



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Agenda - Final Library Board

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Tuesday, April 18, 2023

3:00 PM

100 N. Appleton Street  
City Hall Council Chambers, 6th Floor 6 A / B

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[23-0368](#) March 14, 2023 Meeting Minutes

**Attachments:** [3-14-2023 Library Board Meeting Minutes.pdf](#)

#### 4 Public Participation and Communications

##### Establish Order of the Day

#### 5. Action Items

- [23-0369](#) Bill Register - March 2023

**Attachments:** [March 23 Bill Register.pdf](#)  
[APL Financial Cash Flow YTD-March-2023.pdf](#)  
[Friends Quarter 3 \(Jan-Mar 23\).pdf](#)

- [23-0379](#) COA Conditions of Employment Policy

**Attachments:** [CONDITIONS OF EMPLOYMENT 2023 SB.pdf](#)

- [23-0370](#) Report of the Personnel & Policy Committee

**Attachments:** [4-12-2023 Personnel & Policy Committee Meeting Minutes.pdf](#)  
[Collection Development Policy Memo.pdf](#)  
[Collection Development Policy AMENDED 4-12-2023.pdf](#)  
[Bylaws \(Draft 4-12-2023\).pdf](#)

#### 6. Information Items

**A. Administrative Report**

[23-0371](#) Building Project Update

[23-0372](#) APL Hiring Process Update

[23-0373](#) National Library Week April 23 - April 29, 2023 "There's More to the Story"

*Attachments:* [Library Week Proclamation.pdf](#)

[23-0374](#) 2022 EOY Collaborative Efforts

*Attachments:* [2022 Year End Collaborative Cooperative Agreements Library FINAL.pdf](#)

**B. President's Report**

[23-0375](#) Trustee Development: Intellectual Freedom

**C. Staff Updates**

[23-0376](#) Children's Programming Updates

[23-0377](#) Community Partnership Updates

**D. Other Business**

[23-0378](#) Trustee Recognition

**7. 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.*

*\*We are currently experiencing intermittent issues/outages with our audio/video equipment. Meeting live streams and recordings are operational but unreliable at times. This is due to delays in receiving necessary system hardware components. We continue to look for solutions in the interim and we hope to have these issues resolved soon.*



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes Library Board

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Tuesday, March 14, 2023

4:30 PM

100 N. Appleton Street  
City Hall Council Chambers, 6th Floor 6 A/B

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1. Call meeting to order

President Nancy Scheuerman called the meeting to order at 4:35pm

2. Roll call of membership

**Others Present:** Nicole Casner, Sia Chang, Darrin Glad, Melanie Kearn, Tina Krueger, Adriana McCleer, Dan McGinnis, Alex Niemi, Norma Oliveras, Colleen Rortvedt, Tasha Saecker, Yee Vue, Maureen Ward

**Present:** 9 - Looker, Kellner, Scheuerman, Mann, Nett, Van Zeeland, Keller, Brozek and Bunnow

**Excused:** 2 - Exarhos and Sivasamy

3. Approval of minutes from previous meeting

[23-0243](#)

February 28, 2023 Meeting Minutes

**Attachments:** [2-28-2023 Library Board Meeting Minutes.pdf](#)

**Mann moved, seconded by Looker, that the February 28, 2023 Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)**

**Aye:** 9 - Looker, Kellner, Scheuerman, Mann, Nett, Van Zeeland, Keller, Brozek and Bunnow

**Absent:** 2 - Exarhos and Sivasamy

4. Public Participation and Communications

**Establish Order of the day**

5. Action Items

[23-0244](#)

Bill Register - February 2023

**Attachments:** [February 2023 Bill Register.pdf](#)  
[APL Financial Cash Flow YTD-February-2023.pdf](#)

**Looker moved, seconded by Keller, that the February Bill Register be approved. Voice Vote. Motion Carried. (9-0)**

**Aye:** 9 - Looker, Kellner, Scheuerman, Mann, Nett, Van Zeeland, Keller, Brozek and Bunnow

**Absent:** 2 - Exarhos and Sivasamy

## 6. Information Items

### A. Administrative Report

[23-0188](#) Building Project Update  
**Attachments:** [Building Project Update February 2023.pdf](#)

[23-0189](#) APL Hiring Processes

[23-0190](#) Statistics - 2022 4th Quarter / Year End  
**Attachments:** [DEC 2022.pdf](#)

[23-0245](#) APL 2022 Annual Report  
**Attachments:** [AnnualReport.pdf](#)

### B. President's Report

[23-0192](#) Trustee Development - WLA Library Legislative Day Agenda and Report  
**Attachments:** [Library Legislative Day Agenda 2-7-2023.pdf](#)  
[LLD The-Benefits-of-Wisconsin-Public-Libraries.pdf](#)  
[LLD Wisconsin-Libraries-by-the-Numbers.pdf](#)  
[WI-Library-System-Map\\_Contacts LLD.pdf](#)  
[WLA Book Lifecycle LLD.pdf](#)  
[OWLS LLD Handout for Trustee Development.pdf](#)

[23-0246](#) Trustee Development: Part 2 of Inclusive, Enriched Experiences  
**Attachments:** [March ARTR Board Presentation 2023.pdf](#)  
[AppletonReadyToRead\\_Update.pdf](#)

### C. Staff Updates

[23-0193](#) Children's Program Updates

[23-0194](#) Community Partnerships Updates

[23-0248](#) Fox Cities Reads

7. Adjournment

**Mann moved, seconded by Kellner, that the Meeting be adjourned. Voice Vote.  
Motion Carried. (9-0)**

**The meeting was adjourned at 5:39pm**

**Aye:** 9 - Looker, Kellner, Scheuerman, Mann, Nett, Van Zeeland, Keller, Brozek and  
Bunnow

**Absent:** 2 - Exarhos and Sivasamy

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16010							Library Administration
16010	620100						Training/Conferences
999990	AMER LIB ASSOC-CAREE	97709	0	2023	3 INV P	385.00 pcard	2023 ALA Conference
						ACCOUNT TOTAL	385.00
16010	630100						Office Supplies
001583	UNITED STATES POSTAL	97380	0	2023	3 INV P	12.18 pcard	Postage - Board Pac
001983	AMAZON	97731	0	2023	3 INV P	18.45 pcard	Tag Punch
002034	OFFICE DEPOT	97730	0	2023	3 INV P	123.31 pcard	Fine Point Sharpies
999990	SHUTTERFLY, INC.	97703	0	2023	3 INV P	24.55 pcard	Retirement Gifts
						ACCOUNT TOTAL	178.49
16010	630300						Memberships & Licenses
999990	WISCONSIN LIBRARY AS	97379	0	2023	3 INV P	200.00 pcard	Trustee Memberships
999990	AMERLIBASSOC ECOMMER	97708	0	2023	3 INV P	155.00 pcard	2023 ALA Membership
						355.00	
						ACCOUNT TOTAL	355.00
16010	630500						Awards & Recognition
999990	SQ *MUD AND PRINTS	97609	0	2023	3 INV P	1,080.00 pcard	NLW 2023 Mugs Staff
						ACCOUNT TOTAL	1,080.00
16010	630700						Food & Provisions
999990	ALDI 64069	96995	0	2023	3 INV P	12.80 pcard	food items for meet
						ACCOUNT TOTAL	12.80
16010	641200						Advertising
001983	AMAZON	98162	0	2023	3 INV P	17.99 pcard	Sign Holder
						ACCOUNT TOTAL	17.99
16010	641308						Cellular Phones
000250	CELLCOM APPLETON PCS	96967	0	2023	3 INV P	103.75 pcard	Monthly Cell Phone
000250	CELLCOM APPLETON PCS	97706	0	2023	3 INV P	103.75 pcard	Monthly Cell Phone
						207.50	
						ACCOUNT TOTAL	207.50
16010	659900						Other Contracts/Obligation
001957	IMBERSTEG PIANO	96274	0	2023	3 INV P	185.00 030823	557972 Grand Piano Tuning
						ACCOUNT TOTAL	185.00

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
				ORG 16010	TOTAL			2,421.78		
16021				Library Children's Services						
16021	620100			Training/Conferences						
999990	AMER LIB ASSOC-CAREE	97332	0	2023	3	INV	P	265.00	pcard	ALA Conference
999990	AMER LIB ASSOC-CAREE	97719	0	2023	3	INV	P	265.00	pcard	ALA Annual Conferen
999990	AMERICAN LIBRARY ASS	98083	0	2023	3	INV	P	79.00	pcard	Virtual Training
								609.00		
				ACCOUNT TOTAL			609.00			
16021	630100			office supplies						
001983	AMAZON	97422	0	2023	3	INV	P	24.36	pcard	rainbow face paint
001983	AMAZON	97612	0	2023	3	INV	P	43.00	pcard	CD Player
001983	AMAZON	97651	0	2023	3	INV	P	6.98	pcard	Mod Podge
001983	AMAZON	98080	0	2023	3	INV	P	8.99	pcard	Bookmarks
001983	AMAZON	98081	0	2023	3	INV	P	13.99	pcard	bookmarks
001983	AMAZON	98170	0	2023	3	INV	P	92.01	pcard	SLP Midway Prizes
001983	AMAZON	98224	0	2023	3	INV	P	26.85	pcard	white nametag label
								216.18		
999990	DOLLAR TREE	96973	0	2023	3	INV	P	5.00	pcard	STREAM Team Program
999990	WAL-MART #2958	96974	0	2023	3	INV	P	7.94	pcard	Program Supplies -
999990	EB 2023 MENTAL HEALT	97772	0	2023	3	INV	P	49.87	pcard	2023 Mental Health
999990	EB 2023 MENTAL HEALT	98085	0	2023	3	INV	P	49.87	pcard	NAMI conference
999990	FUN EXPRESS	98169	0	2023	3	INV	P	1,055.56	pcard	SLP Midway Prizes
								1,168.24		
				ACCOUNT TOTAL			1,384.42			
16021	659900			Other Contracts/Obligation						
999990	SSP*VIDA	98084	0	2023	3	INV	P	77.25	pcard	SSP*VIDA
				ACCOUNT TOTAL			77.25			
				ORG 16021	TOTAL			2,070.67		
16023				Library Public Services						
16023	630100			Office Supplies						
001198	SAM'S CLUB	98183	0	2023	3	INV	P	45.72	pcard	Plastic Bags for ma
001402	UNITED PARCEL SERVIC	98196	0	2023	3	INV	P	13.78	pcard	ILL - Required Ship
				ACCOUNT TOTAL			59.50			
				ORG 16023	TOTAL			59.50		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
16024								Library Community Partnerships		
16024	620100							Training/Conferences		
001533	WISCONSIN STATE GENE	98045	0	2023	3	INV	P	55.00	pcard	Conference Registra
001587	UNIVERSITY OF WISCON	98114	0	2023	3	INV	P	346.10	pcard	May Professional Tr
999990	IGGP.ORG	98064	0	2023	3	INV	P	10.00	pcard	Librarian's Day Con
999990	GSA SAFE SCHOOLS	98161	0	2023	3	INV	P	75.00	pcard	Registration fee fo
								85.00		
								ACCOUNT TOTAL		486.10
16024	659900							Other Contracts/Obligation		
002529	FOX CITY FLIX	97461	0	2023	3	INV	P	500.00	032223	558165 Summer Film Series
002598	DEBRA DUDEK	97458	0	2023	3	INV	P	100.00	032223	558157 Find Your Ancestors
003075	AMELIA FORD	96279	0	2023	3	INV	P	200.00	030823	557939 Flipside Artist Hon
003076	CHLOE PIERCE	96280	0	2023	3	INV	P	200.00	030823	557952 Flipside Artist Hon
								ACCOUNT TOTAL		1,000.00
								ORG 16024 TOTAL		1,486.10
16031								Library Building Operations		
16031	630600							Building Maint./Janitorial		
001983	AMAZON	98217	0	2023	3	INV	P	58.27	pcard	Mop Heads, Key chai
002818	ARAMARK	96968	0	2023	3	INV	P	21.41	pcard	Mats, Mops
002818	ARAMARK	97361	0	2023	3	INV	P	21.41	pcard	Mats, Mop
002818	ARAMARK	97707	0	2023	3	INV	P	21.41	pcard	Mats, Mops
002818	ARAMARK	98168	0	2023	3	INV	P	21.41	pcard	Mats, Mops
								85.64		
999990	THE HOME DEPOT #4928	97614	0	2023	3	INV	P	57.28	pcard	Tarps and Buckets
999990	THE HOME DEPOT 4928	97659	0	2023	3	INV	P	99.44	pcard	Plastic Sheeting
999990	THE HOME DEPOT #4928	97761	0	2023	3	INV	P	43.88	pcard	Salt
								200.60		
								ACCOUNT TOTAL		344.51
16031	640700							Solid waste/Recycling Pickup		
001593	PFEFFERLE COMPANIES	96782	0	2023	3	INV	P	112.00	031523	558093 March 2023 - Trash
								ACCOUNT TOTAL		112.00
16031	641301							Electric		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
001575 WE ENERGIES	554	0	2023	3	INV P	4,301.87	030123	557931	00262	
001575 WE ENERGIES	555	0	2023	3	INV P	4,496.04	032923	558322	00262	
						8,797.91				
001593 PFEFFERLE COMPANIES	97462	0	2023	3	INV P	3,416.36	032223	558194	Feb/Mar - Gas & Ele	
					ACCOUNT TOTAL	12,214.27				
16031 641302					Gas					
001575 WE ENERGIES	554	0	2023	3	INV P	3,791.86	030123	557931	00162	
001575 WE ENERGIES	555	0	2023	3	INV P	3,747.73	032923	558322	00162	
						7,539.59				
001593 PFEFFERLE COMPANIES	97462	0	2023	3	INV P	2,169.42	032223	558194	Feb/Mar - Gas & Ele	
					ACCOUNT TOTAL	9,709.01				
16031 650200					Leases					
001593 PFEFFERLE COMPANIES	96730	0	2023	3	INV P	12,500.00	030823	558006	March 2023 Lease -	
					ACCOUNT TOTAL	12,500.00				
					ORG 16031 TOTAL	34,879.79				
16032					Library Materials Management					
16032 503500					Other Reimbursements					
000188 BLACK CREEK VILLAGE	96789	0	2023	3	INV P	19.00	031523	558056	Patron Material Rei	
000278 CITY OF KAUKAUNA	97044	0	2023	3	INV P	11.00	031523	558059	PATRON MATERIAL REI	
000287 CLINTONVILLE PUBLIC	97457	0	2023	3	INV P	16.00	032223	558152	Patron Material Rei	
001447 VILLAGE OF LITTLE CH	97547	0	2023	3	INV P	25.00	032923	558319	Patron Material Rei	
001604 VILLAGE OF HORTONVIL	97870	0	2023	3	INV P	28.00	032923	558318	Patron Material Rei	
002088 FLORENCE COUNTY	97828	0	2023	3	INV P	10.00	032923	558252	Patron Material Rei	
003079 LAWRENCE PUBLIC LIBR	96710	0	2023	3	INV P	16.59	030823	557981	Patron Material Rei	
999998 JULIE MOONEY	96690	0	2023	3	INV P	33.00	030823	557989	PATRON MATERIAL REI	
999998 RYAN SCHULTZ	96694	0	2023	3	INV P	12.00	030823	557992	PATRON MATERIAL REI	
999998 Jacqueline Klein	96703	0	2023	3	INV P	35.00	030823	557988	PATRON MATERIAL REI	
999998 AMANDA REED	96734	0	2023	3	INV P	17.00	030823	557987	PATRON MATERIAL REI	
999998 SARAH VANSICKLE	96804	0	2023	3	INV P	30.00	031523	558086	PATRON MATERIAL REI	
						127.00				
					ACCOUNT TOTAL	252.59				

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16032	610800				Part-Time Wages			
002158	CAREERBUILDER	96706	0	2023	3 INV P	146.21	032923	558238 January 2023 Jobs
ACCOUNT TOTAL							146.21	
16032	630100				Office Supplies			
001983	AMAZON	96989	0	2023	3 INV P	32.87	pcard	Headphones, Label P
001983	AMAZON	97732	0	2023	3 INV P	25.00	pcard	Jewel cases for mus
							57.87	
002259	DEMCO SOFTWARE	96988	0	2023	3 INV P	271.08	pcard	Spine label tape
ACCOUNT TOTAL							328.95	
16032	631500				Books & Library Materials			
000889	MIDWEST TAPE	97001	0	2023	3 INV P	726.16	pcard	503410959
000889	MIDWEST TAPE	97398	0	2023	3 INV P	1,033.58	pcard	503453084
000889	MIDWEST TAPE	97739	0	2023	3 INV P	832.34	pcard	503496841
000889	MIDWEST TAPE	98195	0	2023	3 INV P	640.22	pcard	503513756
							3,232.30	
001983	AMAZON	96997	0	2023	3 INV P	6.29	pcard	114-0846858-1221028
001983	AMAZON	96998	0	2023	3 INV P	78.91	pcard	114-7262273-1342669
001983	AMAZON	96999	0	2023	3 INV P	15.06	pcard	113-4497968-4232239
001983	AMAZON	97000	0	2023	3 INV P	85.95	pcard	114-1095419-2602638
001983	AMAZON	97002	0	2023	3 INV P	12.99	pcard	112-6799559-4723431
001983	AMAZON	97003	0	2023	3 INV P	47.00	pcard	114-4245884-5607447
001983	AMAZON	97004	0	2023	3 INV P	27.90	pcard	113-0771745-5185846
001983	AMAZON	97012	0	2023	3 INV P	12.99	pcard	113-2889417-7981017
001983	AMAZON	97428	0	2023	3 INV P	20.80	pcard	113-8279135-9344223
001983	AMAZON	97429	0	2023	3 INV P	33.95	pcard	114-7513674-3871457
001983	AMAZON	97430	0	2023	3 INV P	35.14	pcard	114-8562926-9372237
001983	AMAZON	97431	0	2023	3 INV P	33.98	pcard	113-7042569-2662635
001983	AMAZON	97740	0	2023	3 INV P	89.22	pcard	112-9519677-7271404
001983	AMAZON	97742	0	2023	3 INV P	28.95	pcard	114-1938078-3630635
001983	AMAZON	97781	0	2023	3 INV P	99.87	pcard	114-6850247-5482623
001983	AMAZON	97782	0	2023	3 INV P	54.91	pcard	114-2901300-2821005
001983	AMAZON	97783	0	2023	3 INV P	11.69	pcard	113-5567482-6665031
001983	AMAZON	97784	0	2023	3 INV P	15.54	pcard	113-3713449-5429860
001983	AMAZON	97785	0	2023	3 INV P	10.76	pcard	113-5307168-2616265
001983	AMAZON	97786	0	2023	3 INV P	74.99	pcard	114-4052602-8987417
001983	AMAZON	97787	0	2023	3 INV P	52.49	pcard	113-5475416-6185803
001983	AMAZON	97788	0	2023	3 INV P	69.99	pcard	114-1535917-4901063
001983	AMAZON	97789	0	2023	3 INV P	644.96	pcard	114-5314461-4252231
001983	AMAZON	97790	0	2023	3 INV P	23.37	pcard	113-8651775-1150604
001983	AMAZON	97791	0	2023	3 INV P	19.93	pcard	113-9943239-8015461
001983	AMAZON	98229	0	2023	3 INV P	21.99	pcard	113-9943239-8015461
001983	AMAZON	98230	0	2023	3 INV P	31.99	pcard	113-9943239-8015461
							1,661.61	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
002396	INGRAM LIBRARY SERV	97005	0	2023	3	INV	P	491.96	pcard	74676152
002396	INGRAM LIBRARY SERV	97006	0	2023	3	INV	P	617.62	pcard	74716192
002396	INGRAM LIBRARY SERV	97007	0	2023	3	INV	P	249.59	pcard	74608799
002396	INGRAM LIBRARY SERV	97008	0	2023	3	INV	P	165.09	pcard	74628871
002396	INGRAM LIBRARY SERV	97009	0	2023	3	INV	P	-13.49	pcard	74552910
002396	INGRAM LIBRARY SERV	97010	0	2023	3	INV	P	2,196.73	pcard	74628872
002396	INGRAM LIBRARY SERV	97011	0	2023	3	INV	P	543.63	pcard	74640737
002396	INGRAM LIBRARY SERV	97013	0	2023	3	INV	P	620.41	pcard	74650244
002396	INGRAM LIBRARY SERV	97402	0	2023	3	INV	P	275.69	pcard	74792368
002396	INGRAM LIBRARY SERV	97403	0	2023	3	INV	P	345.40	pcard	74905091
002396	INGRAM LIBRARY SERV	97404	0	2023	3	INV	P	591.96	pcard	74890315
002396	INGRAM LIBRARY SERV	97405	0	2023	3	INV	P	1,568.97	pcard	74755260
002396	INGRAM LIBRARY SERV	97406	0	2023	3	INV	P	-38.24	pcard	74719984, 74643181
002396	INGRAM LIBRARY SERV	97407	0	2023	3	INV	P	244.63	pcard	74726595
002396	INGRAM LIBRARY SERV	97408	0	2023	3	INV	P	138.99	pcard	74755259
002396	INGRAM LIBRARY SERV	97409	0	2023	3	INV	P	321.67	pcard	74772722
002396	INGRAM LIBRARY SERV	97745	0	2023	3	INV	P	448.55	pcard	74966654
002396	INGRAM LIBRARY SERV	97746	0	2023	3	INV	P	222.86	pcard	74981729
002396	INGRAM LIBRARY SERV	97747	0	2023	3	INV	P	567.44	pcard	74997658
002396	INGRAM LIBRARY SERV	97748	0	2023	3	INV	P	515.79	pcard	75007578
002396	INGRAM LIBRARY SERV	97749	0	2023	3	INV	P	610.48	pcard	75016101
002396	INGRAM LIBRARY SERV	97750	0	2023	3	INV	P	173.58	pcard	75016102
002396	INGRAM LIBRARY SERV	97751	0	2023	3	INV	P	705.66	pcard	74916401
002396	INGRAM LIBRARY SERV	97752	0	2023	3	INV	P	270.95	pcard	74937886
002396	INGRAM LIBRARY SERV	97753	0	2023	3	INV	P	750.13	pcard	74937887
002396	INGRAM LIBRARY SERV	98197	0	2023	3	INV	P	57.82	pcard	75072650
002396	INGRAM LIBRARY SERV	98198	0	2023	3	INV	P	870.11	pcard	75100049
002396	INGRAM LIBRARY SERV	98199	0	2023	3	INV	P	281.13	pcard	75113439
002396	INGRAM LIBRARY SERV	98200	0	2023	3	INV	P	441.88	pcard	75113440
002396	INGRAM LIBRARY SERV	98201	0	2023	3	INV	P	430.61	pcard	75123486
002396	INGRAM LIBRARY SERV	98202	0	2023	3	INV	P	440.81	pcard	75029036
002396	INGRAM LIBRARY SERV	98203	0	2023	3	INV	P	746.24	pcard	75049816
002396	INGRAM LIBRARY SERV	98204	0	2023	3	INV	P	311.26	pcard	75049815
002396	INGRAM LIBRARY SERV	98205	0	2023	3	INV	P	396.16	pcard	75060997
								16,562.07		
002830	KANOPY, INC	96277	0	2023	3	INV	P	451.80	030823	557978 Inv. 339473
999990	THOMSON WEST*TCD	97399	0	2023	3	INV	P	1,097.57	pcard	847755047
999990	THOMSON WEST*TCD	97400	0	2023	3	INV	P	1,097.57	pcard	847914585
999990	PAYPAL *MILK STREET	97401	0	2023	3	INV	P	-1.00	pcard	45B95729JJ200713U
999990	C2ER-LMI	97410	0	2023	3	INV	P	190.00	pcard	640Z2N02PC
999990	PAYPAL *BIRCHBARKBK	97741	0	2023	3	INV	P	24.30	pcard	10996
999990	ANC* NEWSPAPERS.COM	97743	0	2023	3	INV	P	79.02	pcard	8388338
999990	ANC* NEWSPAPERS.COM	97744	0	2023	3	INV	P	-4.12	pcard	8388338R
999990	MULTI MEDIA CHANNELS	98228	0	2023	3	INV	P	59.00	pcard	11918
								2,542.34		
ACCOUNT TOTAL								24,450.12		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16032	659900					Other Contracts/Obligation			
	001034	OUTAGAMIE WAUPACA LI	96709	0	2023	3 INV P	62,393.00	030823	558002 OWLSnet Membership
	001398	UNIQUE MANAGEMENT SE	96731	0	2023	3 INV P	167.45	030823	558031 Collection Agency -
						ACCOUNT TOTAL	62,560.45		
					ORG 16032	TOTAL	87,738.32		
16033						Library Network Services			
16033	632700					Miscellaneous Equipment			
	000911	MODERN BUSINESS MACH	97551	0	2023	3 INV P	3,530.00	032923	558280 Coin Changer Machin
	001619	CDW GOVERNMENT, INC.	97764	0	2023	3 INV P	95.00	pcard	Replacement power s
	001983	AMAZON	97419	0	2023	3 INV P	13.25	pcard	3 foot green ethern
	001983	AMAZON	98164	0	2023	3 INV P	65.45	pcard	Camera Equipment
							78.70		
	999990	AMZN MKTP US*H50067P	97628	0	2023	3 INV P	689.99	pcard	Camera
						ACCOUNT TOTAL	4,393.69		
16033	641800					Equip Repairs & Maint			
	000428	ENVISIONWARE, INC.	97765	0	2023	3 INV P	725.00	pcard	ENVISION WARE Print
	000911	MODERN BUSINESS MACH	97468	0	2023	3 INV P	201.00	032223	558189 Copier Contract - B
	000911	MODERN BUSINESS MACH	97469	0	2023	3 INV P	201.00	032223	558189 Copier Contract - B
	000911	MODERN BUSINESS MACH	97470	0	2023	3 INV P	201.00	032223	558189 Copier Contract - B
	000911	MODERN BUSINESS MACH	97471	0	2023	3 INV P	201.00	032223	558189 Copier Contract - B
	000911	MODERN BUSINESS MACH	97472	0	2023	3 INV P	201.00	032223	558189 Copier Contract - B
	000911	MODERN BUSINESS MACH	97474	0	2023	3 INV P	201.00	032223	558189 Copier Contract - B
	000911	MODERN BUSINESS MACH	97475	0	2023	3 INV P	201.00	032223	558189 Copier Contract - B
	000911	MODERN BUSINESS MACH	97477	0	2023	3 INV P	223.29	032223	558189 Copier Usage - Mete
	000911	MODERN BUSINESS MACH	97478	0	2023	3 INV P	239.60	032223	558189 Copier Usage - Mete
	000911	MODERN BUSINESS MACH	97479	0	2023	3 INV P	129.08	032223	558189 Copier Usage - Mete
	000911	MODERN BUSINESS MACH	97481	0	2023	3 INV P	207.97	032223	558189 Copier Usage - Mete
	000911	MODERN BUSINESS MACH	97483	0	2023	3 INV P	372.30	032923	558280 Copier Usage - Mete
	000911	MODERN BUSINESS MACH	97484	0	2023	3 INV P	319.46	032923	558280 Copier Usage - Mete
	000911	MODERN BUSINESS MACH	97485	0	2023	3 INV P	231.71	032923	558280 Copier Usage - Mete
							3,130.41		
	001619	CDW GOVERNMENT, INC.	97664	0	2023	3 INV P	6,049.00	pcard	CDW GOVT #HF36638 -
	001961	WELLS FARGO FINANCIA	96306	0	2023	3 INV P	561.69	030823	558042 Copier Lease - Marc
	999990	DNH*GODADDY.COM	97766	0	2023	3 INV P	42.34	pcard	DNH*GODADDY.COM Fri
	999990	ADOBE CREATIVE CLOUD	98163	0	2023	3 INV P	379.67	pcard	ADOBE CREATIVE CLOU

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/3 TO 2023/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
							422.01	
						ACCOUNT TOTAL	10,888.11	
16033	681500					Software Acquisition		
	001619	CDW GOVERNMENT, INC.	98220	0	2023	3 INV P	980.08 pcard	Adobe license for T
	999990	CLOUD DNS LTD	97420	0	2023	3 INV P	11.70 pcard	CLOUD Domain Name S
	999990	ZOOM.US 888-799-9666	98219	0	2023	3 INV P	40.00 pcard	Monthly Zoom invoic
							51.70	
						ACCOUNT TOTAL	1,031.78	
						ORG 16033 TOTAL	16,313.58	
	FUND 100	General Fund				TOTAL:	144,969.74	

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



Appleton Public Library Cash Flow Report MAR-2023 Year to Date

				JAN	FEB	MAR		
GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	ACTUAL	YTD TOTAL	% USED
423200	Library Grants & Aids	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
480100	General Charges for Service	\$0.00	\$0.00	\$12.97	\$23.22	\$192.06	\$228.25	0.0%
500100	Fees & Commissions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
502000	Donations & Memorials	\$0.00	\$0.00	\$60.36	\$1.66	(\$49.41)	\$12.61	0.0%
503500	Other Reimbursements	\$0.00	\$0.00	\$1,546.06	\$1,741.58	\$64,259.13	\$67,546.77	0.0%
<b>Total Revenue</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,619.39</b>	<b>\$1,766.46</b>	<b>\$64,401.78</b>	<b>\$67,787.63</b>	<b>0.0%</b>

Expense				JAN	FEB	MAR	YTD TOTAL	% USED
610100	Regular Salaries	\$0.00	\$0.00	(\$87,823.96)	(\$177,599.45)	(\$261,333.77)	(\$526,757.18)	0.0%
610400	Call Time Wages	\$0.00	\$0.00	\$0.00	\$0.00	(\$75.00)	(\$75.00)	0.0%
610500	Overtime Wages	\$0.00	\$0.00	(\$364.52)	(\$755.09)	(\$208.30)	(\$1,327.91)	0.0%
610800	Part-Time Wages	\$0.00	\$0.00	(\$9,656.68)	(\$18,014.79)	(\$27,301.63)	(\$54,973.10)	0.0%
611400	Sick Pay	\$0.00	\$0.00	\$0.00	\$0.00	(\$603.28)	(\$603.28)	0.0%
611500	Vacation Pay	\$0.00	\$0.00	(\$9,176.95)	(\$6,629.58)	(\$20,481.93)	(\$36,288.46)	0.0%
615000	Fringes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
615100	FICA	\$0.00	\$0.00	(\$12,752.67)	(\$12,798.98)	(\$20,113.27)	(\$45,664.92)	0.0%
615200	Retirement	\$0.00	\$0.00	(\$12,011.77)	(\$11,528.60)	(\$17,866.64)	(\$41,407.01)	0.0%
615301	Health Insurance	\$0.00	\$0.00	(\$39,927.89)	(\$39,756.90)	(\$20,602.34)	(\$100,287.13)	0.0%
615302	Dental Insurance	\$0.00	\$0.00	(\$2,956.29)	(\$2,934.60)	(\$1,349.48)	(\$7,240.37)	0.0%
615400	Life Insurance	\$0.00	\$0.00	(\$74.10)	(\$76.50)	(\$76.50)	(\$227.10)	0.0%
<b>Personnel Services</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$174,744.83)</b>	<b>(\$270,094.49)</b>	<b>(\$370,012.14)</b>	<b>(\$814,851.46)</b>	<b>0.0%</b>

Expense				JAN	FEB	MAR	YTD TOTAL	% USED
620100	Training/Conferences	\$0.00	\$0.00	(\$285.00)	(\$30.00)	(\$1,753.25)	(\$2,068.25)	0.0%
620200	Mileage Reimbursement	\$0.00	\$0.00	(\$387.00)	(\$387.00)	(\$387.00)	(\$1,161.00)	0.0%
620600	Parking Permits	\$0.00	\$0.00	\$0.00	(\$383.00)	\$0.00	(\$383.00)	0.0%
630100	Office Supplies	\$0.00	\$0.00	(\$1,134.08)	(\$1,921.91)	(\$2,266.33)	(\$5,322.32)	0.0%
630300	Memberships & Licenses	\$0.00	\$0.00	\$0.00	(\$155.00)	(\$355.00)	(\$510.00)	0.0%
630500	Awards & Recognition	\$0.00	\$0.00	(\$691.16)	(\$10.00)	\$2,550.31	\$1,849.15	0.0%
630600	Building Maint./Janitor	\$0.00	\$0.00	(\$1,370.84)	(\$757.33)	(\$534.45)	(\$2,662.62)	0.0%
630700	Food & Provisions	\$0.00	\$0.00	(\$245.51)	(\$20.70)	(\$77.32)	(\$343.53)	0.0%
630902	Tools & Instruments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
631500	Books & Library Materials	\$0.00	\$0.00	(\$44,227.37)	(\$60,016.85)	(\$30,210.90)	(\$134,455.12)	0.0%
632001	City Copy Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
632002	Outside Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
632101	Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	(\$161.25)	(\$161.25)	0.0%
632300	Safety Supplies	\$0.00	\$0.00	\$0.00	(\$233.76)	\$0.00	(\$233.76)	0.0%
632700	Miscellaneous Equipment	\$0.00	\$0.00	(\$412.56)	(\$55.64)	(\$4,393.69)	(\$4,861.89)	0.0%
640700	Solid Waste/Recycling Pickup	\$0.00	\$0.00	(\$434.00)	(\$112.00)	(\$434.00)	(\$980.00)	0.0%
641200	Advertising	\$0.00	\$0.00	(\$592.90)	(\$1,867.38)	(\$164.99)	(\$2,625.27)	0.0%
641301	Electric	\$0.00	\$0.00	(\$3,335.17)	(\$7,746.98)	(\$12,214.27)	(\$23,296.42)	0.0%
641302	Gas	\$0.00	\$0.00	(\$3,431.49)	(\$7,268.52)	(\$9,709.01)	(\$20,409.02)	0.0%
641303	Water	\$0.00	\$0.00	\$0.00	(\$185.00)	\$0.00	(\$185.00)	0.0%
641304	Sewer	\$0.00	\$0.00	\$0.00	(\$51.00)	\$0.00	(\$51.00)	0.0%
641306	Stormwater	\$0.00	\$0.00	\$0.00	(\$793.97)	\$0.00	(\$793.97)	0.0%
641307	Telephone	\$0.00	\$0.00	\$0.00	(\$905.74)	(\$554.89)	(\$1,460.63)	0.0%
641308	Cellular Phones	\$0.00	\$0.00	(\$103.75)	\$0.00	(\$207.50)	(\$311.25)	0.0%
641600	Build Repairs & Maint	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
641800	Equip Repairs & Maint	\$0.00	\$0.00	(\$2,602.74)	(\$399.74)	(\$11,287.11)	(\$14,289.59)	0.0%
642000	Facilities Charges	\$0.00	\$0.00	\$0.00	(\$66.84)	(\$5,671.50)	(\$5,738.34)	0.0%
650200	Leases	\$0.00	\$0.00	(\$12,500.00)	(\$12,500.00)	(\$12,500.00)	(\$37,500.00)	0.0%
659900	Other Contracts/Obligation	\$0.00	\$0.00	(\$2,100.00)	(\$14,924.11)	(\$64,612.70)	(\$81,636.81)	0.0%
681500	Software Acquisition	\$0.00	\$0.00	(\$40.00)	(\$3,374.31)	(\$1,071.78)	(\$4,486.09)	0.0%
<b>Operating Expense</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$73,893.57)</b>	<b>(\$114,166.78)</b>	<b>(\$156,016.63)</b>	<b>(\$344,076.98)</b>	<b>0.0%</b>

<b>Personnel Services</b>	\$0.00	\$0.00	(\$174,744.83)	(\$270,094.49)	(\$370,012.14)	(\$814,851.46)
<b>Operating Expense</b>	\$0.00	\$0.00	(\$73,893.57)	(\$114,166.78)	(\$156,016.63)	(\$344,076.98)
<b>Total Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$248,638.40)</b>	<b>(\$384,261.27)</b>	<b>(\$526,028.77)</b>	<b>(\$1,158,928.44)</b>

<b>Total Revenue</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,619.39</b>	<b>\$1,766.46</b>	<b>\$64,401.78</b>	<b>\$67,787.63</b>
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Original Budget Appropriations for 2023 have not been entered into Tyler Munis (financial accounting system) yet. Therefore, the ORIGINAL APPROPRIATION column will have ZERO's until those amounts are entered in!

**MAJOR PROJECT TITLE**

\*\*\*\*\* Library - Friends of the Library

**PROJECT TITLE**

LIB-FRIENDLibrary - Friends of the Library

BEGINNING BALANCE -1,876.30

FUNDING SOURCES	TITLE	AMOUNT
LIB-FRIEND.COMMPART .OTHREIMB .	Community Partnerships	-322.71
LIB-FRIEND.LIBADMIN .OTHREIMB .	Library Administration	-35,000.00
FUNDING SOURCE TOTAL		-35,322.71

EXPENSE STRINGS	TITLE	AMOUNT
LIB-FRIEND.CHILDSERV .OTHCONTR .	Children's Services	577.25
LIB-FRIEND.CHILDSERV .SUPPLIES .	Children's Services	1,740.93
LIB-FRIEND.COMMPART .OTHCONTR .	Community Partnerships	3,625.00
LIB-FRIEND.COMMPART .PTWAGES .	Community Partnerships	4,627.62
LIB-FRIEND.COMMPART .SUPPLIES .	Community Partnerships	55.11
LIB-FRIEND.LIBADMIN .ADVERTISNG .	Library - Friends advertising	596.66
LIB-FRIEND.LIBADMIN .AWARDREC .	Library Administration	1,694.15
LIB-FRIEND.LIBADMIN .FOOD/PROV .	Library Administration	291.01
LIB-FRIEND.LIBADMIN .MEMBERLIC .	Library Administration	155.00
LIB-FRIEND.MATERIALS .BOOKS/MATS .	Materials Management	565.80
EXPENSE TOTAL		13,928.53

ENDING BALANCE -23,270.48

**\*\*\*\*\* TOTALS**

BEGINNING BALANCE	-1,876.30
FUNDING SOURCE	-35,322.71
EXPENSE	13,928.53
ENDING BALANCE	-23,270.48

REPORT TOTAL: -23,270.48

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

<b>CITY OF APPLETON PERSONNEL POLICIES</b>	<b>TITLE: CONDITIONS OF EMPLOYMENT</b>	
ISSUE DATE:	LAST UPDATE: <del>October 2022</del> <u>March 2023</u>	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: <del>All employees.</del> All employees <i>(last section as noted applies only to employees not covered by a CBA)</i>	TOTAL PAGES: 5
Reviewed by Legal Services Date:	Committee Approval Date:	Council Approval Date:

**I. PURPOSE**

The purpose of this policy is to outline the Conditions of Employment for all City of Appleton employees, including full-time and part-time.

**II. POLICY**

It is the policy of the City of Appleton to treat employees consistently and fairly in matters affecting the conditions of their employment.

A Collective Bargaining Agreement with more specific language than what is in this policy shall be controlling-the language applied.

**III. DISCUSSION**

The City of Appleton shall enforce all conditions of employment as outlined in this policy. Failure to comply with this policy may result in corrective action up to and including discharge.

Hours of Work

The normal work week for full-time City employees shall be forty hours per week, except in those departments where the nature of work requires more than forty hours. ~~Each Department Director/ or designee~~ Hours of work shall be determined and subject to change at the discretion of each Department Director or designee ~~the hours~~ based on the needs of the department.

Employees will be at their assigned work area, in the proper uniform or attire, and ready for work at the start of their shift.

~~Paid~~ Breaks and Clean Up Time

~~Paid Breaks~~ Employees may be allowed up to 30 minutes for break(s) per 8-~~hour~~ shift based on supervisory approval. If the break is at least 30 consecutive minutes and the employee is completely

relieved of duty, the break time will be unpaid. Breaks not taken are lost. Breaks cannot be accumulated or used to shorten the work-day, unless approved by a supervisor in advance and on an infrequent basis. Break times are to be arranged between the employee and their supervisor or Department Director provided time permits. It is the Department Director's responsibility to assure that adequate staff coverage is provided if breaks are scheduled. Department Directors may use discretion to provide "on duty" breaks up to a maximum of 20 minutes per shift.

Clean up time may be approved based on the needs of the department and supervisory approval.

#### Review Period

Original appointments to regular positions will normally-typically be made with a review period of 3 and 5 months, and annually thereafter. Employees may be subject to periodic reviews and goal setting after the completion of the initial review period.

#### -Auto Insurance

The City does not provide insurance coverage for an employee's privately owned vehicle, with the exception that all Valley Transit employees are covered by Transit Mutual Insurance when using personal vehicles while conducting Valley Transit business. Employees who use non-City-owned vehicles for City business should confirm that their personal auto insurance policy provides coverage for this use.

All employees who drive non-City-owned vehicles for City business shall be required to purchase (at their own expense) and maintain auto insurance at a level that meets one of the following minimum standards:

- (a) Single limit of liability - \$200,000 for bodily injury and property damage.
- OR
- (b) Split limit of liability with limits of; \$100,000 each person bodily injury, \$300,000 each accident bodily injury, \$50,000 property damage

#### Inclement Weather

If, during periods of inclement weather, conditions begin to reach the stage where travel may become extremely hazardous, the Mayor may deem it appropriate to allow non-essential personnel to return home for their own safety. The time lost for any employee who chooses to leave or not come in to work shall be without pay. An employee may use compensatory time, paid leave such as vacation, PTO or floating holiday pay, or may request approval of their department director to make the time up within the payroll period.

Department Directors may use discretion to offer employees remote work options on an ad hoc basis during inclement weather events. Ability to offer remote work options may vary based on position demands and business needs.

#### Lay-Offs

Lay-off plans shall be approved by the Human Resources Director before they are implemented and shall be based on the needs of the organization. Any layoffs for budgetary reasons shall first

go through the committee of jurisdiction and are subject to final council approval before they are implemented. Lay-offs as a result of elimination of grant funding will be reported as information to the ~~C~~committee of ~~H~~jurisdiction.

#### Complaint Procedure

Employees who have work-related concerns are encouraged to discuss them with their supervisor as soon as possible after the event(s) that cause the concern. If the concern is not resolved with the employees' supervisor, the employee may bring the issue to Human Resources. Human Resources will mediate and facilitate towards a workable solution. Any complaint of harassment or discrimination shall be covered under the City's Harassment and Discrimination in the Workplace policy and complaints involving employee discipline, employee termination and workplace safety shall be covered under the City's Grievance Procedure policy.

#### Position Elimination

No position will be eliminated from the table of organization without the approval of Council. Individual(s) in the eliminated position will remain in service until the change to the table of organization is approved by Council.

#### Corrective Action

The purpose of corrective action is to correct job behavior and performance problems of employees. Employees shall be informed of standards of conduct and performance by their respective departments and such rules and standards shall be consistently applied. All copies of documented verbal reprimands, written reprimands, suspensions, demotions, and terminations shall be provided to the employee, employees' supervisor, Department Director and Human Resources Director, and kept in the employee's Personnel File located in Human Resources. Demotions and suspensions shall be discussed with the Department Director and Human Resources Director before such action is taken. Terminations shall be discussed with the Department Director, Human Resources Director and the City Attorney. In the event that immediate action is required, and the Human Resources Director or City Attorney cannot be reached, the employee can be placed on administrative leave with pay pending investigation. Employees shall have access to the City's grievance procedure provided the issue is related to discipline, termination or safety reasons. A complaint procedure will be available for issues not covered by the grievance procedure.

#### Return of City Equipment

Employees leaving City employment must return uniforms, cell phones, ~~pag~~ers, keys, key cards, ~~credit cards or~~ procurement cards, tools and equipment on or before their last day of work. It will be the supervisor's responsibility to ensure that all City property is returned.

#### Outside Forms of Compensation

All fees, gratuities, witness fees, honorarium or any other form of compensation for outside service's performed while being paid by the City shall be turned over to the City and any such activities for which such compensation is paid shall be reported to their Department Director.

This subsection shall not be construed to apply to situations which result from a non-work related situation, while an employee is on a bona fide vacation, PTO day, taking floating or other holidays, or to part-time employees except during those times when they are actually performing services to the City, and it shall not apply to the reimbursement of actual and necessary expenses occurring under such circumstances.

Police and Fire Protective employees reaching age 55

Protective employees who reach age 55 are required to complete an annual physical, determined by the City with the City's Occupational Health provider. The National Fire Protection Association NFPA physical for Fire employees shall suffice for this requirement provided they are deemed Fit for Duty by the City's Occupational Health provider.

***THE SECTIONS LISTED BELOW APPLY TO ALL EMPLOYEES WHO ARE NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT.***

Outside Services or Employment

The City's policy on outside duties or employment shall be as follows:

- (a) City employees may not engage in outside employment which conflicts with or affects the performance of their duty with the City.
- (b) No person shall hold more than one full or part-time City position at the same time without the Department Director and Human Resources Director approval.

-Severance Pay

The Human Resources Director, City Attorney and Mayor shall be responsible for developing and offering severance packages if applicable. ~~The accepted package shall be reported to the Human Resources Committee in a closed session.~~

Transfers

Employees may apply for transfer to another vacant City position for which they are qualified. Such application should be made to the Human Resources Department. If the employee is selected and if the work performance of the transferred employee is not regarded as satisfactory, the Department Director involved may agree to the return of the employee to their former department if a vacancy is available.

Resignations

Employees in pay grades 1 ~~through~~-7 of the Compensation Plan wishing to leave City employment shall submit a resignation in writing to their Department Director at least two weeks in advance of their planned departure. Employees in pay grades 8 through 15 of the Compensation Plan shall submit a resignation in writing to their Department Director or the Mayor, whichever is appropriate, at least four weeks in advance of their planned departure. ~~All other employees shall submit a resignation in writing to their Department Director at least two weeks in advance of their planned departure.~~ All notices shall be exclusive of any accrued paid time off taken unless for unavoidable circumstances, or if prior approval is obtained from the Department ~~Head~~Director. Employees who give the above noted notice shall be paid out for accrued benefits ~~owed them as outlined in the Fringe Benefit policy. It is expected that employees will give as much notice as possible in order to facilitate recruitment and orientation of new staff members.~~

Commented [AKK1]: Repetitive of first sentence in section

#### Last Day of Work

Employees retiring or resigning from their position may not extend their final date of employment by using unused paid time off (i.e., vacation, PTO, Floating Holiday, Sick). The employee's last day of employment shall be defined as the last day the employee is physically at work unless special circumstances exist where the employee is unable to return to work due to an FMLA qualifying event or other medical condition.

#### ~~At-will~~ Will Status

Employment with the City is strictly "at-will" unless you are a non-probationary employee covered under a collective bargaining agreement, department director or the terms of your employment are subject to a written contract or other express legal authority. As an at-will employee, you may terminate your employment at any time for any or no reason at all. Likewise, the City has the right to terminate your employment at any time, with or without notice, and for any or no reason at all.



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes Library Board

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Wednesday, April 12, 2023

3:30 PM This Meeting Will Take Place at the Temporary Library  
located at 2411 S. Kensington Dr. Appleton WI 54915 in the  
Staff Meeting Room

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### Personnel & Policy Committee

1. Call meeting to order

Chairperson Margret Mann called the meeting to order at 3:30pm

2. Roll call of membership

Others Present: Nicole Casner, Colleen Rortvedt, Tasha Saecker

Present: 3 - Kellner, Mann and Brozek

Others : 1 - Scheuerman

3. Action Items

[23-0345](#)

APL Collection Development Policy Updates

**Attachments:** [Collection Development Policy Memo.pdf](#)  
[Collection Development Policy AMENDED 4-12-2023.pdf](#)

Kellner moved, seconded by Brozek, that the APL Collection Development Updates be recommended for approval as amended to include language that material stays available while being reviewed. Voice Vote. Motion Carried. (3-0)

4. Information Items

[23-0346](#)

APL Trustee Bylaws Updates

**Attachments:** [Bylaws \(Draft 4-12-2023\).pdf](#)

5. Adjournment

Brozek moved, seconded by Kellner that the meeting be Adjourned. Voice Vote. Motion Carried. (3-0)

The meeting was Adjourned at 4:13pm



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**APPLETON PUBLIC LIBRARY**  
2411 S. Kensington Drive  
Appleton, WI 54915  
(920) 832-6170

TO: Appleton Public Library Board of Trustees  
FROM: Colleen Rortvedt, Library Director  
DATE: April 4, 2023  
SUBJECT: Collection Development Policy Update

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A Collection Development Policy is a critical document for any public library. It helps ensure a balanced and diverse collection, ensures that collection development decisions are made based on sound principles and criteria rather than personal preferences or biases, enhances transparency and accountability, promotes efficient use of resources, and ensures consistency regardless of staff changes.

The Collection Development Policy has undergone a revision that incorporates the following updates:

- Clarification of public library's relationship to the First Amendment
- Inclusion of language regarding electronic resources
- Reflects the realities of publishing limitations
- Specific language related to content for children and teens
- Information regarding donations that align with other library policies
- Guidelines for self-published materials
- Clarification of how consortium relationships expand access to materials
- General language clean-up

This policy was last updated in 2019.



# COLLECTION DEVELOPMENT POLICY

## Purpose

The Appleton Public Library (“APL” or “library”) selects ~~materials-resources~~ and develops collections in many different formats to provide ~~Appleton residents~~individuals with a wide range of informational, ~~recreational~~recreational, and educational resources which are easily accessible and cost-efficient. Widespread interest and usage are the most powerful influence on the library’s collection. The library ~~will acquire~~s materials-resources reflecting the full diversity of points of view on topics of interest to the public. ~~The~~ The collection is developed to meet the needs and interests of Appleton residentslibrary’s collection is developed to support the needs and interests of individuals with a respect for each individual’s journey and does not place value on one patron’s needs or preferences over another’s, and as a resource for the Outagamie Waupaca Library System.

## Policy

1. One objective of APL is to select, organize, ~~preserve~~preserve, and make freely available ~~materials-resources~~ that help ~~individuals and groups in the~~our community ~~to~~:
  - a. pursue continuing education
  - b. develop their creative capacities
  - c. ~~become more responsible members of the community~~increase knowledge of and participation in the affairs of the community, the country, and the world
  - d. understand their cultural heritage and that of others
  - e. ~~become more capable in their occupations~~enhance job-related knowledge and skills
  - f. use their leisure time creatively and enjoyably
  - g. obtain needed information
2. To achieve these ends, the library provides ~~materials and services~~resources to ~~residents~~patrons of all ages. It seeks to direct and stimulate life-long learning by offering a carefully selected collection of ~~materials-resources~~ and skilled professional guidance in their use.
3. ~~In its selection of materials, the~~ The library challenges censorship and APL endorses the Library Bill of Rights and the Freedom to Read Statement, as adopted by the American Library Association. Access to all content legally obtainable is assured to our users. The library strives to provide access to all legally obtainable content. This includes content that reflects a diversity of issues, whether they be political, economic, religious, social, ethnic, or sexual. Our collection reflects a diversity of content, not an equality of numbers.

4. The final responsibility for ~~material content~~ selection lies with the library director (“director”). The responsibility for initial selection of ~~materials content~~ is shared by members of the staff. Recommendations from the public are welcomed and given full consideration for acquisition.
5. ~~The library will not promote specific beliefs or views but will provide enough suitable material to enable the public to make informed and intelligent decisions. The library does not encourage nor discourage any specific beliefs or views. It is the library’s goal to provide our diverse community with resources that reflect a wide range of views, expressions, opinions, and interests.~~
6. ~~Materials Resources~~ judged to be of lasting value ~~will be~~ added to the collection. Those ~~materials resources~~ meeting present and anticipated user interests may also be provided. ~~Materials Resources~~ listed in standard public library indices will generally be acquired. Selection of content is done according to professional standards and established selection and review procedures.
7. Selection of ~~materials resources~~ may be influenced by many factors, including but not limited to the following:
  - a. ~~budgetary considerations~~
  - ~~a.b.~~ aAttention of critics, reviewers, media, and the public
  - ~~b.c.~~ physical limitations of the library building
  - ~~c.d.~~ suitability of the format and construction
  - ~~d.e.~~ availability of specialized materials in other local libraries
  - ~~e.f.~~ availability of material through interlibrary loan
  - ~~f.g.~~ the need for ~~added materials~~ added content in subject areas
  - ~~g.h.~~ the special needs of library patrons for ~~materials resources~~ in accessible formats
  - ~~h.~~ languages used in the library’s service ~~community area~~
  - ~~i.~~ ~~formats that meet the needs of users with disabilities~~
  - ~~i.~~ rRepresentation of an important movement, genre, trend or national culture
  - ~~j.~~ ~~commercial availability of the content~~
  - k.
8. Resources for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, and lead to recognition and appreciation of literature and reflect the diversity of the community and our world. Parents and legal guardians have the sole responsibility for their child’s reading, viewing, and listening of library materials. The library does not intrude on that relationship, nor can materials be limited by the possibility that it may inadvertently come into the possession of minors.
9. ~~The library welcomes donations of materials, with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. If the donations do not meet these criteria, the library reserves the right to dispose of them as~~

~~it sees fit. All donations of library materials are subject to the library's Gifts and Donations Policy.~~The library welcomes donations and suggestions for titles to add to our collection. We have created these guidelines to answer questions from local or self-published authors as well as individuals interested in donating resources to the library:

- a. All content added to the collection must meet the selection criteria in our Collection Development Policy.
- b. Our primary goal is to add resources that will appeal to a broad audience or have local significance.
- c. A positive review in a major review journal (such as *Kirkus Reviews*, *Booklist*, or *Library Journal*) is the best way to bring a title to our attention. We do not consider paid reviews or Amazon reviews. Availability to purchase the book from a library vendor (such as Baker & Taylor or Ingram) will significantly increase the likelihood that we will add it to the collection.
- d. Due to time constraints and the volume of inquiries we receive, we are unable to meet with individual authors, or to notify authors of our decision.
- e. If you wish to bring a book to our attention, you can send information via email to [insert email here]. Please include:
  - i. Information about the book – title, author, ISBN, publisher, publish date, distributor.
  - ii. Links to any professional reviews or news coverage.
  - iii. A brief description of the book and its intended audience.
- f. Area residents may donate one copy of your book to the library. All donations become the property of the library. We will review the book and, if it meets our selection criteria, we will add it to the collection.
- g. Donations not added cannot be returned to the donor, but will be sent to the Friends of the Appleton Public Library to sell at their book sales, in accordance with library policies.

~~9-10.~~ \_\_\_\_\_ The library collection will be kept attractive and current by a continual program of repairing, discarding, or replacing worn, under-utilized, and obsolete materials. Withdrawn materials may be donated to the Friends of Appleton Public Library or disposed of by other means as determined by the library in accordance with other library and city policies.

~~10-11.~~ \_\_\_\_\_ Plans for the development of specific collections may be written by library staff as needed. These plans may outline selection and acquisition procedures, reviewing tools, and maintenance of the specific collection. All such plans shall be in compliance with and responsive to the philosophy of comply with this policy. Some materials may be placed organized in collections according to age appropriateness, literacy level, format or language.

~~12.~~ Selection of and access to electronic resources are integral to fulfilling APL's mission. The library links to web-based resources available via the library's website. These resources are evaluated using this policy.

~~11.13.~~ APL belongs to several consortium organizations that provides content for use by our patrons and provides content in return. The library is the resource library for the Outagamie Waupaca Library System. Additionally, our interlibrary loan (ILL) service expands access to resources outside of the library's collection.

~~The library will challenge censorship of any materials in order to provide complete and accurate information on all sides of an issue, and to foster a climate of intellectual freedom for area residents.~~

14. Despite the care taken in selection, it is natural for differences of opinion regarding suitable material or material location to arise. Thus, individuals may discuss their personal objections to the inclusion or exclusion of a specific item with ~~a library staffer~~.

If the discussion does not satisfy the individual, and the individual resides in the library's legal service area as described by Wis. Stat. § 43.52, they may choose to complete a Request for Reconsideration, available at any service desk or online. The form will be forwarded to the appropriate staff in charge of similar ~~materials~~resources, who will consider the request in a timely fashion in consultation with the director. The ~~questioned material~~material questioned will be reviewed, in its entirety, and once a decision has been made regarding the retention or removal of the material the director will issue a letter to the person explaining the decision. The item will remain as part of the collection until the review is final.

If the person is dissatisfied with the decision of the library director, ~~he/she/they~~ may appeal to the APL Board of Trustees ("library board") within fourteen (14) regular business days after the mailing date of the decision. The library board will reconsider the decision based at its next regularly scheduled meeting, allowing for fourteen (14) calendar days review time by the library board. Should the library board receive multiple appeals, they may extend the timeline to assure a thorough review of the appeals in question. The board will create a schedule and ~~the person~~individual(s) appealing the decision shall be notified of the date, ~~time~~time, and location of the meeting when the library board will hear the matter and may appear at the meeting to be heard as part of public participation. Should the person requesting the appeal ~~be~~ unable to appear in person, ~~he/she/they~~ may ask the library board to consider the merits of the request based on a written statement.

The library board shall base its ~~reconsideration~~decision on whether the ~~decision~~material conforms to this policy. ~~The~~and the matter request will be heard and voted on in accordance with the Board of Trustee's Bylaws Policy. The decision of the library board shall be final.



## BOARD OF TRUSTEES - BYLAWS

**Commented [CR1]:** At a minimum, library board bylaws should spell out:  
1.The library board officers to be elected, how they are elected, and the powers and responsibilities of each officer.  
2.When meetings are held, and how meetings are conducted.  
3.What committees are appointed, how they are appointed, and what they do.  
4.How the bylaws are amended.

### ARTICLE I. IDENTIFICATION

This organization is the Board of Trustees (“Library Board”) of the Appleton Public Library (“library”), located in Appleton, Wisconsin, as established by the Wisconsin municipality of the City Appleton (“city”) according to the provisions of Chapter 43 of the Wisconsin State Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statutes.

### ARTICLE II. MISSION

The library’s mission is “learn, know, gather, grow – your center of community life” with a vision of “where potential is transformed into reality.” The library accomplishes this through a set of strategies identified in the library’s strategic plan APL150, as well as those within the City of Appleton’s strategic plan with inclusion and equity being foundational to the purpose of the library.

### ARTICLE III. MEMBERSHIP

1. Appointments. The library board shall consist of nine (9) members, one (1) of whom must be the Appleton Area School District administrator or the administrator’s representative. All members must be appointed by the mayor of Appleton with the approval of the common council. Not more than one (1) member of the Common Council shall at any time be a member of the library board.

A county chairperson, with the approval of the county board, may also appoint members to the library board pursuant to Wis. Stat. § 43.60.

2. Teen Representative. A teen representative, aged 13-18 may serve as an ad hoc member of the library board for a three (3) year term. The teen representative must be appointed by the mayor of Appleton with the approval of the common council. The teen representative shall not be an official member of the board and shall not have voting rights, but shall serve in an advisory capacity and is encouraged to contribute to the discussion of any matter that comes before the board. The teen representative shall be excluded from any closed sessions. The teen representative may be removed from this advisory position by a majority vote of the library board.

3. Term. The regular term of office for shall be three (3) years.

### ARTICLE IV. OFFICERS

1. Officers. The officers of the library board shall be the ~~president and vice president, and secretary,~~ each elected from among the library board members at the organizational meeting described in Article IV, Paragraph 1.
2. Terms of Office. Officers shall take office at the close of the organizational meeting, described below in Article IV, Section 1, at which they are elected and shall serve from the close of that organizational meeting until the close of the subsequent organizational meeting at which their successors are duly elected. No officer may serve more than two consecutive terms in a given

**Commented [CR2]:** Note: Statute only requires a President.

office nor hold more than one (1) office at a time. If a vacancy occurs in any office, a successor shall be elected and remain in office until the next annual election.

3. Nominating Committee. A nominating committee, and a chair thereof, shall be appointed by the president three (3) months prior to the organizational meeting and shall present a slate of officers at the organizational meeting. Additional nominations may be made from the floor during the organizational meeting by any library board member or officer.
4. Duties of the President. The principal duties of the president shall be to preside at all meetings of the library board, authorize calls for special meetings, and execute all documents as authorized by the board. The president appoints library board members to committees and such other special duties as may occur, and may be an ex officio voting member of all committees except the Nominating Committee.
5. Duties of the Vice President. The vice president shall discharge the duties of the president in the event of the absence or disability of the president, or of a vacancy in that office, and, in addition, any other duties as designated by the library board. ~~The secretary vice president shall also sign bill registers when the library board has approved expenditures and execute all documents as authorized. In the absence of the secretary at any meeting, the president may appoint another library board member to act as temporary secretary.~~

~~Duties of the Secretary. The secretary shall sign bill registers when the library board has approved expenditures and execute all documents as authorized. In the absence of the secretary at any meeting, the president may appoint another library board member to act as temporary secretary.~~

**Commented [CR3]:** Note: This is the secretary's only role so recommend shifting it to VP.

**Commented [CR4]:** Note: This is the secretary's only role so recommend shifting it to VP.

## ARTICLE V. MEETINGS

1. Organizational Meeting. The organizational meeting, which shall be for the purpose of electing officers as described above in Article III, Sec. 2, shall be held within 60 calendar days after the date of the beginning of board members' terms, and no later than the regular meeting in August.
2. Regular Meetings. Regular meetings shall be held once each calendar month, the date and hour to be set up to one (1) year in advance by the library board at the first regular meeting following the organizational meeting. Meeting times and dates may be changed as need arises by a majority vote of the board. The president may reschedule a meeting should a regular meeting not achieve a quorum.
3. Agendas and Notices. Library board and committee meeting agendas and notices shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting. The library director or designee shall send written notice and the agenda of each regular board meeting to the library board members at least 48 hours in advance of the meeting. A copy of the previous library board meeting minutes shall be provided to each member prior to the meeting date.
4. Special Meetings. Special meetings may be called by the president at any time deemed warranted by the president, or upon written request to the president by at minimum of three (3) board members, for the transaction of business as stated in the call. Except in cases of emergency, at least 48 hours' notice shall be given to the board members of the special meeting. In no cases shall less than two hours' notice be given. Notice may be by mail, phone or email.
5. Quorum. A quorum for transaction of business at any library board meeting shall consist of a simple majority.

6. Minutes. Minutes of all meetings shall, at a minimum, indicate library board members and officers present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.
7. Parliamentary Authority. Robert's Rules of Order, latest edition, shall govern the parliamentary procedure of the library board meetings, including in all cases where there are inconsistencies with these bylaws and/or any applicable statutes.
8. Open Meetings Law Compliance. Library board meetings shall be held in compliance with Wisconsin's open meetings laws (Wis. Stats. §§ 19.81 to 19.98).
9. Voting. An affirmative vote of the majority of all members and officers of the library board physically present at any legally constituted meeting shall be necessary to approve any action before the library board.
10. Attendance. Board members and officers shall be expected to attend all library board meetings except as prevented by a valid reason.

#### ARTICLE VI. COMMITTEES

1. Standing Committees. The following standing committees and chairs of the committees shall be appointed by the president at the first regular meeting following the annual meeting:

a. Personnel and Policy Committee: Makes recommendations to the library board on personnel matters, proposed revisions in bylaws, policies, rules and regulations; annually reviews any proposed salary adjustments and presents their recommendations to the library board; annually reviews the performance of the library director and works with the president to communicate this review to the director.

b. Planning Committee: Makes recommendations to the Library Board on library goals and future library development.

~~c. Building and Equipment Committee: Makes recommendations to the library board on matters of building and equipment.~~

~~d. Scholarship Committee: Annually recommends to the library board awards for the Friends of Appleton Public Library/Frank P. Young Scholarship per the Library's Scholarship Policy.~~

e. Finance Committee: Makes recommendations to the library board on the annual budget and other financial concerns including financial concerns related to capital projects. The common council representative on the library board shall serve on the Finance Committee.

2. Nominating Committee. See Article III, Section 3.
- ~~3. Library System Board Appointment. The President shall designate the appointment of one (1) board member to represent the Appleton Public Library on the Outagamie Waupaca Library System Board with formal election by the Outagamie County Board of Supervisors.~~

3.

**Commented [CR5]:** With a professional Facilities Department, the bulk of this work is less common. We can redirect financial/contract items to Finance Committee and items of future visioning to the Planning Committee.

**Commented [CR6]:** Recommend redirecting this funding to library's training budget to encourage CE for library staff by redefining this fund to embrace the spirit of the FPY intent as we interpret that to be today. This would render this committee unnecessary.

4. Friends of the Appleton Public Library Board Appointment. The President shall recommend one (1) board member to serve as a director of the Friends of Appleton Public Library Board, with formal election by the Friends Board.
5. Ad Hoc Committees. The president shall appoint ad hoc committees and a chair of the ad hoc committees for such specific purpose as the business of the library board may require. These committees may include staff, members of the public and/or outside experts. Ad hoc committees shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the library board.
6. Authority. No committee shall have other than advisory powers.
7. Appointment. All library board members and officers shall be appointed to at least one (1) committee.
8. Time, Location and Agenda. The time, date and location of committee meetings shall be determined by the chair of the committee.
9. Quorum. A quorum for transaction of business at any committee meeting shall consist of a simple majority.
10. Minutes. Minutes are not required to be taken at committee meetings.
11. Parliamentary Authority. Robert's Rules of Order, latest edition, shall govern the parliamentary procedure of committee meetings, including in all cases where there are inconsistencies with these bylaws and/or any applicable statutes.
12. Open Meetings Law Compliance. Committee meetings shall be held in compliance with Wisconsin's open meetings laws (Wis. Stats. §§ 19.81 to 19.98).
13. Attendance. Board members and officers shall be expected to attend their assigned committee meetings except as they are prevented by a valid reason.

#### **ARTICLE VII. DUTIES OF THE LIBRARY BOARD**

1. Responsibility. The library board shall determine the policies, plans and services of the library. This includes bylaws, service policies, mission statement, long range plan, significant changes in levels or types of service, and changes in library hours.
2. Library Director. The library board shall select and appoint a properly certified and competent library director.
3. Duties and Compensation. The library board shall determine the duties and compensation of all library employees.
4. Budget and Audit. The library board shall advise in the preparation of the budget, approve the budget and make sure that adequate funds are provided to finance the approved budget. The board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library and shall approve all bill registers. The library is audited within the city's annual audit, and it is the responsibility of the library board to ensure the annual audit of the library is clean.

5. Community Relations. The library board shall cooperate with other public officials and boards and maintain vital public relations. The library board represents the library to the community and the community to the library.
6. Legislation. The library board shall study and support legislation that will benefit library patrons. The library board will remain up-to-date on proposed changes and implemented changes to legislation that may affect the library.
7. Annual Report. The library board shall approve and submit the required annual report to the appropriate division within the State of Wisconsin's Department of Public Instruction.
8. Appeals. A person directly affected by and dissatisfied with a decision made by the library director as it relates to the Library's Art, Circulation, Collection Development, Displays, Piano, Program or the Safety and Security Policies may appeal the decision to the library board. Appeal requests must be made in writing whenever possible and must be received by the library board within thirty (30) business days after the date the decision was made by the library director. The library board must hear the appeal within thirty (30) business days of receiving the appeal unless the library board and the person requesting the appeal agree to an alternative date. The person requesting the appeal will be notified in writing by the library director of the date and time the library board will hear the appeal or will be provided with an explanation for why the library board will not hear the appeal (e.g., request filed too late, person requesting appeal has no grounds, etc.). At the appeal, the person requesting the appeal may appear in person to be heard on the issue or he/she may ask the library board to consider the merits of the appeal based on a written statement signed and dated by the person filing the appeal. Third party statements and testimony, as well as unauthenticated evidence, will be allowed at the discretion of the president. The decision of the library board shall be final.

#### ARTICLE VIII. DUTIES OF THE LIBRARY DIRECTOR

1. Appointment and Term. The library director shall be appointed by the library board for an indefinite term and shall be responsible to the library board.
2. Duties. The library director shall be the executive and administrative officer of the library under review and direction of the library board. The director shall be responsible for operating within policies approved by the library board including, but not limited to:
  - a. Appointing and specifying duties and compensation of other library employees,
  - b. Providing proper direction, training and supervision of the library staff,
  - c. Serving as technical advisor to the library board,
  - d. Recommending policies, budget, changes in hours or services,
  - e. Recommending changes in the library's mission and long range plan,
  - f. Ensuring the care and maintenance of library property,
  - g. Ensuring the adequate and proper selection of materials,
  - h. Ensuring the efficiency of library service to the public, ~~and~~
  - i. Overseeing financial operations and management of the budgeted appropriation and such other funds as may accrue to the library, and
  - j. Advocate on behalf of the library and represent the library at the local, state, and national level.
3. Meetings. The library director shall attend all library board meetings as a participant but shall have no vote. The director may be excused from closed sessions at the discretion of the library board. The director may designate another library staff member to attend in the event of the director's absence.

**Commented [CR7]:** Aligns with updated library director job description.

4. Appeals. The library director shall hear all requests for reconsideration made by citizens pertaining to and according with the library's Art, Circulation Policy, Displays Policy, Piano Program, Collection Development Policy and Safety and Security Policy and Article VII, #8.

#### ARTICLE IX. CONFLICT OF INTEREST

1. Private Capacity. Library board members and officers shall not in their private capacity negotiate, bid for, or enter into a contract with the library in which they have or may have direct or indirect financial interest.
2. Recusal. Library board members and officers shall withdraw from any and all library board meeting and committee meeting discussions and/or deliberations in which the library board member or officer, or an immediate family member thereof, or an organization with which the library board member or officer is associated with, has or may have a substantial financial interest. Library board members and officers shall not vote on any matter in which he or she has withdrawn. The library board member or officer is not required to disclose the reasons for their withdrawal or the nature of the conflict of interest.
3. Remuneration. Library board members and officers shall not accept anything of value that could reasonably be expected or implied to influence their vote or other official action.
- ~~3-4~~ Compensation. No compensation or expenses shall be paid to the members of the library board.

#### ARTICLE X. GENERAL

1. Amendments. These bylaws may be amended by the majority vote of all members of the library board provided that the change had been proposed by a library board member or the library director at the preceding regular meeting, and that the proposed amendment is included as a separate attachment to the agenda of the meeting at which it is to be acted upon.
2. Rule Suspension. Any rule or resolution of the library board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two thirds of the members of the library board shall be present and two thirds of those present shall so approve.

Approved: 6/97. Amended: 10/04; 11/15; 2/17; 2/19; 2023

# PROCLAMATION



## Office of the Mayor

**WHEREAS**, on September 1, 1897, the City of Appleton opened its first publicly owned library and reading room using the council quarters above Petersen-Rehbein Meat Market at 106 W. College Avenue and hiring Agnes Dwight as the first professional librarian in the City.

**WHEREAS**, over the past 126 years the Appleton Public Library has evolved alongside our community, serving as a source of information, innovation, inclusion, and community connectedness.

**WHEREAS**, the library staff and the community work in partnership to build strong communities and promote civic engagements through transformative partnerships, programs, services and expertise; and

**WHEREAS**, our library is a symbol of our community's aspirations and a welcoming beacon for all to learn, know, gather, and grow.

**NOW, THEREFORE, BE IT RESOLVED, THAT I, JACOB A. WOODFORD**, Mayor of the City of Appleton, Wisconsin, do hereby proclaim April 23-29, 2023, as

## Library Week

in Appleton and encourage all residents to visit the temporary library at 2411 S. Kensington Drive. I encourage patrons to join in the programming that will occur throughout the community, continue to access the library's website and electronic resources, and look forward to the new library's grand opening.

Signed and sealed this 24<sup>th</sup> day of March 2023.



**JACOB A. WOODFORD**  
MAYOR OF APPLETON

## Collaborative/Cooperative Agreements

Library  
2022 YEAR END

Maintained Agreements	
<b>Other Governments</b>	
Black Creek Public Library	Reach Out and Read
City of Appleton	Program
City of Appleton Health Department	Vaccination Clinics
City of Appleton Police Department	Cops and Kids
City of Appleton Parks & Rec	Summer Library Program, Display, Story Walk
Gerald H. Van Hoof Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
Hortonville Public Library	Reach Out and Read
James J Siebers Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
Kaukauna Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
Menasha Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
Muehl Public Library	Reach Out and Read
Neenah Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
New London Public Library	Reach Out and Read
Outagamie County Mentoring Program	Program
Outagamie Waupaca Library System	16 municipalities
OWLSnet	Consortium
Valley Transit	Program
Wisconsin Digital Archives	online initiative
<b>School Districts</b>	
AASD	-Fox Cities Book Festival, Fox Cities Reads Program
AASD	4K-12th grade
AASD	Birth to 5 programs
AASD Diversity, Equity & Inclusion Department	Program
Lutheran Schools	Celebration Lutheran, Riverview Lutheran, Mt. Olive, Saint Paul and Saint Peter, Fox Valley Lutheran High School
<b>Non-Profit Organizations</b>	
American Library Association	Grant, program
Appleton Downtown Inc.	Rhythms of the World program, Summer Library Program, <del>Story Walk</del>
Appleton Downtown Rotary	Rhythms of the World program
Appleton Fox Cities Kiwanis Club	Fox Cities, Outreach program, Committee Member
Appleton Historical Society	Board membership
Bergstrom Mahler Museum	Program
Boys & Girls Club	Programs
Building for Kids	multiple collaborations based on exhibits, special events, Reach Out & Read (ROR) Fox Cities, Rhythms of the World
Casa Hispana	Interagency meetings,-Latino Fest, Scholarship reviewer
Colorbold Business Association	Programs
Community Foundation for the Fox Valley	Committee Member
Diverse & Resilient	Program
Even Start	Outreach & ARTR
Fox Cities Book Festival	Author committee membership, Fox Cities Reads, programs, APL volunteers
Fox Cities Performing Arts Center	North East Wisconsin Professional Advisory Committee (NEW PAC) membership, program
Fox Valley Symphony	Program
Fox Valley Literacy Council	Outreach Specialists Refer Families, Appleton Ready to read
Fox Valley Memory Project	Program
Girls Who Code	Program
Heid Music	ELL Club, outreach program
Imagine Fox Cities	Committee membership, programs
Lawrence University	ELL Pollinator Project, LU volunteer program, Display, 5th Ensemble, outreach program
League of Woman Voters	Voter registration
Life Tools Foundation / Empowered Tutoring	Program
Reach Out and Read	Wisconsin
Reach Out and Read	National
United Way	Reach Out and Read
Wisconsin Humanities	Program
World Relief Fox Valley	Program
Wisconsin State Genealogical Society	Board Membership
Wisconsin Veterans Museum	Program

WUCMAA- Wisconsin United Coalition of Mutual Assistance Associations	Program promotion
YMCA	ELL Clubs, Summer Library Program
Youth Advocacy Network (YAN)	Outreach program
<b>Other</b>	
Ascension	Reach Out and Read
Aurora Health System	Reach Out and Read
Bellin Health	Reach Out and Read
Bowl 91	Hmong New Year
Braids Unlimited Salon and Barbershop	Take and Create Drop Off
CIT Community Advisory Team	Committee Member
Family Care Fox Cities	Reach Out and Read
Fox Valley Technical College	Program
The Heritage	Outreach service, Walking Books
IndUS of Fox Valley	Rhythms of the World, program planning
Mosaic Family Health	Reach Out and Read
Partnership Community Health Center	Reach Out and Read, Community Outreach at APL
Pfefferle Management	Appleton Ready to Read (ARTR)
Prevea Health	Reach Out and Read
Primary Care Associates of Appleton	Reach Out and Read
Recollection Wisconsin	Project, Committee Member, Program Presenter
TheDACare Health System	Reach Out and Read
Timber Rattlers	Program
Trout Museum	ELL Club, Program
University of Wisconsin Green Bay	Program
<b>New Agreements</b>	
<b>Other Governments</b>	
<b>School Districts</b>	
Renaissance School for the Arts	Program
Valley New School	Program
<b>Non-Profit Organizations</b>	
African Heritage, Inc	Program
Atlas Science Center	Program
Bubolz Nature Preserve	Program
Celebrate Diversity Fox Cities	Program
Cia Siab	Program
Fox Cities Chamber of Commerce	Program
Harbor House	Program
Hmong American Partnership	Program
HYPE	Program
Latino Professionals Association of Northeast WI	Program
Leadership Fox Cities	Program
Manitowoc County Genealogical Society	Program
Multicultural Communications Committee	Program
PBS Wisconsin Education	Program
People of Progression	Program
Reach Counseling	Program
Senior Computer Users Group	Program
Sokol Milwaukee	Program
Storycatchers	Program
Terra Luna	Program
Thompson Center on Lourdes	Program
Waupaca Area Genealogical Society	Program
<b>Other</b>	
Angie Knutson	Program

Department	Agreement	Maintained	New
Library	Other Govts	18	0
	School Dist	5	2
	Non-Profits	34	22
	Other	20	1