



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, November 14, 2017

4:30 PM

225 N. Oneida Street

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[17-1799](#) October 17, 2017 Meeting Minutes

Attachments: [October 17 2017 Meeting Minutes.pdf](#)

4. Public Participation and Communications
[17-1818](#) Bradley Shipps, Director of the Outagamie Waupaca Library System (OWLS)

Establish Order of the Day

5. Action Items

- A. [17-1800](#) Bill Register - October 2017

Attachments: [October Bill Register.pdf](#)
[October Revenue and Expense Summary.pdf](#)
[October Subledger Summary.pdf](#)
- B. [17-1801](#) November 2017 Budget Amendment

Attachments: [November Budget Amendment.pdf](#)
- C. [17-1802](#) 2018 Library Board Meeting Schedule

Attachments: [APL Board Meeting Schedule 2018.pdf](#)
- D. [17-1805](#) Approve Adopted 2018 City Budget for the Library

Attachments: [2018 Executive Budget](#)

- E. [17-1831](#) The Appleton Public Library supports the proposed bills providing \$500,000 to Reach Out and Read Wisconsin with the understanding that we would like to be a part of the conversations on how these funds would support programs throughout the state.

Attachments: [2017 Assembly RORWI Bill-541 \(003\).pdf](#)
[2017 Senate RORWI Bill-449.pdf](#)

- F. [17-1803](#) Report of the Personnel & Policy Committee

Attachments: [Personnel and Policy Committee Meeting Minutes 11-06-2017.pdf](#)
[Salary Administration Policy 5D-H.pdf](#)
[Memo on Security Policy Updates 2017.pdf](#)
[Current Unattended Childrens Policy Approved 07 - eliminate.pdf](#)
[Security Policy November 2017 amended.pdf](#)
[Customer Service Policy November 2017 Markup amended.pdf](#)
[Reference and Readers Advisory November 2017 amended.pdf](#)

- i. [17-1822](#) Approval of Library Director's 2017 End of Year Performance Evaluation

6. Information Items

A. Director's Report

- i. [17-1808](#) Request for Proposal (RFP) Mixed Use Library Project
- ii. [17-1806](#) Holly Day Breakfast - Friday, December 15, 2017
- iii. [17-1819](#) Safety and Security

B. President's Report

- i. [17-1821](#) Wisconsin Library Association Conference Report

C. Assistant Director's Report

- i. [17-1809](#) Library Hiring Process Updates

D. Friends Report

- i. [17-1810](#) Friends Used Book Sale - November 16 - 18, 2017
- ii. [17-1811](#) I Love My Library Dinner - Sunday, February 11, 2018 Riverview Gardens

E. Staff Updates

- i. [17-1812](#) NaNoWriMo at APL
- ii. [17-1813](#) Music @ the Library
- iii. [17-1814](#) World Kindness Day - Monday, November 13, 2017
- iv. [17-1815](#) 500 Books Before Middle School
- v. [17-1816](#) BEAR Bingo

Closed Session

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

7. Adjournment

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



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Tuesday, October 17, 2017

4:30 PM

225 N. Oneida Street

1. Call meeting to order

President Pat Exarhos called the meeting to order at 4:32 pm.

2. Roll call of membership

Others Present: Amanda Abshire, Travis Bartels, Jessica Brittnacher, Karen Harkness, Tina Krueger, Tanya Misselt, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Maureen Ward

Present: 10 - Bergman, Hietpas, Looker, Peterson, Dannecker, Kellner, Exarhos, Brault, Bloedow and Scheuerman

Excused: 1 - Panella

3. Approval of minutes from previous meeting

[17-1563](#)

Meeting Minutes September 19, 2017

Attachments: [September 19 2017 Meeting Minutes.pdf](#)

Bergman moved, seconded by Dannecker, that the September 19, 2017 Meeting Minutes be approved. Voice Vote. Motion Carried. (10-0)

4. Public Hearings/Appearances

Establish Order of the Day

5. Action Items

Dannecker moved, seconded by Bloedow, to approve Action Items 5.C through 5.G (balance of the agenda). Voice Vote. Motion Carried. (10-0)

A. [17-1564](#) Request for Proposal - Mixed Use Library Project

Attachments: [LibraryRFP_10-12-17final.pdf](#)

Dannecker moved, seconded by Peterson that the timeline (page 7) of the Request for Proposal - Mixed Use Library be amended as follows: change the December 8, 2017 12 pm CST Request for Proposal deadline to January 12, 2018 12 pm CST and adjust the other dates in the timeline accordingly. Voice Vote. Motion Carried. (10-0)

Dannecker moved, seconded by Looker, that the Request for Proposal - Mixed Use Library Project be approved as amended. Voice Vote. Motion Carried. (10-0)

B. [17-1565](#) Invitation to become a United Way Fox Cities Agency

Attachments: [United Way Admissions Approval Letter October 2017.pdf](#)

Dannecker moved, seconded by Scheuerman, that the Invitation to become a United Way Fox Cities Agency be approved. Voice Vote. Motion Carried. (9-0, 1-Abstain, Brault)

Excused: 1 - Panella

C. [17-1566](#) September 2017 Bill Register

Attachments: [September Bill Register.pdf](#)
[September Revenue and Expense Summary.pdf](#)
[September Subledger Summary.pdf](#)

This Report Action Item was approved

D. [17-1567](#) October 2017 Budget Amendment

Attachments: [October Budget Amendment.pdf](#)

E. [17-1568](#) 2018 APL Calendar of Open / Closed Dates

Attachments: [Closures 2018.pdf](#)

This Report Action Item was approved

F. [17-1569](#) City of Appleton Policies: Energy Conservation Policy, Facilities and Grounds Modification Policy, Furniture Policy

Attachments: [Energy Conservation Policy.pdf](#)
[Facilities Grounds Modification Policy.pdf](#)
[Furniture Policy.pdf](#)

This Report Action Item was approved

- G. [17-1570](#) Recommend awarding the Library CIP carpet replacement contract to H.J. Martin & Son, Inc. for \$27,615 with an additional \$1,381 for contingencies, for a contract total not to exceed \$28,996.

Attachments: [2017 Library Carpet Replacement.pdf](#)

This Report Action Item was approved

6. Information Items

A. Director's Report

- i. [17-1571](#) 2018 Budget Update
- Attachments:** [Mayors 2018 Budget Letter.pdf](#)
[2018 Executive Budget](#)
- ii. [17-1574](#) Upcoming Committee Meetings
- iii. [17-1575](#) Friends Grant Funded Program Summaries 3rd Quarter
- Attachments:** [Friends Grant Funded Program Summaries 3rd Quarter 2017 FINAL.pdf](#)
- iv. [17-1576](#) Library Safety and Security Update

B. President's Report

- i. [17-1577](#) Trustee Training - Trustee Essentials Chapter 10: Library Policies
- Attachments:** [Trustee Essentials 10 - Library Policies.pdf](#)
- ii. [17-1578](#) WLA Conference

C. Assistant Director's Report

- i. [17-1579](#) APL Hiring Process Updates
- ii. [17-1580](#) Reference Collection Changes
- iii. [17-1581](#) Project Outcome
- Attachments:** [Proj Outcome SC Appleton Sept 2017.pdf](#)

D. Friends Report

- i. [17-1582](#) Friends Fall Used Book Sale - November 16 (Friends Members), November 17 - November 18, 2017
- ii. [17-1583](#) Talbots Fundraiser for Friends of Appleton Public Library - October 25, 2017

E. Staff Updates

- i. [17-1584](#) Mini Makers
- ii. [17-1585](#) Hispanic Heritage Festival
- iii. [17-1586](#) Community Resource Fair

7. Adjournment

Dannecker moved, seconded by Bloedow that the meeting be adjourned.
Voice Vote. Motion Carried. (10-0)
The meeting was adjourned at 5:45 pm.

Document Number	G/L Date	Explanation		Amount	Account	
		Alpha Name	-Remark-			
4751078	10/26/17	APPLETON EDUC. FNDTION	'17 NOBELCONFERENCE REFUND	160.00-	16010 6201	
240	10/19/17	WISCONSIN LIBRARY ASSO	B.C. WLA CONFERENCE	217.00	16010 6201	00003951
524	10/19/17	KALAHARI RESORTS	C.R. WLA	99.00	16010 6201	
525	10/19/17	WISCONSIN LIBRARY ASSO	C.R. WLA	213.00	16010 6201	
583	10/19/17	WISCONSIN LIBRARY ASSO	T.S. WLA	156.00	16010 6201	
780	10/19/17	WISCONSIN LIBRARY ASSO	P.E. WLA	156.00	16010 6201	
378047	10/25/17	BORN JOY	born joy	150.00	16010 6201	00003951
196	10/19/17	OFFICE DEPOT #1090	PENS	8.99	16010 6301	
198	10/19/17	OFFICEMAX/OFFICEDEPT#6	LABELS (21.61%)	24.39	16010 6301	
555	10/19/17	CPC*CAFEPRESS.COM	NOTE CARDS	33.40	16010 6301	
922	10/19/17	AMAZONPRIME MEMBERSHIP	PRIME SHIPPING	99.69	16010 6301	
1185	10/19/17	SAMSClub.COM	SAMS MEMBERSHIP	47.25	16010 6301	
1337	10/19/17	OFFICEMAX/OFFICEDEPT#6	COFFE/PENS (69.71%)	27.59	16010 6301	
413	10/19/17	KWIK TRIP 74300007435	MOVIE POPCORN	5.22	16010 6307	00003951
665	10/19/17	MANDERFIELDS HOME BAKE	STAFF MEETING	58.75	16010 6307	
377722	10/04/17	RIOS, JESSICA	hispanic heritage ce	220.00	16010 6307	00003951
602	10/19/17	TARGET.COM *	CARD STORAGE SHELF	24.99	16010 6412	
1090	10/19/17	FACEBK *ALG2LDEYX2	PROMO OF FILM EVENT	1.50	16010 6412	
1092	10/19/17	WWW.ISTOCK.COM	PROMO FOR READING	34.65	16010 6412	
1177	10/19/17	WWW.ISTOCK.COM	PROMO FOR FIELD TRIP	12.60	16010 6412	
126754	10/23/17	10/17 AT&T BILL		219.56	16010 6413 7	
951	10/19/17	CELLCOM	CELLPHONES	98.92	16010 6413 8	
385	10/19/17	PAYPAL *WISCONSINVO	VOLUNTEER CONFERENCE	10.00	16010 6599	00003951
1319	10/19/17	BB *CFFOXVALLEY	WOMEN'S FUND EVENT	130.00	16010 6599	00003951
				----- 1,888.50 -----		
294	10/19/17	WISCONSIN LIBRARY ASSO	T.M. WLA MEMBERSHIP	210.00-	16021 6201	
44	10/19/17	INTERSTATE BOOKS4SCHOO	RO&R #9352	92.65	16021 6301	00003952
45	10/19/17	ALL ABOUT BOOKS, LLC	RO&R #9114	347.94	16021 6301	00003952
46	10/19/17	ALL ABOUT BOOKS, LLC	RO&R #9114	370.50	16021 6301	00003952
50	10/19/17	AMAZON MKTPLACE PMTS	LIGHT PENS/MARKERS	10.99	16021 6301	
93	10/19/17	INTERSTATE BOOKS4SCHOO	RO&R #9675	106.25	16021 6301	00003952
94	10/19/17	INTERSTATE BOOKS4SCHOO	RO&R #9683	92.50	16021 6301	00003952
137	10/19/17	OTC BRANDS, INC.	BEAR BINGO	157.80	16021 6301	00003951
153	10/19/17	WM SUPERCENTER #2958	BATTERIES & BAGS	42.50	16021 6301	

Document Number	G/L Date	Alpha Name	Explanation ----- -Remark- -----	Amount	Account
197	10/19/17	OFFICEMAX/OFFICEDEPT#6	WHITEBOARD (10.62%)	11.99	16021 6301
226	10/19/17	INTERSTATE BOOKS4SCHOO	RO&R #9114	30.00	16021 6301 00003952
247	10/19/17	HOBBY-LOBBY #0193	TINKER TUESDAY SUPPLY	19.96	16021 6301
283	10/19/17	TARGET.COM *	OUTREACH SHELVES (50	12.50	16021 6301
386	10/19/17	WWW.ISTOCK.COM	GRAPHIC FOR MUSICAL	10.08	16021 6301
449	10/19/17	USPS PO 5602500943	100 STAMPS	49.00	16021 6301
471	10/19/17	INTERSTATE BOOKS4SCHOO	RO&R #10357	292.75	16021 6301 00003952
472	10/19/17	ALL ABOUT BOOKS, LLC	RO&R #9461	759.52	16021 6301 00003952
622	10/19/17	AMAZON.COM	TACKLE BOXES	260.64	16021 6301
623	10/19/17	AMAZON.COM	INDEX CARD HOLDERS	32.60	16021 6301
717	10/19/17	ALL ABOUT BOOKS, LLC	RO&R #8182	26.00	16021 6301 00003952
749	10/19/17	AMAZON.COM	BINGO PRIZES	150.16	16021 6301 00003951
750	10/19/17	AMAZON MKTPLACE PMTS	SCHOOL AGE REFRESH	24.16	16021 6301 00003951
751	10/19/17	AMAZON MKTPLACE PMTS	SCHOOL AGE REFRESH	74.47	16021 6301 00003951
789	10/19/17	INTERSTATE BOOKS4SCHOO	RO&R BOOK DRIVE	599.00-	16021 6301 00003952
876	10/19/17	INTERSTATE BOOKS4SCHOO	RO&R BOOK DRIVE	413.50	16021 6301 00003952
877	10/19/17	INTERSTATE BOOKS4SCHOO	RO&R BOOK DRIVE	185.50	16021 6301 00003952
930	10/19/17	WM SUPERCENTER #2958	FULL STEAM SUPPLY	11.65	16021 6301
949	10/19/17	AMAZON MKTPLACE PMTS	PROGRAM OUTREACH	125.83	16021 6301
952	10/19/17	AMAZON MKTPLACE PMTS	FULL STEAM SUPPLY	17.70	16021 6301
968	10/19/17	ALL ABOUT BOOKS, LLC	RO&R #9461	1,725.91	16021 6301 00003952
1008	10/19/17	SCHOLASTIC EDUCATION	RO&R #7555	283.50	16021 6301 00003952
1049	10/19/17	ALL ABOUT BOOKS, LLC	RO&R #7555	1,795.26	16021 6301 00003952
1064	10/19/17	SP * BLOXELS	TWEEN SCENE	490.50	16021 6301 00003951
1091	10/19/17	FACEBK *9LG2LDEYX2	PROMO OF SLP	10.84	16021 6301
1201	10/19/17	SP * TEACHERGEEK	BUILD A ROBOT	83.00	16021 6301 00003951
1212	10/19/17	AMAZON MKTPLACE PMTS	SUPPLY ORGANIZER	22.40	16021 6301
1220	10/19/17	AMAZON MKTPLACE PMTS	BADGE-A-MINT	149.85	16021 6301 00003951
1260	10/19/17	INTERSTATE BOOKS4SCHOO	RO&R #7555	201.60	16021 6301 00003952
1261	10/19/17	ALL ABOUT BOOKS, LLC	RO&R #9461	1,051.17	16021 6301 00003952
1262	10/19/17	ALL ABOUT BOOKS, LLC	RO&R #9683	276.21	16021 6301 00003952
1336	10/19/17	OFFICEMAX/OFFICEDEPT#6	WHITEBOARD (30.29%)	11.99	16021 6301
846	10/19/17	WM SUPERCENTER #1982	ELL FOOD	2.66	16021 6307 00003955
847	10/19/17	WAL-MART #1982	ELL FOOD	103.46	16021 6307 00003955

Document Number	G/L Date	Alpha Name	Explanation ----- -Remark-	Amount	Account
1				9,128.49	
				=====	
126782	10/23/17	10/19 PR TRAVEL REIMBURSEMENTS	CARPENTER	298.42	16023 6201
199	10/19/17	OFFICEMAX/OFFICEDEPT#6	LAMP (67.76%)	76.47	16023 6301
1130	10/19/17	SP * NANOWRIMO STORE	WRITE IN KIT	5.52	16023 6301

3				380.41	
				=====	
284	10/19/17	TARGET.COM *	OUTREACH SHELVES (50	12.49	16024 6301
870	10/19/17	AMAZON MKTPLACE PMTS	BUTTON MAKER	149.85	16024 6301 00003951
868	10/19/17	PAYPAL *BISECTHOST	MINECRAFT SERVER	68.31	16024 6599 00003951
1186	10/19/17	FOX CITIES CHAMBER	BAZAAR BOOTH	40.00	16024 6599 00003951
377860	10/11/17	BEYER, JERRY AND CASSIE	steampunk performer	120.00	16024 6599 00003951
377861	10/11/17	BRADY, DARREN	mash up con	150.00	16024 6599 00003951
377862	10/11/17	GAMEZ, DIANA	hispanic heritage	75.00	16024 6599 00003951
377863	10/11/17	HERRERA, MARIANA	hispanic heritage	75.00	16024 6599 00003951
377864	10/11/17	LEVENHAGEN, JENNIFER	music at the library	75.00	16024 6599 00003951
377866	10/11/17	NEW HORIZONS BAND FOX VALLEY,	music at the library	100.00	16024 6599 00003951
378105	10/25/17	BITTNER, LOIS	anime night	25.00	16024 6599 00003951
378106	10/25/17	WARTGOW, MICHAEL	artist in residence	200.00	16024 6599 00003951
378113	10/25/17	WITTHUHN, KARI	seed library	34.52	16024 6599 00003951

4				1,125.17	
				=====	
267	10/19/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	56.60	16031 6306
268	10/19/17	AMAZON.COM	DRAIN CLEANER	12.88	16031 6306
489	10/19/17	AMAZON MKTPLACE PMTS	GLOVES	29.85	16031 6306
730	10/19/17	TARTAN SUPPLY CO INC	TISSUE AND BAGS	397.94	16031 6306
845	10/19/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	56.60	16031 6306
1231	10/19/17	AMAZON.COM	FLOOR CLEANER	45.75	16031 6306
126788	10/23/17	RECYCLING SEPT	239135	128.00	16031 6407
378095	10/25/17	WE ENERGIES	4835-258-176	10,052.64	16031 6413 1
378095	10/25/17	WE ENERGIES	5229-670-389	1,064.21	16031 6413 2
126852	10/31/17	3RD QTR CITY UTILITIES	201112400 LIBRARY	1,107.52	16031 6413 3
126852	10/31/17	3RD QTR CITY UTILITIES	201114400 LIBRARY	53.00	16031 6413 3
126852	10/31/17	3RD QTR CITY UTILITIES	201112400 LIBRARY	481.37	16031 6413 4
126852	10/31/17	3RD QTR CITY UTILITIES	201112400 LIBRARY	609.47	16031 6413 6
788	10/19/17	AMAZON.COM	COAT HOOKS	25.00	16031 6416
827	10/19/17	THE HOME DEPOT #4903	COAT RACK ROOM	69.41	16031 6416

Document Number	G/L Date	Explanation		Amount	Account
		Alpha Name	-Remark-		
1137	10/19/17	AMAZON.COM	COAT HOOKS	25.00	16031 6416
1259	10/19/17	AMAZON.COM	DOOR BUMPERS	27.54	16031 6416
919	10/19/17	GRAND RENTAL STATION	SAW BLADE REPAIR	17.97	16031 6418
126799	10/23/17	SEPT 2017 FMD MONTHLY BILLING	LIBRARY	13,175.57	16031 6420

				27,436.32	
				=====	
132	10/19/17	DEMCO INC	MEDIA CASES	252.22	16032 6301
139	10/19/17	GIH*GLOBALINDUSTRIALEQ	SAFETY MIRROR	76.77	16032 6301
374	10/19/17	ULINE *SHIP SUPPLIES	TRANSFER TAPE	61.04	16032 6301
388	10/19/17	KAPCO	BOOK JACKETS	109.90	16032 6301
601	10/19/17	AMAZON MKTPLACE PMTS	BROCHURE HOLDERS	81.98	16032 6301
676	10/19/17	NATIONALAUD	CD SLEEVES	96.48	16032 6301
810	10/19/17	KAPCO	BOOK JACKETS	461.71	16032 6301
924	10/19/17	PREMIUM WATERS E-BILL	DISTILLED WATER	107.40	16032 6301
1100	10/19/17	SP * ELM USA	BUFFER SUPPLIES	869.95	16032 6301
1178	10/19/17	DEMCO INC	DVD CASES	335.76	16032 6301
9	10/19/17	AMAZON MKTPLACE PMTS		12.98	16032 6315
10	10/19/17	INF* CITY DIRECTORIES		310.00	16032 6315
28	10/19/17	AMAZON MKTPLACE PMTS		28.98	16032 6315
29	10/19/17	AMAZON MKTPLACE PMTS		6.28	16032 6315
30	10/19/17	AMAZON MKTPLACE PMTS		14.00	16032 6315
31	10/19/17	AMAZON MKTPLACE PMTS		12.15	16032 6315
32	10/19/17	AMAZON MKTPLACE PMTS		62.87	16032 6315
33	10/19/17	INGRAM LIBRARY SERVICE		763.14	16032 6315
34	10/19/17	RECORDED BOOKS		64.60	16032 6315
35	10/19/17	RECORDED BOOKS		64.60	16032 6315
36	10/19/17	RECORDED BOOKS		45.99	16032 6315
37	10/19/17	RECORDED BOOKS		64.60	16032 6315
38	10/19/17	RECORDED BOOKS		56.90	16032 6315
39	10/19/17	RECORDED BOOKS		157.13	16032 6315
40	10/19/17	RECORDED BOOKS		170.70	16032 6315
41	10/19/17	RECORDED BOOKS		56.90	16032 6315
86	10/19/17	AMAZON MKTPLACE PMTS		18.98	16032 6315
87	10/19/17	AMAZON.COM		19.67	16032 6315
88	10/19/17	AMAZON MKTPLACE PMTS		68.09	16032 6315

Document Number	G/L Date	Explanation Alpha Name	-Remark-	Amount	Account
89	10/19/17	AMAZON MKTPLACE PMTS		594.21	16032 6315
124	10/19/17	AMAZON MKTPLACE PMTS		9.95	16032 6315
125	10/19/17	AMAZON MKTPLACE PMTS		14.28	16032 6315
126	10/19/17	STATE BAR OF WISCONSIN		73.40	16032 6315
127	10/19/17	MIDWEST TAPE LLC		341.83	16032 6315
128	10/19/17	AMAZON MKTPLACE PMTS		18.98	16032 6315
129	10/19/17	INGRAM LIBRARY SERVICE		1,044.43	16032 6315
130	10/19/17	INGRAM LIBRARY SERVICE		2,067.61	16032 6315
131	10/19/17	AMAZON MKTPLACE PMTS		29.97	16032 6315
154	10/19/17	THOMSON WEST*TCD		822.01	16032 6315
155	10/19/17	THOMSON WEST*TCD		429.36	16032 6315
156	10/19/17	BAKER-TAYLOR		375.34	16032 6315
263	10/19/17	SQ *SQ *MISES TURKEY		300.00	16032 6315
264	10/19/17	INGRAM LIBRARY SERVICE		2,111.90	16032 6315
356	10/19/17	MIDWEST TAPE LLC		1,604.25	16032 6315
466	10/19/17	AMAZON MKTPLACE PMTS		30.98	16032 6315
467	10/19/17	AMAZON.COM		14.97	16032 6315
468	10/19/17	AMAZON.COM		24.97	16032 6315
469	10/19/17	AMAZON.COM		50.99	16032 6315
470	10/19/17	UPS*1ZR449350395098070		17.63	16032 6315
479	10/19/17	AMAZON MKTPLACE PMTS		50.90	16032 6315
480	10/19/17	MIDWEST TAPE LLC		1,199.90	16032 6315
481	10/19/17	INGRAM LIBRARY SERVICE		693.58	16032 6315
482	10/19/17	INGRAM LIBRARY SERVICE		241.12	16032 6315
483	10/19/17	SP * QUARTZ1		35.00	16032 6315
484	10/19/17	855-321-8844 TUGG.COM		107.00	16032 6315
485	10/19/17	AMAZON.COM		16.97	16032 6315
486	10/19/17	AMAZON MKTPLACE PMTS		24.99	16032 6315
626	10/19/17	INGRAM LIBRARY SERVICE		1,965.32	16032 6315
627	10/19/17	INGRAM LIBRARY SERVICE		1,480.46	16032 6315
714	10/19/17	AMAZON MKTPLACE PMTS		2.00	16032 6315
727	10/19/17	BAKER-TAYLOR		54.40	16032 6315
728	10/19/17	PBM*PENTON BUS BOOKS		147.92	16032 6315
729	10/19/17	RECORDED BOOKS		14.99	16032 6315
753	10/19/17	MIDWEST TAPE LLC		1,589.51	16032 6315

Document Number	G/L Date	Explanation		Amount	Account	
		Alpha Name	-Remark-			
89	10/19/17	AMAZON MKTPLACE PMTS		594.21	16032	6315
124	10/19/17	AMAZON MKTPLACE PMTS		9.95	16032	6315
125	10/19/17	AMAZON MKTPLACE PMTS		14.28	16032	6315
126	10/19/17	STATE BAR OF WISCONSIN		73.40	16032	6315
127	10/19/17	MIDWEST TAPE LLC		341.83	16032	6315
128	10/19/17	AMAZON MKTPLACE PMTS		18.98	16032	6315
129	10/19/17	INGRAM LIBRARY SERVICE		1,044.43	16032	6315
130	10/19/17	INGRAM LIBRARY SERVICE		2,067.61	16032	6315
131	10/19/17	AMAZON MKTPLACE PMTS		29.97	16032	6315
154	10/19/17	THOMSON WEST*TCD		822.01	16032	6315
155	10/19/17	THOMSON WEST*TCD		429.36	16032	6315
156	10/19/17	BAKER-TAYLOR		375.34	16032	6315
263	10/19/17	SQ *SQ *MISES TURKEY		300.00	16032	6315
264	10/19/17	INGRAM LIBRARY SERVICE		2,111.90	16032	6315
356	10/19/17	MIDWEST TAPE LLC		1,604.25	16032	6315
466	10/19/17	AMAZON MKTPLACE PMTS		30.98	16032	6315
467	10/19/17	AMAZON.COM		14.97	16032	6315
468	10/19/17	AMAZON.COM		24.97	16032	6315
469	10/19/17	AMAZON.COM		50.99	16032	6315
470	10/19/17	UPS*1ZR449350395098070		17.63	16032	6315
479	10/19/17	AMAZON MKTPLACE PMTS		50.90	16032	6315
480	10/19/17	MIDWEST TAPE LLC		1,199.90	16032	6315
481	10/19/17	INGRAM LIBRARY SERVICE		693.58	16032	6315
482	10/19/17	INGRAM LIBRARY SERVICE		241.12	16032	6315
483	10/19/17	SP * QUARTZ1		35.00	16032	6315
484	10/19/17	855-321-8844 TUGG.COM		107.00	16032	6315
485	10/19/17	AMAZON.COM		16.97	16032	6315
486	10/19/17	AMAZON MKTPLACE PMTS		24.99	16032	6315
626	10/19/17	INGRAM LIBRARY SERVICE		1,965.32	16032	6315
627	10/19/17	INGRAM LIBRARY SERVICE		1,480.46	16032	6315
714	10/19/17	AMAZON MKTPLACE PMTS		2.00-	16032	6315
727	10/19/17	BAKER-TAYLOR		54.40	16032	6315
728	10/19/17	PBM*PENTON BUS BOOKS		147.92	16032	6315
729	10/19/17	RECORDED BOOKS		14.99	16032	6315
753	10/19/17	MIDWEST TAPE LLC		1,589.51	16032	6315

Document Number	G/L Date	Explanation		Amount	Account	
		Alpha Name	-Remark-			
754	10/19/17	INGRAM LIBRARY SERVICE		577.93	16032	6315
769	10/19/17	HEARTLANDCO		25.00	16032	6315
770	10/19/17	INGRAM LIBRARY SERVICE		769.44	16032	6315
784	10/19/17	RDA*REIMAN BOOKS		32.98	16032	6315
785	10/19/17	MANGO LANGUAGES	-	4,941.79	16032	6315
834	10/19/17	AMAZON MKTPLACE PMTS		40.23	16032	6315
835	10/19/17	INGRAM LIBRARY SERVICE		521.11	16032	6315
836	10/19/17	BAKER-TAYLOR		39.39	16032	6315
837	10/19/17	RECORDED BOOKS		56.90	16032	6315
838	10/19/17	RECORDED BOOKS		33.93	16032	6315
839	10/19/17	RECORDED BOOKS		48.02	16032	6315
840	10/19/17	RECORDED BOOKS		387.60	16032	6315
841	10/19/17	RECORDED BOOKS		91.62	16032	6315
842	10/19/17	RECORDED BOOKS		64.60	16032	6315
871	10/19/17	DATABASE LLC		8,500.00	16032	6315
872	10/19/17	INGRAM LIBRARY SERVICE		2,834.64	16032	6315
873	10/19/17	AMAZON MKTPLACE PMTS		19.57	16032	6315
874	10/19/17	TCD*GALE		6,592.68	16032	6315
929	10/19/17	BAKER-TAYLOR		21.70	16032	6315
954	10/19/17	AMAZON MKTPLACE PMTS		138.94	16032	6315
955	10/19/17	AMAZON MKTPLACE PMTS		7.99	16032	6315
956	10/19/17	MIDWEST TAPE LLC		2,058.01	16032	6315
957	10/19/17	AMAZON MKTPLACE PMTS		11.06	16032	6315
958	10/19/17	INGRAM LIBRARY SERVICE		436.86	16032	6315
959	10/19/17	INGRAM LIBRARY SERVICE		1,748.91	16032	6315
960	10/19/17	RDA*REIMAN BOOKS		32.98	16032	6315
961	10/19/17	INGRAM LIBRARY SERVICE		820.75	16032	6315
962	10/19/17	INGRAM LIBRARY SERVICE		553.92	16032	6315
963	10/19/17	AMAZON MKTPLACE PMTS		41.99	16032	6315
1034	10/19/17	AMAZON MKTPLACE PMTS		6.97	16032	6315
1068	10/19/17	AMAZON MKTPLACE PMTS		17.43	16032	6315
1069	10/19/17	INGRAM LIBRARY SERVICE		4,284.12	16032	6315
1070	10/19/17	AMAZON MKTPLACE PMTS		349.84	16032	6315
1120	10/19/17	REI*MATTHEW BENDER &CO		5,457.46	16032	6315
1121	10/19/17	FINDAWAY		5,975.08	16032	6315

Document Number	G/L Date	Explanation		Amount	Account	
		Alpha Name	-Remark-			
1183	10/19/17	HOUCHEN BINDERY LTD		29.25	16032	6315
1240	10/19/17	BAKER-TAYLOR		61.17	16032	6315
1241	10/19/17	AMAZON MKTPLACE PMTS		9.99	16032	6315
1242	10/19/17	MUSKY HUNTER MAGAZINE		23.95	16032	6315
1289	10/19/17	MIDWEST TAPE LLC		1,142.90	16032	6315
1290	10/19/17	INGRAM LIBRARY SERVICE		966.64	16032	6315
1291	10/19/17	INGRAM LIBRARY SERVICE		675.04	16032	6315
1292	10/19/17	INGRAM LIBRARY SERVICE		173.81	16032	6315
377664	10/04/17	IMAGINE VIDEO PRODUCTIONS	dvd	54.00	16032	6315
377865	10/11/17	MARQUETTE UNIVERSITY	media	65.00	16032	6315
378091	10/25/17	UNIQUE MANAGEMENT SERVICES, IN	collections	304.30	16032	6599

				73,096.38		
				=====		
624	10/19/17	AMAZON MKTPLACE PMTS	SCREEN PROTECTORS	25.47	16033	6327
833	10/19/17	AMAZON MKTPLACE PMTS	RETURN	62.00	16033	6327
1033	10/19/17	DMI* DELL HLTHCR/PTR	MONITORS	639.58	16033	6327
1118	10/19/17	AMAZON MKTPLACE PMTS	SIGN COMPUTER	626.49	16033	6327
377639	10/04/17	ARROW AUDIO, INC.	meeting room upgrade	7,333.40	16033	6327
490	10/19/17	RICOH USA, INC	PUBLIC COPIER	148.71	16033	6418
491	10/19/17	RICOH USA, INC	PUBLIC COPIER	148.71	16033	6418
539	10/19/17	RICOH USA, INC	PUBLIC COPIER	148.71	16033	6418
967	10/19/17	MODERN BUSINESS MACHIN	PRINTER CONTRACT	133.11	16033	6418
1032	10/19/17	DMI* DELL HLTHCR/PTR	COMPUTERS	2,443.60	16033	6418
1067	10/19/17	CDW GOVT #JZP8521	EMAIL ARCHIVER	932.36	16033	6418
1119	10/19/17	FARONICS TECHN01 OF 01	DEEP FREEZE	432.00	16033	6815

				12,950.14		
				=====		
				126,005.41		
				=====		

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Ten Months Ending October 31, 20171
11/03/17
13:36:14

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year October Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,180,305	2,266,806	2,284,583	264,226	1,892,878	82.85
Part-Time		279,623	206,653	206,653	28,184	197,300	95.47
Fringes		812,940	838,096	840,737	89,178	639,816	76.10
Salaries & Fringe Benefits		3,272,868	3,311,555	3,331,973	381,588	2,729,994	81.93
Training & Conferences	6201	22,583	18,314	21,814	552	15,864	72.72
Parking Permits	6206	18,112	19,920	19,920	0	19,560	98.19
Memberships & Licenses	6303	3,023	2,055	2,055	0	3,711	180.58
Awards & Recognition	6305	854	850	850	0	617	72.59
Food & Provisions	6307	986	1,135	1,135	59	1,559	137.36
Administrative Expense		45,558	42,274	45,774	611	41,311	90.25
Office Supplies	6301	48,167	60,336	60,336	3,440	30,464	50.49
Building Maintenance/Janitor	6306	11,343	7,344	7,344	600	7,922	107.87
Shop Supplies & Tools	6309	0	100	100	0	96	96.00
Books & Library Materials	6315	621,663	595,531	620,893	70,339	446,787	71.96
Printing & Reproduction	6320	20	100	100	0	85	85.00
Clothing	6321	0	0	0	0	363	.00
Safety Supplies	6323	171	200	200	0	239	119.50
Miscellaneous Equipment	6327	54,866	67,250	67,250	8,563	32,010	47.60
Supplies & Materials		736,230	730,861	756,223	82,942	517,966	68.49
Collection Services	6407	2,855	1,545	1,545	128	1,964	127.12
Advertising	6412	899	1,288	1,288	74	967	75.08
Other Contracts/Obligations	6599	66,396	67,497	67,497	304	71,241	105.55
Purchased Services		70,150	70,330	70,330	506	74,172	105.46
Electric	6413.1	110,073	109,161	109,161	10,053	83,589	76.57
Gas	6413.2	24,433	23,169	23,169	1,064	18,648	80.49
Water	6413.3	4,924	4,871	4,871	1,161	4,948	101.58
Waste Disposal/Collection	6413.4	2,052	2,028	2,028	481	2,063	101.73
Stormwater	6413.6	2,418	2,444	2,444	609	2,418	98.94
Telephone	6413.7	2,734	2,719	2,719	220	2,612	96.06
Cellular Telephone	6413.8	1,138	945	945	99	922	97.57
Utilities		147,772	145,337	145,337	13,687	115,200	79.26
Bldng Repair & Maintenance	6416	2,096	3,000	3,000	147	1,285	42.83
Equipmt Repair & Maintenance	6418	66,090	73,415	73,415	3,973	75,483	102.82
CBM Charges	6420	148,232	178,037	178,037	13,176	122,726	68.93
Repair & Maintenance		216,418	254,452	254,452	17,296	199,494	78.40
Software Acquisition	6815	10,608	8,498	8,498	432	6,120	72.02
Capital Expenditures		10,608	8,498	8,498	432	6,120	72.02
TOTAL EXPENSES		4,499,604	4,563,307	4,612,587	497,062	3,684,257	79.87
REVENUES							
Library Aids (County)		1,103,329	1,065,839	1,065,839	0	1,066,420	100.05
Library Fines		56,478	75,000	75,000	3,787	49,177	65.57
Space Rentals		30,000	30,000	30,000	0	30,000	100.00
Donations & Memorials		705	0	0	8	699	.00
Administration Reimbursements		25,591	0	3,500	0	3,500	100.00
Community Reimbursements & Reader/Prntr		217	300	300	0	0	.00
Commissions (Vending)		1,473	1,500	1,500	111	1,159	77.27
Lost & Paid Materials 16032.5035		20,762	0	21,000	536	47,277	225.13
Network Reimbursements & Public Use Prntr		20,242	18,500	18,500	1,598	16,141	87.25
TOTAL REVENUES		1,258,797	1,191,139	1,215,639	6,040	1,214,373	99.90

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Ten Months Ending October 31, 2017

Friends - 3951

11/03/17
13:34:18

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year October Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		0	0	0	0	0	.00
Part-Time		0	0	20,000	2,363	8,151	40.76
Fringes		0	0	1,000	672	1,934	193.40
Salaries & Fringe Benefits		0	0	21,000	3,035	10,085	48.02
Training & Conferences	6201	1,074	0	3,691	367	478	12.95
Memberships & Licenses	6303	1,095	0	3,800	0	756	19.89
Awards & Recognition	6305	375	0	1,075	0	574	53.40
Food & Provisions	6307	1,248	0	750	225	752	100.27
Administrative Expense		3,792	0	9,316	592	2,560	27.48
Office Supplies	6301	6,617	0	18,000	1,280	17,353	96.41
Books & Library Materials	6315	0	0	800	0	787	98.38
Printing & Reproduction	6320	4,750	0	2,100	0	3,498	166.57
Miscellaneous Equipment	6327	8,002	0	6,325	0	1,823	28.82
Supplies & Materials		19,369	0	27,225	1,280	23,461	86.17
Advertising	6412	4,200	0	800	0	0	.00
Other Contracts/Obligations	6599	16,930	0	11,850	1,103	18,769	158.39
Purchased Services		21,130	0	12,650	1,103	18,769	148.37
Utilities		0	0	0	0	0	.00
Repair & Maintenance		0	0	0	0	0	.00
Software Acquisition	6815	3,200	0	8,600	0	8,540	99.30
Capital Expenditures		3,200	0	8,600	0	8,540	99.30
TOTAL EXPENSES		47,491	0	78,791	6,010	63,415	80.49
REVENUES							
Administration Reimbursements		78,182	0	6,275	2,350	11,725	186.85
Children's Reimbursements		19,555	0	11,700	5,800	23,600	201.71
Community Reimbursements & Reader/Prntr		7,000	0	12,900	5,800	24,500	189.92
Lost & Paid Materials 16032.5035		0	0	800	800	1,600	200.00
Network Reimbursements & Public Use Prtr		0	0	2,325	2,250	6,575	282.80
TOTAL REVENUES		104,737	0	34,000	17,000	68,000	200.00

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year October Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	20,867	0	21,493	2,518	17,752	82.59
Fringes	1,490	0	1,535	42	291	18.96
Salaries & Fringe Benefits	22,357	0	23,028	2,560	18,043	78.35
Training & Conferences 6201	522	0	960	0	320	33.33
Administrative Expense	522	0	960	0	320	33.33
Office Supplies 6301	20,437	0	37,723	7,452	36,163	95.86
Supplies & Materials	20,437	0	37,723	7,452	36,163	95.86
Other Contracts/Obligations 6599	0	77,694	77,694	0	1,861	2.40
Purchased Services	0	77,694	77,694	0	1,861	2.40
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	43,316	77,694	139,405	10,012	56,387	40.45
REVENUES						
Children's Reimbursements	78,069	77,694	92,196	0	96,196	104.34
TOTAL REVENUES	78,069	77,694	92,196	0	96,196	104.34

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year October Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Salaries & Fringe Benefits	0	0	0	0	0	.00
Administrative Expense	0	0	0	0	0	.00
Office Supplies 6301	3.805	0	0	0	0	.00
Supplies & Materials	3.805	0	0	0	0	.00
Purchased Services	0	0	0	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	3.805	0	0	0	0	.00
REVENUES						
Children's Reimbursements	3.590	0	0	1.000	1.000	.00
TOTAL REVENUES	3.590	0	0	1.000	1.000	.00

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year October Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Part-Time	1,175	0	2,500	0	0	.00
Fringes	90	0	150	0	0	.00
Salaries & Fringe Benefits	1,265	0	2,650	0	0	.00
Food & Provisions 6307	270	0	3,239	106	945	29.18
Administrative Expense	270	0	3,239	106	945	29.18
Office Supplies 6301	5,176	0	5,900	0	2,115	35.85
Supplies & Materials	5,176	0	5,900	0	2,115	35.85
Purchased Services	0	0	0	0	0	.00
Utilities	0	0	0	0	0	.00
Repair & Maintenance	0	0	0	0	0	.00
Capital Expenditures	0	0	0	0	0	.00
TOTAL EXPENSES	6,711	0	11,789	106	3,060	25.96
REVENUES						
Children's Reimbursements	9,500	0	9,000	0	9,000	100.00
TOTAL REVENUES	9,500	0	9,000	0	9,000	100.00

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2017

<u>Budget Description</u>	<u>Business Unit</u>	<u>Acct. No.</u>	<u>Sub Acct No.</u>	<u>Subledger No.</u>	<u>Transfer Amount</u>
Other Reimbursements: Friends 2nd Quarter	16010	5035		3951	\$ 2,350.00
Admin: Awards & Recognition	16010	6305		3951	\$ 250.00
Admin: Food & Provisions	16010	6307		3951	\$ 375.00
Admin: Printing	16010	6320	2	3951	\$ 325.00
Admin: Advertising	16010	6412		3951	\$ 400.00
Admin: Other Contracts	16010	6599		3951	\$ 1,000.00
Other Reimbursements: Friends 2nd Quarter	16021	5035		3951	\$ 5,800.00
Children's: Supplies	16021	6301		3951	\$ 3,000.00
Children's: Contracts	16021	6599		3951	\$ 2,800.00
Other Reimbursements: Friends 2nd Quarter	16024	5035		3951	\$ 5,800.00
Community Partnerships: Supplies	16024	6301		3951	\$ 3,000.00
Community Partnerships: Contracts	16024	6599		3951	\$ 2,800.00
Other Reimbursements: Friends 2nd Quarter	16032	5035		3951	\$ 800.00
Materials Management: Library Materials	16032	6315		3951	\$ 800.00
Other Reimbursements: Friends 2nd Quarter	16033	5035		3951	\$ 2,250.00
Network Services: Supplies	16033	6301		3951	\$ 250.00
Network Services: Misc. Equipment	16033	6327		3951	\$ 1,500.00
Network Services: Other Contracts	16033	6599		3951	\$ 500.00

For the purpose of:

Friends quarterly distribution

Department Head

Date

Budget Entry (BE) No.: _____

Approved by:

Tony D. Saucerman, Finance Director

Date

Timothy M. Hanna, Mayor

Date

Reported to Finance Committee:

Date

Additional comments:

BUDGET AMENDMENT POLICY, revised 7/07:

The following items require approval of the Mayor and the Finance Director and will be reported to the Finance Committee as information items:

- Transfers of \$15,000 or less between operations programs within a department or between departments within a fund ;
- New appropriations of \$15,000 or less funded by grants, user fees, or other non-tax revenues.

The following items will be reported to the Finance Committee as action items and require approval by two thirds of the Common Council:

- Transfers in excess of \$15,000 between programs within a department or departments within a fund;
- New appropriations in excess of \$15,000 funded by grants, user fees, or other non-tax revenues;
- Any transfers between funds;
- Any new appropriations funded by debt or current year tax levy;
- Any carryover of unexpended budgets from a prior period;
- Any transfers from the reserve for contingencies;
- Use of funds budgeted for a particular capital project for any other purpose.
- Use of budgeted personnel dollars to increase the supplies and services budget .

For the Appleton Public Library operating budget, transfers of \$15,000 or less between budget lines and / or between budget programs require written approval by the Library Director. Transfers in excess of \$15,000 and all new library appropriations funded by grants user fees or other non-tax revenues require the approval of the Library Board Finance Committee and two-thirds of the full Library Board. All Library budget changes will be reported to the Council Finance Committee as informational items.

Appleton Public Library Board

Meeting Dates 2018

Board Meetings are held the Tuesday before the 3rd Wednesday of each month

Tuesday, **January 16**, 2018

4:30 p.m.

APL Board Room

Tuesday, **February 20**, 2018

WLA Library Legislative Day – Tuesday, February 20, 2018

4:30 p.m.

APL Board Room

Tuesday, **March 20**, 2018

4:30 p.m.

APL Board Room

Tuesday, **April 17**, 2018

4:30 p.m.

APL Board Room

Tuesday, **May 15**, 2018

4:30 p.m.

APL Board Room

Tuesday, **June 19**, 2018

4:30 p.m.

APL Board Room

Tuesday, **July 17**, 2018

4:30 p.m.

APL Board Room

Tuesday, **August 14**, 2018

4:30 p.m.

APL Board Room

Tuesday, **September 18**, 2018

4:30 p.m.

APL Board Room

Tuesday, **October 16**, 2018

4:30 p.m.

APL Board Room

Tuesday, **November 20**, 2018

4:30 p.m.

APL Board Room

Tuesday, **December 18**, 2018

4:30 p.m.

APL Board Room



State of Wisconsin
2017 - 2018 LEGISLATURE

LRB-2508/1
SWB:wlj

2017 ASSEMBLY BILL 541

October 16, 2017 - Introduced by Representatives BALLWEG, ROHRKASTE, VANDERMEER, NOVAK, RIPP, HORLACHER, PETRYK, SUBECK, SARGENT, ANDERSON, BILLINGS, BERCEAU, KOLSTE, GENRICH, C. TAYLOR, MASON, SPREITZER, BROSTOFF and MURSAU, cosponsored by Senators OLSEN, WANGGAARD, HARSDORF, JOHNSON and VINEHOUT. Referred to Committee on Children and Families.

1 **AN ACT** *to create* 20.435 (1) (dx) and 46.248 of the statutes; **relating to:** funding
2 for Reach Out and Read Wisconsin and making an appropriation.

Analysis by the Legislative Reference Bureau

This bill requires the Department of Health Services to distribute grants to the Children's Health Alliance of Wisconsin to support the early literacy program known as Reach Out and Read Wisconsin.

For further information see the **state** fiscal estimate, which will be printed as an appendix to this bill.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

3 **SECTION 1.** 20.005 (3) (schedule) of the statutes: at the appropriate place, insert
4 the following amounts for the purposes indicated:

ASSEMBLY BILL 541**SECTION 1****2017-18****2018-19****20.435 Health services, department of**

(1) PUBLIC HEALTH SERVICES PLANNING, REGULATION,
AND DELIVERY

(dx) Early literacy program grants;

Reach Out and Read Wisconsin	GPR	A	200,000	300,000
------------------------------	-----	---	---------	---------

SECTION 2. 20.435 (1) (dx) of the statutes is created to read:

20.435 (1) (dx) *Early literacy program grants; Reach Out and Read Wisconsin.*

The amounts in the schedule for grants to the Children's Health Alliance of Wisconsin for the early literacy program under s. 46.248.

SECTION 3. 46.248 of the statutes is created to read:

46.248 Reach Out and Read Wisconsin grants. From the appropriation under s. 20.435 (1) (dx), the department shall distribute moneys to the Children's Health Alliance of Wisconsin for the early literacy program known as Reach Out and Read Wisconsin.

(END)



State of Wisconsin
2017 - 2018 LEGISLATURE

LRB-4456/1
SWB:wlj

2017 SENATE BILL 449

October 12, 2017 - Introduced by Senators OLSEN, WANGGAARD, HARSDORF, JOHNSON and VINEHOUT, cosponsored by Representatives BALLWEG, ROHRKASTE, VANDERMEER, NOVAK, RIPP, HORLACHER, PETRYK, SUBECK, SARGENT, ANDERSON, BILLINGS, BERCEAU, KOLSTE, GENRICH, C. TAYLOR, MASON, SPREITZER, BROSTOFF and MURSAU. Referred to Committee on Health and Human Services.

1 **AN ACT** *to create* 20.435 (1) (dx) and 46.248 of the statutes; **relating to:** funding
2 for Reach Out and Read Wisconsin and making an appropriation.

Analysis by the Legislative Reference Bureau

This bill requires the Department of Health Services to distribute grants to the Children's Health Alliance of Wisconsin to support the early literacy program known as Reach Out and Read Wisconsin.

For further information see the **state** fiscal estimate, which will be printed as an appendix to this bill.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

3 **SECTION 1.** 20.005 (3) (schedule) of the statutes: at the appropriate place, insert
4 the following amounts for the purposes indicated:

SENATE BILL 449**SECTION 1****2017-18****2018-19****20.435 Health services, department of**

(1) PUBLIC HEALTH SERVICES PLANNING, REGULATION,
AND DELIVERY

(dx) Early literacy program grants;

Reach Out and Read Wisconsin	GPR	A	200,000	300,000
------------------------------	-----	---	---------	---------

SECTION 2. 20.435 (1) (dx) of the statutes is created to read:

20.435 (1) (dx) *Early literacy program grants; Reach Out and Read Wisconsin.*

The amounts in the schedule for grants to the Children's Health Alliance of Wisconsin for the early literacy program under s. 46.248.

SECTION 3. 46.248 of the statutes is created to read:

46.248 Reach Out and Read Wisconsin grants. From the appropriation under s. 20.435 (1) (dx), the department shall distribute moneys to the Children's Health Alliance of Wisconsin for the early literacy program known as Reach Out and Read Wisconsin.

(END)



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Monday, November 6, 2017

3:00 PM

225 N. Oneida Street

Personnel & Policy Committee

1. Call meeting to order

Chairperson Suzanne Brault called the meeting to order at 3:04 pm

2. Roll call of membership

Others Present: Mayor Hanna, Colleen Rortvedt, Tasha Saecker, Maureen Ward

Present: 4 - Kellner, Brault, Bloedow and Scheuerman

Others : 1 - Looker

3. Action Items

Closed Session

Bloedow moved, seconded by Scheuerman that the meeting move into Closed Session pursuant to WI statute 19.85(f)(c) to discuss personnel matters. Voice Vote. Motion Carried. (4-0)

Roll Call was taken.

The Committee went into Closed Session at 3:13 pm

Bloedow moved, seconded by Kellner that the meeting move into Open Session pursuant to WI statute 19.85(f)(c). Voice Vote. Motion Carried. (4-0)

Roll Call was taken.

The Committee resumed meeting in Open Session at 3:47 pm

A. [17-1718](#)

Library Director's 2017 End of Year Performance Evaluation

Scheuerman moved, seconded by Kellner, that the Library Director's 2017 End of Year Performance Evaluation be recommended for approval. Voice Vote. Motion Carried. (4-0)

B. [17-1719](#)

City of Appleton Salary Administration Policy - Request Approval of Sections 5D - 5H: Compensation Plan Components through Overtime

Attachments: [Salary Administration Policy 5D-H.pdf](#)

Kellner moved, seconded by Scheuerman, that the City of Appleton Salary Administration Policy Sections 5D. through 5H. be recommended for approval. Voice Vote. Motion Carried. (4-0)

C. [17-1720](#)

Recommendation for the Following Policy Changes:

- i. Approval of the Security and Safety Policy
- ii. Eliminate the Unattended Children's Policy as a Stand-Alone Policy as this Policy has Been Incorporated into the Safety and Security Policy

Attachments: [Memo on Security Policy Updates 2017.pdf](#)
 [Current Unattended Childrens Policy Approved 07 - eliminate.pdf](#)
 [Security Policy November 2017 amended.pdf](#)

Bloedow moved, seconded by Scheuerman that the APL Safety and Security Policy and elimination of the APL Unattended Children's Policy as a Stand-Alone Policy (as it has been incorporated into the APL Safety and Security Policy) be recommended for approval as amended. Voice Vote. Motion Carried. (4-0)

D. [17-1721](#)

Customer Service Policy

Attachments: [Customer Service Policy November 2017 Markup amended.pdf](#)

Scheuerman moved, seconded by Kellner, that the APL Customer Service Policy be recommended for approval as amended. Voice Vote. Motion Carried. (4-0)

E. [17-1722](#)

Reference and Reader's Advisory Policy

Attachments: [Reference and Readers Advisory November 2017 amended.pdf](#)

Bloedow moved, seconded by Scheuerman, that the APL Reference and Reader's Advisory Policy be recommended for approval as amended. Voice Vote. Motion Carried. (4-0)

4. Adjournment

Scheuerman moved, seconded by Bloedow that the meeting be adjourned. Voice Vote. Motion Carried. (4-0)
The meeting was adjourned at 5:02 pm

CITY OF APPLETON PERSONNEL POLICIES	TITLE: SALARY ADMINISTRATION	
ISSUE DATE: February 18, 2005	LAST UPDATE: September 4, 2001 February 2006 September 10, 2003 October 2006 February 18, 2004 July 2008 February 17, 2005 August 2009 December 2011 September 2012 September 2013 July 2014	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: All regular full and part-time benefited employees covered by the Non-represented compensation plan. Excludes represented employees.	TOTAL PAGES: 7
Reviewed by Legal Services Date: December 2000 September 12, 2003 February 2006 September 2009 August 2013 July 2014	Committee Approval Date: March 9, 2000 September 24, 2003 May 12, 2004 February 9, 2005 February 22, 2006 July 23, 2008 October 28, 2009 December 12, 2011 September 24, 2012 September 9, 2013 August 11, 2014 October 6, 2014	Council Approval Date: March 15, 2000 October 1, 2003 May 19, 2004 February 16, 2005 March 1, 2006 August 6, 2008 November 4, 2009 December 21, 2011 October 3, 2012 September 18, 2013 August 20, 2014 October 15, 2014

I. PURPOSE

To outline the guidelines utilized for administration of the compensation plan.

II. POLICY

It is the policy of the City of Appleton to provide competitive compensation to attract and retain competent staff and to encourage and reward superior performance within the financial resources available.

III. DISCUSSION

This policy provides the current salary administration guidelines. This policy is subject to change with approval of the Common Council. The Human Resources Director shall be responsible for the administration of the compensation policy.

IV. DEFINITIONS

- A. Fair Labor Standards Act (FLSA): A federal act that sets minimum wage, overtime pay, equal pay, record keeping and child labor standards for employees who are covered by the act and who are not exempt from specific provisions. An employee classified in the compensation plan as “Exempt” is

not eligible for the overtime compensation provisions of FLSA.

B. Base Pay: An employee's initial rate of compensation, excluding extra lump sum compensation, shift differential etc. An employee's base pay can be expressed as a base hourly rate of pay or as an annual salary.

C. Compensation Plan: A schedule of pay ranges listing the job classifications Minimum, Maximum and Control Points. All regular positions shall be placed in one of these ranges based on a job questionnaire and point factor job evaluation.

~~C.D.~~ Emergency: For purposes of this policy, an emergency shall be defined as an unplanned, significant event that affects the operation, or service level of the department (as determined by the Department Director and/or the Mayor) or impacts the staffing level for a 24/7 department.

~~D.E.~~ Interim Assignment: When an employee is assigned to a different position on a temporary basis, because of a vacancy.

~~E.F.~~ Job-Questionnaire (JQ): A job analysis that outlines the responsibilities and the requirements necessary to perform the functions of the position. The JQ is utilized to evaluate the position responsibilities using the City's point factor job evaluation system for allocation to the appropriate pay grade. A JQ also functions as the key document for pay plan maintenance.

~~F.G.~~ Non-base pay adjustment: Pay adjustments generally in the form of a lump sum or other forms that do not increase the employee's base pay.

~~G.H.~~ Red-circled: The maintenance of an employee's pay rate above the established range maximum. An employee whose pay rate is at or above the range maximum ~~shall not be eligible for general pay adjustments but may be eligible for a non-base performance adjustment. Exception: Employees who are above the maximum of the assigned pay grade as a result of implementation of the 2013 pay plan shall be eligible for a general pay adjustment and for a non-base performance adjustment until the employee changes positions or leaves City employment.~~

V. PROCEDURES

A. DETERMINATION OF PAY RANGES

The compensation plan shall be based on the principle of equal pay for equal work. Pay ranges within the compensation plan shall be determined with regard to factors including, but not limited to: uniformity of pay for each class; relative difficulty, complexity, and responsibility of work; competitive recruiting, education and experience requirements; and prevailing rates of pay for similar jobs in public and private employment as determined by the City.

B. ENTRANCE PAY RATE

The entrance pay rate shall be within the Minimum and the Control Point of the pay range. All appointments (including department heads) above the Control Point must be authorized, in advance, by a majority of the Mayor, Human Resources Committee Chair and Human Resources Director.

C. RECLASSIFICATION

The Position Classification Review Process is the method for determining pay range assignment of new positions or reclassification actions involving substantial changes in the duties and responsibilities of an existing position.

(a) Classification or Reclassification Consideration

A request for reclassification of a current position or the classification of a new position may be initiated by a staff member seeking reclassification, by the staff member's department director, or by the Human Resource Director. Requests for reclassifications may occur throughout the year as positions are created or become vacant.

Reclassification consideration for existing positions requires that the employee and the department director document substantial changes in existing duties since the most recent review. Duty changes may be from substantial, immediate reassignment of duties due to reorganization, or may be the result of a logical and gradual change of responsibilities over a period of time.

To be considered for reclassification, changes should be stable and typically should have been in effect for at least six months preceding the reclassification request so that it is clear that the changes that exist are likely to remain for some period of time. Reclassification will not be considered for temporary changes in duties.

A request for classification or reclassification consideration must be in writing and include a new JQ with notes indicating duties that have changed since the last review. The Questionnaire must be completed and signed by the employee, then reviewed and signed by the supervisor and department director. The supervisor and department director must verify or comment on the accuracy of the responses.

(b) Review of Requests

Following internal review by the Human Resource Director, the Human Resource Director may submit the Questionnaire and any supporting documentation to the consultant for evaluation if the criteria for reclassification is met. If the reclassification is appropriate, the consultant will recommend a grade assignment for the position. The consultant may request further information from the Human Resource Director and may request that other positions affected by the reclassification changes be reviewed as well.

(c) The Employer's Response to the Consultant's Recommendations

The employee and the department director will be informed of the final decision in writing, ~~and the consultants recommendation will be reported out informationally to the Human Resources Committee. Classification decisions for existing positions will normally take place on the first pay period following approval by the employer.~~ The effective date of any compensation changes will be based on the specific circumstance of the reclassification.

D. COMPENSATION PLAN COMPONENTS

(a) ~~General~~ Pay Range Adjustment

~~General~~ pPay Range adjustments are typically made on an annual basis. The Human Resources

Director shall recommend such adjustments to the Mayor and Finance Director ~~Common Council~~ based on the general level of pay adjustments in the job markets where the City competes for its staff, as well as internal adjustments (e.g. collective bargaining settlements). These adjustments are also made in consideration of general changes in cost-of-living indices.

The adjustment takes the form of an adjustment to pay ranges ~~and will generally be made to the employee's base pay.~~ With the goal of maintaining market competitiveness of the pay plan.

No increase will be made to an employee's pay as a result of a pay range adjustment.

~~Employees must be rated at least "on target" in each of the goals and competencies to be eligible for a General Pay Adjustment.~~

~~General Pay Adjustments for those employees, who are eligible, will be effective January 1 each year~~

~~An employee, who falls below target in any of the goal and competencies, will be required to have a development plan and will not be eligible for a General Pay Adjustment until after 90 days of sustained "on target" performance. If an employee's performance reaches the "on target" level, (after 90 days) the employee may be eligible for a general pay adjustment at that time. Such General Pay Adjustments shall not be retroactive.~~

~~New Hires after July 1 of the current year may be eligible for a General Pay Adjustment if proper documentation (memo, e-mail etc. to indicate the GPA is warranted) is submitted by the supervisor and approved by the department director and Human Resources.~~

(b) Pay for Performance Adjustments

The amount allocated for performance pay adjustments shall be established each year by the Mayor and included in the annual budget, subject to approval by the Common Council. Upon approval of the budget the amount will be divided and allocated to each individual department based on total base wages of eligible employees within the plan. Upon conclusion of the annual employee performance review process, individual department directors will then divide the allocated amount to individual employees within their department based on the employee's annual performance evaluation score. Employees shall be eligible for pay for performance adjustments as follows:

- ◆ ~~Employees who have a pay rate at or below the Control Point shall be eligible for the following:~~

Performance Rating	Adjustment
90-100%	1.5 of a performance adjustment
75- below 90%	1 performance adjustment
60- below 75%	.5 of a performance adjustment
Below 60% of	Not eligible

- ◆ ~~Employees who have a pay rate above the Control Point shall be eligible for the following:~~

90 to 100%	1 performance adjustment
75- below 90%	.5 of a performance adjustment
60- below 75%	Not eligible
Below 60%	Not eligible

Lump sum ~~Non-base~~ adjustments will be used for employees who are at the maximum of their pay range. Lump sum ~~Non-base~~ adjustments may also be used in unique circumstances, to recognize a one-time adjustment or a circumstance that would deviate from our general policy guidelines.

Employees who fall below target in any of the goals or competencies, will be required to have a development plan and will not be eligible for a performance adjustment for that year (regardless of their % score).

An employee, who meets the required percentage for a particular level of performance, will be eligible for a base performance adjustment. If a Department Director recommends the employee receive the higher level performance adjustment, the Department Director must submit justification in writing to Human Resources. If the additional level of adjustment is approved by Human Resources, it shall be in a lump sum. (Example: an employee above the Control Point is rated 89% will receive .5 of a performance adjustment applied to their base and .5 performance adjustment in a lump sum).

All pay for performance adjustment requests will require supporting documentation through the performance evaluation process (goals & competencies) as outlined in the Performance Management Policy. All supporting documentation will be reviewed and verified by the Human Resources Department.

~~E. ADMINISTRATION OF PERFORMANCE ADJUSTMENTS~~

~~(a) Existing Employees~~

Pay for Performance Adjustments for those employees who are eligible, will be effective on January 1 each year.

Employees promoted throughout the year generally will not be eligible for pay for performance for that year.

~~(b) New Employees~~

A new employee who is hired before July 1 will be eligible to receive a pro-rated performance adjustment on January 1 of the next year based on the number of months they worked in that previous year.

F. PAY RATE ADJUSTMENTS

The Human Resources Director and the applicable Department Director shall determine the pay status of an employee based on the following:

- (a) Transfers - When an employee is transferred from one class to another with a common pay range, he/she shall continue to receive the same pay rate unless a different rate is deemed appropriate.
- (b) Promotion - When an employee is promoted from one class to another having a higher pay range, he/she shall receive an increase as deemed appropriate but not to exceed the Control Point of the range unless approved by the Committee as outlined in the above Entrance Pay Rate section. If the employee's pay rate is higher than the control point of the new position prior to promotion, no authorization is needed from the Committee. For consideration of placement into the new salary range, such factors as the average value of overtime lost, average value of extra hours

worked in a non-exempt capacity as well as other internal and external factors shall be considered.

- (c) Demotion - When an employee accepts a position in a lower pay grade for any reason, a rate of pay shall be determined. For consideration of placement into the new salary range, such factors as experience, qualification, length of service, average value of overtime lost and the level of pay similar to employees in the pay range shall be considered.
- (d) Upward Re-Classification - When an employee's position is reclassified into a higher pay grade, the reclassification shall be treated the same as a promotion under (b) above.
- (e) Downward Re-Classification - When an employee's position is reclassified into a lower pay grade, the reclassification shall be treated the same as (c.) above.

~~(f) Career development - Employees covered under a Council approved Career Development Plan shall be treated the same as an upward reclassification under (d) above.~~

(f) Equity Adjustments

Equity adjustments are salary changes outside of the normal salary programs (as listed above) to remedy salary issues such as external pressure in high demand areas, internal salary compression, and/or retention considerations.

G. MINIMUM AND MAXIMUM RATES

Generally, an employee shall be paid within the pay range of his/her position.

An employee may be paid below the minimum of his/her pay range as the result of not receiving a ~~general~~ pay adjustment due to their performance ~~not meeting expectations~~.

An employee who receives a base pay adjustment cannot exceed the maximum of their pay range.

In the event of a reclassification, or re-evaluation of a pay range that results in an employee's pay falling outside the maximum of the newly assigned pay range, such employee's pay rate may be red-circled.

H. OVERTIME

- (a) Employees in the Compensation Plan who meet the exemption under the Fair Labor Standards Act shall be exempt from all premium pay provisions except as otherwise outlined in this policy.
- (b) Employees who are required to work Sunday, not part of their regular schedule, shall receive double time pay. Utility Department employees who work Sunday, as part of their regular schedule, shall receive double time pay.
- (c.) All non-represented non-exempt employees in the Compensation Plan shall be paid no less than the minimum compensation required pursuant to the FLSA, including ~~eligible for~~ overtime compensation on a time and one half basis, for all hours worked in excess of 40 hours per week subject to the following: ~~(For purposes of determining overtime pay under this policy, all authorized paid leaves with the exception of PTO Sick and Sick leave shall be considered as time worked for the purpose of computing overtime.) Double time may be paid for all hours worked on Sundays and holidays, only if indicated in departmental policy.~~

1. Compensatory Time, Sick leave and PTO Sick hours shall not be counted as hours

worked for purposes of computing overtime compensation; and,

2. Scheduled City holiday hours, vacation and PTO (except PTO Sick, see #1 above) may be counted as hours worked for purposes of computing overtime compensation (except when employee is called to work, then see #3 below); and,
3. Hours worked and paid at a Sunday or Holiday double time rate*, where the employee is also paid an additional call pay premium, shall not be counted as hours worked for purposes of computing overtime compensation.

*Holiday double time rate refer to Fringe Benefit Policy.

- (c) Battalion Chiefs and Deputy Fire Chiefs who fill in for other Chief Officers, when overtime would otherwise be required, shall receive straight time pay for all such hours worked in addition to his/her regular bi-weekly rate. Operations Battalion Chiefs who are required by the Chief to attend extended (generally more than four (4) hours) training on his/her off-duty time may be eligible for straight time pay for attendance at such training at the discretion of the Fire Chief.
- (d) Police Lieutenants and Captains will receive compensation at time and one half of the top senior sergeant rate ~~(effective 10/30/2014)~~ when working beyond their normal schedule for Grants, Off-Duty Police Services, ~~and~~ Avenue Detail and special events.
- (e) Overtime shall be approved in advance by the Department Director or supervisor and reviewed periodically by the Department Director. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or emergencies.
- ~~(f) Overtime shall be scheduled based on an employee's qualifications to perform the job pursuant to departmental policies or guidelines.~~

I. SHIFT DIFFERENTIAL

Non-exempt employees ~~designated by departmental policy may~~ shall receive a shift differential of \$.30 per hour between the hours of 5:00 PM and 5:00 AM. This shall not include Library employees, an extension of the workday or employees working a modified schedule.

J. HIGHER RATE OF PAY

Employees of the Public Works Department assigned for one week or longer shall be paid a higher rate differential of \$1.00 per hour for all actual hours worked performing the approved eligible tasks as-listed below ~~of the Public Works Department shall be eligible for higher rate of pay per departmental policy.~~

Mason work (dig, form and pour)

Water construction work (dig, pipe installation or repair)

Forestry work (tree removal while climbing or in aerial)

Asphalt paver operation

Laborer plowing snow (off-site)

Loader operation (off-site)

Grader operation (off-site)

Backhoe operation (off-site)

Sewer truck operation (Leader)

Parking Operator I temporarily assigned to Supervisory duties

Parking Ramp Attendant temporarily assigned to Parking Enforcement

Wood Hog Chipper

K. CERTIFICATION PAY

1. Public Works Department

Assessor Certification – any Inspection employee who obtains this certification will be paid a \$100.00 lump sum payment at the initial certification and any subsequent required re-certifications.

2. Lead Community Service Officer

Animal Control Certification – the Lead Community Service Officer shall be paid an additional \$.25 per hour to obtain and maintain the Animal Control Certification. The employee must receive approval by their supervisor prior to obtaining the certification.

~~2. Competent Person Trenching/Shoring Certification – any employee who is required to obtain this certification will be paid a \$100.00 lump sum payment at the initial certification and any subsequent required re-certifications. The City shall determine how many employees will get this certification.~~

~~3. Pesticide Application Certification – any employee who is required to obtain this certification will be paid a \$100.00 lump sum payment at the initial certification and any subsequent required re-certifications.~~

2. Utilities Department

Advanced Wastewater Certifications - A \$1.00 certification premium will be applied to the base wage of any Wastewater operations employee who successfully passes and maintains the Advanced General Wastewater exam and the advanced subclass exams for:

- Advanced General Testing
- A1 - Biological Treatment – Suspended Growth
- B – Solids Separation
- C - Biological Solids/Sludge Handling and Processing
- D - Disinfection
- L - Laboratory
- P - Phosphorus
- SS - Sanitary Sewer Collection System*

*Currently not available, will be required after re-issuance of WPDES permit, requiring the subclass SS (i.e., > year 2020). As in the past, it is the employee's responsibility to manage their own certification requirements.

K.L. TELEPHONE CALL

Non-exempt employees who are called by a supervisor on the telephone, outside of his/her regularly scheduled hours, to provide information related to the operation of the department shall be paid for the time actually spent on the telephone, but not less than one hour's straight time pay in either pay or time off to be determined by his/her supervisor. This does not apply to employees receiving the Stand-by Duty pay.

L.M. EMERGENCY CALL-IN/EMERGENCY SHIFT CHANGE

Non-exempt employees who have left the worksite or are in a paid leave status, and who are called to return to work outside of their regularly scheduled hours to handle emergency situations that could not be anticipated, will be eligible for (3) three hours call-in pay. ~~in or whose shift is changed may be eligible for call time or shift change allowance as designated by departmental policy.~~

N. EMERGENCY SHIFT CHANGE

When a non-exempt employee is scheduled for required to work outside their assigned shift as a result of an emergency, of his/her range of typical hours, he/she will be paid a call-time allowance of two (2) hours at straight time in addition to the applicable pay for the time actually worked. The employee shall be eligible for a two (2) hour call time each day that the employee is assigned to work outside their normal shift as a result of the emergency. This will not include extensions to a shift. Notice of the scheduled work will be provided prior to the end of their shift.

O. SCHEDULE CHANGE

When a non-exempt employee is scheduled for work outside his/her range of typical hours, for more than (1) work week, this will be considered a schedule change. Therefore, he/she will be paid a call time allowance of two (2) hours at straight time on the first day of the new schedule. and again when returning from the schedule change. This will not include snow and ice operations.

~~M.~~ P. STAND-BY DUTY

~~Emergency locators and utility maintenance staff,~~ Non-exempt employees who are required by his/her department director to be on stand-by duty (required to remain within a one (1) hour response area, accessible by phone or pager, etc.) shall receive one hour's pay for each day of stand-by and (2) two hours if on the actual holiday (does not include the observed holiday).

All employees required to be on stand-by must remain physically fit and ready for duty and must continue to abide by City policies (i.e., Drug-Free Workplace).

N.Q. CALL DUTY - EMERGENCY RESPONSE (Excludes Directors ~~and~~ Deputy Directors and Assistant Police Chief)

Any exempt employee, who is required to report to duty for emergency operations (e.g. snowplowing, water main breaks, facilities and grounds and technology issues, storms & other disasters, police investigations, SWAT calls etc.) may be eligible for additional compensation in the form of a bonus as outlined below:

- ◆ If the employee reports for work and works more than one (1) hour but less than four (4) hours, the employee shall be entitled to \$50.00 for each report.

- ◆ If the employee reports for work and works four (4) hours or more, shall be entitled to \$100.00 \$200.00 for each report.
- ◆ ~~Police Captains and Lieutenants, who report for work and work four (4) hours or more, shall be entitled to \$200.00 for each report.~~

~~O. SPECIAL CONDITIONS~~

~~It is recognized that external forces such as unique market conditions and compression of wage differentials between employees in the compensation plan and those they supervise can jeopardize the integrity of the plan. The Human Resources Director shall develop appropriate means to address such situations on a case-by-case basis, subject to the approval of the Common Council.~~



APPLETON PUBLIC LIBRARY

225 North Oneida Street
Appleton, WI 54911-4780
(920) 832-6170 | FAX: (920) 832-6182

TO: Appleton Public Library Board of Trustees

FROM: Colleen Rortvedt, Library Director

DATE: October 31, 2017

SUBJECT: Summary of changes to the Security Policy

Staff have completed a thorough review of the Security Policy and would like to recommend:

1. The attached Safety and Security Policy for approval
2. The elimination of the Unattended Children's Policy as a stand-alone policy

A summary of the changes are as follows:

- a. Changes Security Policy to "Safety and Security Policy"
- b. Includes language about what appropriate library conduct and activities are
- c. Incorporates the Unattended Children Policy to stress its importance in safety and eliminates it as a stand-alone policy
- d. Adds language regarding juvenile patrons
- e. Adds language regarding the use of policy for delivery of library restrictions when warranted
- f. Adds delivery of restrictions by certified mail when not delivered by staff or police in person
- g. Includes video surveillance which wasn't addressed in previous versions
- h. Incorporates the "Rules of Conduct" into section 6, "Classes of Behavior and Response." In 2018 after a transition period we anticipate returning with a request to eliminate that as a stand-alone policy
- i. Classes of behavior now more accurately reflect what is in the Rules of Conduct Policy
- j. Clarifies language about harassment
- k. Adds more specific language about bags and possessions
- l. Updates the Appeals process
 - a. Appeals must be in writing
 - b. Follow bylaws appeals process
 - c. Juvenile circumstances
- m. Trespassing language provides more clarity for staff
- n. Sections are rearranged to flow in cases where it improved readability of the policy

Appleton Public Library Unattended Children Policy

Purpose

To ensure the safety and well being of the children and maintain an atmosphere of constructive library use.

Policy

1. Responsibility for the welfare and the behavior of children using the library rests with the parent, guardian, or responsible caregiver. Though staff will always respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended.
2. Supervision of children:
 - a. Preschool children should be in sight of and supervised by a parent, guardian, or responsible caregiver. Parents or caregivers of preschool children are expected to remain in the library while children are attending library programs.
 - b. Older children able to maintain proper library behavior may use the library unattended, otherwise they should be adequately supervised by a parent, guardian, or responsible caregiver.
3. Staff may, as needed:
 - a. notify parents, guardians, or responsible caregivers whose children need additional supervision;
 - b. contact authorities such as the Police either to assist with the enforcement of discipline in the library or to ensure the safety of an unattended child.
4. Staff will make a reasonable effort to assure that children leave the library comfortably and safely at closing time. At least two staff members will remain in the library if a minor child is in the building after closing. If any children remain at the library 15 minutes after closing, staff will contact the Appleton Police Department to ensure safe transport.

SECURITY AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to maintain a safe, welcoming and secure environment for ~~the staff of the Appleton Public Library ("Library") and the public~~ all Appleton Public Library ("APL" or "library") users and staff, as well as ensure equitable access to materials and services for all library users in accordance with the Library's Rules of Conduct Policy.

II. POLICY

1. Overview. The library welcomes all and is dedicated to free and equal access to information. The library is in a unique position to educate and serve as a gathering place for the community.

In order to facilitate an environment conducive to the library's mission, patrons shall be engaged in activities typically associated with the use of a public library while in the building. No individual may engage in inappropriate conduct on library premises. Inappropriate conduct includes any individual or group activity which is unreasonably disturbing to other individuals lawfully using library facilities, materials, equipment and/or premises or is otherwise inconsistent with activities such as reading, studying, properly using library materials and other similar conduct typically associated with a public library.

When possible, staff will first educate individuals about the applicable policies before taking stronger measures to enforce those policies. In situations where library staff members feel that the health, safety or security of library users or staff members are threatened, they make take any and all appropriate action including, but not limited to, calling the police for assistance.

2. Monitoring. Library staff will monitor public behavior using staff and security equipment, subject to provisions of Wis. Stat. § 43.30 and the library's Privacy Policy. The library reserves the right to inspect bags, briefcases, backpacks or other personal items.

3. Enforcement. Enforcement of this policy is the responsibility of all Library staff. Staff members are expected to ~~deal with~~ address any inappropriate behavior they encounter. Supervisors, professional librarians and ~~o~~perations ~~c~~lerks are expected to have a greater awareness of this policy and exhibit a willingness to step in and serve as a resource in helping other staff deal with problems.

a. Asking for Help. Staff members have the right to ask other staff members, security and/or the police for assistance and should provide assistance to other staff when able and requested.

b. Contacting Police. Staff members may contact the Appleton Police Department (“APD”) at any time to preserve his or her own safety, the safety of the public, and to request assistance in enforcing this policy and preserving the library environment as defined by the policies adopted by the Library Board of Trustees (“library board”).

c. Using Judgment. Staff members who have acted with reasonable judgment in addressing violations of library policies and any other law, rule or regulation will be supported by their supervisor, the librarian in charge and the administration.

4. Responses to Inappropriate Behavior. Inappropriate behavior will be addressed with a response proportionate to the severity of the behavior.

a. Eviction. The library reserves the right at all times to immediately evict a patron that is dangerous or in any way threatening library staff or other patrons. Additionally, all staff have the ability to evict patrons for the remainder of the day should patrons ignore staff requests to comply with library policies., with the exception of the Class 1 behavior, as defined in Section 5(a) below, which requires the APD be contacted immediately, followed by contacting the librarian in charge or their supervisor.

b. ~~———— Juvenile Patrons~~. If a juvenile patron violates a Rule of Conduct, or any other rule or regulation, staff may contact their parent/guardian.

c. ~~————~~

b. Restriction.

i. ~~———— Authority~~. The library board delegates authority to restrict people from the library to the Library Director and aAssistant Director. If the Director and aAssistant Director are unavailable, a Section-sSupervisor may restrict an individual for up to fourteen (14) consecutive days. The library board may also restrict individuals from entering the library for a specified limited time, indefinitely, pending some specified legal condition or ruling, or permanently. Evictions will generally be from the Library building as a whole, not just an area, and is generally for the balance of the day. The library board may also restrict individuals from entering the library a specified limited time, indefinitely, pending some specified legal condition or ruling, or Permanently.

ii. Length. The length of a restriction will depend on be proportionate to the severity of the offense, whether there are prior offenses, and the safety of staff and patrons, as applicable, though other factors may be considered.

iii. Notice. ~~When a patron receives a library restriction,~~ The patron and the APD must be notified within 2 business days of the decision to restrict. The notice must include the duration of the restriction. The notice may be delivered by the ~~of the restriction in writing by the Library Director, or designee~~ assistant director, the librarian in charge, the police, or delivered by certified mail, and the information must be made available to library staff. Should a restricted patron return to the library in violation of the restriction, staff should contact the APD and the individual may be cited for trespassing.

iii. Documentation. The notice of restriction and all related records will be maintained in accordance with the library's Privacy Policy and Records Retention Schedule.

iv. Scope of Authority. This policy refers to restrictions and consequences imposed by the library but does not preclude or supersede other consequences or penalties that may be imposed by federal, state or local law.

v. Juvenile Patrons. If a juvenile patron violates this policy, or any other rule or regulation, staff may contact their parent/guardian.

1. As an alternative to restricting a juvenile, they may be restricted from independent use of the library for a specified period of time depending on the severity of the violation. During this time the juvenile whose library use is restricted may use the library only when the juvenile is accompanied by a responsible parent or guardian.

2. The juvenile's parent or guardian must be notified of the restriction via certified mail or the notice may be delivered by the APD. Failure to abide by the restriction may lead to restricting the juvenile from the library completely and they may be cited for trespassing by the APD.

cd. Use of Equipment. Staff members may stop a patron from using Library equipment, or may contact a supervisor about a patron's use of equipment, if the use violates a rule or policy. Supervisors may restrict patrons from using public access computers for 30 days if a violation is found. Should the violation warrant, the library director or assistant director may determine to restrict a patron's from using the Library in its entirety. Misuse or abuse of computers or internet access may result in suspension of internet access, restriction from the library in its entirety as described in this policy and may also be subject to prosecution by local, state or federal authorities. ~~if the patron violated a rule or policy by placing the reason and length of the restriction in writing and providing it to the patron.~~

de. Warnings. Staff members may issue a verbal warning or may refer a problem to ~~a operations staff monitor, supervisor or~~ the librarian in charge or a supervisor, unless it involves a Class 1 offense pursuant to sections 65(a) herein, in which case the APD must be contacted.

ef. Identification. Staff members are authorized to request identification from library patrons as necessary and appropriate for safety and security, or when library rules have been violated. Refusal to identify oneself under these circumstances may be grounds for contacting the APD.

f. Communication. Library staff will communicate disciplinary actions with one another, including reports to the supervisor, operations staff or the librarian in charge. All disciplinary actions must be documented by library staff.

5. ~~g. Photographs. Staff members have the right to take photographs of patrons as needed to identify them for security purposes.~~ Video Surveillance and Photography. Security cameras are used to enhance the safety and security of library users and staff to discourage violations of this policy, to assist library staff in preventing the occurrence of violations and when necessary, to provide law enforcement assistance in the investigation of a criminal occurrence on library property and in prosecuting criminal activity.

a. Video cameras may be located in indoor or outdoor locations where individuals lack a reasonable expectation of privacy. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy such as private offices or restrooms.

b. The City of Appleton ("City") may mount cameras on the exterior of the library building that provide surveillance of public spaces. These cameras are not library cameras and are not covered by this policy.

c. Video footage and photographs are used in accordance with the library's Privacy Policy and Record's Retention Schedule.

d. Cameras are not continuously monitored. Personal safety is the responsibility of the individual and the City is not responsible for lost or stolen property.

e. Staff members have the right to take photographs of patrons as needed to identify them for security purposes.

~~k. Communication. Library staff will communicate disciplinary actions with one another, including reports to the supervisor, operations staff or librarian in charge. Disciplinary actions beyond verbal warnings must be documented by library staff.~~

65. Classes of Behavior and Response:- No policy can list all prohibited behaviors. Therefore, the guiding principle for acceptable behavior is: **Everyone has the right to use the Appleton Public Library without being disturbed by others. Disruptive, unsafe, illegal or damaging behavior is not allowed.**

a. Class 1 - Serious Danger or Overt Criminal Behavior. Staff response must include calling the APD and may result in the patron being immediately restricted from the library. **Violating federal, state or city ordinance is not allowed in the library.** Examples include, but are not limited to:

- i. Fighting or combative behavior,
- ii. Exhibitionism,
- iii. Any sexual behavior regardless of if it is unwelcome or consensual,
~~Inappropriate, overt, and/or unwelcome sexual behavior,~~
- iv. Threats,
- v. Refusal to leave when asked,
- vi. Physical abuse,
- vii. Stalking,
- viii. Possession of illegal drugs,
- ix. Possession of firearms or other weapons that pose a threat to staff or the public,
- x. Child pornography,
- xi. Theft, including theft of library materials,
- xii. Vandalism, or
- xiii. Intentional entry into restricted areas of the building.-

b. Class 2 - Potentially Serious Behavior. Staff response will vary according to the severity of the disruption or threat, ranging from a warning to calling the APD to immediate restriction from the Library. Examples include, but are not limited to:

- i. Alcohol or drug intoxication,
- ii. Possession of weapons ~~that do not fall into Class 1,~~
- iii. Possession of alcohol, except as part of an approved program,
- iv. Verbal abuse of staff or other patrons,
- v. Loitering in a manner that interferes with others,
- vi. Excessively emotional, hostile, threatening or uncontrolled behavior,
- vii. Use of loud profanity, obscenity or obscene gestures,
- ~~viii. Intentional entry into restricted areas of the building,~~
- ~~viiiix. Panhandling,~~
- ~~ix. Taking library materials into restroom.~~x. Using another person's card without permission to check out materials,
- x. Using another person's card to use the internet computers,
- xi. Leaving bags and other personal items unattended, or
- xii. Harassing and intrusive behavior, including staring at, ~~stalking~~ or following staff or patrons with the intent to annoy, ~~harass them or harass,~~ violating privacy, or interfering with staff performance of duties or patrons use of the library.

c. Class 3 — Annoying or Disruptive Behavior. Staff response will vary according to the severity of the disruption, ranging from tolerance to warning. In severe or repeated cases, eviction, calling the APD or a library restriction may follow. Examples include, but are not limited to:

- i. Bodily hygiene which is so offensive that it is a nuisance to patrons and staff,
- ii. Loudness ~~and/or talking in monologues,~~

- iii. Monopolizing the time of staff or otherwise interfering with staff members' performance of duties. This includes engaging in conversation or behavior that monopolizes the attention of a staff member for an inappropriate amount of time, making inappropriate personal comments or refusing to comply with staff requests,
- iv. Inappropriate public displays of affection,
- v. Blocking the library entry, ~~or~~ sidewalk in front of the building or otherwise interfering with free passage of APL staff or users,,⁷
- vi. Loud profanity or obscenity in front of the building or in the parking lot,
- vii. Bringing in more than three bags, backpacks, boxes or wheeled conveyances. Personal belongings cannot exceed 32 by 18 by 15 inches individually or collectively. Exceptions are made for wheelchairs, strollers and musical instruments that do not violate library policies. Bedrolls, pillows, sleeping bags, shopping carts and garbage bags are not allowed. Exceptions are also made for items used in conjunction with programs or events.
- viii. Sleeping, napping or dozing in or on library premises,,⁷
- ix. Unhygienic behavior such as spitting or changing diapers in public areas,
- x. Bathing, shaving, washing hair or washing clothing,
- xi. Use of any cellphones or other communication or entertainment devices at a volume that disturbs others, with or without headphones,
- xii. Vaping and use of tobacco products in violation of the Smoking and Tobacco Use Policy,
- xiii. Entering the library without being fully clothed. Shoes and shirt must be worn,
- xiv. Neglecting to clean up any personal trash,
- xv. Rearranging furniture or utilizing it in a manner other than it was designed for. Furniture is limited to the number of people it was designed for, or
- ~~vix~~^{viii}. Other violations of ~~the Rules of Conduct Policy~~ library policies.

6. _____

7. Unattended Children. The library welcomes and encourages children to use materials and services and strives to provide a welcoming and safe environment.

- a. Monitoring. Responsibility for the welfare and the behavior of children using the library rests with the parent, guardian, or responsible caregiver. While staff will always respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended.
- b. Supervision of children.
 - i. Children under age 8 must be accompanied by an adult or a caregiver who is able to supervise them. Children 8 years of age and over who do not require additional supervision may use the library more independently but parents or caregivers of children under 8 are expected to remain in the library while children are attending library programs.
 - ii. Children 8 years of age and over who are able to maintain proper library behavior may use the library unattended, otherwise they should be adequately supervised by a parent, guardian, or responsible caregiver. All parents, guardians and caregivers are encouraged to use the library with their children.
 - iii. The City assumes no liability with regard to unattended children. Parents, guardians and caregivers acknowledge the risk of leaving a child unattended in the library and release the City from all claims which they may have.
- c. Response.

- i. Staff may, as needed, notify parents, guardians, or responsible caregivers whose children need additional supervision or contact authorities such as the police either to assist with the enforcement of discipline in the library or to ensure the safety of an unattended child.
- ii. Staff will make a reasonable effort to assure that children leave the library comfortably and safely at closing time. At least two staff members will remain in the library if a minor child is in the building after closing. If any children remain at the library 15 minutes after closing, staff will contact the APD to ensure safe transport.

8. Appeals.

- a. Individuals who are restricted from the library or from using library equipment may submit a written request for a reconsideration of their restriction to: Library Director, Appleton Public Library, 225 N. Oneida Street, Appleton, WI 54911. The written request must describe the reasons for reconsideration of the restriction and include a return mailing address.
- b. For juveniles restricted, at the request of the parent or guardian, the library director may consider allowing the juvenile patron access to the library when in the direct supervision of a designated parent or guardian. The library director must approve the adult that will provide supervision. ~~The request for reconsideration may be made in writing or orally. The person requesting the reconsideration may present relevant information to the Library Director to support their request.~~
- c. The library director will respond to the reconsideration request in writing within fourteen (14) regular business days. The length of the restriction from the library shall remain as stated in the "Restriction from Library" notice unless the director issues a written determination altering the terms of the restriction.
- d. If the person ~~is dissatisfied with~~ wishes to contest the decision of the library director, he/she may appeal to the library board pursuant to the library board's Bylaws.
- e. Patrons may not enter the building without permission of the library director during the appeals process.

9. Non-Compliance with restriction – Trespassing. If a restricted individual enters the library before the return date listed on the "Restriction from Library" notice, APD will be called and the individual may be cited for trespassing under Appleton City Ordinance AC 10-26.

Approved: 5/02. Amended: 4/05; 6/07; 8/16; 12/16; 11/17

CUSTOMER SERVICE POLICY

Purpose

In fulfilling its mission, the Appleton Public Library ~~strives at all times to~~ will provide excellent ~~in~~ customer service to all individuals in accordance with existing City of Appleton policies. ~~regardless of age, race, ethnicity, religion, gender, sexual identity, gender identity, physical limitations, social or economic status, or any other criteria. Hospitable, educated and knowledgeable~~ Community-focused and knowledgeable staff members provide ~~assist patrons in finding~~ the materials and services ~~they~~ our patrons want and need. ~~Staff offers services in a fair and professional manner that treats everyone with courtesy and respect and asks for courtesy and respect in return.~~ The Library cares about patrons and seeks to give each person attentive service.

Policy

Guidelines and General Rules.

1. Library staff will ~~treat~~ acknowledge every patron appropriately, treating them with equal respect and every request with equal importance.
2. ~~Courtesy and attention to the needs of the library user will be the key to all interactions. Staff will try to be flexible in meeting library patrons' needs. Whenever possible, judgment calls will be made in the patrons' favor.~~ Library staff seek out ~~the~~ innovative approaches to serve our customers in the best ways possible.
3. Skilled staff will use their knowledge of library resources to fulfill requests in a timely manner or else present alternatives when requests cannot be met immediately.
4. Staff members are expected to act in a friendly, helpful manner which will ensure that the patron will walk away feeling that their experience with the Library has been a positive one.
5. Library policies and procedures exist to make library resources available on an equitable basis:

- If a patron questions a policy or if the purpose of a policy is not understood, staff should provide an explanation or else refer the patron should to the ~~LL~~Librarian in Charge, a supervisor, the Library Assistant Director or Library Director. The business cards of supervisors and the Assistant Director are available at all service desks.
- ~~Staff~~ The Library recognizes the need to enforce policies ~~-and procedures-and that some patrons may find this disagreeable~~. Staff will be patient, respectful and helpful even when being firm about library rules.
- The library reserves the right to limit the number of questions or amount of time a staff member can spend helping individual patrons. Monopolizing the time of staff or otherwise interfering with staff members' performance of duties is not allowed and may be subject to restrictions up to and including permanent restriction from the library and criminal charges in accord with the library's Security and Safety Policy.

6. All interactions and transactions between a library patron or group of patrons and the Library will be considered confidential and will be discussed only in a professional context.

7. Library staff will seek to meet ~~library~~ patrons' expectations ~~for service in fulfilling the library's mission~~. Any comments are welcome ~~regarding how well those expectations are being met~~. Patrons can expect complaints and problems to be addressed within 48 hours, whenever possible.

8. The Library supports high standards of customer service through a plan of employee training, leadership development and opportunities for customer input.

~~7. During interactions with library staff, patrons can expect to:~~

- ~~• Be acknowledged appropriately~~
- ~~• Be treated courteously and respectfully~~
- ~~• Be valued for their input~~
- ~~• Receive the same high standard of service regardless of age, race, ethnicity, religion, gender, physical limitations, or other criteria~~
- ~~• Receive prompt and timely service~~
- ~~• Receive knowledgeable service and professionalism from all staff~~

~~• Have their privacy and confidentiality respected~~ Patrons can expect a clean and safe building.

Approved: 1/08. Amended: 11/17

REFERENCE AND READERS ADVISORY POLICY

PURPOSE

The Library provides free Reference and Reader's Advisory services to help people find information and use library and other information resources. Library staff uses library collections and online resources as well as sources beyond the library to fulfill informational needs.

POLICY

1. Reference and Readers Advisory is provided in both the Adult and Children's Sections with services available for people of all ages.
2. Staff replies to all requests for information in a prompt and timely way. Requests are accepted in person, via phone, mail or digitally. Priority is given to in-person inquiries. When not completed immediately, questions will be answered or referred within 24 hours.
3. Reference and Reader's Advisory questions are considered confidential. Staff will handle inquiries with a focus on privacy, professionalism and courtesy.
4. Patrons using Reference and Reader's Advisory services will be served equally ~~regardless of age, race, ethnicity, religion, gender, sexual identity, gender identity, physical limitations, social or economic status, or any other criteria~~ in accordance with existing City of Appleton policies.
5. Reference service is provided by trained staff during all hours the library is open. Reference staff will attempt to answer questions at the time the request is made and to work within the patron's time constraints. More complex questions may require that patrons participate in finding needed information with staff providing guidance and assistance. Reading and interpreting the information is the patron's responsibility.
6. When answering patron questions, reference staff will cite the resource(s) being used. The producers of that resource, not the library itself, are responsible for the resource's accuracy.

7. Staff may assist as they are able in helping patrons with computer applications or electronic reading/listening devices and may refer patrons to appropriate books, online tutorials and guides, classes or IT staff for further assistance. When assisting patrons with computer resources, staff will not enter personal information for patrons.
8. Staff will not provide the following kinds of assistance, which are deemed to be beyond the scope of the Library's service responsibilities:
 - a. Interpretation, advice or personal recommendations in any area other than the use of Library resources. This includes, but is not limited to, legal, medical, financial or tax advice.
 - b. Critiquing or editing patron documents, including resumes for job seekers.
 - c. Completing forms, including online forms, for patrons.
 - d. Price quotes, online purchasing and contacting commercial outlets or public agencies for a patron is not permitted. Reference staff may provide contact information and inquire if an agency offers a service.
 - e. Solving or troubleshooting problems with a patron's personal computer or device beyond finding relevant instructions for patrons.
 - f. Proctoring exams for students.
9. One-on-one assistance may be available to work with staff on individual information needs. Staff instructional sessions include, but are not limited to, using databases, basic Internet, and specific electronic devices. Staff reserve the right to schedule appointments as time permits.
10. Reference materials are circulated only under special circumstances and are subject to the approval of staff. Reference materials are loaned for the shortest possible time.
11. Reference and Reader's Advisory services comply with copyright and other applicable restrictions in the use of library materials.
12. Staff will make efforts to respond within the format that the patron prefers; however the library reserves the right to respond in a different format.
13. The library reserves the right to limit the number of questions or amount of time a staff member can spend helping individual patrons. Monopolizing the time of staff or otherwise interfering with staff members' performance of duties is not allowed and may be subject to restrictions up to and including permanent restriction from the library and criminal charges in accord with the library's Security and Safety Policy.

14. The Library adopts and adheres to the American Library Association Code of Ethics and the Library Bill of Rights.

Adopted: 1/ 1998; Amended: 11/17.