



Meeting Agenda Library Board

Tuesday, August 18, 2015

4:30 PM

225 N. Oneida Street

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[15-1270](#) July 21, 2015 Meeting Minutes

Attachments: [July 21 2015 Meeting Minutes.pdf](#)

4. Public Participation and Communication

[15-1348](#) Recognition of Linda Muench upon her 50 years of service to the
Appleton Public Library

5. Establish Order of the Day

6. Action Items

- A. [15-1271](#) Bill Register - July 2015

Attachments: [2015 July bill register.pdf](#)
[2015 July revenue and expense.pdf](#)

- B. [15-1273](#) 2016 APL Budget

Attachments: [FINAL 2016 Budget Detail.pdf](#)
[Final 2016 Library Budget Pages.pdf](#)

- C. [15-1276](#) City policies - FMLA Policy, Fair Labor Standards Act, Media Relations
Policy

Attachments: [Family Medical Leave Act-FMLA.pdf](#)
[Fair Labor Standards Act.pdf](#)
[Media Relations.pdf](#)

- D. [15-1272](#) Report of the Personnel Committee

Attachments: [Personnel Committee Meeting Minutes 07-27-2015.pdf](#)

7. Information Items

A. President's Report

- i. [15-1275](#) Library building process update

B. Director's Report

- i. [15-1277](#) Library front entrance

C. Assistant Director's Report

- i. [15-1279](#) APL staffing updates

8. Other Business

- A. [15-1281](#) Recent and upcoming programs
i. Trustee Week webinars
ii. Upcoming committee meetings

Closed Session

The Board may meet in Closed Session pursuant to Wisconsin statute 19.85(f)(c) to discuss personnel matters and then resume meeting in Open Session.

9. 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.



Meeting Minutes Library Board

Tuesday, July 21, 2015

4:30 PM

225 N. Oneida Street

1. Call meeting to order

President John Peterson called the meeting to order at 4:30 pm.

2. Roll call of membership

Others Present: Travis Bartels, Luke Diedrich, Elizabeth Eisen, Colleen Holz, Michael Nitz, Janice Quinlan, Colleen Rortvedt, City Attorney Emily Truman, Abbey Unruh, Maureen Ward, Paula Wright

Present: 9 - Truesdale-Witek, Bergman, Peterson, Hietpas, Looker, Scheuerman, Bloedow, Siebers and Bergen

Excused: 1 - Schneider

3. Approval of minutes from previous meeting

[15-1201](#)

June 16, 2015 Meeting Minutes

Scheuerman moved, seconded by Bergman, that the June 16, 2015 meeting minutes be approved. Voice Vote. Motion Carried. (9-0)

4. Appearances, Public Participation & Communications

5. Establish Order of the Day

6. Action Items

A. [15-1202](#)

Bill Register - June 2015

Scheuerman moved, seconded by Looker, that the June 2015 Bill Register be approved. Voice Vote. Motion Carried. (9-0)

B. [15-1203](#)

Budget Amendment

Hietpas moved, seconded by Bloedow, that the Budget Amendment in the amount of \$5,100 be approved. Voice Vote. Motion Carried. (9-0)

C. [15-1204](#)

Staff Non-Paid Leave Request

Bergen moved, seconded by Bloedow, that the APL staff request for non-paid leave be approved. Voice Vote. Motion Carried. (9-0)

7. Information Items**A. President's Report**

- i. [15-1205](#) Library building process

B. Director's Report

- i. [15-1206](#) Update on Downtown Mobility Plan and Downtown Parking Study implementation
- ii. [15-1207](#) City Policies - Accident Reporting and Investigating Policy, Telecommuting Policy and Volunteer Policy
- iii. [15-1208](#) Reach Out and Read - Fox Cities kick off
- iv. [15-1209](#) 2016 Budget timeline and process update
- v. [15-1210](#) Upcoming Committee Meetings
- vi. [15-1211](#) Staffing updates
- vii. [15-1212](#) Trustee Training Week
- viii. [15-1213](#) The Future of Public Library Systems in Wisconsin (Trustee Tale article)
- ix. [15-1215](#) InfoSoup upgrade - Encore discovery layer implementation

8. Other Business

- A. [15-1217](#) Recent and upcoming programs
- i. Summer Reading Program update
 - ii. Outdoor movies in Houdini Plaza

Closed Session**9. Adjournment**

Bloedow moved, seconded by Bergman, that the meeting be adjourned. Voice Vote. Motion Carried. (9-0)
The meeting was adjourned at 5:22 pm.

DocDocument		G/L		Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account	
JE	119632	07/31/15	7/30 PR TRAVEL REIMB	SAECKER	1,200.00	16010	6201
PU	310	07/16/15	OFFICEMAX CT*IN#477494	SUPPLIES	139.16	16010	6301
PU	1221	07/16/15	DEBE	FOOD PROVISIONS	107.88	16010	6307
PV	357805	07/29/15	GANNETT WISCONSIN MEDIA	publications	163.00	16010	6412
JE	119542	07/22/15	7/15 AT&T BILL		214.23	16010	6413 7
JE	119543	07/22/15	6/15 LONG DISTANCE		14.33	16010	6413 7
PV	357560	07/23/15	CELLCOM APPLETON PCS	cell phones	74.57	16010	6413 8
16010					1,913.17		
JE	119632	07/31/15	7/30 PR TRAVEL REIMB	OLIVERAS	17.30	16021	6201
JE	119632	07/31/15	7/30 PR TRAVEL REIMB	UNRUH	27.03	16021	6201
PV	357102	07/08/15	HELMKAMP, KRISTI	edu reimb	600.92	16021	6201
PV	357103	07/08/15	HELMKAMP, KRISTI	edu reimb	588.53	16021	6201
PU	264	07/16/15	OFFICEMAX CT*IN#501906	SUPPLIES	74.60	16021	6301
PU	337	07/16/15	WM SUPERCENTER #2958	SUPPLIES	22.16	16021	6301
PU	1022	07/16/15	OFFICEMAX CT*IN#187089	SUPPLIES	15.77	16021	6301
PU	1271	07/16/15	ZAZZLE.COM	SUPPLIES	51.89	16021	6301
16021					1,398.20		
PU	598	07/16/15	WISCONSIN LIBRARY SERV	TRAINING TRAVEL	145.00	16024	6201
PU	862	07/16/15	WISCONSIN LIBRARY SERV	TRAINING TRAVEL	155.00	16024	6201
PU	4	07/16/15	WALMART.COM	SUPPLIES	7.95-	16024	6301
PU	109	07/16/15	WALMART.COM	SUPPLIES	166.95	16024	6301
16024					459.00		
OV	27497	07/27/15	BELSON COMPANY	JO3063390	63.97	16031	6306
OV	27497	07/27/15	BELSON COMPANY	JO3063461	120.46	16031	6306
OV	27497	07/27/15	BELSON COMPANY	TO120125	1.34	16031	6306
OV	27497	07/27/15	BELSON COMPANY	TO110508	1.42	16031	6306
JE	119540	07/22/15	JUNE RECYCLING	225928	128.00	16031	6407
PV	357692	07/29/15	WE ENERGIES	4835-258-176	10,567.05	16031	6413 1
PV	357692	07/29/15	WE ENERGIES	5229-670-389	840.57	16031	6413 2
PU	314	07/16/15	AMAZON.COM	BLDG REPAIR AND MAIN	38.92	16031	6416
PU	464	07/16/15	NORTHSIDE TRUE VALUE	BLDG REPAIR AND MAIN	24.29	16031	6416
PU	476	07/16/15	NORTHSIDE TRUE VALUE	BLDG REPAIR AND MAIN	28.34	16031	6416
PU	483	07/16/15	NORTHSIDE TRUE VALUE	BLDG REPAIR AND MAIN	28.34-	16031	6416

Doc	Document	G/L	Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-		
PV	357384	07/20/15	UNIFIRST CORPORATION	supplies	49.12	16031 6416
JE	119653	07/31/15	6/15 FMD&G BILLING	LIBRARY	9,800.78	16031 6420
	16031				21,635.92	
					=====	
PU	411	07/16/15	AMAZON.COM	SUPPLIES	69.74	16032 6301
PU	489	07/16/15	AMAZON.COM	SUPPLIES	33.05	16032 6301
PU	684	07/16/15	RESEARCH TECHNOLOGY IN	SUPPLIES	470.25	16032 6301
PU	856	07/16/15	ONLINE LABELS	SUPPLIES	360.10	16032 6301
PU	1033	07/16/15	PREMIUM WATERS INC	SUPPLIES	72.08	16032 6301
PU	1063	07/16/15	KAPCO	SUPPLIES	457.80	16032 6301
PU	1106	07/16/15	SHOWCASES	SUPPLIES	289.01	16032 6301
PU	11	07/16/15	BAKER-TAYLOR	MATERIALS	65.70	16032 6315
PU	12	07/16/15	INFORMATION TODAY	MATERIALS	282.05	16032 6315
PU	19	07/16/15	RECORDED BOOKS	MATERIALS	35.78	16032 6315
PU	20	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS	759.27	16032 6315
PU	23	07/16/15	RECORDED BOOKS	MATERIALS	43.33	16032 6315
PU	24	07/16/15	RECORDED BOOKS	MATERIALS	129.20	16032 6315
PU	29	07/16/15	BAKER-TAYLOR	MATERIALS	249.98	16032 6315
PU	40	07/16/15	BAKER-TAYLOR	MATERIALS	55.14	16032 6315
PU	43	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS	522.18	16032 6315
PU	50	07/16/15	RECORDED BOOKS	MATERIALS	113.80	16032 6315
PU	62	07/16/15	STATE BAR OF WISCONSIN	MATERIALS	82.83	16032 6315
PU	66	07/16/15	TCD*GALE	MATERIALS	217.40	16032 6315
PU	101	07/16/15	LOVING GUID	MATERIALS	53.25	16032 6315
PU	104	07/16/15	REI*MATTHEW BENDER &CO	MATERIALS	180.00	16032 6315
PU	108	07/16/15	BLACKSTONELIBRARY.COM	MATERIALS	145.98	16032 6315
PU	111	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS	281.02	16032 6315
PU	175	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	65.77	16032 6315
PU	178	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS	455.65	16032 6315
PU	190	07/16/15	BAKER-TAYLOR	MATERIALS	55.14	16032 6315
PU	191	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	7.98	16032 6315
PU	207	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	39.01	16032 6315
PU	208	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	8.60	16032 6315
PU	209	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	71.57	16032 6315
PU	211	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	7.05	16032 6315

Doc	Document	G/L	Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account
PU	216	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS	23.36	16032 6315
PU	217	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS	1,313.01	16032 6315
PU	223	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	75.49	16032 6315
PU	230	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	8.31	16032 6315
PU	240	07/16/15	WISC PUBLIC TELEVISION	MATERIALS	24.95	16032 6315
PU	251	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	7.83	16032 6315
PU	256	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	4.00	16032 6315
PU	267	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	8.82	16032 6315
PU	269	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	12.94	16032 6315
PU	270	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	22.33	16032 6315
PU	272	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	17.46	16032 6315
PU	274	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS	1,040.68	16032 6315
PU	292	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	5.94	16032 6315
PU	293	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	27.89	16032 6315
PU	294	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	42.89	16032 6315
PU	303	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	19.98	16032 6315
PU	304	07/16/15	RECORDED BOOKS	MATERIALS	54.75	16032 6315
PU	316	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS	297.49	16032 6315
PU	322	07/16/15	TWO LITTLE HANDS PRODU	MATERIALS	89.91	16032 6315
PU	331	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	24.69	16032 6315
PU	335	07/16/15	THOMSON WEST*TC	MATERIALS	385.00	16032 6315
PU	355	07/16/15	MIDWEST TAPE LLC	MATERIALS	1,326.49	16032 6315
PU	373	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS	9.57	16032 6315
PU	382	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS	1,361.65	16032 6315
PU	412	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	29.98	16032 6315
PU	432	07/16/15	BAKER-TAYLOR	MATERIALS	274.12	16032 6315
PU	444	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS	334.97	16032 6315
PU	456	07/16/15	AUDIO EDITIONS	MATERIALS	50.54	16032 6315
PU	465	07/16/15	THOMSON WEST*TC	MATERIALS	759.99	16032 6315
PU	490	07/16/15	UPS*1ZR449350392702466	MATERIALS	9.39	16032 6315
PU	495	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS	884.92	16032 6315
PU	496	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS	1,309.99	16032 6315
PU	499	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	170.99	16032 6315
PU	518	07/16/15	STATE BAR OF WISCONSIN	MATERIALS	62.91	16032 6315
PU	524	07/16/15	MIDWEST TAPE LLC	MATERIALS	109.97	16032 6315

City of Appleton
Library Transactions Processed Report

DocDocument		G/L		Explanation		Amount	Account		
Ty	Number	Date	Alpha	Name	-Remark-				
PU	550	07/16/15	TCD*	GALE	MATERIALS	5,979.75	16032	6315	
PU	552	07/16/15	AMAZON	MKTPLACE PMTS	MATERIALS	4.00	16032	6315	
PU	589	07/16/15	AMAZON	MKTPLACE PMTS	MATERIALS	18.68	16032	6315	
PU	614	07/16/15	TCD*	GALE	MATERIALS	146.94	16032	6315	
PU	619	07/16/15	TCD*	GALE	MATERIALS	3,121.65	16032	6315	
PU	621	07/16/15	AMAZON	MKTPLACE PMTS	MATERIALS	13.97	16032	6315	
PU	624	07/16/15	AMAZON	MKTPLACE PMTS	MATERIALS	10.46	16032	6315	
PU	631	07/16/15	BAKER-TAYLOR		MATERIALS	124.11	16032	6315	
PU	632	07/16/15	AMAZON	MKTPLACE PMTS	MATERIALS	43.05	16032	6315	
PU	635	07/16/15	AMAZON	MKTPLACE PMTS	MATERIALS	8.35	16032	6315	
PU	639	07/16/15	BAKER-TAYLOR		MATERIALS	119.29	16032	6315	
PU	643	07/16/15	RECORDED	BOOKS	MATERIALS	42.08	16032	6315	
PU	645	07/16/15	LAKE SUPERIOR	MAGAZINE	MATERIALS	22.91	16032	6315	
PU	649	07/16/15	WAV*OPEN	POLLINATED PR	MATERIALS	89.00	16032	6315	
PU	651	07/16/15	AMAZON	MKTPLACE PMTS	MATERIALS	15.03	16032	6315	
PU	652	07/16/15	RECORDED	BOOKS	MATERIALS	6.95	16032	6315	
PU	655	07/16/15	RECORDED	BOOKS	MATERIALS	23.18	16032	6315	
PU	662	07/16/15	AMAZON	MKTPLACE PMTS	MATERIALS	9.58	16032	6315	
PU	669	07/16/15	INGRAM	LIBRARY SERVICE	MATERIALS	1,216.65	16032	6315	
PU	671	07/16/15	AMAZON	MKTPLACE PMTS	MATERIALS	9.93	16032	6315	
PU	673	07/16/15	SCHIFFER	PUBLISHING	MATERIALS	41.01	16032	6315	
PU	675	07/16/15	AMAZON	MKTPLACE PMTS	MATERIALS	9.26	16032	6315	
PU	686	07/16/15	PAYPAL	*MARTINPHOTO	MATERIALS	29.95	16032	6315	
PU	688	07/16/15	PAYPAL	*KCISPTBOOKS	MATERIALS	31.45	16032	6315	
PU	708	07/16/15	ALLDATA	CORP #8601	MATERIALS	1,500.00	16032	6315	
PU	728	07/16/15	MIDWEST	TAPE LLC	MATERIALS	1,095.79	16032	6315	
PU	729	07/16/15	AMAZON	MKTPLACE PMTS	MATERIALS	32.66	16032	6315	
PU	732	07/16/15	OVERDRIVE	DIST	MATERIALS	171.93	16032	6315	
PU	753	07/16/15	AMAZON	MKTPLACE PMTS	MATERIALS	8.49	16032	6315	
PU	755	07/16/15	AMAZON	MKTPLACE PMTS	MATERIALS	59.96	16032	6315	
PU	776	07/16/15	AMAZON	MKTPLACE PMTS	MATERIALS	6.99	16032	6315	
PU	780	07/16/15	AMAZON	MKTPLACE PMTS	MATERIALS	18.75	16032	6315	
PU	781	07/16/15	AMAZON	MKTPLACE PMTS	MATERIALS	15.00	16032	6315	
PU	789	07/16/15	AMAZON	MKTPLACE PMTS	MATERIALS	275.79	16032	6315	
PU	793	07/16/15	AMAZON	MKTPLACE PMTS	MATERIALS	14.79	16032	6315	

DocDocument		G/L		Explanation		Amount	Account
Ty	Number	Date	Alpha Name	-Remark-			
PU	798	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS		2,013.14	16032 6315
PU	799	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS		24.22	16032 6315
PU	808	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS		22.75	16032 6315
PU	849	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS		7.58	16032 6315
PU	851	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS		16.59	16032 6315
PU	852	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS		11.99	16032 6315
PU	855	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS		564.30	16032 6315
PU	876	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS		215.89	16032 6315
PU	889	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS		71.71	16032 6315
PU	897	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS		7.83	16032 6315
PU	901	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS		26.87	16032 6315
PU	915	07/16/15	MIDWEST TAPE LLC	MATERIALS		693.63	16032 6315
PU	918	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS		1.13-	16032 6315
PU	932	07/16/15	RECORDED BOOKS	MATERIALS		223.43	16032 6315
PU	936	07/16/15	RECORDED BOOKS	MATERIALS		387.60	16032 6315
PU	939	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS		764.12	16032 6315
PU	944	07/16/15	RECORDED BOOKS	MATERIALS		36.54	16032 6315
PU	948	07/16/15	RECORDED BOOKS	MATERIALS		69.76	16032 6315
PU	953	07/16/15	RECORDED BOOKS	MATERIALS		183.76	16032 6315
PU	963	07/16/15	PAGES AND PIPES APPLT	MATERIALS		107.50	16032 6315
PU	1004	07/16/15	RECORDED BOOKS	MATERIALS		214.00	16032 6315
PU	1024	07/16/15	RECORDED BOOKS	MATERIALS		36.54	16032 6315
PU	1035	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS		52.97	16032 6315
PU	1052	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS		334.93	16032 6315
PU	1065	07/16/15	BAKER-TAYLOR	MATERIALS		6.29	16032 6315
PU	1081	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS		24.95	16032 6315
PU	1086	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS		1,454.86	16032 6315
PU	1088	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS		651.29	16032 6315
PU	1093	07/16/15	THOMSON WEST*TCD	MATERIALS		759.99	16032 6315
PU	1097	07/16/15	HOUCHEN BINDERY LTD	MATERIALS		160.85	16032 6315
PU	1104	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS		254.67	16032 6315
PU	1105	07/16/15	MIDWEST TAPE LLC	MATERIALS		2,040.15	16032 6315
PU	1116	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS		469.21	16032 6315
PU	1134	07/16/15	THOMSON WEST*TCD	MATERIALS		291.00	16032 6315
PU	1138	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS		166.90	16032 6315

Doc	Document	G/L	Explanation				
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account	
PU	1179	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS	425.87	16032 6315	
PU	1189	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS	458.15	16032 6315	
PU	1220	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	70.85	16032 6315	
PU	1232	07/16/15	INGRAM LIBRARY SERVICE	MATERIALS	514.87	16032 6315	
PU	1257	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	24.78	16032 6315	
PU	1258	07/16/15	AUDIO EDITIONS	MATERIALS	25.60	16032 6315	
PU	1281	07/16/15	AMAZON MKTPLACE PMTS	MATERIALS	14.87	16032 6315	
PV	357094	07/08/15	RILEY, LAWRENCE	lost & paid	12.00	16032 6315	
PV	357208	07/15/15	KAUKAUNA PUBLIC LIBRARY	lost & paid	19.99	16032 6315	
PV	357216	07/15/15	MADER NEWS AGENCY, INC.	media	218.16	16032 6315	
PV	357283	07/15/15	GUERRERO-NADER, RUTH	lost & paid	15.00	16032 6315	
PV	357298	07/20/15	ALGOMA PUBLIC LIBRARY	lost & paid	3.95	16032 6315	
PV	357399	07/20/15	CARONE, MARIA	lost & paid	11.00	16032 6315	
PV	357400	07/20/15	MARTENS, RACHEL	media	30.00	16032 6315	
PV	357593	07/23/15	STEPHENSON PUBLIC LIBRARY	lost & paid	15.25	16032 6315	
PV	357600	07/23/15	XIONG VIDEO PALACE	media	230.00	16032 6315	
PV	357601	07/23/15	LAMON, KAYDEN	lost & paid	11.00	16032 6315	
PV	357606	07/24/15	KAUKAUNA PUBLIC LIBRARY	lost & paid	25.95	16032 6315	
PV	357671	07/29/15	MANGO LANGUAGES of CREATIVE EM	subscription renewal	4,941.79	16032 6315	
PV	357700	07/29/15	WOMEN MAGAZINE	subscription renewal	16.00	16032 6315	
16032					49,672.05		
					=====		
PU	794	07/16/15	AMAZON MKTPLACE PMTS	SUPPLIES	36.44	16033 6301	
PV	357034	07/08/15	CDW GOVERNMENT, INC.	toner	226.06	16033 6301	
PV	357186	07/15/15	CDW GOVERNMENT, INC.	cable	18.13	16033 6301	
PV	357192	07/15/15	DELL MARKETING L.P.	dell	161.49	16033 6301	
PU	767	07/16/15	DNH*GODADDY.COM	EQUIP REPAIR & MAINT	36.34	16033 6418	
PV	357217	07/15/15	MODERN BUSINESS MACHINES	copier	1,618.40	16033 6418	
PV	357358	07/20/15	RICOH USA, INC.	copier	215.28	16033 6418	
PV	357681	07/29/15	RICOH USA, INC.		297.42	16033 6418	
PV	357035	07/08/15	CDW GOVERNMENT, INC.	toner	94.20	16033 6815	
PV	357303	07/20/15	CDW GOVERNMENT, INC.	supplies	290.88	16033 6815	
16033					2,994.64		
					=====		
					78,072.98		
					=====		

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Seven Months Ending July 31, 20151
08/04/15
11:09:07

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year July Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,164,766	2,172,799	2,256,108	255,305	1,249,042	55.36
Part-Time		255,118	198,611	198,611	25,680	134,166	67.55
Fringes		696,424	726,555	726,555	86,102	417,367	57.44
Salaries & Fringe Benefits		3,116,308	3,097,965	3,181,274	367,087	1,800,575	56.60
Training & Conferences	6201	20,359	17,780	22,280	2,734	8,416	37.77
Parking Permits	6206	15,825	16,824	16,824	0	16,257	96.63
Memberships & Licenses	6303	2,218	1,900	1,900	0	2,563	134.89
Postage & Freight	6304	57	0	0	0	0	.00
Awards & Recognition	6305	645	810	810	0	771	95.19
Food & Provisions	6307	808	1,082	1,082	108	1,346	124.40
Administrative Expense		39,912	38,396	42,896	2,842	29,353	68.43
Office Supplies	6301	63,529	58,480	61,335	2,657	17,787	29.00
Building Maintenance/Janitor.	6306	7,910	7,200	7,200	187	6,591	91.54
Landscape Supplies	6308	13	50	50	0	25	50.00
Shop Supplies & Tools	6309	23	50	50	0	0	.00
Paint & Supplies	6311	19	100	100	0	67	67.00
Books & Library Materials	6315	605,686	561,345	602,295	47,920	331,529	55.04
Printing & Reproduction	6320	144	100	100	0	54	54.00
Safety Supplies	6323	92	100	100	0	18	18.00
Medical & Lab Supplies	6324	53	100	100	0	44	44.00
Miscellaneous Equipment	6327	33,025	57,000	57,000	0	537	.94
Supplies & Materials		710,494	684,525	728,330	50,764	356,652	48.97
Collection Services	6407	2,281	2,200	2,200	128	1,347	61.23
Advertising	6412	1,146	1,250	1,250	163	552	44.16
Other Contracts/Obligations	6599	62,423	65,279	65,279	0	65,478	100.30
Purchased Services		65,850	68,729	68,729	291	67,377	98.03
Electric	6413.1	105,271	110,250	110,250	10,567	61,398	55.69
Gas	6413.2	30,019	21,800	21,800	841	16,558	75.95
Water	6413.3	4,912	5,100	5,100	0	2,577	50.53
Waste Disposal/Collection	6413.4	2,047	2,200	2,200	0	1,077	48.95
Stormwater	6413.6	2,405	2,325	2,325	0	1,212	52.13
Telephone	6413.7	1,688	3,585	3,585	229	1,573	43.88
Cellular Telephone	6413.8	1,009	950	950	75	459	48.32
Utilities		147,351	146,210	146,210	11,712	84,854	58.04
Bldng Repair & Maintenance	6416	2,668	5,000	5,000	112	755	15.10
Equipmt Repair & Maintenance	6418	52,993	62,100	62,100	2,167	60,656	97.67
CBM Charges	6420	178,710	183,233	183,233	9,801	94,061	51.33
Repair & Maintenance		234,371	250,333	250,333	12,080	155,472	62.11
Software Acquisition	6815	12,751	8,250	8,250	385	7,857	95.24
Capital Expenditures		12,751	8,250	8,250	385	7,857	95.24
TOTAL EXPENSES		4,327,037	4,294,408	4,426,022	445,161	2,502,140	56.53
REVENUES							
Library Aids (County)		902,006	1,097,902	1,097,902	0	618,090	56.30
Library Fines		68,788	82,000	82,000	4,740	39,139	47.73
Space Rentals		30,000	30,000	30,000	0	20,000	66.67
Donations & Memorials		1,452	0	0	6	820	.00
Administration Reimbursements		83,736	0	69,580	0	69,680	100.14
Community Reimbursements & Reader/Prntr		4,878	300	300	37	236	78.67
Commissions (Vending)		5,748	1,500	1,500	117	934	62.27
Lost & Paid Materials		27,422	0	15,000	1,833	23,114	154.09
Network Reimbursements & Public Use Prtr		43,369	17,000	17,000	1,832	12,360	72.71

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Seven Months Ending July 31, 2015

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year July Actual	Current YTD Actual	Percent of Budget

TOTAL REVENUES	1,167,399	1,228,702	1,313,282	8,565	784,373	59.73
	=====	=====	=====	=====	=====	=====

2016 Proposed Budget for Library Board Approval

Account	2015 Administration (16010)	2016 Administration (16010)	2015 Children's (16021)	2016 Children's (16021)	2015 Public Services (16023)	2016 Public Services (16023)	2015 Community Partnerships (16024)	2016 Community Partnerships (16024)	2015 Operations (16031)	2016 Operations (16031)	2015 Materials Management (16032)	2016 Materials Management (16032)	2015 Network Services (16033)	2016 Network Services (16033)	2015 TOTAL	2016 TOTAL	% CHANGE
Personnel																	
6101/6107 Salaries	330,263.00	342,648.00	342,348.00	375,241.00	460,927.00	471,847.00	334,724.00	341,224.00	95,348.00	105,913.00	503,276.00	507,415.00	105,913.00	94,494.00	2,172,799.00	2,238,782.00	3.04%
6108 Part-time	10,373.00	10,422.00	30,605.00	30,605.00	82,349.00	86,349.00	4,197.00	4,389.00	5,773.00	5,952.00	65,314.00	66,274.00	0.00	0.00	198,611.00	203,991.00	2.71%
6150 Fringes	116,671.00	119,068.00	110,969.00	133,708.00	174,829.00	177,154.00	109,081.00	110,645.00	33,300.00	54,173.00	144,310.00	171,509.00	37,395.00	35,938.00	726,555.00	802,195.00	10.41%
Subtotal - Personnel	457,307.00	472,138.00	483,922.00	539,554.00	718,105.00	735,350.00	448,002.00	456,258.00	134,421.00	166,038.00	712,900.00	745,198.00	143,308.00	130,432.00	3,097,965.00	3,244,968.00	4.75%
Supplies and Services																	
6201 Training and Travel	4,055.00	4,055.00	3,570.00	3,570.00	1,835.00	1,835.00	3,570.00	3,570.00	200.00	200.00	2,550.00	2,550.00	2,000.00	2,000.00	17,780.00	17,780.00	0.00%
6206 Parking Permits	2,124.00	2,124.00	2,256.00	2,604.00	3,744.00	3,456.00	2,364.00	2,364.00	864.00	864.00	4,896.00	4,896.00	576.00	576.00	16,824.00	16,884.00	0.36%
6301 Supplies	4,500.00	4,500.00	2,730.00	2,730.00	3,950.00	3,950.00	2,250.00	2,250.00	0.00	0.00	37,400.00	37,400.00	7,650.00	7,650.00	58,480.00	58,480.00	0.00%
6303 Memberships	1,900.00	1,995.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,900.00	1,995.00	5.00%
6305 Awards and Recognition	810.00	850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	810.00	850.00	4.94%
6306 Janitorial	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,200.00	7,344.00	0.00	0.00	0.00	0.00	7,200.00	7,344.00	2.00%
6307 Food and Provisions	1,082.00	1,135.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,082.00	1,135.00	4.90%
6308 Landscaping	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
6309.2 Tools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
6311 Painting Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	0.00	0.00	0.00	0.00	100.00	100.00	0.00%
6315 Library Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	561,345.00	578,185.00	0.00	0.00	561,345.00	578,185.00	3.00%
6320.2 Printing	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	0.00%
6323 Safety Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	0.00	0.00	0.00	0.00	100.00	100.00	0.00%
6324 Medical Supplies	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	0.00%
6327 Misc. Equipment	0.00	0.00	250.00	250.00	500.00	500.00	0.00	0.00	250.00	250.00	0.00	0.00	56,000.00	66,000.00	57,000.00	67,000.00	17.54%
6407 Recycling	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,200.00	2,420.00	0.00	0.00	0.00	0.00	2,200.00	2,420.00	10.00%
6412 Advertising	1,250.00	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00	1,250.00	0.00%
6413.1-.8 Utilities (see breakdown)	4,535.00	3,770.00	0.00	0.00	0.00	0.00	0.00	0.00	141,675.00	143,969.00	0.00	0.00	0.00	0.00	146,210.00	147,739.00	1.05%
6416 Building Repair and Maint.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	0.00%
6418 Equipment Repair and Maint	500.00	500.00	0.00	0.00	3,200.00	3,250.00	0.00	0.00	400.00	400.00	0.00	0.00	58,000.00	59,900.00	62,100.00	64,050.00	3.14%
6420 Facilities Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	183,233.00	186,199.00	0.00	0.00	0.00	0.00	183,233.00	186,199.00	1.62%
6815 Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,250.00	8,250.00	8,250.00	8,250.00	0.00%
6599 Other Contracts	2,500.00	4,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	61,779.00	62,397.00	0.00	0.00	65,279.00	67,397.00	3.24%
Subtotal - Supplies and Services	23,456.00	24,379.00	9,806.00	10,154.00	13,229.00	12,991.00	8,184.00	8,184.00	341,322.00	346,946.00	667,970.00	685,428.00	132,476.00	144,376.00	1,196,443.00	1,232,458.00	3.01%
Total Library Expense	480,763.00	496,517.00	493,728.00	549,708.00	731,334.00	748,341.00	456,186.00	464,442.00	475,743.00	512,984.00	1,380,870.00	1,430,626.00	275,784.00	274,808.00	4,294,408.00	4,477,426.00	4.26%

Utilities Breakdown	2014	2015	2016	% change 15-16
16031.6413.1 Electric	105,000.00	110,250.00	98,538.00	-10.62%
16031.6413.2 Gas	21,000.00	21,800.00	35,479.00	62.75%
16031.6413.3 Water	5,500.00	5,100.00	5,154.00	1.06%
16031.6413.4 Sewer	2,200.00	2,200.00	2,155.00	-2.05%
16031.6413.6 Storm water	2,500.00	2,325.00	2,643.00	13.68%
16010.6413.7 Telephone	4,675.00	3,585.00	2,685.00	-25.10%
16010.6413.8 Cellphone	625.00	950.00	1,085.00	14.21%
Total - Utilities	141,500.00	146,210.00	147,739.00	1.05%

Revenue	2014	2015	2016	% Change 15-16
16010.4232 Library Grants and Aids (County Reimbursement)	902,006.00	1,097,902.00	1,095,759.00	-0.20%
16010.4801 Charges for Service (Fines and Fees)	85,000.00	82,000.00	79,000.00	-3.66%
16010.5015 Rental of City Property	30,000.00	30,000.00	30,000.00	0.00%
16010.5035 Other Reimbursements (Administration)	20,000.00	0.00	0.00	0.00%
16021.5035 Community Foundation Grant (Children's Services)	15,000.00	15,000.00	15,000.00	0.00%
16024.5035 Reader/Printer (Community Partnerships)	4,800.00	300.00	300.00	0.00%
16031.5001 Fees and Commissions (Vending)	1,300.00	1,500.00	1,500.00	0.00%
16033.5035 Internet Printing (Network Services)	42,056.00	17,000.00	17,000.00	0.00%
Total - Revenues	1,100,162.00	1,243,702.00	1,238,559.00	-0.41%

CITY OF APPLETON 2016 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Assistant Library Director: Tasha M. Saecker

CITY OF APPLETON 2016 BUDGET LIBRARY

MISSION STATEMENT

Learn, know, gather and grow in your center of community life.

DISCUSSION OF SIGNIFICANT 2015 EVENTS

Maintain high quality library services

Implemented 2015 Public User Survey achieving over 700 responses, the highest response rate in history of survey due to marketing via e-blasts, on library and city websites and social media.

The library had 524,918 visits in 2014.

In 2014 had 4,270 meeting room uses. This was a 3% increase over previous year.

*5,619 children and teens participated in 2014 summer library program. 2015 program was revamped to focus on learning. 2015 numbers pending (As of June 2015)

2014 program attendance was up 15% over previous year.

*On track to circulate approximately 1.2 million physical items in 2015. Self-checkout averages 77%.

Participating in joint planning process with the Outagamie Waupaca and Winnefox Library Systems.

Increase marketing and advocacy, fund development, technology for efficiency, staffing levels & training, library environment and neighborhood

Published online and in print quarterly "Fine Print" newsletter with information and articles about library services as well as bi-monthly "Classes and Events" publication consolidating all our programming into one publication.

*Marketing e-blasts go to approximately 9,000 e-mail addresses.

Friends of the Appleton Public Library hosted fundraiser dinner, completed two successful used book sales, two fundraising letter campaigns. Friends provided \$66,000 in grants directly from Friends funds and served as fiscal agent for grants awarded from outside funding agencies.

Hosted staff retreat in February 2015 focusing on the building project including the Director of Public Works, Mayor and the Madison Public Library Director. Hosted monthly staff trainings on continuing education and safety topics.

Participated in State-wide study utilizing lean practices for increased library system effectiveness.

Continued working with Washington Square group and security guard to improve neighborhood environment.

Implemented recommendations from CPTED (Crime Prevention Through Environmental Design) evaluation by APD.

Developed Active Threat procedures in conjunction with the APD.

Continue to explore facility needs and options

Worked with city departments on library site selection process.

*Participated in downtown parking analysis. Participation in mobility study pending site determination (as of June 2015).

Partially replaced staff workstations in workrooms replacing outdated furniture original to the 1981 facility.

Replaced oldest part of roof, front entry doors and children's moveable partition wall.

Continue cooperation with schools and other community organizations

Participated in programs with local educational institutions, businesses, non-profits and civic groups. The table of organization changes from 2011 have been successful. In 2011, we had 21 collaborations with educational institutions. In 2014 we had 108.

Secured grant funding from the United Way Fox Cities to hire a Physician Liaison.

Offered a continuum of programs for children of all ages, as well as their parents, collaborating with local educational and social service organizations.

Participated as a major sponsor, coordinator and event site for the Fox Cities Community Read and Book Festival.

APL had 943 attendees at our 19 programs.

Hosted Hmong American Day Celebration attended by 270 people honoring the anniversary of the Hmong migration to the United States.

*Collaborating with local organizations on a Celebration of Hispanic Heritage for fall 2015.

Utilize volunteers more effectively

In 2014 we had 7,408 volunteer hours. In the Materials Management section alone, volunteers accomplished \$30,896 worth of work calculated at a Library Page wage rate.

Increased coverage of our volunteer greeter station established in 2014. In 2014 this desk was covered 217 hours.

*As of May 2015 it has been covered 197 hours. This desk provides friendly welcome and provides simple assistance as patrons enter the building.

Continuously work to improve website and online service delivery

Expanded remote digital content by offering e-courses through Gale Courses, expanded titles available through Overdrive in conjunction with OWLSnet (e-books and audiobooks), Zinio (popular magazine online service) and IndieFlix (online streaming video service).

All data from APL building process was made available via apl150.org website and in house.

*E-book use is up 31% from previous year.

*APL's Facebook page has established over 3,600 followers.

CITY OF APPLETON 2016 BUDGET LIBRARY

MAJOR 2016 OBJECTIVES

Apply APL 150 strategies focusing on 21st century library service, serving as a community partner and participating in solving community problems utilizing the following strategic priorities and activities:

Hub of Learning and Literacy - We connect members of our community with opportunities for growth, self-instruction and inquiry. We recognize reading as the heart of the library's mission and also expand beyond it to offer our community additional ways to improve and develop.

Collaborative Environment - We celebrate our diverse community, serving as a place where understanding can grow. We work with many partners, allowing our entire community to benefit from shared knowledge and information.

The Future: Children and Teens - We provide youth in our community with programs and services that are age-appropriate, dynamic and inspiring. We ensure that children from all backgrounds find a supportive place at the library for their futures.

Creation and Innovation - We honor imagination, invention and inspiration. We implement spaces, collections and programs to encourage discovery, development and originality.

Diversion and Leisure - We embrace the important role of entertainment in the lives of our community members and its ability to enrich our lives. We maintain a collection that covers the breadth of changing interests, technologies and formats.

Specialized Services and Programs - We support and sustain learning for all ages. We address the varied needs within our community by offering targeted assistance and programs for different populations.

Engaged and Sustainable Organization - We maintain a knowledgeable and creative staff that represents and aids our community. We work closely with many organizations and partners to benefit those we serve.

Continue to plan for library facility needs including:

*Develop architectural designs and work cooperatively with property owners on site transition issues to create win-wins for library, property owners, downtown and the greater community.

Work with the Facilities Management Department to complete any building improvements required in 2016.

Refine alternative service models such as roving reference.

Ensure clean, safe, well-maintained and accessible facility with attention to library environment and neighborhood.

Work with Friends to implement capital campaign for private funding to support the building project.

Focus on playing a role in solving community problems and community engagement by:

Highlight the depth of resources within the local community and collaborate to find efficiencies. Collaborate with community experts in an ongoing effort to expand what we are able to offer our community members. In addition we are able to extend our reach into the community by offering our expertise to our community members. For ex., this is illustrated in outreach to FVTC eSeed, Chamber of Commerce Score Program, Fox Valley Senior Computers Users Group, AASD English Language Learners Book Clubs, Artist in Residence Programs.

Reach out to parents in the Hmong and Hispanic communities as well as finding ways to work with incoming refugees.

Collaborate with schools and other community organizations, including book festival and community read projects.

Serve as a location for civic engagement and public meetings.

Improve library identity and remote access to library resources including:

Continue to develop online "digital branch" offering increased access to digital content such as e-courses for lifelong learning. Clean up website to make it easier to navigate.

Continue to develop collection of e-book titles expanding access for local patrons within the statewide consortium.

In 15-16 we are working with OWLS to incorporate a discovery layer in the online catalog which will allow users to search not only physical library holdings but electronic content in one search.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget		% Change *
Unit	Title	2013	2014	Adopted 2015	Amended 2015	
Program Revenues		\$ 1,235,721	\$ 1,167,399	\$ 1,243,702	\$ 1,243,702	\$ 1,238,559 -0.41%
Program Expenses						
16010	Administration	447,998	470,304	480,763	492,229	496,517 3.28%
16021	Children's Services	440,795	505,915	493,728	527,252	549,708 11.34%
16023	Public Services	763,168	738,235	731,334	736,784	748,341 2.33%
16024	Community Partnerships	465,218	446,211	456,186	462,447	464,442 1.81%
16031	Building Operations	410,750	467,998	475,743	476,845	512,984 7.83%
16032	Materials Management	1,442,468	1,438,134	1,380,870	1,416,159	1,430,626 3.60%
16033	Network Services	261,022	260,239	275,784	277,053	274,808 -0.35%
TOTAL		\$ 4,231,419	\$ 4,327,036	\$ 4,294,408	\$ 4,388,769	\$ 4,477,426 4.26%
Expenses Comprised Of:						
Personnel		3,040,851	3,116,308	3,097,965	3,159,021	3,244,968 4.75%
Administrative Expense		105,990	111,351	104,076	111,431	106,994 2.80%
Supplies & Materials		628,530	639,054	618,845	644,795	637,065 2.94%
Purchased Services		62,635	65,850	68,729	68,729	69,817 1.58%
Utilities		144,397	147,351	146,210	146,210	147,739 1.05%
Repair & Maintenance		200,784	234,371	250,333	250,333	262,593 4.90%
Capital Expenditures		48,232	12,751	8,250	8,250	8,250 0.00%
Full Time Equivalent Staff:						
Personnel allocated to programs		44.50	44.50	46.00	46.50	46.50 1.09%

CITY OF APPLETON 2016 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM MISSION

To ensure delivery of library programs and services to patrons for the benefit of the community, Administration plans, organizes and develops resources, and facilitates effective and responsible staff efforts.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community" ; # 4: "Develop human resources to meet changing needs" and # 6: "Continuously improve the efficiency and effectiveness of City services".

Objectives:

Oversee and guide the library's long range plan throughout the daily operations of the library so staff understands their role in fulfilling the library's mission, vision and services utilizing APL's strategic priorities.

*Continue working on library facility plans. Develop architectural designs and work cooperatively with property owners on site transition issues to create win-wins for library, property owners, downtown and the greater community.

*Participate, as appropriate, in application of parking and mobility study recommendations.

Continue efforts to provide citizen engagement and transparency in our building and strategic processes through public meetings, facilitated discussions, the APL150 website as well as through social media efforts.

Continue to communicate the role of libraries in 21st century society.

Work with Washington Square collaboration to increase coverage and communicate needs to neighbors and stakeholders with security guard collaboration.

Support the strategic plan of the Friends of Appleton Public Library. Work with Friends to implement a capital campaign for private funding to support the building project.

Ensure library operations continue to be of high quality and do not suffer during facility planning and any transitions.

Major changes in Revenue, Expenditures, or Programs:

Funding request includes an increase for the Washington Square collaboration for a security guard. In 2015 the presence of this unarmed security guard has prevented and identified criminal behavior within the neighborhood serving as a liaison between the Washington Square stakeholders and police.

*Major change pending Council decisions regarding site selection

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Library activities, programs and services are responsive to community needs					
% of surveyed patrons who rate the library as responsive or very responsive	98%	98%	98%	97%	97%
Strategic Outcomes					
A better educated community					
Collaborations with educational institutions	106	108	110	110	110
Work Process Outputs					
Grant funds awarded	\$ 95,999	\$ 92,753	\$ 85,000	\$ 130,000	\$ 130,000
State-level meetings attended	27	36	30	30	30
Surveys conducted	1	1	1	1	1
Hours worked by library volunteers	6,205	7,408	7,000	7,000	8,000
Annual door count	556,874	524,918	550,000	506,900	510,000

CITY OF APPLETON 2016 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
4224 Misc State Aids	\$ 30,999	\$ -	\$ -	\$ -	\$ -
4232 Library Grants & Aids	931,148	902,006	1,097,902	1,097,902	1,095,759
4801 Charges for Serv.- Nontax	77,900	68,788	82,000	82,000	79,000
5015 Rental of City Property	29,712	30,000	30,000	30,000	30,000
5020 Donations & Memorials	40,983	1,452	-	-	-
5035 Other Reimbursements	48,137	83,736	-	-	-
Total Revenue	\$ 1,158,879	\$ 1,085,982	\$ 1,209,902	\$ 1,209,902	\$ 1,204,759
Expenses					
6101 Regular Salaries	\$ 311,114	\$ 331,337	\$ 330,263	\$ 338,229	\$ 342,648
6105 Overtime	383	551	-	-	-
6108 Part-Time	10,450	6,495	10,373	10,373	10,422
6150 Fringes	105,739	109,684	116,671	116,671	119,068
6201 Training\Conferences	5,895	6,412	4,055	7,555	4,055
6206 Parking Permits	1,716	2,084	2,124	2,124	2,124
6301 Office Supplies	4,210	3,453	4,500	4,500	4,500
6303 Memberships & Licenses	1,474	2,218	1,900	1,900	1,995
6304 Postage & Freight	-	57	-	-	-
6305 Awards & Recognition	744	645	810	810	850
6307 Food & Provisions	1,073	808	1,082	1,082	1,135
6320 Printing & Reproduction	14	-	100	100	100
6324 Medical\Lab Supplies	90	53	100	100	100
6412 Advertising	553	1,146	1,250	1,250	1,250
6413 Utilities	4,112	2,697	4,535	4,535	3,770
6418 Equip Repairs & Maint	431	164	500	500	500
6599 Other Contracts/Obligations	-	2,500	2,500	2,500	4,000
Total Expense	\$ 447,998	\$ 470,304	\$ 480,763	\$ 492,229	\$ 496,517

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2016 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM MISSION

In collaboration with the community, we educate, inspire, engage, motivate and provide access to resources for all children.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community"; # 6: "Continuously improve the efficiency and effectiveness of City services".

Objectives:

The cultivation of quality children's materials collections is managed through careful selection and maintenance practices to support both education and recreation. Quality customer service is provided to include reference, readers' advisory and directional assistance with attention to the patrons' journey through their library experience.

As a hub of learning and literacy, Children's Services develops and provides quality programs for more than 30,000 children and caregivers each year. Programs include school fieldtrips and other types of group visits, age-appropriate programs for children birth to age 12, a specialized program for children with sensory challenges, specialized programs and services to minority and low income families, as well as seasonal and year-round reading incentive programs for all ages.

As part of our efforts to provide an engaged and sustainable center for the community, we applied for and received two major grants for Appleton Ready to Read (ARTR) and the regional implantation of Reach Out and Read (ROR).

ARTR outreach specialists work directly with Hmong and Hispanic families and coordinate with AASD Birth to 5 Programs, Outagamie County Birth to 3 Early Intervention, Fox Valley Literacy Council and Head Start by using a formal referral system to link families with needed resources. Our outreach specialists provide in-home visits to families and build towards full use of the library and its services. The library strives to remove barriers to their library use from speaking to families in their preferred language to identifying learning issues early in children who may have otherwise not been identified until they started kindergarten. The library also partnered with Pfefferle Management and Lake Shore Cleaners to provide these families with free parking when they attend programs at the library.

APL has become the lead agency for local expansion of ROR, a physician initiative to encourage family reading and assess pre-literacy skill development at well child visits. We work with local medical clinics and regional libraries to bridge communication between agencies and promote library programs.

In the summer of 2015, the library will be partnering with the USDA to provide a free lunch program on Wednesdays, which is the same day that children and teens can ride the bus to the library for free using their library card. We hope that this strengthens our service to families in need and shows them how welcome they are to attend programs and our services.

Major changes in Revenue, Expenditures, or Programs:

In 2015 we received a \$15,000 grant continuation for ARTR from the Community Foundation of the Fox Cities. We also received over \$7,000 in a grant from Thrivent Financial. As a result of both of these grants, a total of \$22,000 was added to our revenue line for the salary of our half-time Hispanic Family Outreach Specialist.

In 2015 we also received a \$50,000 grant for ROR from United Way Fox Cities. This grant funded the addition of a half-time position. From the grant, \$21,000 was added to our revenue line for the salary for our half-time Library Physician Liaison.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Children have access to a wide range of quality programs					
Attendance at children's programs	30,059	33,135	35,000	32,000	35,000
Computer workstation sessions	42,664	30,045	42,000	26,000	30,000
Strategic Outcomes					
Children discover joy of reading & develop love of learning					
Summer Library program participants	4,184	4,666	4,500	4,700	4,700
Work Process Outputs					
Reference transactions	20,538	23,450	24,000	23,900	24,000
Number of children's programs	894	997	900	1,000	1,000
Avg. number of attendance per program	34	33	38	30	35

CITY OF APPLETON 2016 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5035 Other Reimbursements	-	-	15,000	15,000	15,000
Total Revenue	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000
Expenses					
6101 Regular Salaries	\$ 298,992	\$ 338,023	\$ 342,348	\$ 372,017	\$ 375,241
6108 Part-Time	47,619	38,132	30,605	30,605	30,605
6150 Fringes	83,906	111,102	110,969	110,969	133,708
6201 Training\Conferences	4,068	7,928	3,570	4,570	3,570
6206 Parking Permits	1,836	2,230	2,256	2,256	2,604
6301 Office Supplies	3,520	7,568	2,730	5,585	2,730
6320 Printing & Reproduction	26	127	-	-	-
6327 Miscellaneous Equipment	-	-	250	250	250
6599 Other Contracts/Obligations	828	805	1,000	1,000	1,000
Total Expense	\$ 440,795	\$ 505,915	\$ 493,728	\$ 527,252	\$ 549,708

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2016 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM MISSION

Public Services is at the front-line, providing excellent customer service by helping the community use library resources.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 6: "Continuously improve the efficiency and effectiveness of City services".

Objectives:

Work with patrons in support of the strategies of Hub of Learning and Literacy and Diversion and Leisure. We work with other system libraries and state libraries in a collaborative environment. The Section embraces new technologies and best library practices to continue to be an engaged and sustainable organization.

Respond to reference, readers' advisory, technological and directional questions in person, via phone, email, and online social media and work to create consistent customer service levels at all service desks in the library. In 2015 service desk staff worked to become more responsive to customer needs by flexing which desk they assist patrons from. Each year we provide quality service to the over 550,000 people.

Register new patrons and maintains a database of over 90,000 users. We process holds in conjunction with the Materials Management section : approx. 300,000 items each year. We send out overdue, billing and reserve notices and manage the collection process for long overdue items.

Promote and train the public on the use of the self-check machines by patrons at an average of 77% of library materials check out via self-check each month. Prepare and maintain displays of new and/or popular materials.

In 2015 and 2016 we are working with Materials Management and OWLS to incorporate a discovery layer in the online catalog. A discovery layer is the next generation library catalog which will allow users to search not only physical library holdings but electronic content in one search.

Oversee the inter-library loan (ILL) process. In 2015 we participated in a LEAN process to improve efficiencies in ILL. The ILL service supports the Library's Strategy of Specialized Services and Programs, Collaborative Environment by working with libraries throughout the state and country, and assists patrons with Hub of Learning and Literacy and Diversion and Leisure and will be implementing and refining the process in 2016.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Convenient and fast access to accurate information					
Reference questions answered	87,140	80,772	85,000	81,000	81,000
E-mail requests for information	2,298	2,296	3,000	2,550	2,600
Strategic Outcomes					
Members of the Appleton community who will use the library and encourage others to do so					
Number of registered patrons	95,039	95,392	96,000	94,000	94,000
Interloans obtained for patrons	180,671	145,601	175,000	125,000	130,000
Work Process Outputs					
Adult materials circulation	838,130	756,439	800,000	700,000	700,000
Children's materials circulation	537,007	517,697	540,000	460,000	460,000
Reserves filled for APL patrons	151,157	165,137	180,000	167,409	170,000

CITY OF APPLETON 2016 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Expenses					
6101 Regular Salaries	\$ 435,587	\$ 455,525	\$ 460,927	\$ 466,377	\$ 471,847
6105 Overtime	-	99	-	-	-
6108 Part-Time	118,105	109,624	82,349	82,349	86,349
6150 Fringes	155,495	163,914	174,829	174,829	177,154
6201 Training\Conferences	1,807	1,290	1,835	1,835	1,835
6206 Parking Permits	3,588	3,168	3,744	3,744	3,456
6301 Office Supplies	3,371	3,021	3,950	3,950	3,950
6327 Miscellaneous Equipment	-	-	500	500	500
6418 Equip Repairs & Maint	5,721	1,594	3,200	3,200	3,250
6804 Machinery & Equipment	39,494	-	-	-	-
Total Expense	<u>\$ 763,168</u>	<u>\$ 738,235</u>	<u>\$ 731,334</u>	<u>\$ 736,784</u>	<u>\$ 748,341</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2016 BUDGET

LIBRARY

Community Partnerships

Business Unit 16024

PROGRAM MISSION

Community Partnerships: Engage, Educate, Entertain, Elevate.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community"; # 6: "Continuously improve the efficiency and effectiveness of City services".

Objectives:

Community Partnerships advances the library's role as a hub of learning and literacy by connecting members of the Appleton community with opportunities for growth, self-instruction, and inquiry in the library and throughout the Appleton area. We provide diversion and leisure opportunities for community members by maintaining a broad range of materials and programs. In the upcoming year, adults will continue their engagement with the library through year-round library programming and an interactive adult summer library program. Community members of all ages and partner organizations will continue to have access to local history materials, services, and programs at the library and via the library website.

Community Partnerships helps build Appleton's future, by collaborating with partner agencies and providing distinct teen services and programs. Since March 2014, young adult program attendance has increased by 793% as a result of strategic outreach and dynamic programming. In 2016, teens will continue their engagement with the library through meaningful year-round programming and an interactive teen summer library program.

Community Partnerships supports a collaborative environment by fostering partnerships and celebrating our diverse community. We foster lifelong learning opportunities through specialized services and programs. This year, library services and programs will be enhanced via staff maintenance and development of collaborative services, collection offerings, and programs specific to diverse cultural groups in our community.

Community Partnerships facilitates creation and innovation through the presentation of spaces, collections, and programs. This upcoming year, community members and organizations will utilize our up-to-date hardware and software via our digital creation lab. APL will remain on the forefront of information technology awareness and offerings. The Appleton community will have efficient access to the library's traditional and digital collection through the library's websites and social media sites.

Community Partnerships maintains an engaged and sustainable organization through programs, partnerships, and services that support and reflect our diverse community. This year, APL will develop a plan to incorporate Fox Cities Online (FOCOL) more fully into Library services, while observing the agreement made with the former FOCOL board upon dissolution of FOCOL, Inc. Our staff will be embedded in the community through service on local boards and participation in various organizations. This will increase collaboration with community experts to build shared capacity to serve the growing Appleton community.

Major changes in Revenue, Expenditures, or Programs:

No changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
Members of the Appleton community find high quality programs at the library					
% of attendees evaluating programs "good" to "excellent" (survey done on even years)					
Adult programs	98%	99%	98%	98%	98%
Young adult programs	100%	100%	98%	98%	99%
Strategic Outcomes					
Members of the Appleton community engage with the library as a hub of learning and literacy					
Young adult program attendance	5,499	8,794	7,000	12,000	10,000
Adult program attendance	6,753	6,709	6,000	5,800	6,000
Work Process Outputs					
Web page "hits" (page accesses)	1,200,492	1,173,889	1,250,000	1,191,843	1,200,000
Number of locally produced databases or digital collections available via web	10	10	10	10	10

CITY OF APPLETON 2016 BUDGET

LIBRARY

Community Partnerships

Business Unit 16024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5035 Other Reimbursements	\$ 5,096	\$ 4,878	\$ 300	\$ 300	\$ 300
Total Revenue	<u>\$ 5,096</u>	<u>\$ 4,878</u>	<u>\$ 300</u>	<u>\$ 300</u>	<u>\$ 300</u>
Expenses					
6101 Regular Salaries	\$ 336,188	\$ 329,276	\$ 334,724	\$ 340,985	\$ 341,224
6108 Part-Time	5,870	4,527	4,197	4,197	4,389
6150 Fringes	117,147	103,045	109,081	109,081	110,645
6201 Training\Conferences	2,290	2,709	3,570	3,570	3,570
6206 Parking Permits	1,400	2,076	2,364	2,364	2,364
6301 Office Supplies	2,323	4,561	2,250	2,250	2,250
6320 Printing & Reproduction	-	17	-	-	-
Total Expense	<u>\$ 465,218</u>	<u>\$ 446,211</u>	<u>\$ 456,186</u>	<u>\$ 462,447</u>	<u>\$ 464,442</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2016 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM MISSION

Support the community and the library's role as a hub of learning and literacy by maintaining a welcoming environment that promotes and contributes to lifelong learning.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 5: "Encourage sustainability" ; and Key Strategy # 6: "Continuously improve the efficiency and effectiveness of City services".

Objectives:

Building Operations maintains safety and security within the library through monitoring, conflict resolution and policy and procedure enforcement in collaboration with other city departments.

Ensure the needs of library meeting room users are met by conducting meeting room set-ups and providing on-site assistance for staff programs and community groups that totaled 4,270 uses in 2014. This was a 3% increase over previous year and is on track to increase an additional 3% in 2015. With the library's role in supporting children, teens, specialized services and programs and creating and innovation, we anticipate this trend will continue into the foreseeable future.

Proactively meet the needs of the community through quality customer service and by effectively incorporating sustainable and cost-effective practices in our day to day operations.

Facilitate the work done in the library by PRFMD by performing basic facility and equipment maintenance and cleaning and informing them of building needs and concerns. We will work with the cleaning service to ensure the library facility is being cleaned according to the service contract.

Continue the replacement of desks and workstations in various staff areas of the library to replace furniture that is original to the 1981 library facility with furnishings designed to work with modern technology. The furniture selected will be able to move to any future facility.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
The public enjoys a safe and clean facility					
% of patrons satisfied with public meeting rooms (surveyed on even years)	97%	97%	95%	98%	95%
% of patrons satisfied with cleanliness of library (surveyed on even years)	95%	95%	95%	94%	95%
% of patrons satisfied with safety in the library (surveyed on even years)	94%	94%	95%	90%	95%
Strategic Outcomes					
The community increasingly uses opportunities for meetings, programs and discussions					
# of meetings and programs	4,183	4,270	4,400	4,400	4,400
Work Process Outputs					
# of satisfactory monthly inspections completed	12	12	12	12	12
# of educational programs, training opportunities and meetings completed	9	21	20	20	20

CITY OF APPLETON 2016 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5001 Fees & Commissions	\$ 1,575	\$ 5,748	\$ 1,500	\$ 1,500	\$ 1,500
Total Revenue	<u>\$ 1,575</u>	<u>\$ 5,748</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>
Expenses					
6101 Regular Salaries	\$ 89,853	\$ 96,101	\$ 95,348	\$ 96,450	\$ 105,913
6105 Overtime	-	34	-	-	-
6108 Part-Time	1,362	2,029	5,773	5,773	5,952
6150 Fringes	31,877	31,815	33,300	33,300	54,173
6201 Training\Conferences	103	70	200	200	200
6206 Parking Permits	828	864	864	864	864
6301 Office Supplies	320	51	-	-	-
6306 Building Maint./Janitorial	6,979	7,910	7,200	7,200	7,344
6308 Landscape Supplies	88	13	50	50	50
6309 Shop Supplies & Tools	106	23	50	50	50
6311 Paint & Supplies	46	18	100	100	100
6323 Safety Supplies	86	92	100	100	100
6327 Miscellaneous Equipment	245	483	250	250	250
6407 Collection Services	2,721	2,281	2,200	2,200	2,420
6413 Utilities	140,285	144,654	141,675	141,675	143,969
6416 Build Repairs & Maint.	3,936	2,668	5,000	5,000	5,000
6418 Equip Repairs & Maint	433	182	400	400	400
6420 Facilities charges	131,482	178,710	183,233	183,233	186,199
Total Expense	<u>\$ 410,750</u>	<u>\$ 467,998</u>	<u>\$ 475,743</u>	<u>\$ 476,845</u>	<u>\$ 512,984</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2016 BUDGET

LIBRARY

Materials Management

Business Unit 16032

PROGRAM MISSION

To develop, organize, and maintain well-rounded collections. Collections are built in anticipation of and response to Appleton residents' informational, educational & recreational needs.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 6: "Continuously improve the efficiency and effectiveness of City services".

Objectives:

Materials Management creates entries and database records for approximately 30,000 new titles in the online catalog. We process 39,000 items annually, including labels, RFID tags and jacket protectors. We receive 1,100 newspapers, periodicals and standing order subscriptions and process over 5,000 magazine issues for circulation and storage.

Work with Public Services on hold processes (both retrieving in-house holds for APL patrons and other system libraries, and receiving holds from other system libraries for checkout - approx. 300,000 items total).

Collect and route approximately 160,000 items to fill reserves at other OWLSnet libraries. We accurately check-in, sort and reshel materials returned using the automated materials handling system.

In 2015 we implemented a new technology to create efficiency in our ordering processes, reducing the time spent by staff in placing orders as well as a new bibliographic utility that will simplify the creation of catalog entries for new items in the collection. Both changes will result in us getting materials into patrons' hands faster.

Transition professional staff to higher level collection management duties. We expanded the roles of para-professional staff to take on more selection responsibilities. We continue to develop a methodology to increase community involvement in development of specialized collections.

Continue to evaluate new electronic collection offerings/services/platforms such as online courses, e-publications of popular magazines, streaming downloads of films, e-books and e-audio books and e-language learning.

In 2015 and 2016 we are working with Public Services and OWLS to incorporate a discovery layer in the online catalog. A discovery layer is the next generation library catalog which will allow users to search not only physical library holdings but electronic content in one search.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
People can obtain the materials they need quickly					
% of holds filled within 1 week					
of being placed	51%	54%	51%	55%	58%
Improved efficiencies in delivering service					
Number of volunteer hours					
in Materials Management	3,761	3,601	4,100	3,800	3,800
Strategic Outcomes					
People have reading, viewing and listening materials that stimulate their thinking, enhance their knowledge of the world, and improve the quality of their leisure time					
# of unique titles owned at end of year	276,609	281,743	300,000	290,000	300,000
Work Process Outputs					
# of volumes processed	35,152	36,295	35,000	36,000	36,000
# of volumes weeded	41,772	33,554	25,000	25,000	25,000

CITY OF APPLETON 2016 BUDGET

LIBRARY

Materials Management

Business Unit 16032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5035 Other Reimbursements	\$ 27,207	\$ 27,422	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 27,207</u>	<u>\$ 27,422</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 491,553	\$ 494,174	\$ 503,276	\$ 512,615	\$ 507,415
6108 Part-Time	116,086	94,311	65,314	65,314	66,274
6150 Fringes	146,089	139,666	144,310	144,310	171,509
6201 Training\Conferences	2,992	1,949	2,550	2,550	2,550
6206 Parking Permits	4,232	4,828	4,896	4,896	4,896
6301 Office Supplies	38,565	33,821	37,400	37,400	37,400
6315 Books & Library Materials	579,093	605,914	561,345	587,295	578,185
6327 Miscellaneous Equipment	5,325	4,353	-	-	-
6599 Other Contracts/Obligations	58,533	59,118	61,779	61,779	62,397
Total Expense	<u>\$ 1,442,468</u>	<u>\$ 1,438,134</u>	<u>\$ 1,380,870</u>	<u>\$ 1,416,159</u>	<u>\$ 1,430,626</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Office Supplies

General office supplies	\$ 3,749
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	18,695
RFID supplies	14,956
	<u>\$ 37,400</u>

Books & Library Materials

Children's materials	\$ 137,335
Adult materials	412,005
Digital Content Consortia	28,845
	<u>\$ 578,185</u>

Other Contracts/Obligations

OWLSnet contract	\$ 62,397
	<u>\$ 62,397</u>

CITY OF APPLETON 2016 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM MISSION

Providing high-quality technology, in the most cost-effective manner, to best serve our community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community" and # 6: "Continuously improve the efficiency and effectiveness of City services".

Objectives:

Replace 20% of staff and public computers annually to maintain reasonable levels of usability and maintain and update the network servers and software to insure responsiveness to patron and staff needs.

Maintain and upgrade online public access catalogs, public workstations, AV equipment, digital signage, RFID and AMH equipment. We filter and protect public connections to keep library and public technology reasonably safe.

Provide network and software support for the video security system. We maintain reliable data communication between the library's and OWLS' networks.

Assist staff in technical aspects of providing electronic services to the public and support staff computer users. We seek out and evaluate technologies that can be used to provide increased efficiencies for staff and operations.

Partner with OWLS to reduce costs and increase efficiencies when providing services to both the public and staff.

Work with Community Partnerships to develop FOCOL, which was transitioned from a database owned by a 501(c)(3) to a library-owned local search engine.

Major changes in Revenue, Expenditures, or Programs:

Wireless Upgrade: \$10,000. Our current configuration is out of warranty. The model of access point we use has been discontinued and would be difficult to find replacements for if we stay with our current setup. We have out grown our current solution which is fantastic, but does require us to move to a solution that best fits the growing needs of patrons and staff.

PERFORMANCE INDICATORS

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Projected 2015</u>	<u>Target 2016</u>
Client Benefits/Impacts					
People will have reliable access to up-to-date technology					
% surveyed who have used the library website (survey done on even years)	85%	85%	90%	85%	85%
Strategic Outcomes					
Hours of public internet computer use	59,262	53,830	55,000	53,000	53,000
Sessions on public computers	82,298	75,812	82,000	74,250	75,000
Community enjoys a high level of access to electronic information resources					
# of referrals to InfoSoup online catalog	214,976	219,734	250,000	245,562	248,000
Database sessions	321,672	295,222	290,000	279,441	280,000
Work Process Outputs					
PC workstations & other devices installed	27	40	25	42	20

CITY OF APPLETON 2016 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2013	2014	Adopted 2015	Amended 2015	2016
Revenues					
5035 Other Reimbursements	\$ 42,964	\$ 43,369	\$ 17,000	\$ 17,000	\$ 17,000
Total Revenue	<u>\$ 42,964</u>	<u>\$ 43,369</u>	<u>\$ 17,000</u>	<u>\$ 17,000</u>	<u>\$ 17,000</u>
Expenses					
6101 Regular Salaries	\$ 103,686	\$ 119,646	\$ 105,913	\$ 107,182	\$ 94,494
6105 Overtime	229	-	-	-	-
6150 Fringes	33,521	37,198	37,395	37,395	35,938
6201 Training/Conferences	383	-	2,000	2,000	2,000
6206 Parking Permits	704	576	576	576	576
6301 Office Supplies	11,570	11,054	7,650	7,650	7,650
6315 Books & Library Materials	-	(228)	-	-	-
6327 Miscellaneous Equipment	43,411	28,189	56,000	56,000	66,000
6418 Equip Repairs & Maint	58,780	51,053	58,000	58,000	59,900
6815 Software Acquisition	8,738	12,751	8,250	8,250	8,250
Total Expense	<u>\$ 261,022</u>	<u>\$ 260,239</u>	<u>\$ 275,784</u>	<u>\$ 277,053</u>	<u>\$ 274,808</u>

DETAILED SUMMARY OF 2016 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Workstation replacements	\$ 56,000
Network hardware, wiring, etc.	10,000
	<u>\$ 66,000</u>

Equipment Repairs and Maintenance

Public photocopier lease and fees	\$ 6,438
Software license for print management	1,422
Service contracts for automated material handling equipment	25,000
Service contracts for self checks	10,647
Service contract for security gates	1,958
Service contracts for miscellaneous equipment	14,435
	<u>\$ 59,900</u>

CITY OF APPLETON POLICY	TITLE: FMLA (Family Medical Leave Act)	
ISSUE DATE: (Day after Council)	LAST UPDATE: February 25, 2003 September 23, 2004 (pg. 5) August 30, 2006 (pg. 2) April 2008 (reference to Military Family Leave) October 2009 August 2010 October 2013 <u>August 2015</u>	SECTION: HR
POLICY SOURCE: Human Resources Department	AUDIENCE: All City Employees	TOTAL PAGES: 10
Reviewed by Attorney's Office <u>Legal Services</u> Date: February 1999 May 2008 <u>July 2015</u>	Committee Approval Date: March 25, 1999 June 25, 2008	Council Approval Date: April 7, 1999 July 2, 2008

I. PURPOSE

To outline the conditions that permit an employee to request time off for a period as prescribed by law with no loss of benefits or accumulated service if the employee returns to work. This policy will also serve to document employee rights and responsibilities.

II. POLICY

It is the policy of the City of Appleton to comply with all applicable State and Federal laws concerning military family leave, family, medical or caretaking leave.

This policy applies only to leave designated under State or Federal law. Leave designated under this policy may overlap or duplicate leave available under collective bargaining agreements or other personnel policies. Sick leave, vacation and leave of absence provisions under any collective bargaining agreements remain in effect.

Leave provided by the City which is taken for the same reasons as leave covered by the FMLA is not in addition to leave provided under the FMLA. If leave qualifies for family or medical leave under either or both the Federal and State laws, the leave used counts against the employee's entitlement under both State and Federal FMLA concurrently. Leave covered by the FMLA will be deducted from the entitlement under the FMLA.

Both State and Federal Family and Medical Leave entitlement will be counted based on a calendar year (January-December).

In order for employees to be eligible for leave under the Federal Family Medical Leave provisions, they must have been employed by the City for at least 12 months (whether consecutive or not) and must have worked for at least 1250 hours during the 12 month period immediately preceding the commencement of the requested leave. (Periods of employment preceding a 7-year break in service shall not count toward the 12 months.

- a. Any absence from work due to military service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA) must be counted toward the employee's 12 month employment period when determining FLMA eligibility.
- b. Time spent on paid or unpaid leave does not count in determining the 1,250 hour eligibility.

In order for employees to be eligible for leave under the Wisconsin Family Medical Leave provisions, they must have been employed by the City for at least 52 consecutive weeks, and must have been paid for at least 1000 hours during the preceding 52-week period. If an employee is maintained on the payroll for any part of the week, the week counts as a week of employment.

Wisconsin law allows employees:

1. Up to 6 weeks of family leave for the birth or adoption of a child. This leave must commence within 16 weeks of the birth or adoption of a child. If nonconsecutive leave is taken, the last increment of the nonconsecutive leave must commence no later than 16 weeks after the birth or adoption date.
2. Up to 2 weeks of family leave to care for a child, legal ward, spouse, domestic partner or parent (including parent-in-laws and parents of a domestic partner) suffering from a serious health condition.
3. Up to 2 weeks of medical leave for an employee to care for his/her own serious health condition which renders him/her unable to perform the essential functions of the job.

Federal law allows employees a total of 12 weeks for:

1. Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care.
2. Family leave to care for a child, legal ward, spouse, parent, or covered servicemember suffering from a serious health condition.
3. Medical leave for an employee to care for their own serious health condition which renders them unable to perform the essential functions of the job.
4. Exigency leave due to a spouse, child or parent who is on active military duty, or has been notified of an impending call to active duty status in the National Guard or Reserves, in support of a contingency operation. Also included are

servicemembers in the regular armed forces who are on active duty in a foreign country or are called to active duty in a foreign country.

- a. Eligible employees may take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty.
- b. The amount of time an eligible employee may take for Rest and Recuperation qualifying exigency leave is expanded to a maximum of 15 calendar days.

Federal law also allows employees a total of 26 weeks of leave in a single 12-month period for:

1. Caring for a spouse, son, daughter, parent or next of kin who is a covered servicemember/veteran recovering from a serious illness or injury sustained in the line of duty.
 - a. A covered veteran is defined as an individual who was discharged or released at any time during the five (5) year period prior to the first date the eligible employee takes FMLA to care for the covered veteran. A dishonorable discharge disqualifies the veteran from coverage.

III. DISCUSSION

This policy provides an introduction to the rights and provisions of the family and medical leave laws. Specific questions an employee may have about this law should be directed to the City Human Resources Department.

IV. DEFINITIONS

- A. **FMLA:** Family and Medical Leave Act
- B. **Parent:** The biological parent of the employee, or an individual who stands or stood in loco parentis.
- C. **Son/Daughter (Federal FMLA definition):** A biological, adopted or foster child, a stepchild, a legal ward who is either under 18 years of age, or a child 18 years of age or older and incapable of self-care because of a physical or mental disability as defined by the Americans with Disabilities Act. (For the purposes of exigency and military leave a son/daughter is simply defined as a biological, adopted, foster child, or stepchild, without reference to age)
- D. **Son/daughter (State FMLA definition):** A biological, adopted or foster child, a step child, or legal ward.
- E. **In Loco Parentis:** An individual who stands in place of the parent, this may include day-to-day responsibilities to care for and/or financial support of a child. A biological or legal relationship is not necessary.
- F. **Domestic Partners:** ~~(State FMLA definition)~~
Registered same-sex domestic partners must meet the following requirements:
 - a. Be at least 18 years old and competent to consent to the relationship

- b. Not married or in a domestic partnership with anyone else
- c. Reside together
- d. Not related closer than second cousins
- e. Be members of the same-sex
- f. Have registered their domestic partnership with the Register of Deeds in the county in which they reside

Unregistered same or opposite sex domestic partners must meet the following requirements:

- a. Be at least 18 years old and competent to enter into a contract
- b. Not married or in a domestic partnership with anyone else
- c. Reside together
- d. Not related in a way that would prohibit marriage under Wisconsin law
- e. Consider themselves members of each other's immediate family
- f. Agree to be responsible for each other's living expenses

G. Spouse: A husband ~~or or~~ wife ~~or domestic partner, as defined or recognized under Wisconsin law for purposes of marriage.~~

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G. Injured Servicemember: A member of the Armed Forces, National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

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I. Qualifying exigencies: Include one or more of the following:

- a. Short notice deployment
- b. Military events and related activities
- c. Childcare and school activities
- d. Financial and legal arrangements
- e. Counseling
- f. Rest and recuperation
- g. Post-deployment activities and/or
- h. Such additional activities agreed to in advance by the Employer.

There are limits on the amount of leave available for a particular qualifying exigency and such limits may be less than 12 weeks.

J. Next of Kin: The nearest blood relative of the servicemember in the following order of priority: Blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative.

K. Active Duty: Under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of Title 10, United States Code. Section 101(a)(13)(B) of Title 10 cover a broad array of military assignments during a war or national emergency.

L. Contingency Operation: Any military operation or hostilities against an enemy of the United States or a broad array of military assignments during a war or national emergency, as designated by the U.S. Secretary of Defense.

- M. **Outpatient Status:** The status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
- N. **Temporary Disability Retired List:** Members of the Armed Forces who are not fit for duty but that may become fit for duty at a later time are placed on this list. This is not a permanent classification, rather the status of each person is reviewed periodically.
- O. **Serious Health Condition:** Under **Wisconsin** FMLA, a serious health condition is defined as a disabling physical or mental illness, injury or impairment involving:
- a. Inpatient care in hospital, nursing home or hospice; or
 - b. Outpatient care with continuing treatment or supervision by a health care provider.

Serious Health Condition: Under **Federal** FMLA, a serious health condition is defined as physical or mental illness, injury or impairment that involves:

- a. Inpatient care in a hospital, hospice or residential medical care facility; or
- b. Continuing treatment by a health care provider which includes:
 - i. A period of incapacity of more than three (3) full consecutive calendar days, and any subsequent treatment or period of incapacity that involves:
 - (A) treatment two or more times by a health care provider the first visit within 7 days, second visit within 30 days of the first day of incapacity, unless extenuating circumstances exist.
 - (B) treatment by a health care provider on at least one occasion within 7 days of the first day of incapacity that results in a regimen of continuing treatment (i.e., prescription medication or other treatment) which is under the supervision of a health care provider.
 - ii. Incapacity due to pregnancy or prenatal care.
 - iii. Incapacity or treatment for such incapacity due to chronic serious health condition. A chronic serious health condition is one which requires periodic visits, continues over an extended period of time and may cause episodes of incapacity. "Periodic" is defined as at least two (2) visits per year.
 - iv. Incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
 - v. Any period of absence to receive multiple treatments (including any

period of recovery) by a health care provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment.

- P. **Serious Injury or Illness for a Covered Veteran:** An injury or illness that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran, and is:
- a. A continuation of a serious injury or illness that as incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank or rating; OR
 - b. A physical or mental condition for which a covered veteran has received a VA Service Related Disability Rating (VASRD) or 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; OR
 - c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; OR
 - d. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

V. PROCEDURE

- A. **Employee's Request:** Employees requesting leave must complete FMLA forms and submit to the employee's supervisor at least 30 days before the need. The supervisor must forward the written request to the department head and Human Resources Department. If the 30-day notice is not possible, the employee will notify his/her supervisor as soon as reasonable and practical. This should be interpreted to mean within one to two working days of the employee learning of the need for leave.

In emergencies, if the leave request cannot be made by the employee in writing, the supervisor must fill out the leave request in writing and forward it to the department head and the Human Resources Department.

Employees who take medical leave should make reasonable efforts to schedule planned medical treatments so as not to unduly disrupt business operations.

Employees who return from an absence that they desire to be counted as FMLA must give notice within two days of returning to work. If notice is not timely, the employee may not assert FMLA protection.

Spouses employed by the City of Appleton are entitled to 12-week(s) each of leave, if the leave is taken:

1. For the birth of a son or daughter or to care for the child after birth;
2. For the placement of a son or daughter for adoption or foster care, or to care for the child after placement; or

3. To care for a parent with a serious health condition.
4. For exigency leave of a spouse, child or parent who is on active military duty, or has been notified of an impending call to active duty status in the National Guard or Reserves, in support of a contingency operation.

Spouses employed by the City of Appleton are entitled to 26-week(s) each of leave if the leave is taken for care for a covered servicemember recovering from a serious illness or injury sustained in the line of duty.

- B. **Employer Designation:** The City of Appleton will require completion of the FMLA forms when an employee misses more than three consecutive scheduled work days due to a qualifying FMLA event. If the leave is determined eligible, it will automatically be counted against the employee's FMLA entitlement.
- C. **Medical Certifications:** Prior to leave commencing, medical certifications will be required to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, parent or military family leave. All requests for family and medical leaves of absence due to illness must include sufficient medical certification from the physician stating:
1. The date on which the serious health condition began;
 2. The probable duration of the condition and;
 3. The appropriate medical facts that the health care provider knows about the condition.

For the employee's own medical leave, the certification must include a statement that the employee is unable to perform the functions of their position. For leave to care for a seriously ill child, spouse, or parent, the certification must include an estimate of the amount of time that the employee is needed to provide care.

The employee will be responsible for obtaining these certifications from the health care provider. These forms are available from Human Resources and department Supervisors. Forms must be completed and returned no later than 15 days of receipt. If the employee does not obtain the certification from the health care provider within 15 days, the leave will be treated as other available paid leave or unpaid leave.

The City of Appleton Human Resources Department may directly contact the health care provider or other third-party to verify and clarify information contained in the certification. Employees are responsible for signing or obtaining any authorization necessary to permit the health care provider or other third-party to provide the City of Appleton with the required information.

Military Certifications: Prior to leave commencing, military certifications will be required to support a claim for leave. Certifications shall be in the form of military orders or discharge documents and shall identify who the leave is for.

- D. **Status while on Leave:** During the leave the employee must update their supervisor at least every 30 days of his/her status with health care provider certification and the

intention to return to work.

- E. **Second Opinion:** The City may require a second opinion and periodic recertification. If a first and second opinion differ, the City may require the binding opinion of a third health care provider, approved jointly by the City and the employee and paid for by the City.

- F. **Workers Compensation:** Workers' compensation will automatically be counted against your Federal Family Medical Leave entitlement provided it meets the requirements.

- G. **Intermittent Leave:** Under the Wisconsin FMLA provision, intermittent leave may be taken as long as it does not unduly disrupt the department's operations. Departments must notify Human Resources before approving such a request.

Under the Federal FMLA provision, intermittent leave may be taken for a birth or placement of a child for adoption, foster care or military family leave. Employees may take leave intermittently or on a reduced leave schedule with prior approval by the Department Director and Human Resources. When FMLA is taken to care for a sick family member or for an employee's own serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary.

- H. **Substitution:** Under the Wisconsin FMLA, employees have the ability to substitute leave.

Under the Federal FMLA, the City of Appleton requires the leave to be charged against any leave available such as vacation, floating holidays, personal days or compensatory time in the order to be chosen by the employee. Sick leave may be used only if the reason for the sick leave use qualifies under current City policy or collective bargaining agreements, whichever applies. Leave can only be substituted up to the amount the employee has accrued and on the books.

During the first 30 days of unpaid leave, an employee will continue to accrue all benefits provided by City policies and collective bargaining agreements. Benefits other than health care coverage will cease to accrue beyond 30 days of unpaid leave. Employees substituting accrued paid leave for FMLA will continue to accrue benefits as provided by and consistent with City personnel policies and or applicable collective bargaining agreements.

Leave beyond the FMLA entitlement must be approved in advance, and is subject to any collective bargaining agreements or policies and procedures.

- I. **Proof of parentage or placement:** May be required prior to family leave being granted.
- J. **Return to Work:** Employees off on medical leave will be required to provide a "return to work" certification before they return to work indicating that the essential functions of the job can be performed. This must be obtained from the health care provider.
- K. **Approval:** Human Resources must approve or deny all requests.

- L. **Return from FMLA:** Upon return from family or medical leave, an employee will be returned to the position he/she held immediately prior to the leave if the position is vacant. If the position is not vacant, the employee will be placed in an equivalent employment position. Job restoration upon returning from FMLA leave can be denied if:
1. The employee would have been laid off had they not been on leave;
 2. The employee fraudulently obtained leave under the Acts; or
 3. The employee fails to provide medical certification that they can return to work.

If the employee extends his/her leave beyond the FMLA provisions and has had prior approval, job restoration and recall is subject to the terms of City personnel policies and or the applicable collective bargaining agreement.

- M. **Group Health Coverage:** Group health care coverage will continue for employees on leave as if they were still working. If applicable, employees who are granted a leave under this policy are advised to arrange to pay their share of premiums during the absence. If the leave is paid, premiums will continue to be paid through payroll deductions. If the leave is unpaid, employees are responsible for making sure the City receives premium payments by the normal payroll dates. If payments are not received within 30 days of the due date, coverage may be discontinued. This includes other benefits such as life, dental, flexible spending accounts, etc.
- N. **No Return to Work from FMLA:** If an employee chooses not to return to work (i.e. return to work for 30 calendar days) after an approved leave, the City may recover from the employee the cost of any premiums made to maintain the employee's health insurance, unless the failure to return is because of a serious health condition or reasons beyond the employee's control. Benefit entitlements based on length of service will be calculated as of the last paid workday before the start of the unpaid absence. If the employee substitutes leave, the length of service will be calculated as of the last paid workday substituted.
- O. Any correspondence sent to the employee will be sent to their last known address filed with Human Resources. Employees must notify Human Resources with any change of address.
- P. **Nursing Mothers:** Under the section 4207 of the Patient Protection and Affordable Care Act of 2010, employees are allowed unpaid reasonable break time to express breast milk. Interested employees should contact their supervisor or Human Resources and a private location will be identified.

VI. FALSIFICATION OF FORMS

An employee will be subject to disciplinary action up to and including discharge for falsifying any information required or requested as part of the application process, or receiving leave or benefits under the FMLA or this policy.

VII. EMPLOYER RESPONSIBILITIES

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

VII. UNLAWFUL ACTS BY EMPLOYERS

FMLA makes it unlawful for any employer to :

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

CITY OF APPLETON POLICY		TITLE: FAIR LABOR STANDARDS ACT	
REVIEW DATE: December 2006 August 2009	LAST UPDATE: August 2009	SECTION: Human Resources	
POLICY SOURCE: Human Resources Department	AUDIENCE: All Employees	TOTAL PAGES: 4	
Reviewed by Attorney's Office Date: September 2004 February 2005 August 2009	Administrative Services Committee Approval Date: October 13, 2004 September 23, 2009	Council Approval Date: October 20, 2004 October 21, 2009	

I. PURPOSE

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments. The purpose of this policy is to apply the Fair Labor Standards Act (FLSA) to City of Appleton employees.

II. POLICY

It is the policy of the City of Appleton to comply fully with the provisions of the FLSA as well as applicable state laws and City of Appleton Collective Bargaining Agreements.

Questions regarding this policy can be directed towards the employees supervisor, Human Resources, or the City Legal Services department. Failure to follow this policy will result in discipline up to and including discharge of employment.

III. PROCEDURES

A. Covered Employees

The FLSA identifies two types of covered employees: exempt and non-exempt. The employee's duties, responsibilities, and salary determine whether or not an employee is considered exempt or non-exempt under the FLSA.

1. Designation of exempt or non-exempt status is the responsibility of the Human Resources Department. Human Resources and/or the City's compensation consultant will review the positions based on the actual work responsibilities and salary assigned to each position.
2. Employees who are covered by the Wage and Hour provisions of FLSA and are eligible for overtime after 40 hours worked in a work week are considered FLSA non-exempt employees.
3. Employees exempted by the Wage and Hour provisions of FLSA must meet certain category criteria as stated in the regulations. FLSA exempts some employees from its overtime pay and minimum wage provisions and others from the overtime pay provisions if their work assignments fall into one of the following categories: executive, professional, outside sales, administrative, and certain skilled computer professionals. Also certain seasonal recreational employees can be considered exempt from specific provisions. Exempt

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employees are expected to put in those hours necessary to complete their job and are not eligible for overtime.

B. Non-covered Employees

Non-covered employees include elected officials and their personal staff, policy-making appointees, legal advisors, legislative employees, volunteers, independent contractors, prisoners and certain trainees.

C. Work Period

1. The standard FLSA work period is a fixed period of seven (7) consecutive calendar days. Note: Fire Protection and Law Enforcement employees may have a fixed work period of up to 28 calendar days.
2. The work period defines the time of day and day of the week when the employee's work period begins and ends.
3. An established work period may be changed if the change is intended to be permanent and not for the purpose of avoiding the accrual of FLSA overtime.

D. Time Worked

1. Time worked includes all time non-exempt employees are required to be on duty at their prescribed work places and all time during which they are permitted to work.
 - a. Non-exempt employees will be compensated for all time they are required or asked to work which supervisors know or have reason to know they are working.
 - b. Non-exempt employees who work without authorization are subject to disciplinary action, up to and including discharge.
 - c. Non-exempt employees are required to report all time worked and are required to accurately reflect this on their timecard or in the City's time system. Failure to correctly record or falsification of actual work time is subject to disciplinary action, up to and including discharge.
 - d. Supervisors are not to ignore work that non-exempt employees do on their own time, **unless de minimis (8 minutes or less)**. This is a violation of policy and illegal under FLSA.
 - e. The supervisor who signs an employee's time card or approves his/her time record must have personal knowledge of the hours worked by the employee and may not ask an employee to record more or fewer hours than were actually worked. Such an action is not only a violation of policy but is also illegal under FLSA and may subject the employee and or supervisor to disciplinary action up to and including discharge. Any illegal act may also result in legal action.
2. Exempt employees are paid on a salary basis and are not eligible for overtime. Time records for exempt employees should still reflect an accurate accounting of time worked and paid time off.

E. Meal Periods - Although meal periods are not required by FLSA, it is the policy of the City of Appleton that meal periods are provided to employees. If meal periods are not provided, there must be specific work-related reasons or departmental needs for not allowing the meal period. (Refer to the applicable Collective Bargaining Agreements and departmental policies for represented employees and to the Conditions of Employment Policy for non-represented employees).

F. Break Periods - Break periods are not required by FLSA. However, up to two 15-minute break periods per day may be authorized for City employees as per the applicable Collective Bargaining Agreement, ~~or the Conditions Of Employment Policy for non-represented employees,~~ or through department Work Rules.

G. Meetings/Training – Time spent by non-exempt employees attending meetings, training, and similar activities must be counted as time worked unless ALL of the following criteria are met:

1. The attendance is outside of the non-exempt employees' regular working hours;
2. The attendance is voluntary;
3. The meeting, training, or similar activity is not directly related to the non-exempt employees' positions; and
4. The non-exempt employees perform no work related to their positions while in attendance.

Lunch breaks at training are not considered time worked for non-exempt employees, provided the employee is free to leave and there is no formal instruction during the lunch period.

H. Travel

1. Normal travel, for a non-exempt employee, from home to work and return to home is not work time. This is true whether the non-exempt employee has a fixed workplace or works at different locations.
2. Travel to work assignments at sites within reasonable commuting distance of the non-exempt employee's primary work site is considered in the "home to work" category and is not work time. If, however, a non-exempt employee is required to stop by the primary work site for instructions or to pick up materials, the travel from the primary work site to the work assignment will be counted as time worked.
3. Travel between a non-exempt employee's normal work site and another place of assignment, or travel between one assignment and another during the work day, is considered time worked.
4. Travel associated with a one-day assignment at a different location will be considered time worked to the extent that the travel exceeds the time spent in the non-exempt employee's normal travel between home and work.
5. FLSA exempt employees are not entitled to any FLSA compensation for travel time either outside of, or in addition to, their normal hours of work.

I. Overtime

1. If overtime occurs (non-exempt employee working more than 40 hours in a work period) the non-exempt employee is to receive time and a half compensation or FLSA compensatory time at the same rate for the amount of overtime worked.
2. Non-exempt employees must receive prior approval from their supervisor to work overtime.
3. Non-exempt fire protection employees, who have an assigned work period of 28 calendar days, are entitled to overtime compensation after working 212 hours in the work period.
4. Non-exempt law enforcement employees, who have an assigned work period of 28 calendar days, are entitled to overtime compensation after working 171 hours in the work period.

- 5. FLSA exempt employees are not entitled to overtime compensation or FLSA compensatory time for time worked over 40 hours in a work period unless specifically provided for in another policy.
- J. Exempt employees can be subject to an unpaid disciplinary suspension of a full workweek or one or more full days for violations of an employer's workplace or conduct rules, as defined in the regulations, without destroying the exempt status.
- K. Non-exempt employees can be subject to unpaid disciplinary suspensions of one or more full days for violations of an employer's workplace or conduct rules, as defined in the regulations.
- L. Child Labor Laws – The type of work that may be performed by employees under the age of 18 is restricted by federal and state laws. Please refer to the Federal and State Posting in each worksite for more detail.

IV. COMPLAINT PROCEDURE

Any employee who feels he/she has had improper pay deductions or has not been paid appropriately should immediately file a written complaint with the Human Resources Department immediately, – that includes specific information supporting the basis of the complaint of an inappropriate payment or improper deduction. The Human Resources Department will review the situation and determine if an improper deduction has been made and, if so, work with the employee to resolve the situation and, if applicable, ensure proper reimbursement is made within a reasonable period of time and will take steps to prevent a similar inappropriate payment or improper deduction from occurring in the future.

CITY OF APPLETON PERSONNEL POLICY	TITLE: MEDIA RELATIONS POLICY	
ISSUE DATE: (Day after Council)	LAST UPDATE: December 2000 September 10, 2003 June 2008 July 2015	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: Applies to City employees and volunteers	TOTAL PAGES: 4
Reviewed by Legal Services Attorney's Office Date: December 2000 September 12, 2003 June 23, 2008	Administrative Services Committee Approval Date: July 10, 2001 September 24, 2003 August 13, 2008	Council Approval Date: July 18, 2001 October 1, 2003 August 20, 2008

I. PURPOSE

The purpose of this policy is to establish guidelines and assign responsibilities for the media relations function of the City of Appleton.

II. POLICY

To provide timely and accurate information to the media **when requesting information concerning business, in accordance with applicable laws, regulations and City policies.** ~~adhering to prescribed guidelines and procedures for releasing information.~~

To provide continual internal communications to assure the alderpersons, Mayor's office and City department spokespersons are appraised of events that will be in the media (prior to release, if possible). Note: Fire, Library, Police and Valley Transit matters will be handled by their respective media personnel. Violations of this policy are subject to discipline, up to and including termination.

III. DEFINITIONS

- 1) Citywide **Communications Specialist** ~~Media Relations Coordinator~~ (central contact person): City employee who facilitates or documents discussions with the media about City **business and activities issues or functions.** He/She would also coordinate media contacts regarding citywide **business issues** and unpublicized City plans. **For the purpose of this policy, the citywide Communications Specialist will be referred to as the Communications Specialist.** ~~The Mayor will designate this Coordinator.~~
- 2) Authorized Department Spokesperson: An employee in a specific department who would serve

as the key media relations contact for that department. This spokesperson would be available to field media inquiries and discuss information about his/her department. In addition, this spokesperson would work with the **Communications Specialist** ~~Citywide Media Relations Coordinator~~ to inform the **Communications Specialist** ~~Coordinator~~ of media contacts (and what information was shared) or to assist the **Communications Specialist** ~~Citywide Media Relations Coordinator~~ in disseminating information to internal employees and the public. (See Attachment 1.)

- 3) City Employee: For purpose of this policy, “employee” includes all employees and volunteers who work for the City, except for alderpersons.
- 4) Routine information: Information about the City, its services or its personnel that is provided to the media on an ongoing basis, including such information as staff announcements, general events, current happenings, status of Citywide projects or general community and Common Council business.
- 5) Substantial, non-routine information: Information about the City, its services or its personnel that is not considered normal or routine maintenance news. Examples of substantial, non-routine information may include a bomb threat at a municipal building or a water main break in the City.
- 6) Unpublicized City information: Any information concerning tentative major programs or plans, unfinalized, unfinanced or uncoordinated with other department heads that has not been presented in a public meeting. This information should only be released by the Mayor or Citywide Media Relations Coordinator, unless with prior approval by the Mayor.

IV. RESPONSIBILITIES

- A. **Communications Specialist** ~~Citywide Media Relations Coordinator~~ will be the primary liaison with the media. The **Communication Specialist** ~~Coordinator~~ will:
 - 1) Assist media representatives in covering newsworthy activities of the City.
 - 2) Review and disseminate press releases that involve multiple departments or unpublicized City plans (see definition above).
 - 3) Prepare and distribute press releases on citywide issues.
 - 4) Forward the appropriate City department spokesperson’s name to the media for information on a specific department.
 - 5) Collect articles/recordings, which result from media contacts.
 - 6) Maintain a current list of all media contact information and share this information with department spokespersons when requested.
 - 7) Facilitate media training with department spokespersons.
 - 8) Keep alderpersons and department spokespersons apprised of current City issues.
 - 9) Arrange for/Assist at news conferences.
 - 10) Serve as **the main a** point of contact for media during a citywide crisis situation (**unless**

otherwise noted in City Emergency Operations Plan).

11) Maintain ongoing professional relationships with media contacts.

B. Authorized Department Spokesperson

- 1) Share substantial, non-routine press releases (or those that affect multiple departments) with the **Communications Specialist** ~~Media Relations Coordinator~~ prior to release, if feasible. If in doubt of the impact of the press release or its content, seek input from your Department Director or the **Communications Specialist** ~~Media Relations Coordinator~~.
- 2) Promptly respond to media to answer any questions or gather information for them.
- 3) For issues that impact more than your department, refer the media to the **Communications Specialist** ~~Media Relations Coordinator~~.
- 4) Keep your department employees informed of citywide issues that appear in the news.
- 5) Participate in training for all department spokespersons.

C. Employee/Volunteer

As a general rule, employees are discouraged from releasing information over the telephone. However, to maintain a good working relationship with the media, sometimes you may need to release limited information via telephone to the media. When doing so, you should follow these guidelines:

- 1) When contacted, immediately obtain the caller's name, news organization and timeliness of his/her request.
- 2) If contacted by the media regarding issues *about the City or your department*, politely decline making comments and refer all questions to the **Communications Specialist** ~~Media Relations Coordinator~~ or your department spokesperson.
- 3) If contacted by the media *regarding your personal opinions*, answer the media's questions (if you wish), but make it clear that these comments are your personal opinions and not made on behalf of the City **or because of your role as a City employee**.
- 4) Inform the **Communications Specialist** ~~Media Relations Coordinator~~ or your department spokesperson prior to distributing any press releases. Give them a copy of the press release **for review and/or approval before release, if time permits** ~~in case they receive any questions~~.
- 5) Assist **Communications Specialist** ~~Media Relations Coordinator~~ or department spokesperson in compiling information for the media. Forward this information to the **Communications Specialist** ~~Media Relations Coordinator~~ when requested.
- 6) Alert **Communications Specialist** ~~Media Relations Coordinator~~ of any unusual media contacts or incorrect published information about the City **as soon as possible** (so the error can be corrected).

*This policy applies to all City employees and volunteers. For questions on this policy, please contact the City of Appleton Human Resources Department or the **Legal Services** ~~City Attorney's~~ office.*

City of Appleton Media Relations Departmental Contacts (3/15)

Citywide ~~Communications Specialist~~ Media Relations Coordinator: Chad Doran (832-5814/Cell: 419-0292)

Departmental Spokespersons:

- **Community Development** Karen Harkness, Department Director (832-6408)
- **Facilities /Parks & Rec** Dean Gazza, Department Director (832-5572)
- **Finance** Tony Saucerman, Department Director (832-6440)
- **Fire** Len VanderWyst, Fire Chief (832-1703)
- **Health** Kurt Eggebrecht, Department Director (832-6433)
- **Human Resources** Melody Lewis, Staff Dev./Training (832-3941)
- **Legal Services (Attorney)** Jim Walsh, City Attorney (832-6423)
- **Library** Tina Babler, Library Assistant Marketing (832-1695)
- **Mayor**
 - 1) Mayor Hanna (832-6400)
 - 2) Nancy Kohlman (832-6400)
- **Police** Dave Lund, Public Information Officer (832-5509)
- **Public Works**
 - 1) Paula Vandehey, Dept. Director (832-6474)
 - 2) DPW—Ross Buetow, Deputy Director (832-6474)
 - 3) MSB—Nate Loper, Deputy Director (832-5804)
- **Information Technology Services** Dean Fox, Department Director (832-5892)
- **Utilities** Chris Shaw, Department Director (832-2362)
- **Valley Transit** Nicole Voelzke, **VT Communications Specialist** Marketing Coordinator (832-2293)



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Monday, July 27, 2015

12:00 PM

225 N. Oneida Street

Personnel Committee Meeting

1. Call meeting to order

Chairperson Bergman called the meeting to order at 12:00 pm.

2. Roll call of membership

Others Present: Colleen Rortvedt

Present: 3 - Truesdale-Witek, Bergman and Bergen

3. Action Items

Closed session

Truesdale - Witek moved, seconded by Bergen to meet in closed session pursuant to Wisconsin statute 19.85(f)(c) to discuss personnel matters and then resume meeting in open session. Voice Vote. Motion Carried. (3-0) Roll call was taken.

The Committee went into closed session at 12:01 pm.

Truesdale - Witek moved, seconded by Bergen to resume meeting in open session pursuant to Wisconsin statute 19.85(f)(c) . Voice Vote. Motion Carried. (3-0) Roll call was taken.

The Committee resumed meeting in open session at 1:12 pm.

A. [15-1179](#)

Library Director's mid-year performance review

Bergen moved, seconded by Truesdale-Witek, that the Library Director's mid-year performance evaluation conducted today (7/27/2015) be approved. Voice Vote. Motion Carried. (3-0)

4. Adjournment

Bergen moved, seconded by Truesdale-Witek that the meeting be adjourned. Voice Vote. Motion Carried. (3-0)
The meeting was adjourned at 1:15 pm.