



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Agenda - Final Library Board

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Tuesday, January 16, 2018

4:30 PM

225 N. Oneida Street

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[18-0052](#) December 19, 2017 Meeting Minutes

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

4. Public Participation and Communication  
[18-0053](#) Communication from the Public Library Association regarding "Project Outcome Results in Action" article in Public Libraries magazine featuring Appleton Public Library.

### Establish Order of the Day

#### 5. Action Items

- A. [18-0054](#) December 2017 Bill Register (partial)  
**Attachments:** [December Bill Register.pdf](#)  
[December Revenue and Expense Summary.pdf](#)  
[December Subledger Summary.pdf](#)
- B. [18-0055](#) Request to approve fifty \$1 off fines coupons for the 2018 Teen Summer Library Program  
**Attachments:** [FinesCouponMemo2017.pdf](#)
- C. [18-0056](#) Health in All Policies Ordinance  
**Attachments:** [HiAP Ordinance.pdf](#)  
[Social Determinants-HiAP.pdf](#)  
[HiAP QA.pdf](#)

- D. [18-0057](#) Request to approve budget adjustment and to single source safety and security services to Securitas for the balance of 2018 in an amount not to exceed \$47,000

**Attachments:** [Contracted Security Guard Memo 2018.pdf](#)  
[Contracted Security Guard job description 2018.pdf](#)  
[Statements of support January 2018.pdf](#)

- E. [18-0058](#) January 2018 Budget Amendment

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

- F. [18-0059](#) 2018 Materials Budget

**Attachments:** [Materials Budget - 2018 Notes.pdf](#)  
[Materials Budget - 2018 Board View.pdf](#)

## 6. Information Items

### A. Director's Report

- i. [18-0060](#) Request for Proposal - Mixed Use Library Project Update
- ii. [18-0061](#) Future Trustee Workshops in Waupaca, Seymour and Kimberly

**Attachments:** [Trustee 101 flyer 2018.pdf](#)  
[Trustee 201 flyer 2018.pdf](#)  
[Trustee 301 flyer 2018 revised.pdf](#)

- iii. [18-0062](#) City of Appleton Dignity and Respect Campaign

- iv. [18-0063](#) Integrated Library System Merger Explorer Discussion between OWLSnet and Winnefox

**Attachments:** [ILS discussion memo 2018-01.pdf](#)

- v. [18-0064](#) Friends Grant Funded Program Summaries 4th Quarter 2017

**Attachments:** [Friends Grant Funded Program Summaries 4th Quarter 2017 FINAL.pdf](#)

### B. President's Report

- i. [18-0065](#) Discussion on Trustee Essentials Chapter 14 and Chapter 15: The Library Board and Open Meetings Laws and Public Records Law

**Attachments:** [Trustee Essentials Chapter 14 Open Meetings Laws14.pdf](#)  
[Trustee Essentials Chapter 15 Public Records Law.pdf](#)

- ii. [18-0066](#) Schedules

C. Assistant Director's Report

- i. [18-0067](#) APL Hiring Process Updates
- ii. [18-0068](#) Statistics and biannual reporting

D. Friends Report

- i. [18-0069](#) I Love My Library Dinner - February 11, 2018
- ii. [18-0070](#) End of Year Matching Challenge

E. Staff Updates

- i. [18-0071](#) Ben Mikaelson Author Visit - Wednesday, February 7, 2018 6:30 pm
- ii. [18-0072](#) APL "Breastfeeding Friendly Site"
- iii. [18-0073](#) Light Therapy Lamps
- iv. [18-0074](#) Changes to APL password policies

7. Adjournment

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

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



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Minutes Library Board

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Tuesday, December 19, 2017

4:30 PM

225 N. Oneida Street

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1. Call meeting to order

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

2. Roll call of membership

**Others Present:** Amanda Abshire, Jessica Brittnacher, Beth Carpenter, Derik Henken, Tina Krueger, Adriana McCleer, Tanya Misselt, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Maureen Ward

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

**Excused:** 1 - Hietpas

**Others :** 1 - Panella

3. Approval of minutes from previous meeting

[17-1991](#)

November 14, 2017 Meeting Minutes

**Attachments:** [November 14 2017 Meeting Minutes.pdf](#)

**Bloedow moved, seconded by Peterson, that the November 14, 2017 Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)**

4. Public Participation and Communication

[17-1992](#)

Network Services Supervisor

**Establish Order of the Day**

5. Action Items

**Dannecker moved, seconded by Scheuerman, that Action Items 5. A. through 5.C. be approved. Voice Vote. Motion Carried. (9-0)**

- A. [17-1993](#) Bill Register - November 2017

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

This Report Action Item was approved

- B. [17-1994](#) December Budget Amendment

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

This Report Action Item was approved

- C. [17-1997](#) Closure for staff training Friday, February 23, 2018 - half day

This Report Action Item was approved

- D. [17-1995](#) Report of the Planning Committee

**Attachments:** [Planning Committee Meeting Minutes 12-13-2017.pdf](#)  
[2018 Appleton Public Library Objectives December 2017 amended.pdf](#)

Scheuerman moved, seconded by Dannecker, that the Report of the Planning Committee and the recommendation to approve the amended 2018 Appleton Public Library Objectives be approved. Voice Vote. Motion Carried. (9-0)

- E. [17-1996](#) Report of the Scholarship Committee

**Attachments:** [Scholarship Committee Meeting Minutes 12-8-2017.pdf](#)

Peterson moved, seconded by Bergman, that the Report of the Scholarship Committee and the recommendation to award the \$1000 Friends / F. P. Young Scholarship to Susannah Gilbert be approved. Voice Vote. Motion Carried. (9-0)

## 6. Information Items

### A. Director's Report

- i. [17-1998](#) Request for Proposal -Mixed Use Library Project Update
- ii. [17-1999](#) Safety and Security

### B. President's Report

- i. [17-2000](#) Discussion on Trustee Essentials Chapter 23 - Dealing with Challenges to Library Material and Policies

**Attachments:** [Trustee Essentials Chapter 23 Challenges to Materials and Policies.pdf](#)

- ii. [17-2001](#) Potential Changes to the 2018 Library Board Meeting Schedule
- iii. [17-2002](#) Trustee Changes

#### **C. Assistant Director's Report**

- i. [17-2003](#) Hiring Process Updates

#### **D. Friends Report**

- i. [17-2004](#) Friends Used Book Sale Report
- ii. [17-2005](#) I Love My Library Dinner - February 11, 2018

#### **7. Adjournment**

Looker moved, Dannecker seconded, that the meeting be adjourned. Voice Vote. Motion Carried. (9-0)  
The meeting was adjourned at 5:16 pm

Document G/L		Explanation		Amount	Account	
Number	Date	Alpha Name	-Remark-			
127246	12/29/17	12/28 PR TRAVEL REIMB	CARPENTER	130.86	16010 6201	
102	12/19/17	WISCONSIN LIBRARY ASSO	C.R. P.E. R.K. WLA	75.00	16010 6201	
278	12/19/17	AMER LIB ASSOC-IMIS	C.R. ALA	631.00	16010 6201	
379150	12/15/17	CHARLES LATORRE CONSULTING LLC	leadership training	1,500.00	16010 6201	
96	12/19/17	4IMPRINT	LANYARDS	215.98	16010 6301	
104	12/19/17	OFFICEMAX/OFFICEDEPT#6	CHAIR MAT/ERASERS (9	239.89	16010 6301	
626	12/19/17	USPS PO 5602500943	POSTAGE	12.74	16010 6301	
1007	12/19/17	OFFICEMAX/OFFICEDEPT#6	PENS/UTENSILS (95.98	114.71	16010 6301	
320	12/19/17	TARGET 00008078	STAFF PRIZES	10.00	16010 6305	
321	12/19/17	STARBUCKS STORE 02883	STAFF PRIZES	20.00	16010 6305	
549	12/19/17	FESTIVAL FOODS	WORLD KINDNESS	27.41	16010 6307	00003951
557	12/19/17	TARGET 00012484	SNACKS-WORLD KIND	58.59	16010 6307	00003951
604	12/19/17	PICK'N SAVE #118	KUDOS & KARES	10.48	16010 6307	00003951
605	12/19/17	SAMS CLUB #6321	KUDOS & KARES	72.63	16010 6307	00003951
606	12/19/17	SAMSClub #6321	COFFEE-WORLD KINDNES	22.21	16010 6307	00003951
881	12/19/17	KWIK TRIP 74300007435	MOVIE POPCORN	6.66	16010 6307	00003951
379520	12/29/17	MICHIELS CATERING	holiday brunch	1,254.00	16010 6307	00003951
379163	12/15/17	OUTAGAMIE WAUPACA LIBRARY SYST	artist in residence	1,136.71	16010 6412	00003951
127172	12/15/17	12/17 AT&T BILL		216.66	16010 6413 7	
866	12/19/17	CELLCOM	CELLPHONES	105.18	16010 6413 8	
				5,860.71		
127246	12/29/17	12/28 PR TRAVEL REIMB	UNRUH	64.41	16021 6201	00003952
907	12/19/17	PAYPAL *VOLUNTEERCE	VOLUNTEER TABLE	51.75	16021 6201	
20	12/19/17	HOBBY-LOBBY #0193	ROCKS, PAPER, FELT	46.02	16021 6301	
64	12/19/17	WM SUPERCENTER #1982	MASON JARS	38.52	16021 6301	
70	12/19/17	AMAZON MKTPLACE PMTS	SIGN HOLDERS	26.99	16021 6301	
125	12/19/17	AMAZON.COM	STOOL	21.74	16021 6301	
211	12/19/17	AMAZON.COM	ELL BOOKS	44.91	16021 6301	00003955
212	12/19/17	AMAZON.COM	ELL BOOKS	58.37	16021 6301	00003955
213	12/19/17	AMAZON.COM	ELL BOOKS	66.11	16021 6301	00003955
220	12/19/17	AMAZON.COM	ELL BOOKS	722.40	16021 6301	00003955
350	12/19/17	SCHOLASTIC EDUCATION	RO&R #9461	184.00	16021 6301	00003952
351	12/19/17	ALL ABOUT BOOKS, LLC	RO&R #9461	481.17	16021 6301	00003952
354	12/19/17	AMAZON.COM	ELL BOOKS	513.37	16021 6301	00003955

		Explanation					
Document Number	G/L Date	Alpha Name	-Remark-	Amount	Account		
617	12/19/17	WAL-MART #1982	ELL SUPPLIES	5.47	16021	6301	00003955
618	12/19/17	ALL ABOUT BOOKS, LLC	RO&R #7555	928.62	16021	6301	00003952
646	12/19/17	WAL-MART #2958	POSTER BOARD	19.61	16021	6301	
650	12/19/17	INTERSTATE BOOKS4SCHOO	RO&R #9461	474.00	16021	6301	00003952
651	12/19/17	SCHOLASTIC EDUCATION	RO&R #7555	642.80	16021	6301	00003952
654	12/19/17	HOBBY-LOBBY #0193	CREDIT BACK	17.78	16021	6301	
655	12/19/17	HOBBY-LOBBY #0193	COLORLED GLUE	16.93	16021	6301	
766	12/19/17	WM SUPERCENTER #1982	ELL SUPPLIES (75.77%	205.35	16021	6301	00003955
868	12/19/17	INTERSTATE BOOKS4SCHOO	RO&R #8182	90.00	16021	6301	00003952
869	12/19/17	INTERSTATE BOOKS4SCHOO	RO&R #7555	923.00	16021	6301	00003952
906	12/19/17	MICHAELS STORES 8783	STICKERS	28.63	16021	6301	00003951
1044	12/19/17	INTERSTATE BOOKS4SCHOO	RO&R #9683	203.50	16021	6301	00003952
1045	12/19/17	SCHOLASTIC EDUCATION	RO&R #8825	129.00	16021	6301	00003952
1153	12/19/17	THE TROUT MUSEUM	TWEEN SCENE	20.00	16021	6301	00003951
1227	12/19/17	ALL ABOUT BOOKS, LLC	RO&R #9461	342.24	16021	6301	00003952
1273	12/19/17	BUILDABEAR WRKSH 0023		40.00	16021	6301	00003951
1279	12/19/17	HOBBY-LOBBY #0193	CREDIT BACK	17.78	16021	6301	
765	12/19/17	WM SUPERCENTER #1982	ELL FOOD (24.23%)	65.68	16021	6307	00003955
379343	12/28/17	MAGENTA KEYS LLC	consulting fee	1,821.33	16021	6599	00003952
				8,275.92			
103	12/19/17	OFFICEMAX/OFFICEDEPT#6	DESK CALENDAR (5.36%	13.58	16023	6301	
878	12/19/17	HOBBY-LOBBY #0193	STAMPS-WORLD KIND	21.95	16023	6301	
946	12/19/17	OFFICEMAX/OFFICE DEPOT	SHREDDER	189.99	16023	6301	
1006	12/19/17	OFFICEMAX/OFFICEDEPT#6	TAPE (4.02%)	4.80	16023	6301	
379507	12/29/17	OUTAGAMIE WAUPACA LIBRARY SYST	receipt paper	45.00	16023	6301	
379147	12/15/17	BAYSCAN TECHNOLOGIES	imager	1,000.00	16023	6327	
				1,275.32			
19	12/19/17	AMAZON MKTPLACE PMTS	PAPER ROLLS	10.79	16024	6301	00003951
162	12/19/17	WAL-MART #2958	RISE	158.36	16024	6301	00003951
373	12/19/17	AMAZON MKTPLACE PMTS	LIGHT THERAPY LAMPS	259.96	16024	6301	00003951
18	12/19/17	PAYPAL *BISECTHOST	MINECRAFT GUILD	68.31	16024	6599	00003951
1058	12/19/17	FACEBK *752S7ENXX2	CRAFTY/FOX CITIES	237.05	16024	6599	00003951
378980	12/11/17	BITTNER, LOIS	rise knitting	50.00	16024	6599	00003951



Document Number	G/L Date	Explanation		Amount	Account
		Alpha Name	-Remark-		
4				784.47	
				=====	
219	12/19/17	RICOH USA, INC	PUBLIC COPIERS	148.71	16031 6306
383	12/19/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	45.78	16031 6306
865	12/19/17	TARTAN SUPPLY CO INC	RR CLEANER	50.68	16031 6306
1043	12/19/17	UFIRST *LAUNDRY SVCS	MAT CLEANING	45.78	16031 6306
1276	12/19/17	TARTAN SUPPLY CO INC	NAPKIN LINERS	151.44	16031 6306
381	12/19/17	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (4.73%	74.00	16031 6407
613	12/19/17	ADVANCED DISPOSAL ONLI	SPLIT - TRASH (3.84%	74.00	16031 6407
379291	12/28/17	ADVANCED DISPOSAL SERVICES SOL	refuse collection	74.00	16031 6407
379229	12/28/17	WE ENERGIES	4835-258-176	7,313.84	16031 6413 1
379229	12/28/17	WE ENERGIES	5229-670-389	3,524.55	16031 6413 2
470	12/19/17	ARAMARK MILWAUKEE OCS	COIN MACHINE REPAIR	230.75	16031 6416
1				-----	
				11,733.53	
				=====	
287	12/19/17	INT*IN *ELM USA INC.	DISC BUFFER	4,040.00	16032 6301
288	12/19/17	AMAZON MKTPLACE PMTS	HUMIDIFIER	59.97	16032 6301
739	12/19/17	AMAZON MKTPLACE PMTS	FLOOR MAT	31.49	16032 6301
961	12/19/17	GAYLORD BROS INC	STORAGE ITEMS	193.57	16032 6301
962	12/19/17	PREMIUM WATERS E-BILL	DISTILLED WATER	95.91	16032 6301
1069	12/19/17	ONLINE LABELS	LABELS	390.45	16032 6301
1247	12/19/17	CCI SOLUTIONS	MEDIA CASES	654.95	16032 6301
3	12/19/17	AMAZON MKTPLACE PMTS		9.83	16032 6315
4	12/19/17	AMAZON MKTPLACE PMTS		18.94	16032 6315
7	12/19/17	AMAZON MKTPLACE PMTS		8.98	16032 6315
8	12/19/17	AMAZON MKTPLACE PMTS		14.79	16032 6315
9	12/19/17	THE RISK MANAGEMENT AS		389.60	16032 6315
10	12/19/17	BAKER-TAYLOR		23.79	16032 6315
11	12/19/17	AMAZON.COM		18.77	16032 6315
12	12/19/17	AMAZON MKTPLACE PMTS		18.94	16032 6315
13	12/19/17	AMAZON MKTPLACE PMTS		6.94	16032 6315
14	12/19/17	AMAZON MKTPLACE PMTS		6.04	16032 6315
15	12/19/17	OVERDRIVE DIST		942.19	16032 6315
25	12/19/17	PAYPAL *ANTRIMHOUSE		17.50	16032 6315
26	12/19/17	AMAZON MKTPLACE PMTS		7.74	16032 6315
27	12/19/17	AMAZON MKTPLACE PMTS		6.54	16032 6315

Document Number	G/L Date	Explanation		Amount	Account	
		Alpha Name	-Remark-			
30	12/19/17	AMAZON MKTPLACE PMTS		11.99	16032	6315
31	12/19/17	AMAZON MKTPLACE PMTS		42.99	16032	6315
32	12/19/17	AMAZON MKTPLACE PMTS		6.98	16032	6315
33	12/19/17	AMAZON MKTPLACE PMTS		13.83	16032	6315
34	12/19/17	INGRAM LIBRARY SERVICE		1,711.85	16032	6315
35	12/19/17	AMAZON MKTPLACE PMTS		13.28	16032	6315
112	12/19/17	THOMSON WEST*TCD		450.83	16032	6315
113	12/19/17	INFORMATION TODAY		433.03	16032	6315
118	12/19/17	INGRAM LIBRARY SERVICE		1,255.96	16032	6315
119	12/19/17	AMAZON.COM		19.97	16032	6315
181	12/19/17	UPS*1ZR449350394216185		34.71	16032	6315
182	12/19/17	INGRAM LIBRARY SERVICE		997.54	16032	6315
207	12/19/17	THOMSON WEST*TCD		822.01	16032	6315
208	12/19/17	MIDWEST TAPE LLC		1,617.71	16032	6315
209	12/19/17	INGRAM LIBRARY SERVICE		511.19	16032	6315
277	12/19/17	AMAZON.COM		10.48	16032	6315
281	12/19/17	RECORDED BOOKS		56.90	16032	6315
282	12/19/17	RECORDED BOOKS		56.90	16032	6315
301	12/19/17	INGRAM LIBRARY SERVICE		169.29	16032	6315
302	12/19/17	HOUCHEN BINDERY LTD		29.25	16032	6315
303	12/19/17	BAKER-TAYLOR		269.98	16032	6315
304	12/19/17	BAKER-TAYLOR		13.57	16032	6315
305	12/19/17	R&L PUBLISHING GROUP		99.82	16032	6315
323	12/19/17	REI*MATTHEW BENDER &CO		296.31	16032	6315
324	12/19/17	RECORDED BOOKS		371.42	16032	6315
325	12/19/17	RECORDED BOOKS		64.60	16032	6315
326	12/19/17	RECORDED BOOKS		64.60	16032	6315
327	12/19/17	RECORDED BOOKS		64.60	16032	6315
328	12/19/17	RECORDED BOOKS		27.01	16032	6315
329	12/19/17	RECORDED BOOKS		64.60	16032	6315
330	12/19/17	RECORDED BOOKS		113.80	16032	6315
331	12/19/17	RECORDED BOOKS		56.90	16032	6315
332	12/19/17	RECORDED BOOKS		26.62	16032	6315
333	12/19/17	RECORDED BOOKS		56.90	16032	6315
370	12/19/17	INGRAM LIBRARY SERVICE		1,365.41	16032	6315

Document Number	G/L Date	Explanation		Amount	Account	
		Alpha Name	-Remark-			
371	12/19/17	AMAZON.COM		19.96	16032	6315
372	12/19/17	UPS*293AS2PQ6HE		6.90	16032	6315
443	12/19/17	THE PENWORTHY COMPANY		2,278.47	16032	6315
444	12/19/17	THE PENWORTHY COMPANY		1,913.77	16032	6315
478	12/19/17	INGRAM LIBRARY SERVICE		983.59	16032	6315
479	12/19/17	INGRAM LIBRARY SERVICE		313.85	16032	6315
530	12/19/17	MIDWEST TAPE LLC		1,234.83	16032	6315
531	12/19/17	INGRAM LIBRARY SERVICE		588.07	16032	6315
532	12/19/17	INGRAM LIBRARY SERVICE		203.33	16032	6315
558	12/19/17	INGRAM LIBRARY SERVICE		1,053.73	16032	6315
559	12/19/17	UPS*1ZR449350399727696		14.08	16032	6315
698	12/19/17	INGRAM LIBRARY SERVICE		1,128.95	16032	6315
730	12/19/17	INGRAM LIBRARY SERVICE		1,171.63	16032	6315
782	12/19/17	AMAZON MKTPLACE PMTS		9.93	16032	6315
783	12/19/17	AMAZON MKTPLACE PMTS		33.98	16032	6315
784	12/19/17	AMAZON MKTPLACE PMTS		19.64	16032	6315
785	12/19/17	INGRAM LIBRARY SERVICE		921.97	16032	6315
786	12/19/17	AMAZON MKTPLACE PMTS		13.14	16032	6315
794	12/19/17	AMAZON MKTPLACE PMTS		26.90	16032	6315
795	12/19/17	AMAZON MKTPLACE PMTS		17.30	16032	6315
796	12/19/17	RECORDED BOOKS		56.90	16032	6315
797	12/19/17	INGRAM LIBRARY SERVICE		2,323.05	16032	6315
798	12/19/17	INGRAM LIBRARY SERVICE		7.81	16032	6315
806	12/19/17	AMAZON MKTPLACE PMTS		9.47	16032	6315
807	12/19/17	AMAZON MKTPLACE PMTS		25.62	16032	6315
808	12/19/17	AMAZON MKTPLACE PMTS		388.28	16032	6315
809	12/19/17	AMAZON MKTPLACE PMTS		22.87	16032	6315
810	12/19/17	AMAZON MKTPLACE PMTS		48.96	16032	6315
811	12/19/17	AMAZON MKTPLACE PMTS		23.99	16032	6315
825	12/19/17	AMAZON MKTPLACE PMTS		10.86	16032	6315
826	12/19/17	AMAZON MKTPLACE PMTS		31.43	16032	6315
827	12/19/17	INGRAM LIBRARY SERVICE		428.73	16032	6315
893	12/19/17	AMAZON MKTPLACE PMTS		11.94	16032	6315
894	12/19/17	AMAZON MKTPLACE PMTS		23.94	16032	6315
895	12/19/17	AMAZON MKTPLACE PMTS		23.94	16032	6315

		Explanation			
Document Number	G/L Date	Alpha Name	-Remark-	Amount	Account
896	12/19/17	AMAZON MKTPLACE PMTS		18.14	16032 6315
897	12/19/17	PAYPAL *GREENPLANET		52.32	16032 6315
917	12/19/17	INGRAM LIBRARY SERVICE		986.98	16032 6315
918	12/19/17	INGRAM LIBRARY SERVICE		397.33	16032 6315
919	12/19/17	AMAZON MKTPLACE PMTS		48.48	16032 6315
920	12/19/17	AMAZON MKTPLACE PMTS		15.92	16032 6315
965	12/19/17	AMAZON.COM		53.16	16032 6315
966	12/19/17	AMAZON MKTPLACE PMTS		18.81	16032 6315
1011	12/19/17	MIDWEST TAPE LLC		1,262.63	16032 6315
1012	12/19/17	INGRAM LIBRARY SERVICE		453.00	16032 6315
1013	12/19/17	RDA*REIMAN BOOKS		32.98	16032 6315
1087	12/19/17	INGRAM LIBRARY SERVICE		1,477.99	16032 6315
1088	12/19/17	BAKER-TAYLOR		67.88	16032 6315
1089	12/19/17	GAN*GANNETTWMEDIAADV		10.99	16032 6315
1090	12/19/17	RECORDED BOOKS		64.60	16032 6315
1091	12/19/17	RECORDED BOOKS		145.78	16032 6315
1092	12/19/17	RECORDED BOOKS		56.90	16032 6315
1140	12/19/17	AMAZON.COM		13.97	16032 6315
1141	12/19/17	INGRAM LIBRARY SERVICE		639.36	16032 6315
1170	12/19/17	MIDWEST TAPE LLC		1,244.17	16032 6315
1171	12/19/17	INGRAM LIBRARY SERVICE		604.10	16032 6315
1172	12/19/17	INGRAM LIBRARY SERVICE		236.73	16032 6315
1173	12/19/17	INGRAM LIBRARY SERVICE		446.64	16032 6315
1203	12/19/17	OVERDRIVE DIST		92.95	16032 6315
1204	12/19/17	OVERDRIVE DIST		801.58	16032 6315
1205	12/19/17	OVERDRIVE DIST		4,508.76	16032 6315
1206	12/19/17	OVERDRIVE DIST		1,530.07	16032 6315
1207	12/19/17	OVERDRIVE DIST		76.00	16032 6315
1208	12/19/17	OVERDRIVE DIST		887.48	16032 6315
1209	12/19/17	AMAZON MKTPLACE PMTS		24.97	16032 6315
1210	12/19/17	INF* CITY DIRECTORIES		495.00	16032 6315
1211	12/19/17	INGRAM LIBRARY SERVICE		1,851.83	16032 6315
1248	12/19/17	INGRAM LIBRARY SERVICE		762.27	16032 6315
1249	12/19/17	BAKER-TAYLOR		20.39	16032 6315
1250	12/19/17	RECORDED BOOKS		56.90	16032 6315

Document		G/L		Explanation			
Number	Date	Alpha	Name	-Remark-	Amount	Account	
1251	12/19/17	RECORDED	BOOKS		129.98	16032	6315
1252	12/19/17	RECORDED	BOOKS		64.60	16032	6315
1253	12/19/17	RECORDED	BOOKS		64.60	16032	6315
378930	12/06/17	DAVIS, BEV		media	30.00	16032	6315
378958	12/11/17	MIDWEST TAPE		digital media	1,969.75	16032	6315
379167	12/15/17	UNIQUE MANAGEMENT SERVICES, IN		collection agency	268.50	16032	6599
					55,556.06		
660	12/19/17	CDW GOVT #KSN5950		EPSON INK	9.90	16033	6301
661	12/19/17	CDW GOVT #KSP3919		EPSON INK	45.58	16033	6301
63	12/19/17	DMI* DELL HLTHCR/PTR		COMPUTERS/MONITORS	5,580.00	16033	6327
149	12/19/17	DMI* DELL HLTHCR/PTR		COMPUTERS/MONITORS	436.00	16033	6327
150	12/19/17	DMI* DELL HLTHCR/PTR		MONITORS	3,382.00	16033	6327
159	12/19/17	AMAZON.COM		FUJITSU SCANSNAP	419.99	16033	6327
218	12/19/17	RICOH USA, INC		PUBLIC COPIERS	148.71	16033	6327
486	12/19/17	AMAZON MKTPLACE PMTS		IPAD TABLE MOUNT	330.27	16033	6327
556	12/19/17	AMAZON MKTPLACE PMTS		IPAD TABLE MOUNT	49.99	16033	6327
662	12/19/17	DMI* DELL HLTHCR/PTR		MONITORS	246.82	16033	6327
683	12/19/17	DMI* DELL HLTHCR/PTR		MONITORS	775.00	16033	6327
379147	12/15/17	BAYSCAN TECHNOLOGIES		imager	1,070.00	16033	6327
867	12/19/17	MODERN BUSINESS MACHIN		ADMIN COPIER	177.09	16033	6418
944	12/19/17	MODERN BUSINESS MACHIN		ADMIN COPIER	201.00	16033	6418
					12,872.35		
					96,358.36		

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Twelve Months Ending December 31, 20171  
01/04/18  
12:10:03

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year December Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,180,305*	2,266,806	2,284,583	175,404	2,240,587	98.07
Part-Time		279,623	206,653	206,653	18,939	235,778	114.09
Fringes		812,940	838,096	840,737	59,498	757,827	90.14
Salaries & Fringe Benefits		3,272,868	3,311,555	3,331,973	253,841	3,234,192	97.07
Training & Conferences	6201	22,583	18,314	21,814	2,389	19,112	87.61
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	30	647	76.12
Food & Provisions	6307	986	1,135	1,135	0	1,726	152.07
Administrative Expense		45,558*	42,274	45,774	2,419	44,756	97.78
Office Supplies	6301	48,167	60,336	60,336	6,550	40,348	66.87
Building Maintenance/Janitor	6306	11,343	7,344	7,344	442	8,824	120.15
Shop Supplies & Tools	6309	0	100	100	0	115	115.00
Books & Library Materials	6315	621,663	595,531	641,585	49,821	556,675	86.77
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	13,439	47,966	71.32
Supplies & Materials		736,230	730,861	776,915	70,252	654,615	84.26
Collection Services	6407	2,855	1,545	1,545	222	2,388	154.56
Advertising	6412	899	1,288	1,288	0	1,022	79.35
Other Contracts/Obligations	6599	66,396	67,497	67,497	269	71,903	106.53
Purchased Services		70,150	70,330	70,330	491	75,313	107.09
Electric	6413.1	110,073	109,161	109,161	7,314	98,489	90.22
Gas	6413.2	24,433	23,169	23,169	3,525	24,310	104.92
Water	6413.3	4,924	4,871	4,871	0	4,948	101.58
Waste Disposal/Collection	6413.4	2,052	2,028	2,028	0	2,063	101.73
Stormwater	6413.6	2,418	2,444	2,444	0	2,418	98.94
Telephone	6413.7	2,734*	2,719	2,719	217	3,046	112.03
Cellular Telephone	6413.8	1,138	945	945	105	1,129	119.47
Utilities		147,772	145,337	145,337	11,161	136,403	93.85
Bldng Repair & Maintenance	6416	2,096	3,000	3,000	231	1,515	50.50
Equipmt Repair & Maintenance	6418	66,090	73,415	73,415	378	79,813	108.71
CBM Charges	6420	148,232	178,037	178,037	0	146,416	82.24
Repair & Maintenance		216,418	254,452	254,452	609	227,744	89.50
Software Acquisition	6815	10,608	8,498	8,498	0	6,120	72.02
Capital Expenditures		10,608	8,498	8,498	0	6,120	72.02
TOTAL EXPENSES		4,499,604	4,563,307	4,633,279	338,773	4,379,143	94.51
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	3,684	58,052	77.40
Space Rentals		30,000	30,000	30,000	0	30,000	100.00
Donations & Memorials		705	0	692	200	957	138.29
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	97	1,375	91.67
Lost & Paid Materials 16032.5035		20,762	0	41,000	956	49,157	119.90
Network Reimbursements & Public Use Prtr		20,242	18,500	18,500	1,075	18,914	102.24
TOTAL REVENUES		1,258,797	1,191,139	1,236,331	6,012	1,228,375	99.36

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

Friends - 3951

1  
01/04/18  
12:09:37

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year December 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	1,338	10,783	53.92
Fringes	0	0	1,000	440	2,802	280.20
Salaries & Fringe Benefits	0*	0	21,000	1,778	13,585	64.69
Training & Conferences 6201	1,074	0	3,691	0	921	24.95
Memberships & Licenses 6303	1,095	0	4,600	0	756	16.43
Awards & Recognition 6305	375	0	1,075	0	574	53.40
Food & Provisions 6307	1,248	0	1,125	1,452	2,312	205.51
Administrative Expense	3,792	0	10,491	1,452	4,563	43.49
Office Supplies 6301	6,617	0	24,500	518	18,211	74.33
Books & Library Materials 6315	0	0	800	0	787	98.38
Printing & Reproduction 6320	4,750	0	2,425	0	3,805	156.91
Miscellaneous Equipment 6327	8,002	0	7,825	0	1,823	23.30
Supplies & Materials	19,369	0	35,550	518	24,626	69.27
Advertising 6412	4,200	0	1,200	1,137	1,137	94.75
Other Contracts/Obligations 6599	16,930	0	18,450	355	19,821	107.43
Purchased Services	21,130	0	19,650	1,492	20,958	106.66
Utilities	0	0	0	0	0	.00
Equipmt Repair & Maintenance 6418	0*	0	500	0	0	.00
Repair & Maintenance	0	0	500	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	95,791	5,240	72,272	75.45
REVENUES						
Administration Reimbursements	78,182	0	9,375	0	11,725	125.07
Children's Reimbursements	19,555	0	17,800	0	23,600	132.58
Community Reimbursements & Reader/Prntr	7,000	0	18,700	0	24,500	131.02
Lost & Paid Materials 16032.5035	0	0	800	0	1,600	200.00
Network Reimbursements & Public Use Prtr	0	0	4,325	0	6,575	152.02
TOTAL REVENUES	104,737	0	51,000	0	68,000	133.33

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Twelve Months Ending December 31, 2017Reach Out + Read - 3952 01/04/18  
12:09:37

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year December Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	20,867	0	21,493	1,678	21,109	98.21
Fringes	1,490	0	1,535	28	346	22.54
Salaries & Fringe Benefits	22,357	0	23,028	1,706	21,455	93.17
Training & Conferences 6201	522	0	960	64	384	40.00
Administrative Expense	522	0	960	64	384	40.00
Office Supplies 6301	20,437	0	37,723	4,398	44,783	118.72
Supplies & Materials	20,437	0	37,723	4,398	44,783	118.72
Other Contracts/Obligations 6599	0	77,694	77,694	1,821	3,683	4.74
Purchased Services	0	77,694	77,694	1,821	3,683	4.74
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	7,989	70,305	50.43
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



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

Appleton Ready to Read-3954

4  
01/04/18  
12:09:37

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year December 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	1,000	0	0	.00
Supplies & Materials	3.805	0	1,000	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	1,000	0	0	.00
REVENUES						
Children's Reimbursements	3.590	0	1,000	0	1,000	100.00-
TOTAL REVENUES	3.590	0	1,000	0	1,000	100.00

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

ELL - 3955

5  
01/04/18  
12:09:37

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year December 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	66	1,010	31.18
Administrative Expense	270	0	3,239	66	1,010	31.18
Office Supplies 6301	5,176	0	5,900	1,616	3,731	63.24
Supplies & Materials	5,176	0	5,900	1,616	3,731	63.24
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	1,682	4,741	40.22
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



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

**TO:** Colleen Rortvedt and Appleton Public Library Board of Trustees

**FROM:** Alicia Woodland and Adriana McCleer, Community Partnerships

**DATE:** December 18<sup>th</sup>, 2017

**SUBJECT:** Approval Request for Fine Coupons for Summer Library Program

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Our goal is to provide incentives to teen library card holders that will facilitate access to library materials.

We request approval to create 50 coupons, each redeemable for \$1.00 off of library fines, that will be offered to teens as an incentive for achievement in the online and/or print Summer Library Program.

Young Adult Services Librarian Alicia Woodland designed a coupon in 2016. The coupons would once again be printed on marbled paper to prevent duplication. This would be one of the weekly prizes available to the teens.

The coupon disclaimer would display the following text.

This coupon is the property of the Appleton Public Library and is subject to the following terms and conditions ("Coupon"). Coupons can be redeemed only at the Appleton Public Library. Each Coupon may be used only once and may not be duplicated or photocopied. Further, in the event that Coupons are electronically distributed, Coupons may be printed or scanned only once. Further still, Coupons are strictly prohibited from being posted electronically, unless expressly authorized by the Appleton Public Library. Coupons may not be redeemed for cash or credit. No cash value, credit or change will be given. Coupons cannot be applied to billed items, fines only. Coupons may be combined with other coupons for up to a \$5.00 total fine removal. The Appleton Public Library is not responsible for any Coupons not redeemed by any expiration date hereon. Failure to use a Coupon by any expiration date hereon shall result in the forfeiture of such Coupon. In the case of fraud, misrepresentation, abuse or violation of these terms and conditions, the Appleton Public Library reserves the right to take all available legal or administrative action. Other restrictions and exclusions may apply. Expires December 30<sup>th</sup>, 2018.

**AN ORDINANCE CREATING ARTICLE V OF CHAPTER 7 OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO HEALTH IN ALL POLICIES.**

(Name of Committee Generated From – XX-XX-XX (Date))

The Common Council of the City of Appleton does ordain as follows:

**Section 1:** That Article V of Chapter 7 of the Municipal Code of the City of Appleton, relating to health in all policies, is hereby created to read as follows:

**Art. V. HEALTH IN ALL POLICIES**

**Sec. 7-200. Findings.**

- (a) Health starts where we live, learn, work and play, and everyday decisions within the City of Appleton can promote greater health and equity.
- (b) All Appleton residents should have the opportunity to make the choices that allow them to live a long, healthy life, regardless of their job, neighborhood of residence, level of education, immigration status, sexual orientation, ethnic background or religion.
- (c) Good health enhances quality of life, improves workforce productivity, increases the capacity for learning, strengthens families and communities, supports environmental sustainability and helps reduce overall economic and social insecurity.
- (d) In the city of Appleton, those at greatest risk for poor health outcomes are low-income residents, who have a shorter life expectancy than other city residents.
- (e) Appleton residents are primarily affected by heart disease, cancer and stroke.
- (f) Recognizing the presence of critical health disparities in the community and the opportunity to intervene on health outcomes, the City has developed and defined public health broadly in the City Comprehensive Plan.
- (g) Health in All Policies is fundamentally about creating systems-level change both within City departments and in the community.
- (h) In developing strategies to address health disparities, it is important to recognize that at its heart, promoting equity is not just about providing more services.
- (i) It is also about how services are developed, prioritized and delivered.
- (j) The Health in All Policies strategy guides the City of Appleton on how to address the social determinants of health, or the root causes of current health disparities in the development, prioritization and delivery of these services and policies.

**Sec. 7-201. Definitions.**

The definitions in this section apply throughout this ordinance unless the context

clearly requires otherwise:

(a) ***Health in All Policies (HiAP)*** is both a process and a goal.

- (1) The goal of HiAP is to address inequities at the systems, policy and structural levels to eliminate the resulting health disparities.
- (2) At the root of HiAP is an approach to improving health of all people by incorporating health considerations into collaborative decision-making across sectors, agencies, and departments. HiAP brings city departments and community groups together to identify ways in which all policies can take health outcomes into consideration. The HiAP process places health at the center of all work, and through discussion and compromise, gains stakeholder buy-in from all agencies, groups, and departments.
- (3) Health in All Policies works to create a new policy and organizing framework within city government and beyond in the community. It emphasizes the consequences of public policies, plans, and programs on health determinants, and aims to improve health outcomes at all levels of government within the city and those agencies responsible for serving Appleton residents.
- (4) Stakeholder engagement is essential for ensuring that Health in All Policies is responsive to community needs. Community-based knowledge provides important information about opportunities and barriers for health and insight into the ways in which policies may impede or promote health.

(b) ***Health*** is not simply the absence of disease, but the state of complete physical, mental, cultural and social well-being. HiAP is based on the premise that good health is fundamental for a strong economy and vibrant society, and that health outcomes are largely dependent on the social determinants of health, which in turn are shaped by decisions made within the health sector and internally and externally outside of the health sector.

(c) ***Health equity*** refers to efforts to ensure that all people have full and equal access to opportunities that enable them to lead healthy lives, while respecting differences that include but are not limited to culture, language, race, gender, sexuality, economic status, citizenship, ability, age and religion.

- (1) Health equity entails focused societal efforts to address avoidable inequalities by equalizing the conditions for health for all groups, especially for those who have experienced socioeconomic disadvantage or historical injustices.
- (2) These communities include, but are not limited to women, people of color, low-income individuals and families, individuals who have been incarcerated, individuals with disabilities, individuals with mental health conditions, youth and young adults, seniors, immigrants and refugees, individuals who are limited-English proficient (LEP), and lesbian, gay, bisexual, transgender, questioning, intersex and asexual (LGBTQIA)

communities, or combinations of these populations.

(d) ***Health disparities*** are differences of presence of disease, health outcomes, or access to care among distinct segments of the populations, including differences that occur by race or ethnicity, gender identity, sexual orientation, education or income, immigration status, age, disability or functional impairment, or geographic location, or the combination of any of these factors.

(e) ***Health inequities*** are health disparities resulting from factors that are systemic and avoidable and, therefore, considered unjust or unfair.

(f) ***Determinants of health equity include*** the social, economic, geographic, political, institutional and physical environmental conditions that lead to the creation of a fair and just society.

(g) ***Social determinants of health*** refer to everything outside of direct health care services, such as the condition in the environment in which people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality of life outcomes and risks. The social determinants of health include, but are not limited to:

- (1) The availability of resources to meet our daily needs (e.g., safe housing, access to healthy and affordable food).
- (2) Access to educational, economic, and job opportunities that lead to sustainable employment.
- (3) Neighborhood safety and communities free of crime, violence, and social disorder (e.g., presence of trash and other forms of blight); and
- (4) Accessible built environments that promote health and safety, including improved pedestrian, bicycle, and automobile safety, parks and green space, and healthy school siting.
- (5) Social norms and attitudes (e.g., discrimination and racism), socioeconomic conditions (e.g., concentrated poverty and the chronically stressful conditions that accompany it).

(h) ***Toxic stress*** refers to prolonged and repeated exposure to multiple negative factors, especially in early childhood. Contributing factors include, but are not limited to, racial profiling, poor air quality, residential segregation and economic insecurity. Toxic stress has known physical and mental health impacts and contributes to a host of chronic conditions such as heart disease and diabetes. Toxic stress has also been shown to have negative intergenerational health effects. Toxic stress does not refer to individual stressful events, but rather the unrelieved accumulation of these events over one's life.

### **Sec. 7-203. Health in All Policies implementation.**

To effectively implement and maintain Health in All Policies, the City shall:

(a) Utilize health equity practices to City actions and endeavor to integrate these practices into the city's strategic, operational and business plans; management and reporting systems for accountability and performance; and budgets in order to eliminate inequities and create opportunities for all people and neighborhoods;

(b) Use the Health in All Policies Strategy Document as a guide for implementing Health in All Policies in the City. The strategy document will outline the vision, mission and goals, and identify a timeline as well as process to reach these goals. The strategy document will be a living plan that is designed to grow over time as progress is made and the needs of the community and city change;

(c) Establish the Interdepartmental Health in All Policies Team. The Interdepartmental Team will be comprised of representatives from departments within the City and are responsible for:

- (1) Selecting health and health equity indicators for each department to track as a way of prioritizing goals and measuring progress aligned with existing City guiding documents including, but not limited to the Comprehensive Plan and Green Tier Charter;
- (2) Attending regularly scheduled Interdepartmental Team meetings led by the Mayor's Office;
- (3) Reporting to the Interdepartmental Team on progress and challenges from his or her respective department;
- (4) Working with his or her respective department to integrate and track health equity indicators for his or her department;
- (5) Committing to attending ongoing health equity training, such as health equity impact assessments; and
- (6) Assisting with the writing of the Tri-Annual HiAP Report and provide a report to committees.

(d) Design and publish a tri-annual report on the status of health and health equity in the city of Appleton and progress of HiAP implementation for the Common Council, City staff, community organizations, residents, businesses, and other governmental agencies within the city.

- (1) Implementation will be measured based on health and health equity indicators selected by the Interdepartmental HiAP Team.
- (2) In addition to reporting on indicators, the Tri-Annual Report will include any updates to the HiAP strategy document.

(e) Develop and implement an ongoing community engagement plan to work directly with stakeholders throughout the process of the HiAP strategy development and implementation to ensure that perspectives are consistently understood, considered, and reflected in decisions.

The goal is to partner with stakeholders in each aspect of decision making in order to develop and implement collaborative solutions.

**Section 2:** Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such a decision shall not affect the validity of the remaining portions of this ordinance. The Common Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance irrespective of the unconstitutionality or invalidity of any section, subsection, subdivision, paragraph, sentence, clause or phrase.

**Section 3:** This ordinance becomes effective 30 days after its final passage and publication.

Dated: \_\_\_\_\_

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Timothy M. Hanna, Mayor  
City Law: A17-0793

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Kami Lynch, City Clerk





# SOCIAL DETERMINANTS OF HEALTH AND EQUITY

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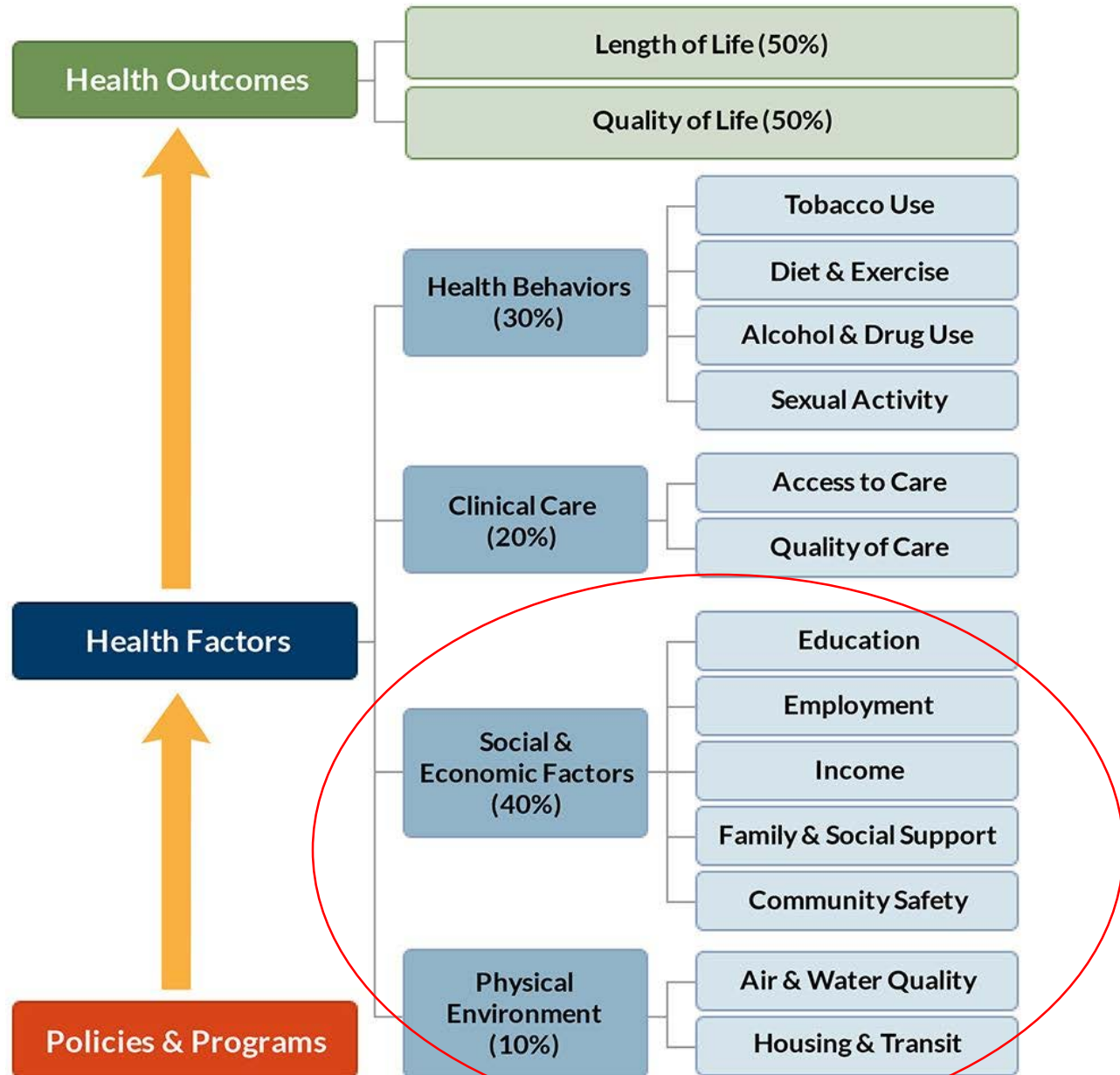
At its core, Health in All Policies represents an approach to addressing the social determinants of health, which are the key drivers of health outcomes and health inequities. It is founded in the recognition that public health practitioners must work with partners in the many realms that influence the social determinants of health, which are largely outside the purview of public health agencies.

Health is influenced by the interaction of many factors including:

- Genetics, biology, individual behavior;
- Access and barriers to health care; and
- Social, economic, service, and physical (natural and built) environments.

While clinical care is vitally important, only a small portion (20%) of overall health and longevity can be attributed to clinical care. Social, physical, and economic environments and conditions, collectively referred to as the “social determinants of health”, have a far greater impact on how long and how well people live than medical care. The interaction between health, social factors, and environmental factors is complex.

# What Shapes Health?





## HEALTH IN ALL POLICIES

### **Creating a healthier, more vibrant and equitable Appleton**

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#### **What is Health in All Policies?**

Health in All Policies is a collaborative approach to improving the health of all people by incorporating health considerations into decision-making across sectors and policy areas.

#### **Why we need Health in All Policies:**

Health in All Policies is a response to a variety of complex and often inextricably linked problems such as chronic illness epidemics, growing inequality and health inequities, rising healthcare costs, an aging population, climate change and related threats to our natural resources, and lack of efficient strategies for achieving governmental goals with shrinking resources. Addressing these complex problems requires innovative solutions, a new policy paradigm, and structures that break down siloed nature of government to advance trans-disciplinary and intersectional thinking.

#### **How do we know that Health in All Policies works?**

Public health professionals have known for a long time that we need to consider the environment and circumstances in which we live to help ensure optimal health. Appleton and other local, state and national governments worldwide have been using a Health in All Policies approach (even before it had a name) in order to devise creative solutions to seemingly intractable health problems. Public health worked with public works agencies to build sewage and sanitation systems that reduced infectious disease and simultaneously reduced rodent populations and prevented flooding. Public health also worked with transportation agencies to introduce seat belts, safer road designs, and other innovations that together have led to major declines in rates of automobile crash deaths. Health in All Policies applies the lessons learned from those experiences to today's key health challenges.

## **We're all so stressed out and busy already—why should other city departments and agencies get involved in health when that's the job of the Appleton Health Department?**

Of course, the Health Department has a big role to play. But we've known for a long time that community environments have a huge impact on health—even more than the effect of medical care. In the Health Department, we don't have the expertise or authority to change those environments. We can only do this with all departments working together. We all have a role to play in creating healthy environments to solve some of our most pressing health problems. If we work together, we can find solutions that will be win-wins and move us all toward shared goals. For example, we know that building bike and pedestrian infrastructure creates more jobs, decreases air pollution and greenhouse gas emissions, and increases physical activity which improves both health and academic performance for students. And we know that “farm-to-fork” activities help to protect agricultural lands, support local economies, and increase healthy eating. Leadership and innovation aren't always easy, but we owe it to the people we serve to work together to find the best ways to solve complex problems, and Health in All Policies is one strategy that will help us do this.

## **Won't Health in All Policies be expensive? Why should other city departments and agencies spend their precious resources on issues outside their purview?**

We can't afford *not* to use a Health in All Policies approach. These days, social and environmental problems are so complex that lasting solutions require everyone in government to work together. The consequences of city planning, sanitation, transportation, or food systems policies can include lifelong effects on the health of the whole communities. In part, siloed approaches got us into this problem in the first place, and the poorest communities have borne the brunt of this inefficient approach. We can do better. By investing the time and creativity now to consider how health will be impacted, we can prevent expensive problems from happening in the first place. It is not only in our best interest to consider how all policies affect health, but it is our job.

## **Aren't these health problems really just the result of people making bad decisions?**

People in the United States have always believed in the idea of opportunity, but some people don't have many opportunities for health. It makes sense that it's easier to exercise if you have a safe park or playground nearby, or nice, well-lit sidewalks to walk on. Government does have a role in protecting and serving its people, especially when it's hard for people to do something by themselves. One way Appleton is already affording all people opportunities for health is by building safe places to play, like Erb Pool, inviting in new food sources, like Downtown Appleton farmers' markets and creating safer routes to work and school. Using a Health in All Policies approach gives all government agencies the opportunity to think big-picture about how their work will have lasting impacts, and to find the best possible solutions that serve everyone.



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**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:** January 9, 2018

**SUBJECT:** Request to approve budget adjustment and to single source safety and security services to Securitas for the balance of 2018 in an amount not to exceed \$47,000

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A public library serves as an essential part of the civic and educational foundation of a community. For some a library is a place to simply get books, attend programs or access the internet. For others it is a lifeline, serving as a place where people turn for help during life transitions and where individuals and families in need seek access to resources.

The Appleton Public Library (APL) continues to respond to our community's changing needs. The strategies we use embrace the evolving role of public libraries as part of the social safety net, serving people in need via a community-wide approach. Embracing this role, APL uses a multi-faceted approach to safety and security including:

- Keeping policies relevant. The Security and Safety Policy was updated in the fall of 2017.
- Exploring opportunities for utilizing and providing space for APD's behavioral health officer.
- Seeking alternative sources of funding to accomplish goals. APL and City staff attempted to secure Community Development Block Grant funds in 2017 to work through issues in the neighborhood but learned APL was ineligible for funding.
- Working proactively with populations that may not be familiar with library rules to familiarize them with library services and appropriate library behavior in a positive way.
- Offering regular programming and events connecting populations that are in need to area services.
- Exploring opportunities for agency street outreach staff to provide service in the library.
- Working to eliminate barriers to library access:
  - Expanding time limit for internet access to 3 hours a day
  - Eliminating fine restrictions on internet access
- Hosting "office hours" for social service agencies and non-profits serving in-need and at-risk populations.
- Holding training for staff by the Appleton Police Department (APD) and social service organizations on relevant issues of trauma, crisis, mental illness, homelessness, de-escalation, bomb threats and active threats.
- Working directly with homeless shelters on issues and communicating any emergency closures.
- Participating in local coalitions such as Housing Coalition meetings, Hmong Interagency meetings, Hispanic Interagency meeting, refugee resettlement and the Community Early Learning Center
- Collaborating on APD's Summer of Service.
- Participating in the Washington Square Neighborhood Group for over a decade, including contributing to the public-private partnership for the neighborhood security guard since 2012.

In 2010/2011, APL created the position of Operations Clerk in response to increased security incidents. This hybrid position looks after the overall library environment including; cleaning staff areas, setting up meeting rooms, supporting small facility projects, enforcing library policies, and serving as support for staff dealing with behavior issues that do not rise to the level of police intervention. This was an innovative approach and the Operations Clerks were very effective in mitigating the increases in behavior issues at that time.

Over the past two years, security incidents rising to the level of police intervention or leading to library restrictions have doubled. This adds stress on staff to complete their work, provide quality service for the public and to have a general sense of safety. The public is also concerned. In our biannual survey, safety is cited as the top concern from the public. The needs that we have today require a new level of expertise in safety and security.

In order to respond to these needs I am proposing:

A. APL contract with a company specializing in security to provide an unarmed security guard for the remainder of 2018 during the library's afternoon, evening and weekend hours for an average of 57 hours a week.

B. An internal budget adjustment from Materials Management – Books and Library Materials (16032.6315) to Administration – Other Contracts/Obligations (16010.6599) in the amount of \$47,000 in order to pilot this program with the approved funding for the 2018 budget. While we need to continue to have strong collections, safety and security are of paramount importance.

C. APL single-source this position to Securitas USA, providing the following advantages:

Securitas provides excellent service as the security guard provider for the Washington Square collaboration. They are familiar with the neighborhood and the security issues we face. They have a workstation within Valley Transit and monitor the interior of transit and the parking structures in the surrounding neighborhood.

While APL has unique statutory requirements in regards to privacy and confidentiality, integration between the proposed library security guard, the Washington Square security guard, Library Administration and the Appleton Police Department to the extent possible by law will be improved by utilizing the same provider.

In addition, Securitas has experience working within public libraries across the country and is committed to working with the unique needs of a public library environment. The library would move forward in a similar manner as done in the hiring of the Washington Square security guard and involve Appleton Police Department in the hiring process and training. APD and Securitas have worked well together through this partnership.

I request approval of this proposal as a pilot for 2018 that will be evaluated for continuation in future years. Evaluation will include impact on staff's perception of safety at work, number of incidents recorded during the year, and whether this position allows library staff to focus on their direct work rather than on security functions.

Thank you for your consideration of this important request.

**APPLETON PUBLIC LIBRARY  
CONTRACTED SERVICES - SECURITY GUARD**

This position is responsible for providing security and customer service work for the library. Primary work duties include providing security services and enforcing all facility rules, library policies, and city ordinances during afternoons, evenings and weekends. In addition, the work includes routine monitoring of the facility, coordination with the Appleton Police Department and the Appleton Downtown Incorporated security guard, walking staff to the parking ramps when requested, and offering additional customer service as required. Work is performed under regular supervision of the Assistant Director.

**ESSENTIAL JOB FUNCTIONS**

- Patrolling and securing the facility for patron and staff safety and wellbeing.
- Monitoring patron activity and behavior throughout the library.
- Educating library patrons on appropriate behaviors and enforcing APL's Security and Safety Policy.
- Addressing patrons who are violating library policies, city ordinances or state and federal laws for compliance.
- Using appropriate techniques to de-escalate situations.
- Contacting Appleton Police Department when violations of policies escalate and/or to enforce ordinance and criminal violations.
- Communicating with staff and the public, enforcing library policies and maintaining discipline and security.
- Logging incident reports of disciplinary problems and any injuries occurring in the library.
- Preparing library restrictions for approval from library director or assistant director.
- Providing input in development of security and safety procedures.
- Comply with state law in regards to patron confidentiality and privacy.

**REQUIREMENTS OF WORK**

This position requires primarily customer service and security experience or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- Good judgment in handling disciplinary problems and rule violations.
- Ability to respond rapidly to a variety of situations and to maintain patrol of the entire building.
- Ability to maintain effective relationships with other employees and to deal with the public in a courteous and tactful manner.
- Good oral and written communication skills
- Ability to understand and carry out oral and/or written instructions.
- Ability to work independently.
- Ability to operate computer programs and retrieve email.
- Ability to stand for extended periods of time, walk rounds, climb stairs and move rapidly, including up and down stairs, in an emergency situation.

January 9, 2018

**Statements of support for the Appleton Public Library's recommendation to  
contract with Securitas for safety and security**

**APPLETON POLICE DEPARTMENT**

*Maintaining a safe environment for all of our community members who use the Appleton Public library has always been, and will continue to be, a priority for the Appleton Police Department. Our calls for service to the library continue to increase, despite the attention we give to the library and our proactive efforts to reduce our calls for service. We fully support the addition of a security guard to the library staff. We will collaborate with the security guard to work towards the shared objective of keeping the library patrons and staff safe.*

*Thank you!*

*Captain Polly Olson*

*Appleton Police Department  
Downtown/Northern District Commander*

**APPLETON DOWNTOWN INCORPORATED**

*Please share the following statement with your Board of Directors*

*For over ten years Appleton Downtown Inc. has coordinated a partnership with the neighboring organizations to improve the safety and beautification of the Washington Square area, yet we continue to struggle. Together, we have partnered to provide a security guard Monday through Friday 2:30pm to 10:00pm who patrols the Valley Transit area, two parking ramps, City Center building and the area outside of the library. Each week we receive reports that record behavioral and minor criminal incidents. Most frequent are reports of intoxication and inappropriate behavior that make the area feel unsafe and create an unappealing environment. Additionally, the City Center has added a security guard to monitor the building throughout the day. We would encourage the Library Board to invest in added security as safety is a high priority for all of us in Downtown Appleton.*

*Sincerely,*

*Jennifer Stephany  
Executive Director  
Appleton Downtown Inc.*



**CITY OF APPLETON**  
**BUDGET AMENDMENT REQUEST**  
**Budget Year 2018**

[illegible]

For the purpose of:

-Bouwer Grant to fund Children's Appleton Ready to Read program

Requested by:

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.

<b>2018 Collection Management Driving Factors</b>	
<i>Overview</i>	Continue the process of extending staff participation in Overdrive/Recorded Book's One-Click participation Continue the expansion of Vendor-initiated orders for all collections Review how we promote use of online services available inside/outside the building and find solutions for staff training of online services.
<i>Adult Fiction</i>	Review selection options for Urban Fiction including using Vendor selection options
<i>Adult Nonfiction</i>	Finish current collection review to remove old date due tape and content with old spine labels Begin a second pass at this collection based on age, relevancy, & condition
<i>Adult Media</i>	Review collections for currency and use Review vendor managed orders for physical content and content in online media services... Is it worth adding vendor-initiated order plans for music CDs?
<i>Reference</i>	Review current online services and evaluate services that would enhance our online services
<i>Wisconsin</i>	Continue to build relations with other local history organizations to determine boundaries, functionality
<i>Children's</i>	Create standards for the Picture Book pull outs.
<i>Young Adult</i>	Review space needs for collections.
<i>World Languages Collections</i>	Integrate Children's Spanish Language Program Coordinator to work with adults to help develop Spanish language collection. Continue project to expand language collections with community input.
<i>Grant projects (collection related)</i>	Fox Cities Reads Books Build Community Cultivating Cultural Partnerships Through Collaborative Programs Memory Cafe

## Recommended Materials Allocations Comparison 2017/2018

Allocations:	2017	\$595,531			
	2018	\$595,531			
	Adult Allocations			Children's Allocations	
	2017	2018		2017	2018
	\$456,772	\$456,772		\$138,759	\$138,759
General Serials	\$49,800	\$41,385		\$1,150	\$928
Fiction Collections	\$70,468	\$104,000		\$56,083	\$57,331
Nonfiction Collections	\$115,000	\$112,000		\$43,473	\$46,000
Large Print	\$10,700	\$10,000			
Media Collections	\$119,700	\$102,000		\$36,859	\$32,000
Reference Collections	\$56,550	\$44,403		\$0	\$0
Wisconsin Collections	\$18,300	\$19,554			
World Languages Collections	\$12,740	\$10,865		\$3,144	\$3,000
Young Adult Collections	\$24,626	\$11,065			
Section Office Collections	\$2,200	\$2,200			
Sum Collections:	\$480,084	\$457,472		\$140,709	\$139,259
Sum Standing Orders	\$170,313	\$125,247		\$7,119	\$3,828
Sum New Titles	\$273,155	\$331,525		\$127,598	\$134,931
	\$443,468	\$456,772		\$134,717	\$138,759

Workshop Announcement:

# Trustee 101 Workshop

This workshop is ideal both as an **introduction** to the job for new trustees, and a **refresher** for people who have been on the board for a while.

Date: **Wednesday, March 14, 2018**

Time: 5:30 – 7:30 pm

Location: Waupaca Area Public Library, 107 South Main St., Waupaca

Mark Arend, Assistant Director of Winnefox Library System, will discuss the different aspects of the Trustee's job, and you'll have a chance to meet and network with trustees from other area libraries.

Topics that will be covered include:

- an overview of the library trustee's job
- legal issues (open meetings, policies, liability)
- library advocacy
- topics from the floor (local issues you'd like to discuss)

A complimentary light dinner will be provided.

Register online at <https://extranet.winnefox.org/ce/Trustee101-Waupaca> or by mailing the form below.

This workshop is sponsored by Winnefox Library System and Outagamie Waupaca Library System.

-----detach and mail the form below-----

## Trustee 101 Workshop registration form

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Library with which you're affiliated: \_\_\_\_\_

Joining us for a complimentary light dinner? yes ☐ no ☐

If yes, any dietary restrictions? \_\_\_\_\_

Mail this registration form to:

Joy Schwarz

Winnefox Library System

106 Washington Ave.

Oshkosh, WI 54901-4985

Or you may register online: <https://extranet.winnefox.org/ce/Trustee101-Waupaca>

Questions? Contact Mark Arend at [arend@winnefox.org](mailto:arend@winnefox.org) 920-236-5222

Workshop Announcement:

# **Trustee 201 Workshop: The Library Board as Employer**

Date: **Wednesday, April 18, 2018**  
Time: 5:30 – 7:30 pm  
Location: Muehl Public Library, 436 N. Main Street, Seymour

Mark Arend, Assistant Director of Winnefox Library System, will discuss the different aspects of the trustee's job, and you'll have a chance to meet and network with trustees from other area libraries.

Topics that will be covered include:

- The library board's relationship with the library director
- Hiring, evaluating, disciplining, and terminating a library director
- Personnel policies
- The library board and other library staff

A complimentary light dinner will be provided.

Register online at <https://extranet.winnefox.org/ce/Trustee201-Seymour> or by mailing the form below.

This workshop is sponsored by Winnefox Library System and Outagamie Waupaca Library System.

-----detach and mail the form below-----

## **Trustee 201: The Library Board as Employer registration form**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Library with which you're affiliated: \_\_\_\_\_

Joining us for a complimentary light dinner? yes ☐ no ☐

If yes, any dietary restrictions? \_\_\_\_\_

Mail this registration form to:

Joy Schwarz  
Winnefox Library System  
106 Washington Ave.  
Oshkosh, WI 54901-4985

Or you may register online: <https://extranet.winnefox.org/ce/Trustee201-Seymour>

Questions? Contact Mark Arend at [arend@winnefox.org](mailto:arend@winnefox.org) 920-236-5222

Workshop Announcement:

## **Trustee 301 Workshop: Open Meetings and Public Records Laws**

Date: **Thursday, May 10, 2018** (re-scheduled from May 17)  
Time: 5:30 – 7:30 pm  
Location: James J. Siebers Memorial Library, 515 W. Kimberly Ave., Kimberly

Mark Arend, Assistant Director of Winnefox Library System, will discuss different aspects of Wisconsin's open meetings law and the Records Retention Schedule for Wisconsin public libraries, and you'll have a chance to meet and network with trustees from other area libraries.

Topics that will be covered include:

- Agendas and posting meetings
- Closed sessions
- Meeting minutes
- Records retention under Wisconsin law

A complimentary light dinner will be provided.

Register online at <https://extranet.winnefox.org/ce/Trustee301-Kimberly> or by mailing the form below.

This workshop is sponsored by Winnefox Library System and Outagamie Waupaca Library System.

-----detach and mail the form below-----

### **Trustee 301: Open Meetings & Public Records Laws registration form**

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Library you're affiliated with: \_\_\_\_\_

Joining us for a complimentary light dinner buffet?    yes ☐    no ☐

If yes, any dietary restrictions? \_\_\_\_\_

Mail this registration form to:

Joy Schwarz  
Winnefox Library System  
106 Washington Ave.  
Oshkosh, WI 54901-4985

Or you may register online: <https://extranet.winnefox.org/ce/Trustee301-Kimberly>

Questions? Contact Mark Arend at [arend@winnefox.org](mailto:arend@winnefox.org) 920-236-5222

# Memo

## Outagamie Waupaca Library System

225 North Oneida Street  
Appleton, WI 54911  
920 832-6190



Date: 5 January 2018  
To: OWLSnet & Winnefox library directors, trustees, and staff  
From: Jeff Gilderson-Duwe and Bradley Shipp  
Subject: ILS merger exploration discussion

Staff from the Outagamie Waupaca and Winnefox Library Systems have had initial talks about the desirability and possibility of merging our shared automation systems—the computer systems that our libraries use as a catalog, a patron database, and for checking items in and out. We believe this is a good time to explore this for several reasons:

- Both systems have major ILS decisions coming up in the next year or two: the OWLSnet database server is reaching the end of its expected lifespan, and the WALC contract with SirsiDynix is ending.
- The Public Library System Redesign (PLSR) project is recommending consolidation of ILS and other system services to create both larger areas of service and economies of scale.
- We believe that such a merger would be welcomed by libraries and library users, especially those along our common border.

We realize that this would require making some difficult decisions and compromises by both system and library staff on both sides. Questions we've already identified include:

- What ILS platform would we use: SirsiDynix, Innovative, or something else?
- How would costs be apportioned between the systems and libraries?
- What common policies and procedures would all libraries have to follow to balance the needs of all libraries in the larger shared environment with maintenance of local control?
- How will decisions affecting all members be made?

We know that other questions will come up as the discussion progresses.

Over the next few months each system's staff will be discussing this with its member library directors and system boards. If there is a consensus that merging ILSes is a desirable goal, a committee of representative library directors and system staff will be formed to discuss the issues. The committee will be charged with submitting a final recommendation by the end of 2018.

We welcome your questions and comments.

WALS includes 29 libraries in the 5 Winnefox counties. OWLSnet includes the 16 libraries in Outagamie and Waupaca Counties and 13 libraries in the 7 counties in the Nicolet Federated Library System. Some libraries have multiple service locations.

<b>System</b>	<b>Libraries</b>	<b>Service Locations</b>	<b>Population Served</b>	<b>2016 Collection Size</b>	<b>2016 Total Circulation</b>	<b>2016 Total Cardholders</b>
OWLSnet	29	49	423,534	1,552,308	3,648,967	236,620
WALS	29	29	258,368	1,209,903	3,017,243	111,159
Total	58	78	681,902	2,762,211	6,666,210	347,779



### Adult Classes and Events

#### **Adult Programs:**

Adult Programs continue to enjoy Friends support as they furnished an honorarium for our most popular lecturer, Bob Schmall. His November lecture was "Life in the Universe" and the December topic will be "Pearl Harbor on the 76th Anniversary of the Attack". Mr. Schmall has developed a following and new patrons attend each session.

#### **Find Your Ancestors Series:**

##### **Etched in Stone—Cemeteries, Their Symbols and Customs**

Speaker Dennis Jacobs spoke about the history and meaning of symbols used in cemeteries, how to use the clues found there in your research, and how to preserve the stones. A very attentive group of 38 genealogists and history buffs followed his every word, with pages of his handout turning in unison. Friends provided financial support for this series.

##### **German-Language Resources for Genealogists in America and Europe**

Antje Petty, Associate Director of the Max Kade Institute at the University of Wisconsin Madison, provided an overview of German-language resources for genealogists. She showed examples of many German language documents from both the U.S. and Europe as well as where to find them, and instructed attendees on how to interpret Old German script and print. The Friends provided funds that made it possible for this speaker to come and give information to the 35 attendees.

#### **Get Crafty!-Card Making:**

This program provided an opportunity for parents with children to create holiday cards together. A diverse group of people took part in the program to learn and get inspired by Marisol Encarnacion. Friends funding supported the presenter fee and supplies.

#### **Home Maintenance Workshop:**

This program was developed in partnership with Habitat for Humanity to offer a home maintenance workshop for homeowners. Habitat provided materials for the workshop, gift cards, work gloves, safety goggles and refreshments for attendees. Individuals learned tips and tricks to maintain their home and build confidence in their skills. Friends funding supported the social media advertising.

#### **NaNoWriMo (National Novel Writing Month):**

During the month of November, Public Services transformed the former Digital Creation Lab - now called The Lab - into a creative writing space for people to come and work on their 50,000 word novels. The Lab was stocked with library materials related to writing, dictionaries, and reference books. During the month-long event, pop-up programs were held in the library lobby and marketing cards were distributed to introduce patrons to writing classes available through our online resource, Gale Courses. Friends' funds supported the purchase of Story Cubes to prompt ideas for writing.

## FRIENDS GRANTS PROGRAM SUMMARIES

### 4th QUARTER 2017

#### **Refugee and Immigrant Services and Education (RISE):**

This program was developed in partnership with Forward Services to meet the unique needs and interests of the growing population of refugees and immigrants in Appleton. In the fall, RISE participants practiced speaking in English with the Fox Valley Literacy Council. In addition, they learned how to use a knitting machine, create blankets, and write stories. Friends funding supports interpreter support, supplies and presenter fees.

#### **"The Messenger" Film Discussion:**

We hosted "The Messenger" film discussion in October. This film examines the decline in the songbird population and what this could portend for the human race. The Sierra Club co-sponsored by supplying refreshments and leading the discussion. Friends funded the performance rights for this documentary screening. The DVD was added to our circulating collection following the screening.

### **Teen Classes and Events**

#### **Anime Night:**

Anime Night is a monthly event for teens with an interest in anime and Japanese culture. Friends' funds provided an opportunity for teens to screen anime, make crafts, enjoy refreshments and have a special opportunity to learn how to use the knitting machine to make anime creations with Lois Bittner.

#### **Cookiepalooza Cookie Decorating:**

Twelve teens will have the opportunity to participate in a holiday cookie-decorating program. Teens will have the opportunity to socialize in a safe environment with other teens. Each will be given a half-dozen undecorated cutout cookies and materials to decorate them as they wish. The teens will also be given containers for their cookies so they can bring them home and, if desired, can give them as a gift. Friends' funds will be used to purchase the cookies and icing, as well as decorating supplies.

#### **Game Break:**

Game Break is a teen event featuring video and tabletop gaming. This reoccurring event provided teens with a safe place to hang out with other teens who share a common interest and give them a chance to socialize. The Oculus Rift Virtual Reality (VR) gaming system was introduced to teens at this event. Friends' funds provided equipment, board games, and refreshments for the program.

#### **"He Named Me Malala" – Film Screening and Discussion:**

Over 30 people attended the screening of "He Named Me Malala" and most stayed for the discussion of the film. This movie was screened after teens read the book in their book club and requested a public screening of the film. Friends funds provided covered the cost of screening the movie.

## FRIENDS GRANTS PROGRAM SUMMARIES

### 4th QUARTER 2017

#### **K-Pop Club:**

K-Pop Club is designed for teens with an interest in aspects of Korean pop culture including music, TV and food. Teens develop friendships with their peers around common interests, build trust with a caring adult (YA librarian) and have opportunities to build leadership and communication skills through this program. Friends' funds provide materials and refreshments for the K-Pop Club.

#### **Minecraft Guild:**

A weekly event for teens where a server is provided to play the video game Minecraft in a cooperative environment. Teens learn about construction, collaboration and problem solving, while developing social and technological skills in a moderated environment. Additionally, teens use Oculus Rift to engage a virtual reality version of Minecraft. Friends' funds support the access to a safe virtual space and refreshments for this program.

#### **Polymer & Bead Jewelry Making for Teens:**

Teens who attended this event learned how to make necklaces and multiple styles of earrings using beads and polymer clay. The YA librarian instructed the group of teens how to create jewelry from beads and how to reuse older jewelry to create new pieces. Friends' funds provided materials for this event.

### **Tween Classes and Events**

#### **Tween Scene – Nerdy Derby and Fidget Spinner:**

Tween Scene classes are designed for students in grades 3-6 to explore STEAM topics. Thirty-four students participated in one of two programs focused on building, exploring and creating fun STEAM projects. Friends' funds were used to purchase building supplies for small wooden derby cars and fidget spinners. Through the process of designing, building and racing derby cars, tweens learned weight and aerodynamics influences speed. Tweens also discovered the impact of weight and balance when utilizing and creating fidget spinners.

#### **Tween Scene – Outrageous Origami and Skitbot Stop Motion Animation**

Tween Scene students from 3<sup>rd</sup> to 6<sup>th</sup> grade build, explore and create. In October, tweens toured the Trout Museum of Art to see the exhibit OR!cursion: Original Origami by Robert J. Lang. They discovered how Lange created his origami works of art and the type of computer software that he developed to assist with his art. Friends' funds were used to pay the cost of museum admission for the tweens. During the November, tweens experimented with Stikbots to create stop motion animation videos. The Friends funded the purchase of the Stikbots for this program and future programs.

#### **Tech for Tweens – Mystery of Coding and Robots:**

Tech for Tweens classes are designed for students in grades 3-6 to explore a variety of technologies. Thirty-one students participated in one of two programs designed to explore programming and robotics. Friends' funds were used to purchase supplies for

## FRIENDS GRANTS PROGRAM SUMMARIES

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the classes. During “Mystery of Coding”, tweens used paper coding blocks and maps instead of computers to gain knowledge about the basic principles of coding. During “Robots”, tweens manipulated Ozobots, Little Bits, and Cubelets to explore the process of building and programming robots.

## Children’s Classes and Events

### **Board Games for the School Age Area**

Creating fun and interesting spaces for diversion and leisure is a big part of our mission. In Children's Services, we recently updated the board game collection available for the public in the School Age Area. With Friends funds, we were able to purchase 13 board games and puzzles to foster positive social interactions between children, their peers and or their caregivers.

### **500 Books Before Middle School**

The new, year-round reading program that began in October encourages students from grades K-6<sup>th</sup> to continue the habit of reading. When students register, they receive a log to track how many books they read. For every 50 books read, the student receives a prize. At the end of the program, students receive a certificate of completion. If completed, students are welcome to register for the program again! Since October, 23 participants have registered. Friends’ funds were used to purchases prizes for every 50 books read.

### **BEAR Bingo**

BEAR Bingo is an annual reading program that runs during the month of November in Children’s Services. Children from pre-school through 6<sup>th</sup> grade registered for the program receive a bingo board with different reading challenges. BEAR helps kids keep reading for fun during the school year and encourages them to become familiar with different collections in the library. Four hundred thirty-three participants registered with the paper bingo board. Forty –five participants registered to play online. Friends funded the prizes children received when they earned a bingo and the grand prizes of panda bears and a Build a Bear Workshop gift card.

### **Mini Makers – Halloween & Robots**

Students grades K-2 who register for Mini Maker classes explore the fields of science, technology, engineering, art and math.

### **Halloween**

The theme for the October Mini Maker program was Halloween. Children and their caregivers experimented with mixing bubbling solutions, built “bone” bridges across the slime river, constructed a catapult that launched candy corn, made monsters with craft supplies, explored air pressure with floating eyeballs, and made Halloween themed tangrams. There were 54 participants including a girl scout troop. Friends’ funds were used to purchase some of the supplies.

## FRIENDS GRANTS PROGRAM SUMMARIES

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### **Robots**

The theme for the November Mini Maker program was Robots. Children and their caregivers got the chance to experiment with 4 different types of robots (Ozobots, Cubelets, Beebots, and Codepillars; built wiggle art bots out of pool noodles, electric toothbrushes and markers; and constructed balancing robots and gliding robots out of paper. There were 16 participants. Friends' funds were used to purchase some of the supplies.

### **Mad Scientist Party (K-6th grade)**

School aged kids and their caregivers were able to pretend to be mad scientists at the party and experimented at three activity stations. The first station they got to experiment with circuitry by making light up Jack O' Lantern cards using led lights, batteries and copper tape. The second station they experimented with chemistry as they combined ingredients to make slime to take home. At the last station, they learned about DNA and created a candy DNA model. There were 62 participants. Friends' funds provided the candy and slime supplies.

## **Programs for All Ages**

### **Disney Celebration Night - Beauty and the Beast:**

At the request of teens, a new program has been added called Disney Celebration Night. This all ages event included a craft, refreshments, sing-along quiz, and the screening of the original "Beauty and the Beast". Friends' funds covered the cost of screening the movie, refreshments and a craft.

### **Fox Cities Book Festival:**

The Fox Cities Book Festival occurs annually during one week in October. The Fox Cities public libraries come together to hold author visits which build community and promote literacy. Friends' funds provided a contribution toward the honorarium for the 10 authors at Appleton Public Library. Over 400 persons attended author visits featuring author talks for children and adults. Will Schwalbe, Patricia Skalka and James Campbell were the most popular authors during the weeklong event.

### **Hispanic Heritage Month:**

The library's third celebration of Hispanic Heritage took place on October 7. There were different performances like Mexican Folklore dance, Azteca dance, musical performances, crafts and traditional foods. Our annual celebration of Hispanic Heritage Month brings community members and performers to the library to connect families to our diverse city and celebrate cultures and histories. The performers enjoyed sharing their culture with the audience. Friends' funds supported performances fee and food.

## FRIENDS GRANTS PROGRAM SUMMARIES

### 4th QUARTER 2017

#### **Light Up Night:**

The Trout Museum of Art and the Fox Cities Building for the Arts in partnership with Appleton Downtown businesses and local nonprofit organizations kicked off the holiday season with Light Up Night. Organizations set up booths with a variety of family oriented activities including: cookie decorating, puppet making and letter writing to Santa. The event featured two band performances and a lighting ceremony in Houdini Plaza. One hundred thirty-two people visited APL's booth to make holiday cards and pick up information about APL programs. Friends' funds supported the card supplies.

#### **RISE Community Resource Fair:**

APL and Forward Services implemented a Community Resource Fair for refugees and immigrants in Appleton. The fair attracted more than 250 adults and children. A variety of social service agencies and community resources for education, employment, utilities and wellness participated in the event. Feeding America provided a mobile food pantry with more than 700 pounds of food. Friends funding supported the reservations for the parking meter stalls.

#### **Steampunk Saturday:**

Steampunk Saturday attracted a variety of ages for an afternoon of crafts, entertainment and learning about steampunk. Many of the 95 attendees tried all the crafts: stamped tiles, creating buttons, and creating fascinators and ribbons to wear. Some great costumes were worn for the costume contest, people posed for souvenir Victorian style photos, and guests brought amazing steampunk items they had created. We had many return guests, some of whom have come every year for six years; as well as people new to Steampunk. The Friends of Appleton Library provided funds for craft supplies, tea and biscuits, prizes for the costume contest and door prizes.

#### **Volunteer Fest:**

The Volunteer Center of East Central WI hosted Volunteer Fest. Over 300 people attended to collect volunteer and program information from various Fox Cities organizations. Children's Services staff accompanied Colleen Holz to highlight Children's programs and promote volunteering at the library. Friends sponsored a table at the event, and provided supplies for a children's activity.

#### **World Kindness Day:**

Public Services, Children's Services, and Community Partnerships staff presented a celebration for World Kindness Day that included coffee and snacks for patrons, kind messages on scrap paper and posters with positive messages throughout the building, a photo booth, an interactive kindness wall, and other surprises throughout the day. This celebration fostered positive interactions and conversations with patrons. Patrons were inspired to share acts of kindness and report back on the impact of their good deeds. Friends' funds supported the refreshments for the celebration.



## FRIENDS GRANTS PROGRAM SUMMARIES

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### Ongoing Classes, Events and Services

#### **Artist-in-Residence:**

The Artist-in-Residence (AIR) series contracts with local artists to place their work on display/exhibit in the library provide lectures, workshops and demonstrations to community members of all ages. Friends' funds pay for honoraria and supplies for the artist. The program celebrates the work of local artists and welcomes community members of all ages to experience the arts through engaging opportunities. Mel Kolstad presented a demonstration in October and Michael Wartgow's artwork was on display at the lower level art wall during November-December. He hosted a demonstration in November, will lecture about his artwork, and influences this December.

#### **Films at the Library:**

**Monday Morning Matinee** is a twice-monthly film series designed for persons with cognitive disabilities, but it is open to the public. Local group homes provide shuttle service for their residents to attend G-rated Disney films. The Friends fund refreshments and movie licensing fees. Interest in this program is growing with attendance of approximately one-hundred people this quarter. We often see friendships develop between group home residents and members of Valley Packaging. Average attendance is 22 people per screening. **Thursday at the Movies** features blockbuster films and topical documentaries at the library. Friends' funds pay for refreshments and movie licensing fees. Participants range from teens to adults. Patrons who cannot afford to attend movies at the theater are given an opportunity to attend these screenings and foster social connections with others. In October and November, we screened "Loving" and "Deepwater Horizon". December's film will be "The Wedding Plan".

#### **Music @ the Library:**

Music @ the Library showcases local musicians and bands providing music ranging from classic rock, country, and folk music to classical works by Mozart and Beethoven. While Music @ the Library appeals to patrons and families of all ages, local senior living facilities provide shuttle service for their residents to attend these programs. Friends' funds provide musicians with honoraria for their performances. The Library hosted a variety of musicians and groups during the 4th quarter including Dolce, Jennifer Levenhagen, New Horizons Band-Fox Valley, and Jason Solis. The New Horizons Band attracted 90 people.

#### **Ride and Read:**

This partner program with Valley Transit provides free transportation to the library on Wednesdays for children ages 17 and under, June through August. This service is designed to help remove barriers to access of the library. Friends' funds, along with Valley Transit, pay for the bus fares.

#### **1,000 Books Before Kindergarten:**

1,000 Books Before Kindergarten is a national reading program, for children ages birth to 5. It runs year-round and follows the national mission to promote reading to

## FRIENDS GRANTS PROGRAM SUMMARIES

### 4th QUARTER 2017

newborns, infants, and toddlers and to encourage parent and child bonding through reading. Friends' funds pay for incentive prizes.

## Special Projects

### **Children's Services School-Age Area Updates:**

The Children's school-age area is designed for students from kindergarten through sixth grade. Friends' funds were used to purchase supplies for two LEGO walls, two Magnetic Poetry walls, new box games and new apps for the school-age iPads in the area. These items will entertain and inspire creative expression, logical thinking, problem solving and provide access to technology. All the new items help define the age appropriateness of the area and attract school-age children to it.

### **Community Partnerships – Library Assistant Position:**

This part time non-benefitted position has increased capacity for community engagement and outreach in the Community Partnerships section. Between October and December, we were able to continue research around local employment and job-skills support agencies and programs, building relationships and engaging in one-on-one conversations to learn more about other organizations to determine opportunities for APL and potential collaboration. Through this position, we have coordinated and implemented pop-up programs in the library lobby to introduce patrons to online resources, coordinated and implemented outreach at various community evening and weekend events, making services available to library patrons, non-users, and underserved populations of all ages, creating visibility for library resources. Friends' funds support this position.

### **Create Your Future Campaign T-Shirts:**

Friends' funds provided the purchase of 145 Create Your Future campaign t-shirts for staff, library trustees and Friends board members. The goal of the t-shirts is to continue to provide awareness of the Create Your Future campaign, while promoting the mission/vision of the library, in a fun and unique way. Several community members have asked about purchasing shirts, which may lead to a small fundraiser for Friends.

### **Appleton Public Library Mobile App**

Friends' funds provided the creation of a new library app. The target audience for this project are patrons who are on the go with their mobile devices. The goal of the app is to increase the library's mobile-friendly online presence.

### **Light Therapy Lamps:**

Community Partnerships is working with NAMI Fox Valley to provide APL patrons with access to light therapy lamps in the library over the winter months. These lamps are useful for people experiencing Seasonal Affective Disorder (SAD) or even a touch of the "winter blues". As the days get darker and colder, these tools can provide some relief for sluggishness, depression, and more. Starting in January 2018, NAMI Fox Valley will provide instructional support and information about SAD, depression, and their



## FRIENDS GRANTS PROGRAM SUMMARIES

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resources and services. Friends' funds were used to purchase four lamps for public use in the library.

# The Library Board and the Open Meetings Law

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Wisconsin's open meetings law supports the principle that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of government business. To this end, all meetings of all state and local government bodies (including library boards) must be held in places reasonably accessible to members of the public and must be open to the public, except as expressly provided by law. Wisconsin's open meetings law provides specific requirements for meeting notice, accessibility of meetings, the conduct of meetings, and legally holding closed sessions. Violations carry significant penalties, so careful adherence to these requirements is essential.

## Meeting Notice

Public notice of all library board and library board committee meetings is required at least 24 hours in advance of any meeting, except in cases of emergency, when at least two hours notice is required. Notice must be provided to the official local newspaper (if you have one) and to any news organization that has requested notice. If your municipality has no official newspaper, notice must be provided to a news organization likely to give notice in the area. The meeting notice must also be posted in at least one public place, and preferably several. Good locations might be the library, the city/village/town hall, and the post office.

The meeting notice must contain the time, date, place, and *all* subjects to be discussed and/or acted upon at the meeting. The notice should also indicate a phone number (including a TDD number if you have one) that individuals with disabilities can call if they need accommodations to attend the meeting. (See [\*Trustee Essential #4: Effective Board Meetings and Trustee Participation\*](#) for a sample board meeting notice and agenda.)

## Location and Conduct of Meetings

Meetings must be held in a place reasonably accessible to the public. It is strongly recommended that you provide barrier-free access to the meeting room. The board must make a reasonable effort to accommodate any person desiring to record, film, or photograph the meeting as long as this will not interfere with the conduct of the meeting or the rights of the participants. The board may disallow recording of a closed session.

Some boards list an "other business" item on the meeting agenda to handle unforeseen issues that may arise after the agenda has been prepared. This is not advisable and can lead to open meetings law violations. Emergency items can be added to an amended meeting notice that is posted and provided to the media at least two hours in advance of the meeting; however, it is better to postpone consideration of late-arising issues until the next meeting, if possible.

### In This Trustee Essential

- The basics of compliance with Wisconsin's open meetings law
- When and how the board can legally conduct a closed session

Discussion and consideration of issues at a meeting must be limited to subjects listed in the public notice. However, if the meeting agenda listed a “public comment” period, the board may briefly discuss issues raised by the public during that period.

All board discussions and actions must be conducted during properly noticed meetings open to the public, except that closed sessions are allowed for specific purposes, as long as the legally required procedures have been followed to conduct a closed session.

## **Email, “Walking Quorums” and Other Potential Open Meetings Violations**

Email can be a time-saving communication tool and a wonderful convenience. However, the use of email to communicate among members of a library board may raise open meetings law concerns.

Under the Wisconsin open meetings law, a “meeting” of a governmental body occurs whenever: (1) there is a purpose to engage in governmental business, and (2) the number of members of the body involved in the “meeting” is sufficient to determine the body’s course of action. Based on this definition, Wisconsin courts have ruled that the open meetings law applies when a series of gatherings of groups of members of the governmental body (or “walking quorum”), each less than quorum size, agree to act together in sufficient number to reach a quorum.

Using email, it is quite possible that a quorum of a governmental body may receive a message – and therefore may receive information on a subject within the body’s jurisdiction – in an almost real-time basis, the way they would receive it in a meeting of the body. Such communications among members of a library board must take place in a legally noticed and a legally constituted meeting of the library board.

Because of the dangers posed by email, the Wisconsin Attorney General strongly discourages the members of any governmental body from using email to communicate about issues within the body’s realm of authority. The use of email by a library director to send information to library board members (such as a meeting agenda and other meeting materials) would not implicate the open meetings law.

An email concerning library business sent to or by a library board member (or library staff member) is subject to the requirements of the Wisconsin public records law. For more on the requirements of the Wisconsin public records law see [\*Trustee Essential #15: The Library Board and the Public Records Law\*](#).

## **Meeting Minutes**

Wisconsin law requires that meeting minutes be kept and be made available to the public as required by the Public Records Law (see [\*Trustee Essential #15: The Library Board and the Public Records Law\*](#) for more information). At a minimum, meeting minutes must indicate the board members present, all motions that were made (except those that were withdrawn) and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a

roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

## Legal Reasons for Conducting a Closed Session

The specific statutory exemptions that may allow for a closed session are in [Wisconsin Statutes Section 19.85](#).

The most common reason for a closed session is to consider personnel-related issues. For most personnel-related issues, the relevant exemption is provided in Wisconsin Statutes Section 19.85(1)(c), which allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered.

Boards should be aware that if they will be considering the dismissal, demotion, or discipline of an employee, a closed session is possible under Section 19.85(1)(b), but the board must give the employee notice of any evidentiary hearing to be held prior to final action and to any meeting at which final action might be taken. The notice to the employee must include a statement that the employee can demand that the evidentiary hearing or meeting be held in open session.

In addition to the two personnel-related exemptions discussed above, closed sessions can be held for certain other reasons, including the following:

- Deliberating or negotiating the purchase of public properties, the investment of public funds, or the conduct of other specified public business, whenever competitive or bargaining reasons require a closed session.
- Preliminary consideration of specific personnel problems or the investigation of charges that would negatively affect the reputation of the person involved.
- Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- Consideration of requests for confidential written advice from an ethics board.

A closed session is *not* allowed for purposes of considering general personnel policies or general staff compensation decisions, such as the general library staff salary scale. Employee compensation discussions may be closed only when they concern a *particular* employee.

A closed session is allowed to formulate collective bargaining strategy, but board deliberations leading to approval of a tentative collective bargaining agreement, as well as the final ratification vote, must be held in open session.

## Procedures for Holding a Closed Session

The following steps are **all** required for a library board (or any other government body) to conduct a closed session legally:

1. The meeting notice **must** indicate any contemplated closed session, the subject matter of the closed session discussion, and the specific statutory provision allowing a closed session. If a closed session was not planned, a board may still go into closed session on any subject contained in the meeting notice, whether the notice provides for a closed session or not, if the board follows the procedures below.
2. The board must first convene in open session.
3. The chief presiding officer must announce to all present at the meeting the intention of going into closed session and the purpose of the closed session.
4. The chief presiding officer must state the specific section of the law, by statute number (e.g., Section 19.85(1)(c) for a director evaluation session), which allows for the closed meeting. This announcement should be recorded in the minutes. It is good practice for library staff to prepare in advance the exact wording of the announcement to be used.
5. Going into closed session requires a motion, second, and **roll call vote** to reconvene in closed session. The vote of each board member on this motion must be recorded in the minutes and preserved. A majority vote is required to reconvene in closed session.
6. Attendance at the closed session is limited to the board, necessary staff, and any other persons whose presence is needed for the business at hand.
7. Closed session discussions must be limited to the subject announced in the meeting notice and the chief presiding officer's announcement.
8. Certain votes **may possibly** be legally taken in closed session. But it is a better practice and safer legally to take votes after reconvening into open session. At any rate, all board actions, whether taken in open or closed session, must be recorded in the minutes and be open to public inspection. Secret ballots are allowed only for the election of board officers.
9. The board may legally reconvene in open session as long as that intent was noted in the public notice of the meeting. If there was no advance public notice given that the board intended to reconvene in open session, the board is required to wait at least 12 hours after the completion of the closed session before reconvening in open session.

## Avoiding Legal Penalties

Any library board member who knowingly attends a meeting in violation of the open meetings law will be required to forfeit, without reimbursement from the library or municipality, not less than \$25 and as much as \$300 per violation. In

addition, a court may void board actions taken in an illegal closed session. You are not legally liable if you voted against those actions the board took which caused the violation. Therefore, it is recommended that if you believe the purpose stated for the motion to close a meeting is not legally sufficient you should vote against the motion. In addition, you should confirm that proper notice has been given for each board meeting.

## Discussion Questions

1. What purposes does Wisconsin's open meetings law serve?
2. Is it legal to have a meeting agenda item for "other business" or "miscellaneous business"? Why or why not?
3. How might the required recorded roll call vote to hold a closed session protect you from personal liability for an open meetings law violation?

## Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Public records / open meetings information from the [Wisconsin Department of Justice](#)
- The [League of Wisconsin Municipalities' Open Meeting Law FAQ](#)
- The League of Wisconsin Municipalities' [Legal Comment on Closed Sessions](#) in *The Municipality*
- Your municipal attorney, your district attorney, or the Wisconsin Attorney General.

*This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.*

*Trustee Essentials: A Handbook for Wisconsin Public Library Trustees* was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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# The Library Board and the Public Records Law

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Wisconsin's public records law provides that almost all records of state and local government (which includes public libraries) be available for inspection and/or copying by the public.

## Responding to Requests

Your library must respond to all requests to view or copy public records made by any person (except most requests from individuals who are committed or incarcerated). The request need not be in writing, and the requester need not be a resident of the state. Generally, you cannot require the requester to give his/her name or the purpose of his/her request. Acceptable identification may be required only when necessary for security reasons or when required by federal law or regulation.

Public records requests must be responded to "as soon as practicable and without delay." Any denial of a written request for records must include a written statement of the reasons for denying the request and must inform the requester that the determination is subject to review by mandamus (a writ from a court ordering performance of an act) or upon application to the attorney general or district attorney.

## What Records must be Made Available for Viewing or Copying?

Except as otherwise provided by law, any requester has the right to inspect or receive a copy of any public record. This applies to records in any format—paper, computer file, recording, email, etc.

An important exception to the public records law for libraries is the statutory prohibition on release of records that identify an individual who uses a publicly funded library (Wisconsin Statutes Section 43.30). This information can be released only with the consent of the individual or by court order, to other libraries for interlibrary loan purposes (under certain circumstances), or to a collection agency or law enforcement agency (in the case of delinquent accounts of any individual who borrows or uses library materials or services). Any record produced in response to a public records request that contains patron information in addition to information which must be disclosed must first be edited to remove any information which could identify an individual library patron, such as a patron's name, address, or phone number, and any release of records to a collection agency or law enforcement agency must be limited to the individual's name, contact information, and the amount owed to the library.

The law does not require public access to staff notes, drafts, and similar items prepared for staff personal use. Also excluded are purely personal property having

### In This Trustee Essential

- Actions all boards must take to comply with the law—before and after receiving records requests
- Records that must be available to the public—and records that are confidential

no relation to the owner's public office and material to which access is limited by copyright, patent, or bequest.

## Records Custodian Responsibilities

Every public library board must approve a resolution designating one or more legal custodians to respond to public records requests. If the board has failed to make such a designation, the library board president and the director are responsible for responding to public records requests. The mayor, village president, or town chair of your community may have the option of appointing the legal custodian for library records. The records custodian(s) must designate one or more deputies to act in his or her absence.

The library board must also approve and prominently display in the library a notice identifying the legal records custodian(s), establishing the time, place, and method for requesting records, and indicating any copying costs. Generally, public records must be available for inspection during all regular office hours.

## Personnel Records

Common law (judge-made law) allows the denial of certain requests for access to public records if the balance of interests favors nondisclosure. Some of the cases in which the courts have upheld nondisclosure involve certain personnel records of public employees; however, the Wisconsin Supreme Court has also held that personnel records are not automatically excluded from disclosure.

The records custodian is required to balance the public interest in disclosure of the record against the interests that may weigh against disclosure. See the League of Wisconsin Municipalities [page on personnel records and the public records law](#) for more information.

If, after conducting the balancing test, you determine that a requester is entitled to the release of personnel records or other records with information compromising the privacy or reputation of a person, you should contact your municipal or county attorney. It is likely that you will be required to notify the person who is the subject of the records and give that person an opportunity to contest the release of the records in court.

You should also be aware that employees and former employees have the right to inspect some of the records in their personnel file. The limits to this right are spelled out in [Wisconsin Statutes Section 103.13](#).

If you receive any request for access to personnel records, requests for information about applicants for a library position, or any other request that involves personal privacy interests, it is recommended that you consult with your municipal or county attorney.

## Personal Information Practices Act

This part of the Wisconsin public records law (Sections [19.62 to 19.80](#)) requires state and local government organizations (including libraries) to develop procedures to protect the privacy of personal information kept by the organization.



Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. You are also required to ensure that employees handling such records “know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws.”

## **Can We Charge for Copying and Other Costs?**

You may charge a fee not to exceed “the actual, necessary and direct cost” of reproduction and mailing. A locating fee may be charged only if the “the actual, necessary and direct cost” of locating the records exceeds \$50.

## **Records Retention**

The law strictly prohibits destruction of records that are the subject of a pending or recently handled records request.

Municipal and county governing bodies can adopt ordinances that provide for the destruction of obsolete public records. However, the period of time for retention provided by these ordinances cannot be less than seven years for most records. Library system official records need to be retained at least ten years, as required by the Wisconsin Administrative Code.

Libraries are advised to adopt a record retention schedule. The Wisconsin Public Records Board has approved a retention policy that may be used by local libraries. A library board must first formally adopt the [Record Retention Schedule](#), with or without modifications. Then, the [Notification of Adoption](#) can be completed and submitted, with two copies, to the State Archivist. Once the form is returned with approval of the State Historical Society of Wisconsin and the Wisconsin Public Records Board, the library may dispose of records in accordance with the approved schedule.

Tape recordings of meetings may be destroyed 90 days after the minutes have been approved and published, if the purpose of the recording was to make written minutes of the meeting.

Prior to destroying public records, you must give the State Historical Society at least 60 days written notice. The Historical Society may, upon application, waive this notice requirement. The Historical Society will preserve any records it determines to be of historical interest.

## **Penalties for Violations**

An organization or legal custodian that improperly denies or delays a request may be ordered to pay the requester’s attorney fees and other actual costs, besides damages of not less than \$100. In addition, an organization or legal custodian that arbitrarily and capriciously denies or delays response to a request, or charges excessive fees, may be required to forfeit not more than \$1,000 in punitive damages. In addition, there are criminal penalties for destruction or concealment of public records with intent to injure or defraud or for deliberately altering public records.

## Discussion Questions

1. What purpose is served by Wisconsin's public records law?
2. Why are library patron records kept confidential?
3. If the local press requests records related to disciplinary action taken against the library director, must those records be disclosed? Why or why not?
4. How long do we *need* to retain library board meeting minutes? How long *should* we retain library board meeting minutes?

## Sources of Additional Information

- Your library system staff (See *Trustee Tool B: Library System Map and Contact Information*.)
- Public records / open meetings information from the Wisconsin Department of Justice at [www.doj.state.wi.us/dls/open-government](http://www.doj.state.wi.us/dls/open-government)
- League of Wisconsin Municipalities FAQs on the public records law at [tinyurl.com/8jvks3o](http://tinyurl.com/8jvks3o)
- The State Historical Society's Wisconsin Municipal Records Manual at [www.wisconsinhistory.org/Content.aspx?dsNav=N:4294963828-4294963805&dsRecordDetails=R:CS3806](http://www.wisconsinhistory.org/Content.aspx?dsNav=N:4294963828-4294963805&dsRecordDetails=R:CS3806)
- Your municipal or county attorney, your district attorney, or the Wisconsin Attorney General

*This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.*

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