox Valley Flute Choir Performance**

The Fox Valley Flute Choir is a group of flutists who perform on piccolo, C flutes, alto, and bass. They presented a dynamic performance of traditional classical music as well as contemporary pieces in the Mary Beth Nienhaus Community Meeting Rooms during the library's grand opening. Friends' funds provided a presenter honorarium.

#### **Live Music with FlipSide Artist Karli Reisdorf**

Karli Reisdorf is a solo artist and part of the band Natural Satellite, which is featured in APL's FlipSide music collection. Karli performed a live cello set on the Boldt Learning Stairs during the library's grand opening. This live music performance showcased the unique new space and filled the library with delightful music. Friends' funds provided a presenter honorarium.

#### **Live Painting with Artist Alexsis Manns**

Artist Alexsis Manns created a painting in the Vira Stoner Flex Box during the library's grand opening. This live art demonstration showcased the unique new space and allowed attendees to meet an artist, watch their craft, and ask questions in an informal setting. Friends' funds provided a presenter honorarium.

#### **Make Your Own Bubble Tea with Fanni Xie**

Local business owner Fanni Xie presented a fun and interactive session that introduced attendees to various types of teas, a discussion of bubble tea varieties and preparation methods, and a hands-on experience to customize their own bubble tea. Participants enjoyed learning and tasting the teas. Friends' funds provided a presenter honorarium.

## FRIENDS GRANT PROGRAM SUMMARIES

1<sup>st</sup> QUARTER 2025

### **Sages Story Circle**

Sages Story Circles are community spaces designed to connect, affirm, and empower women aged 60+. The sessions are offered twice per month in the library. They provide a safe space to share stories of their lives, provide a creative outlet, and foster a deep sense of community among participants. Friends' funds provide a presenter honorarium.

### **Teen Classes and Events**

#### **Game ON! Teen Gaming**

Teens in grades 6-12 are invited to participate in a dynamic gaming session in the Vira Stoner Flex Box in our weekly Game ON! Program. Two dedicated volunteer program facilitators create an inviting program for young gamers to play Playstation 5, Nintendo Switch, and a variety of tabletop games. Attendance has increased steadily since the program launched in February. Friends' funds were used to purchase the gaming equipment, games, and refreshments for this program.

#### **Teens Create**

Teens Create is a monthly program for teens in grades 6-12 to gather, learn, and be creative! This quarter included sessions on Postcrossing connections, creative writing, and Suminagashi Japanese paper marbling. Friends' funds were used to purchase program supplies and to provide refreshments for this program.

#### **Teen Ambassador Program (TAP)**

Teens gather monthly in the Vira Stoner Flex Box for an exchange of program ideas, news updates and more. Teen Ambassador Program (TAP) has seen the addition of three new members since February. The input provided by our members helps in the design of the annual Teen Summer Library Program, including programming themes and prizes. Friends' funds provide refreshments for this program.

#### **Teens Thrive**

Teens Thrive is a monthly wellness series led by Reach Counseling to help build positive self-development in young adults. Topics such as healthy relationships and digital safety are explored along with a fun and engaging activity for grades 7-12. Teens have been able to share their experiences in a supportive environment, building communication and trust. Friends' funds provide refreshments for this program.

#### **Teens Transform**

Teens Transform, led by Lawrence University Environmental Studies major Jonathan Xique, covers topics in sustainability including waste, water and energy. Each session includes an interactive activity that brings the concepts covered to life in a way that fuels awareness, empowers, and encourages teens to share lived experiences as a group. Friends' funds were used for the presenter honorarium, supplies, and refreshments for this program.

## **Children's Classes and Events**

### **Memorial Park StoryWalk**

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

*The Storm Whale in Winter* by Benji Davies  
*Guess How Much I Love you* by Sam McBratney  
*Explorers of the Wild* by Cale Atkinson

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 purchase supplies for Crafty Creators. In February and March, the Tuesday night program was well attended. Kids in grades K-6 tried crafts and activities related to winter, paint, the ocean, animals, St. Patrick's Day, and marine animals.

### **March Book Madness**

In March we held our annual March Book Madness reading program. 937 children signed up. After filling out a bracket and reading 16 books, kids were able to decide which book was their favorite of the month. Upon completing the program, kids picked out a ball prize and were entered into a grand prize drawing for a basketball, giant inflatable balls, or tickets to a Bucks basketball game. Friends' funds were used to purchase the completion and grand prizes.

### **Program Supplies**

Friends' funds were used to purchase supplies for programming including bubble wands, toy cash registers, and sensory bin fillers. These items are used weekly in programs and well loved by the children.

### **Snacks for Multicultural Book Clubs**

Friends' funds are used to purchase snacks for the bi-monthly Multicultural Book Club meetings at the library. Multilingual families come to explore intentional linguistics activities as well as learn how to help their children succeed at school. We do activities like STEM, social emotional learning, math, reading, and other activities that encourage children to practice their abilities and improve their reading levels. Providing snacks ensures children are ready to participate when they come directly from school for the program.

## FRIENDS GRANT PROGRAM SUMMARIES

1<sup>st</sup> QUARTER 2025

### **School-Age STEAM**

February - March Monday afternoons and evening 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 Dog Man, temperature, Charlie Harper art, the human body, paper, weather, and plants. Thank you to Friends for purchasing the supplies and technology to make this on-going program possible.

### **STREAM Team**

Friends' funds were used to purchase supplies for STREAM Team. In February and March children ages 3-5 years old participated in hands-on activity stations related to the themes of snow, space, cookies, St. Patrick's Day, and spring.

## **Family Classes and Events**

### **Grand Opening Symphony Storytime**

On Feb 15, Miss Karen was joined by Sarah Koenig, violinist, and member of the Fox Valley Symphony Orchestra (FVSO) for an all-ages family friendly Grand Opening Storytime event at the Appleton Public Library. Miss Karen read *Roar-chestra; A Wild Story of Musical Words by Robert Heidbreder*. The children danced along through the story and enjoyed playing music with shaker eggs, scarves, and rhythm sticks. Friends' Funds were used for Performer stipends.

### **Grand Opening Instrument Petting Zoo with Aurora Institute for the Arts**

Miss Karen was joined by Anna Herrera, as we celebrated the Grand Opening of the new library. Miss Karen read *May There Always Be Sunshine* by Jim Gill and *Sing a Song* by Joe Raposo. Children had an opportunity to explore the violin and cello, along with learning rhythm and beat using rhythm sticks. Friends' Funds were used for Performer stipends.

### **Outreach at Marcus Valley Grand**

We had a fun outreach table at Marcus Valley Grand Theater for the opening night of the Dog Man movie on Jan 31. People came to our table to sign up for a library card or learn about the new library. They could also take a Dog Man sticker and enter to win a Dog Man plush toy. It was very exciting! Thank you to Friends for funding the prizes.

## **Programs for All Ages**

## **Ongoing Classes, Events and Services**

## **Special Projects**

### **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.

## FRIENDS GRANT PROGRAM SUMMARIES

1<sup>st</sup> QUARTER 2025

### **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.

### **Display - Appleton Public Library: A Look Back and A Look Ahead**

APL's Local History Librarian created a display to showcase the library's history from 1887 to the grand opening of the renovated library. The display was used to promote two upcoming programs that detailed the history with notable milestones and historic photos. Friends' funds supported the display printing and easels.

### **Display Cases & Mobile Towers**

Friends' funds were used to purchase display cases and mobile grid towers that will showcase art from our Artist in Residence program in the Rick & Sue Detienne Gallery and have flexibility to feature displays in other spaces across the library.

### **Library Supplies and Equipment**

Friends' funds were used to purchase supplies for opening the library including Print Release Stations for all three floors, acrylic sign holders, program counters, an air compressor, slide advancers, magnetic baskets for end caps, and so much more. These necessary items form the backdrop for both everyday tasks and innovative programs and experiences.

### **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.

### **Grand Opening Communications and Printing**

Friends' funds paid for several communications pieces for the grand opening of the library – including staff t-shirts, grand opening invitations, grand opening ceremony programs, stickers, and library maps.

### **Monthlies Project**

The Monthlies Project is a community initiative providing menstrual products to community members in schools and public spaces and bringing awareness to the issue of period poverty. APL has partnered with the project since 2023 and continues to host menstrual products in all public restrooms in the library. Friends' funds supported the purchase of baskets to hold the products.

### **Oversized Library Cards**

Library staff bring oversized library cards to special events for fun and memorable photo opportunities with community members. New oversized library cards feature APL's updated card design and were used for a photo booth in the Thomas P. Fanning Teen Area at the library's grand opening event. Friends' funds supported the card printing.

## FRIENDS GRANT PROGRAM SUMMARIES

1<sup>st</sup> QUARTER 2025

### **Thomas P. Fanning Teen Area**

A giant coloring poster and tabletop games were added to the long table in the Thomas P. Fanning Teen Area as a fun way to attract and engage teens in the space. Coloring posters are rotated monthly and have proven to be extremely popular. A group of young adults said this area is their favorite section in the library describing the coloring area as “calming and relaxing.” Friends' funds were used to purchase coloring posters.