



City of Appleton

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

Meeting Agenda - Final Library Board

Tuesday, June 17, 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
[25-0682](#) May 20, 2025 Library Board Meeting Minutes

Attachments: [05-20-2025 Library Board Meeting Minutes.pdf](#)

5. Public Participation and Communications

Establish Order of the Day

6. Action Items

[25-0683](#) Bill Register - May 2025

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

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

[25-0684](#) June 2025 Budget Amendment

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

7. Information Items

A. Administrative Report

[25-0685](#) New Building Update

[25-0686](#) APL Hiring Process Update

[25-0687](#) 2024 Library Annual Report

B. President's Report

[25-0688](#) Trustee Training: Library Budget

[25-0689](#) Personnel & Policy Committee Meeting - June 20, 2025 9:15am
Thrivent Conference Room

Staff Updates

[25-0690](#) Children's Program Updates

[25-0691](#) Community Partnerships Updates

8. Adjournment

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

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



City of Appleton

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

Meeting Minutes Library Board

Tuesday, May 20, 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 5:01pm

2. Pledge of Allegiance

3. Roll call of membership

Brian Vargas arrived at 5:02pm

Mary Lokensgard arrived at 5:05pm

Others Present: Owen Anderson, Ann Cooksey, Darrin Gladd, Tina Krueger,
Kenny Mack, Adriana McCleer, Alex Niemi, Colleen Rortvedt, Tasha Saecker,
Missy Sawicki, Maureen Ward

Present: 9 - Looker, Scheuerman, Mann, Keller, Brozek, Lee, Lokensgard, Vargas and
Smith

Excused: 1 - Bunnow

4. Approval of minutes from previous meeting

[25-0520](#)

April 15, 2025 Meeting Minutes

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

Scheuerman moved, seconded by Lee, that the April 15, 2025 Meeting Minutes
be approved. Voice Vote. Motion Carried. (8-0)

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](#)

Lee moved, seconded by Vargas, that the April 2025 Bill Register be approved.
Voice Vote. Motion Carried. (9-0)

[25-0524](#)

Budget Amendment - May 2025

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

Scheuerman moved, seconded by Keller, that the May 2025 Budget Amendment be approved. Voice Vote. Motion Carried. (9-0)

[25-0525](#)

Nominating Committee Appointments

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

Lee moved, seconded by Smith, that the Nominating Committee Appointments be approved. Voice Vote. Motion Carried. (9-0)

[25-0526](#)

City of Appleton Social Media Policy

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

Keller moved, seconded by Scheuerman, that the City of Appleton Social Media Policy be approved. Voice Vote. Motion Carried. (9-0)

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

Attachments: [2025 Children's SLP Promotion.pdf](#)

[25-0533](#)

Community Partnerships Program Updates

8. Adjournment

**Keller moved, seconded by Smith that the meeting be adjourned. Voice Vote.
Motion Carried. (9-0)
The meeting was adjourned at 5:45pm**

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/5 TO 2025/5		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
16010											Library Administration
16010	620100										Training/Conferences
	999990	DOUBLETREE BY HILTON		146950	0	2025	5	INV P	222.46	pcard	Lodging for WVCA Co
									ACCOUNT TOTAL	222.46	
16010	630100										Office Supplies
	001198	SAM'S CLUB		146587	0	2025	5	INV P	35.96	pcard	Hot Cups w / lids
	001583	UNITED STATES POSTAL		146588	0	2025	5	INV P	16.17	pcard	Postage - Board Pac
	002034	ODP BUSINESS SOLUTIO		146112	0	2025	5	INV P	17.11	pcard	Laminating Pouches
									ACCOUNT TOTAL	69.24	
16010	630500										Awards & Recognition
	000084	ADI		146891	0	2025	5	INV P	30.00	pcard	TST*APPLETON DOWNTOWN
	999990	WAL-MART #2958		146888	0	2025	5	INV P	79.55	pcard	Volunteer Appreciat
	999990	FESTIVAL FOODS		146889	0	2025	5	INV P	172.81	pcard	Volunteer Appreciat
	999990	FESTIVAL FOODS	S	146890	0	2025	5	INV P	-55.84	pcard	Festival Foods refu
									196.52		
									ACCOUNT TOTAL	226.52	
16010	630700										Food & Provisions
	000835	MANDERFIELD'S BAKERY		145979	0	2025	5	INV P	92.75	052125	569993 Donuts, Muffins Sta
	001198	SAM'S CLUB		145666	0	2025	5	INV P	58.78	pcard	Teen Programming Sn
	001198	SAM'S CLUB		146586	0	2025	5	INV P	37.96	pcard	Coffee, Coffee Crea
									96.74		
	001983	AMAZON		146224	0	2025	5	INV P	52.88	pcard	Gaming program snac
									ACCOUNT TOTAL	242.37	
16010	632002										Outside Printing
	999990	GOTPRINT.COM		145668	0	2025	5	INV P	363.95	pcard	Library Maps
	999990	FASTSIGNS 300301		146161	0	2025	5	INV P	136.00	pcard	Severe Weather Sign
									499.95		
									ACCOUNT TOTAL	499.95	
16010	641308										Cellular Phones
	000250	CELLCOM APPLETON PCS		146567	0	2025	5	INV P	83.00	pcard	Staff Cellphones Ma
									ACCOUNT TOTAL	83.00	
16010	659900										Other Contracts/Obligation

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/5 TO 2025/5											
ACCOUNT/VENDOR			DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN		CHECK	DESCRIPTION
001544	WOMEN'S FUND		144896	0	2025	5	INV P	750.00	050825	569798	Women's Fund Lunche
ACCOUNT TOTAL								750.00			
ORG 16010 TOTAL								2,093.54			
16021	Library Children's Services										
16021	630100	Office Supplies									
001983	AMAZON	146221	0	2025	5	INV P	30.96	pcard			Prize Jars and Tape
001983	AMAZON	146222	0	2025	5	INV P	29.93	pcard			Butterfly Festival
001983	AMAZON	146513	0	2025	5	INV P	64.16	pcard			Craft Around the Wo
001983	AMAZON	146570	0	2025	5	INV P	621.15	pcard			Dramatic Play
001983	AMAZON	146571	0	2025	5	INV P	62.86	pcard			Dramatic Play
001983	AMAZON	146904	0	2025	5	INV P	59.38	pcard			Acrylic Sign Holder
001983	AMAZON	147045	0	2025	5	INV P	21.50	pcard			SAS Summer Session
								889.94			
999990	LAKESHORE LEARNING M	146568	0	2025	5	INV P	1,204.51	pcard			Dramatic Play
999990	LAKESHORE LEARNING M	146569	0	2025	5	INV P	74.99	pcard			Dramatic Play
999990	DOLLAR TREE	147001	0	2025	5	INV P	20.00	pcard			Early Childhood Are
								1,299.50			
ACCOUNT TOTAL								2,189.44			
16021	659900	Other Contracts/Obligation									
000531	FOX VALLEY COMMUNICA	145764	0	2025	5	INV P	135.00	051425	569846		Children's Interpre
001052	PEASEBLOSSOM MUSIC	145936	0	2025	5	INV P	700.00	052125	570009		Children's SLP Perf
999990	SOUNDTRACK YOUR BRAN	146917	0	2025	5	INV P	614.04	pcard			Music Subscription
999990	SQ *FOX VALLEY SYMPH	146963	0	2025	5	INV P	100.00	pcard			FVSO Symphony Story
								714.04			
ACCOUNT TOTAL								1,549.04			
ORG 16021 TOTAL								3,738.48			
16023	Library Public Services										
16023	630100	Office Supplies									
001034	OUTAGAMIE WAUPACA LI	146316	0	2025	5	INV P	160.00	052125	570008		Receipt Paper and B
002034	ODP BUSINESS SOLUTIO	146111	0	2025	5	INV P	12.89	pcard			Poly Envelope Folde
999990	CDW GOVT #AD97Z2F	146939	0	2025	5	INV P	163.26	pcard			CDW GOVT #AD97Z2F -
ACCOUNT TOTAL								336.15			
ORG 16023 TOTAL								336.15			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/5 TO 2025/5												
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN		CHECK	DESCRIPTION		
16024				Library Community Partnerships								
16024	630100			Office Supplies								
001198	SAM'S CLUB	145666	0	2025	5	INV	P	39.73	pcard		Teen Programming Sn	
001983	AMAZON	145706	0	2025	5	INV	P	15.98	pcard		CP Staff Storage De	
001983	AMAZON	146627	0	2025	5	INV	P	102.17	pcard		2025 Teen Summer Pr	
001983	AMAZON	146628	0	2025	5	INV	P	113.55	pcard		Teen Summer Program	
001983	AMAZON	146948	0	2025	5	INV	P	76.10	pcard		Markers & Craft Sup	
001983	AMAZON	147026	0	2025	5	INV	P	89.97	pcard		Summer Library Prog	
001983	AMAZON	147065	0	2025	5	INV	P	111.57	pcard		Teen Space Game Ref	
								509.34				
002034	ODP BUSINESS SOLUTIO	146113	0	2025	5	INV	P	17.39	pcard		Business Card Holde	
002034	ODP BUSINESS SOLUTIO	146114	0	2025	5	INV	P	33.27	pcard		Desktop Organizers	
								50.66				
999990	GOTPRINT.COM	145667	0	2025	5	INV	P	41.62	pcard		Mack Business Cards	
999990	JERRY'S ARTARAMA	146226	0	2025	5	INV	P	163.30	pcard		Artist-in-Residence	
999990	MONOPRICE, INC.	146227	0	2025	5	INV	P	15.29	pcard		Creation Studios Su	
999990	ZSK*CE BADGER SPORTS	146994	0	2025	5	INV	P	30.00	pcard		Teen Summer Library	
999990	SQ *FRIIO	146995	0	2025	5	INV	P	15.00	pcard		Teen Summer Library	
								265.21				
ACCOUNT TOTAL								864.94				
16024	630100 3957			Office Supplies								
001983	AMAZON	146967	0	2025	5	INV	P	138.82	pcard		Adult Summer Readin	
ACCOUNT TOTAL								138.82				
16024	659900			Other Contracts/Obligation								
003502	STACY PARISH	145933	0	2025	5	INV	P	360.00	052125	570018	Sages Story Circle	
999990	EB *CASA HISPANA SCH	146957	0	2025	5	INV	P	107.48	pcard		Casa Hispana Banque	
ACCOUNT TOTAL								467.48				
ORG 16024 TOTAL								1,471.24				
16031				Library Building Operations								
16031	630600			Building Maint./Janitorial								
001983	AMAZON	146655	0	2025	5	INV	P	68.68	pcard		Items for cord mana	
001983	AMAZON	146656	0	2025	5	INV	P	23.51	pcard		Cord management for	
								92.19				
ACCOUNT TOTAL								92.19				

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/5 TO 2025/5										
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP S		CHECK RUN	CHECK	DESCRIPTION	
16031	640700			Solid waste/Recycling Pickup						
002545	GFL ENVIRONMENTAL	146489	0	2025	5 INV P	220.00	pcard			GFL - ENV trash/rec
ACCOUNT TOTAL						220.00				
16031	641301			Electric						
001575	WE ENERGIES	145437	0	2025	5 INV P	10,993.45	051425	569916	Electric Charges 3/	
001575	WE ENERGIES	146715	0	2025	5 INV P	14,410.92	060425	570236	Electric Charges 4/	
						25,404.37				
ACCOUNT TOTAL						25,404.37				
ORG 16031 TOTAL						25,716.56				
16032				Library Materials Management						
16032	503500			Other Reimbursements						
001447	VILLAGE OF LITTLE CH	145355	0	2025	5 INV P	20.00	050825	569786	PATRON MATERIAL REI	
001447	VILLAGE OF LITTLE CH	145377	0	2025	5 INV P	10.00	051425	569914	PATRON MATERIAL REI	
						30.00				
ACCOUNT TOTAL						30.00				
16032	630100			Office Supplies						
001034	OUTAGAMIE WAUPACA LI	146316	0	2025	5 INV P	740.39	052125	570008	Receipt Paper and B	
001983	AMAZON	146918	0	2025	5 INV P	23.05	pcard		Swiffer duster for	
001983	AMAZON	146919	0	2025	5 INV P	18.97	pcard		Supplies for Childr	
001983	AMAZON	146952	0	2025	5 INV P	43.34	pcard		Charging station fo	
						85.36				
ACCOUNT TOTAL						825.75				
16032	631500			Books & Library Materials						
000889	MIDWEST TAPE	145699	0	2025	5 INV P	549.47	pcard		507068521	
000889	MIDWEST TAPE	145700	0	2025	5 INV P	287.89	pcard		507092435	
000889	MIDWEST TAPE	146198	0	2025	5 INV P	658.95	pcard		507134270	
000889	MIDWEST TAPE	146199	0	2025	5 INV P	4,716.86	pcard		507110752	
000889	MIDWEST TAPE	146599	0	2025	5 INV P	596.00	pcard		507160145	
000889	MIDWEST TAPE	147023	0	2025	5 INV P	723.66	pcard		507193057	
						7,532.83				
001405	UPS SUPPLY CHAIN SOL	146598	0	2025	5 INV P	27.12	pcard		1ZR449350393880503	
001983	AMAZON	145697	0	2025	5 INV P	95.58	pcard		111-7261838-4745035	
001983	AMAZON	145701	0	2025	5 INV P	172.97	pcard		111-0805173-0241849	
001983	AMAZON	145702	0	2025	5 INV P	184.80	pcard		111-0651229-0520204	
001983	AMAZON	145703	0	2025	5 INV P	13.49	pcard		111-6026418-7159438	
001983	AMAZON	145704	0	2025	5 INV P	14.49	pcard		111-4509373-8023407	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/5 TO 2025/5		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
001983	AMAZON			146201	0	2025	5	INV P	29.99	pcard	111-1858507-8893815
001983	AMAZON			146202	0	2025	5	INV P	22.31	pcard	111-6505299-3380200
001983	AMAZON			146203	0	2025	5	INV P	49.99	pcard	111-4400677-2014636
001983	AMAZON			146600	0	2025	5	INV P	29.99	pcard	111-1191493-9014621
001983	AMAZON			146601	0	2025	5	INV P	31.94	pcard	111-3042247-0775436
001983	AMAZON			146602	0	2025	5	INV P	100.79	pcard	111-5478352-5445802
001983	AMAZON			146603	0	2025	5	INV P	49.99	pcard	111-4400677-2014636
001983	AMAZON			146604	0	2025	5	INV P	54.91	pcard	111-8514438-6345816
									851.24		
002396	INGRAM LIBRARY SERV			145464	0	2025	5	INV P	964.90	051425	569854 87914422
002396	INGRAM LIBRARY SERV			145465	0	2025	5	INV P	320.33	051425	569854 87921790
002396	INGRAM LIBRARY SERV			145466	0	2025	5	INV P	25.23	051425	569854 87921791
002396	INGRAM LIBRARY SERV			145467	0	2025	5	INV P	294.29	051425	569854 87936710
002396	INGRAM LIBRARY SERV			145468	0	2025	5	INV P	330.67	051425	569854 87936711
002396	INGRAM LIBRARY SERV			145469	0	2025	5	INV P	168.67	051425	569854 87948364
002396	INGRAM LIBRARY SERV			145470	0	2025	5	INV P	204.97	051425	569854 87964199
002396	INGRAM LIBRARY SERV			145471	0	2025	5	INV P	78.45	051425	569854 87972055
002396	INGRAM LIBRARY SERV			145472	0	2025	5	INV P	220.42	051425	569854 87991487
002396	INGRAM LIBRARY SERV			145473	0	2025	5	INV P	1,935.24	051425	569854 88040472
002396	INGRAM LIBRARY SERV			145474	0	2025	5	INV P	361.85	051425	569854 88049219
002396	INGRAM LIBRARY SERV			145881	0	2025	5	INV P	578.35	052125	569976 88062299
002396	INGRAM LIBRARY SERV			145882	0	2025	5	INV P	168.35	052125	569976 88073219
002396	INGRAM LIBRARY SERV			145883	0	2025	5	INV P	78.72	052125	569976 88073220
002396	INGRAM LIBRARY SERV			145884	0	2025	5	INV P	115.87	052125	569976 88088696
002396	INGRAM LIBRARY SERV			145885	0	2025	5	INV P	486.26	052125	569976 88088697
002396	INGRAM LIBRARY SERV			145886	0	2025	5	INV P	417.03	052125	569976 88095105
002396	INGRAM LIBRARY SERV			145887	0	2025	5	INV P	33.63	052125	569976 88095106
002396	INGRAM LIBRARY SERV			145888	0	2025	5	INV P	176.32	052125	569976 88116380
002396	INGRAM LIBRARY SERV			145889	0	2025	5	INV P	102.30	052125	569976 88126646
002396	INGRAM LIBRARY SERV			146336	0	2025	5	INV P	1,373.75	052825	570092 88141635
002396	INGRAM LIBRARY SERV			146337	0	2025	5	INV P	948.98	052825	570092 88141636
002396	INGRAM LIBRARY SERV			146339	0	2025	5	INV P	328.15	052825	570092 88148928
002396	INGRAM LIBRARY SERV			146340	0	2025	5	INV P	504.73	052825	570092 88162436
002396	INGRAM LIBRARY SERV			146341	0	2025	5	INV P	152.76	052825	570092 88185012
002396	INGRAM LIBRARY SERV			146342	0	2025	5	INV P	315.94	052825	570092 88185013
002396	INGRAM LIBRARY SERV			146343	0	2025	5	INV P	365.59	052825	570092 88185014
002396	INGRAM LIBRARY SERV			146344	0	2025	5	INV P	22.61	052825	570092 88219326
002396	INGRAM LIBRARY SERV			146345	0	2025	5	INV P	1,087.83	052825	570092 88238045
002396	INGRAM LIBRARY SERV			146346	0	2025	5	INV P	304.49	052825	570092 88248126
002396	INGRAM LIBRARY SERV			146674	0	2025	5	INV P	385.15	052825	570092 88264590
002396	INGRAM LIBRARY SERV			146675	0	2025	5	INV P	986.67	052825	570092 88264589
002396	INGRAM LIBRARY SERV			146676	0	2025	5	INV P	376.96	052825	570092 88286446
002396	INGRAM LIBRARY SERV			146677	0	2025	5	INV P	140.93	052825	570092 88286445
002396	INGRAM LIBRARY SERV			146678	0	2025	5	INV P	209.94	052825	570092 88322061
002396	INGRAM LIBRARY SERV			146679	0	2025	5	CRM P	-7.49	052825	570092 88300031
002396	INGRAM LIBRARY SERV			146680	0	2025	5	CRM P	-15.66	052825	570092 88300032
									14,543.18		
002830	KANOPY, INC			145463	0	2025	5	INV P	797.30	051425	569856 450598

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/5 TO 2025/5		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
999990	VIDEOLIBRARIAN.COM	145698		0	2025	5	INV P		50.00	pcard 1500
999990	THE HORN BOOK	146194		0	2025	5	INV P		72.00	pcard 50334-25
999990	RDA*TMB BOOKS	146195		0	2025	5	INV P		39.98	pcard 01080
999990	THOMSON WEST*TCD	146196		0	2025	5	INV P		1,250.89	pcard 851861570
999990	RMA	146197		0	2025	5	INV P		624.77	pcard 9000666334-10
999990	C2ER-LMI	146200		0	2025	5	INV P		190.00	pcard CO-050624-25
999990	PAYPAL *THRIFTBOOKS	147024		0	2025	5	INV P		39.02	pcard 65289435
								2,266.66		
ACCOUNT TOTAL								26,018.33		
16032	659900	Other Contracts/Obligation								
001398	UNIQUE MANAGEMENT SE	145438		0	2025	5	INV P	315.20	051425	569899 Materials Recovery
ACCOUNT TOTAL								315.20		
ORG 16032 TOTAL								27,189.28		
16033	Library Network Services									
16033	659900	Other Contracts/Obligation								
003432	XEROX FINANCIAL SERV	145351		0	2025	5	INV P	38.29	050825	569800 Copier Contract Cha
003432	XEROX FINANCIAL SERV	145779		0	2025	5	INV P	422.77	051425	569930 Copier Contract Cha
003432	XEROX FINANCIAL SERV	145840		0	2025	5	INV P	449.51	052125	570050 Copier Contract Cha
								910.57		
999990	CDW GOVT #AD9DK7K	146902		0	2025	5	INV P	1,978.00	pcard	CDW GOVT #AD9DK7K -
999990	DNH*GODADDY#37281212	146903		0	2025	5	INV P	46.34	pcard	DNH*GODADDY#3728121
999990	ZOOM.COM 888-799-966	147053		0	2025	5	INV P	2,039.80	pcard	Monthly and yearly
								4,064.14		
ACCOUNT TOTAL								4,974.71		
ORG 16033 TOTAL								4,974.71		
FUND 100 General Fund				TOTAL:				65,519.96		

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

Appleton Public Library Cash Flow Report May 2025				JAN	FEB	MAR	APR	MAY	
GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	YTD TOTAL
423200	<i>Library Grants & Aids</i>	(\$1,268,046.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$805,872.00)	\$0.00	(\$805,872.00)
480100	<i>General Charges for Service</i>	\$0.00	\$0.00	\$0.00	(\$33.51)	(\$17.86)	(\$213.72)	(\$8.24)	(\$273.33)
500100	<i>Fees & Commissions</i>	\$0.00	\$0.00	\$0.00	\$0.00	(\$1.50)	(\$2.00)	\$5.85	\$2.35
501500	<i>Rental of City Property</i>	(\$15,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,162.50)	(\$1,125.00)	(\$2,287.50)
502000	<i>Donations & Memorials</i>	\$0.00	\$0.00	\$0.00	(\$11,981.38)	(\$190.18)	(\$11.26)	(\$97.21)	(\$12,280.03)
503500	<i>Other Reimbursements</i>	(\$15,600.00)	\$0.00	\$193,267.36	(\$1,980.07)	(\$84,704.63)	(\$2,660.69)	(\$10,523.79)	\$93,398.18
	Total Revenue	(\$1,298,646.00)	\$0.00	\$193,267.36	(\$13,994.96)	(\$84,914.17)	(\$809,922.17)	(\$11,748.39)	(\$727,312.33)
	Additional Grant Revenue	\$0.00	\$0.00	\$0.00	(\$2,876.26)	\$0.00	(\$1,253.06)	\$0.00	(\$4,129.32)

	Expense			JAN	FEB	MAR	APR	MAY	YTD TOTAL
610100	Regular Salaries	\$2,596,718.00	\$0.00	\$181,735.99	\$186,222.19	\$191,943.56	\$185,030.29	\$184,911.94	\$929,843.97
610500	Overtime Wages	\$0.00	\$0.00	\$0.00	\$1,492.94	\$0.00	\$0.00	\$0.00	\$1,492.94
610800	Part-Time Wages	\$343,944.00	\$0.00	\$5,693.16	\$18,944.25	\$28,859.41	\$27,153.36	\$29,970.22	\$110,620.40
611000	Other Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00	\$55.00
611400	Sick Pay	\$0.00	\$0.00	\$0.00	\$0.00	\$3,362.00	\$0.00	\$0.00	\$3,362.00
611500	Vacation Pay	\$0.00	\$0.00	\$6,696.20	\$8,576.85	\$14,524.56	\$12,179.76	\$16,619.24	\$58,596.61
615000	Fringes	\$922,661.00	\$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	\$13,933.31	\$74,237.97
615200	Retirement	\$0.00	\$0.00	\$18,361.49	\$12,479.01	\$12,712.28	\$12,572.30	\$12,863.44	\$68,988.52
615301	Health Insurance	\$0.00	\$0.00	\$17,987.91	\$40,397.17	\$41,289.85	\$41,670.35	\$42,168.70	\$183,513.98
615302	Dental Insurance	\$0.00	\$0.00	\$1,227.79	\$2,718.18	\$2,794.87	\$2,818.36	\$2,849.00	\$12,408.20
615400	Life Insurance	\$0.00	\$0.00	\$96.00	\$96.00	(\$7,377.09)	\$111.50	\$113.30	(\$6,960.29)
	Personnel Services	\$3,863,323.00	\$0.00	\$250,945.30	\$284,420.33	\$302,167.56	\$295,196.96	\$303,429.15	\$1,436,159.30

Expense			JAN	FEB	MAR	APR	MAY	YTD TOTAL	
620100	Training/Conferences	\$23,234.00	\$0.00	\$0.00	\$0.00	\$989.00	\$1,953.73	\$222.46	\$3,165.19
620200	Mileage Reimbursement	\$0.00	\$0.00	\$30.00	\$30.00	\$30.00	\$135.70	\$30.00	\$255.70
620600	Parking Permits	\$24,480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
630100	Office Supplies	\$47,100.00	\$0.00	\$6,037.57	\$19,159.08	\$5,932.04	\$8,886.24	\$4,424.34	\$44,439.27
630300	Memberships & Licenses	\$2,200.00	\$0.00	\$562.25	\$0.00	\$0.00	\$25.00	\$0.00	\$587.25
630500	Awards & Recognition	\$850.00	\$0.00	\$395.71	\$0.00	\$25.30	\$825.91	\$226.52	\$1,473.44
630600	Building Maint./Janitor	\$11,417.00	\$0.00	\$30.56	\$0.00	\$21.13	\$657.65	\$92.19	\$801.53
630700	Food & Provisions	\$1,135.00	\$0.00	\$0.00	\$643.23	\$108.08	\$139.84	\$242.37	\$1,133.52
630902	Tools & Instruments	\$150.00	\$0.00	\$0.00	\$0.00	\$40.65	\$0.00	\$0.00	\$40.65
631500	Books & Library Materials	\$597,644.00	\$0.00	\$69,983.16	\$32,482.88	\$40,979.31	\$38,541.04	\$26,018.33	\$208,004.72
632002	Outside Printing	\$1,288.00	\$0.00	\$0.00	\$856.00	\$58.44	\$0.00	\$499.95	\$1,414.39
632300	Safety Supplies	\$550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
632700	Miscellaneous Equipment	\$68,630.00	\$0.00	\$30,782.75	\$11,833.63	\$10,780.19	\$4,677.16	\$0.00	\$58,073.73
640700	Solid Waste/Recycling Pickup	\$5,611.00	\$0.00	\$466.25	\$474.28	\$546.46	\$0.00	\$220.00	\$1,706.99
641200	Advertising	\$0.00	\$0.00	\$599.00	\$90.75	\$399.49	\$173.79	\$0.00	\$1,263.03
641301	Electric	\$91,472.00	\$0.00	\$0.00	\$1,303.35	\$27,619.57	\$0.00	\$25,404.37	\$54,327.29
641302	Gas	\$0.00	\$0.00	\$0.00	\$1,529.83	\$1,325.87	\$0.00	\$0.00	\$2,855.70
641303	Water	\$4,636.00	\$0.00	\$192.80	\$560.03	\$0.00	\$0.00	\$0.00	\$752.83
641304	Sewer	\$3,087.00	\$0.00	\$70.78	\$299.75	\$0.00	\$0.00	\$0.00	\$370.53
641306	Stormwater	\$3,150.00	\$0.00	\$666.24	\$755.85	\$0.00	\$0.00	\$0.00	\$1,422.09
641307	Telephone	\$5,654.00	\$0.00	\$529.57	\$553.50	\$301.74	\$292.68	\$0.00	\$1,677.49
641308	Cellular Phones	\$1,300.00	\$0.00	\$62.25	\$62.25	\$0.00	\$559.70	\$83.00	\$767.20
641600	Build Repairs & Maint	\$500.00	\$0.00	\$0.00	\$57.98	\$76.05	\$0.00	\$0.00	\$134.03
641800	Equip Repairs & Maint	\$0.00	\$0.00	\$0.00	\$1,679.96	\$0.00	\$0.00	\$0.00	\$1,679.96
642000	Facilities Charges	\$271,454.00	\$0.00	\$13,328.41	\$32,346.26	\$33,433.20	\$0.00	\$0.00	\$79,107.87
659900	Other Contracts/Obligation	\$178,382.00	\$0.00	\$47,200.14	\$8,434.81	\$93,804.92	\$11,769.70	\$8,056.43	\$169,266.00
681500	Software Acquisitions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,266.19	\$0.00	\$2,266.19
	Operating Expense	\$1,343,924.00	\$0.00	\$170,937.44	\$113,153.42	\$216,471.44	\$70,904.33	\$65,519.96	\$636,986.59
	Personnel Services	\$3,863,323.00	\$0.00	\$250,945.30	\$284,420.33	\$302,167.56	\$295,196.96	\$303,429.15	\$1,436,159.30
	Operating Expense	\$1,343,924.00	\$0.00	\$170,937.44	\$113,153.42	\$216,471.44	\$70,904.33	\$65,519.96	\$636,986.59
	Total Expense	\$5,207,247.00	\$0.00	\$421,882.74	\$397,573.75	\$518,639.00	\$366,101.29	\$368,949.11	\$2,073,145.89

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2025

<i>Description</i>	ORG	OBJECT	PROJ (in GL)		<i>Amount</i>
	PROJECT	SEG 1	SEG 2	SEG 3	
Library Admin: Donation	16010 .	502000			\$ 100
Comm Part : Supplies	16024 .	630100			\$ 100
Lib Grants : Other Reim	2550 .	503500			\$ 6,600
Materials Mgmt: Books & Library Mtls	16032 .	631500			\$ 4,400
Comm Part : Other Contracts	16024 .	659900			\$ 2,200
Materials Management: Other Reim	16032 .	503500			\$ 20
Materials Mgmt: Books & Library Mtls	16032 .	631500			\$ 20
Children's: Other Reim	16021 .	503500			\$ 500
Children's: Office Supplies	16021 .	630100 .	3955		\$ 500

For the purpose of:

#935 German Interest Group - CP Supplies
FOCOL Funds - Used for Flipside/Rabble
Semling/Moore Donation Memorial
Altrusa Intl Foundation-Donation for ELL

Requested by:

Department Head

Date

Information:

Action:

Finance Director

Date

Mayor

Date

Reported to Finance Committee: _____

Date

Date

Finance comments:

Budget Entry (BE) No.: _____