



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, May 15, 2018

4:30 PM

225 N. Oneida Street

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[18-0692](#) April 17, 2018 Meeting Minutes

Attachments: [April 17 2018 Meeting Minutes.pdf](#)

4. Public Participation and Communication
[18-0693](#) Alderperson Chris Croatt - new aldermanic appointment

Establish Order of the Day

5. Action Items

- A. [18-0694](#) Bill Register - April 2018

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

- B. [18-0695](#) Budget Amendment - May 2018

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

- C. [18-0696](#) OWLS Membership Agreement 2019-2020

Attachments: [APL OWLS membership agreement 2019-2020.pdf](#)

- D. [18-0697](#) City Policies - FMLA, Media Relations, Recruitment Selection

Attachments: [Family Medical Leave Act revised 2 2018-FMLA.pdf](#)

[Media Relations 2018.pdf](#)

[Recruitment and Selection strike and bold.pdf](#)

6. Information Items

A. Director's Report

- i. [18-0698](#) Building project update and the establishment of teams for process

Attachments: [May 2018 Board memo building project.pdf](#)

- ii. [18-0699](#) Friends Grant Funded Program Summaries 1st Quarter 2018

Attachments: [Friends Grant Funded Program Summaries 1st Quarter 2018 final.pdf](#)

B. President's Report

- i. [18-0700](#) President Exarhos' Appointments to the Nominating Committee

Attachments: [President Exarhos Nominating Committee Memo 2018.pdf](#)

- ii. [18-0701](#) Discussion on Trustee Essentials Chapter 22: Freedom of Expression and Inquiry

Attachments: [Trustee Essentials Chapter 22 Freedom of Expression and Inquiry.pdf](#)

C. Assistant Director's Report

- i. [18-0702](#) APL Hiring Process Updates

- ii. [18-0703](#) Statistics 1st Quarter 2018

Attachments: [JAN 2018.pdf](#)

[FEB 2018.pdf](#)

[MAR 2018.pdf](#)

D. Friends Report

- i. [18-0704](#) Friends Annual Meeting

- ii. [18-0705](#) New Friends Board Members

E. Staff Updates

- i. [18-0706](#) 2018 Summer Library Program
- ii. [18-0707](#) 10 Years of Master Gardening Programming
- iii. [18-0708](#) Seed Library

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

Tuesday, April 17, 2018

4:30 PM 225 N. Oneida Street - 1st Floor Childrens's Services
Programming Rooms A/B

1. Call meeting to order

President Exarhos called the meeting to order at 4:31 pm

2. Roll call of membership

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

Present: 9 - Bergman, Hietpas, Looker, Dannecker, Kellner, Exarhos, Bloedow, Scheuerman and Mann

Excused: 1 - Peterson

Others : 1 - Panella

3. Approval of minutes from previous meeting

[18-0510](#)

March 6, 2018 Meeting Minutes

Attachments: [March 6 2018 Meeting Minutes.pdf](#)

Dannecker moved, seconded by Bloedow, that the March 6, 2018 Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)

4. Public Hearings/Apearances

[18-0511](#)

Volunteers of the Year

The following people spoke during Public Hearings / Apearances on Agenda item 18-0513 Mixed Use Development:

Jeanne Roberts, 1110 E. Florida Avenue

Janice Quinlan, 322 South Court

Lee Allinger, 1416 Oakcrest Drive

Chuck Erickson, 1103 W. Packard Street

Kristin Hunger, 87 Northbreeze Drive

Establish Order of the Day

5. Action Items

- A. [18-0512](#) Report of the Building & Equipment Committee

Attachments: [Building and Equipment Committee Meeting Minutes 03-26-2018.pdf](#)

Dannecker moved, seconded by Scheuerman, that the Report of the Building and Equipment Committee be approved. Voice Vote. Motion Carried. (9-0)

- i. [18-0513](#) Support the City's efforts to include the library's needs as identified as Option 1 in a Mixed Use Development with Commercial Horizons on the current site of Soldier's Square Parking Ramp.

Attachments: [Mixed Use Library Memo.pdf](#)
[Library RFP.pdf](#)
[Mixed Use Library Summary Grid.pdf](#)
[Scores for Mixed Use Library Project Proposals.pdf](#)
[Mixed-use Library close up.JPG](#)

Dannecker moved, seconded by Hietpas, that Support of the City's efforts to include the library's needs as identified as Option 1 in a Mixed Use Development with Commercial Horizons on the current site of Soldier's Square Parking Ramp be approved. Voice Vote. Motion Carried. (9-0)

- B. [18-0523](#) Bill Register - March 2018

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

Scheuerman moved, seconded by Dannecker, that the March 2018 Bill Register be approved. Voice Vote. Motion Carried. (9-0)

6. Information Items

- A. Director's Report

- i. [18-0514](#) National Library Week

- B. President's Report

- i. [18-0515](#) Trustee Essentials Chapter 12: Library Standards

Attachments: [Trustee Essentials Chapter 12 Library Standards.pdf](#)
[2017 Public Library Quantitative Standard.pdf](#)

C. Assistant Director's Report

- i. [18-0516](#) APL Hiring Process updates

D. Friends Report

- i. [18-0518](#) April Friendship Month

- ii. [18-0519](#) Spring Friends Used Book Sale - April 26 - 28, 2018

E. Staff Updates

- i. [18-0520](#) Fox Cities Reads

- ii. [18-0521](#) Public Library System Re-design

- iii. [18-0528](#) Fox Cities Kidz Expo

7. **Other Business**

8. Adjournment

Dannecker moved, seconded by Mann, that the meeting be adjourned. Voice
Vote. Motion Carried. (9-0)
The meeting was adjourned at 6:46 pm

Document		G/L		Explanation					
Number	Date	Alpha	Name	-Remark-	Amount	Account			
128237	04/06/18	4/5	PR TRAVEL REIMB	RORTVEDT	128.08	16010	6201		
41	04/23/18	DELTA	0062306072888	PLA REFUND	495.60	16010	6201		
1219	04/23/18		HOMELESS TRAINING	ALL STAFF TRAINING	599.00	16010	6201		
673	04/23/18		AMAZON MKTPLACE PMTS	UX GAME	16.89	16010	6301		
678	04/23/18		AMAZON.COM	BATTERIES	12.49	16010	6301		
834	04/23/18		OFFICEMAX/DEPOT 6869	CUPS AND PAPER	44.64	16010	6301		
835	04/23/18		OFFICEMAX/DEPOT 6869	FOLDERS AND PENS	67.85	16010	6301		
1088	04/23/18		USPS PO 5602500943	BOARD PACKETS	9.88	16010	6301		
1292	04/23/18		FESTIVAL FOODS	VOLUNTEER BOUQUET	2.99	16010	6301		
193	04/23/18		SQU*SQ *SETH'S COFFEE	ENGAGE BUILD PROCESS	20.00	16010	6305	00003951	
194	04/23/18		COPPER ROCK COFFEE LLC	BUILD PROCESS ENGAGE	20.00	16010	6305	00003951	
583	04/23/18		ADI	STAFF AWARDS	120.00	16010	6305		
381479	04/02/18		VOLUNTEER ACTION COUNCIL	focol volunteer rec	30.00	16010	6305	00003951	
383	04/23/18		KWIK TRIP 74300007435	MOVIE POPCORN	9.99	16010	6307	00003951	
541	04/23/18		WALGREENS #10234	KUDOS & KARES	10.50	16010	6307		
643	04/23/18		COPPER ROCK COFFEE LLC	OPEN HOUSE	165.00	16010	6307		
658	04/23/18		SAMS CLUB #6321	PROGRAM REFRESHMENTS	32.92	16010	6307	00003951	
772	04/23/18		PAPA JOHN'S #00962	HARRY POTTER FOOD	15.47	16010	6307	00003951	
895	04/23/18		MANDERFIELDS HOME BAKE	STAFF TRAINING	82.65	16010	6307		
381781	04/18/18		POPPIN' Z'S GOURMET POPCORN	staff appreciation d	117.95	16010	6307	00003951	
87	04/23/18		FASTSIGNS 300301	DISPLAY BOARDS	112.00	16010	6320 2	00003951	
575	04/23/18		AMAZON.COM	SIGN HOLDER	33.20	16010	6412		
971	04/23/18		WWW.ISTOCK.COM	SLP ADVERTISING	34.65	16010	6412		
1196	04/23/18		FACEBK *7GXD4FAYX2	MARKETING PROGRAMS (2.53	16010	6412		
128312	04/11/18	4/18	AT&T BILL		215.21	16010	6413 7		
861	04/23/18		CELLCOM	CELLPHONES	104.97	16010	6413 8		
88	04/23/18		EB UNITED WAY FOX CIT	UNITED WAY REPORT	72.00	16010	6599	00003951	
975	04/23/18		PAYPAL *APLDOWNTOWN	ADI ANNUAL MEETING	50.00	16010	6599	00003951	
1257	04/23/18		FOX CITIES CHAMBER	FUTURE 15 AWARDS	160.00	16010	6599	00003951	
381787	04/18/18		SECURITAS SECURITY SERVICES US	security guard	3,398.40	16010	6599		

					5,193.66				
					=====				
101	04/23/18		WISCONSINACADEMY	AWARD CEREMONY	40.00	16021	6201		
16	04/23/18		DEMCO INC	TWEEN BOOKMARKS,	45.91	16021	6301	00003951	
40	04/23/18		WM SUPERCENTER #1982	MAKER FEST SUPPLIES	27.92	16021	6301	00003951	

Document		G/L		Explanation		Amount		Account	
Number	Date	Alpha	Name	-Remark-					
102	04/23/18	AMAZON	MKTPLACE PMTS	BOOKMARKS	188.75	16021	6301	00003951	
199	04/23/18	ETSY.COM	- BURNTCARMIN	BOOKMARKS	31.50	16021	6301	00003951	
200	04/23/18	RAINBOW	RESOURCE CENTE	BOOKMARKS	165.60	16021	6301	00003951	
201	04/23/18	AMAZON.COM		BOOKMARKS	45.09	16021	6301	00003951	
242	04/23/18	DOLLAR TREE		STEAM SUPPLIES	39.00	16021	6301		
436	04/23/18	USPS PO	5602507500	SLP STAMPS	100.00	16021	6301	00003951	
497	04/23/18	WM SUPERCENTER	#1982	PLAY & LEARN CRAFT	14.64	16021	6301		
520	04/23/18	AMAZON	MKTPLACE PMTS	CRAFT PARACORD	23.82	16021	6301	00003955	
561	04/23/18	AMAZON	MKTPLACE PMTS	TINKER SUPPLIES	6.94	16021	6301		
568	04/23/18	AMAZON	MKTPLACE PMTS	ACRYLIC SIGN HOLDER	39.66	16021	6301		
569	04/23/18	AMAZON	MKTPLACE PMTS	TINKER SUPPLIES	7.94	16021	6301		
600	04/23/18	AMAZON	MKTPLACE PMTS	CRAFT PARACORD	7.94	16021	6301	00003955	
691	04/23/18	HOMEDEPOT.COM		HOME VISIT TABLE	358.00	16021	6301	00003954	
852	04/23/18	BARNES & NOBLE	#2977	BOOK PRIZE DRAWING	8.99	16021	6301	00003951	
868	04/23/18	DISPLAYS2GO		PROMO MATERIAL	152.86	16021	6301		
912	04/23/18	HOLLYWOOD CINEMAS	-2216	GIFT CARD PRIZE	21.00	16021	6301	00003951	
1117	04/23/18	AMAZON	MKTPLACE PMTS	CRAFT PARACORD	27.91	16021	6301	00003955	
1190	04/23/18	DOLLAR TREE		IDITAREAD GOODIE BAG	15.00	16021	6301		
1195	04/23/18	FACEBK	*7GXD4FAYX2	MARKETING PROGRAMS (10.00	16021	6301		
362	04/23/18	WM SUPERCENTER	#2958	ELL FOOD	24.84	16021	6307	00003955	
73	04/23/18	GIV*BABES INC	CHILD A	BABES BANQUET	120.00	16021	6599	00003951	
381662	04/11/18	AFRICAN HERITAGE, INC.		junteenth festival	35.00	16021	6599		
					1,558.31				
381471	04/02/18	OUTAGAMIE WAUPACA LIBRARY	SYST receipt paper		45.00	16023	6301		
					45.00				
292	04/23/18	AMAZON	MKTPLACE PMTS	COLORING NIGHT PENS	11.99	16024	6301	00003951	
360	04/23/18	TARGET	00002386	ESCAPE ROOM PRIZES	40.00	16024	6301	00003951	
1010	04/23/18	EAGLE GRAPHICS LLC		FOX CITIES READS T'S	1,160.75	16024	6301	00003951	
1230	04/23/18	WAL-MART	#2958	YOGA STORY	23.94	16024	6301	00003951	
381492	04/02/18	HOFFMAN, BARBARA		music @ the library	75.00	16024	6599	00003951	
					1,311.68				
169	04/23/18	UFIRST	*LAUNDRY SVCS	MAT CLEANING	49.38	16031	6306		
725	04/23/18	TARTAN SUPPLY CO INC		BAGS AND SOAP	2,515.43	16031	6306		

Document		G/L		Explanation			
Number	Date	Alpha	Name	-Remark-	Amount	Account	
799	04/23/18	UFIRST	*LAUNDRY SVCS	MAT CLEANING	45.78	16031	6306
457	04/23/18	ADVANCED	DISPOSAL ONLI	SPLIT -TRASH (5.82%)	74.00	16031	6407
382008	04/25/18	WE	ENERGIES	4835-258-176	6,498.76	16031	6413 1
382008	04/25/18	WE	ENERGIES	5229-670-389	2,411.66	16031	6413 2
519	04/23/18	LA CROSSE	TECHNOLOGY L	WALL CLOCKS	112.73	16031	6416
1008	04/23/18	SHERWIN	WILLIAMS 70311	COMFORT ROOM PAINT	40.94	16031	6416
381484	04/02/18	WOODCRAFT	FURNITURE SERVICE	piano repair	196.00	16031	6418

					11,944.68		
					=====		
44	04/23/18	AMAZON	MKTPLACE PMTS	MEDIA CASES	66.11	16032	6301
125	04/23/18	DEMCO	INC	DVD CASES	278.51	16032	6301
672	04/23/18	CCI	SOLUTIONS	AUDIO BOOK CASES	430.92	16032	6301
1037	04/23/18	PREMIUM	WATERS E-BILL	DISC CLEANER	176.34	16032	6301
1038	04/23/18	DEMCO	INC	LABEL HOLDERS	97.91	16032	6301
47	04/23/18	MIDWEST	TAPE LLC		1,198.63	16032	6315
49	04/23/18	AMAZON	.COM		45.00	16032	6315
50	04/23/18	INGRAM	LIBRARY SERVICE		791.71	16032	6315
51	04/23/18	INGRAM	LIBRARY SERVICE		838.19	16032	6315
52	04/23/18	INGRAM	LIBRARY SERVICE		753.87	16032	6315
53	04/23/18	THE VIDEO	PROJECT		94.32	16032	6315
90	04/23/18	AMAZON	.COM		32.60	16032	6315
91	04/23/18	RECORDED	BOOKS		43.33	16032	6315
92	04/23/18	RECORDED	BOOKS		56.90	16032	6315
93	04/23/18	RECORDED	BOOKS		43.33	16032	6315
94	04/23/18	RECORDED	BOOKS		981.00	16032	6315
211	04/23/18	INGRAM	LIBRARY SERVICE		608.59	16032	6315
212	04/23/18	INGRAM	LIBRARY SERVICE		2,671.25	16032	6315
245	04/23/18	EBSCO	INFO SERVICE BHM		110.68	16032	6315
268	04/23/18	REI*MATTHEW	BENDER &CO		2,415.12	16032	6315
269	04/23/18	COMMODITY	RESEARCH BUR		309.00	16032	6315
270	04/23/18	UW	CONTINUING LEGAL ED		80.00	16032	6315
332	04/23/18	INGRAM	LIBRARY SERVICE		1,476.27	16032	6315
397	04/23/18	INGRAM	LIBRARY SERVICE		209.38	16032	6315
398	04/23/18	INGRAM	LIBRARY SERVICE		702.40	16032	6315
399	04/23/18	INGRAM	LIBRARY SERVICE		1,182.35	16032	6315

		Explanation			
Document Number	G/L Date	Alpha Name	-Remark-	Amount	Account
400	04/23/18	INGRAM LIBRARY SERVICE		22.80-	16032 6315
401	04/23/18	UPS*1ZR449350394719392		8.17	16032 6315
402	04/23/18	AMAZON.COM		33.61	16032 6315
475	04/23/18	TCD*GALE		903.40	16032 6315
476	04/23/18	RECORDED BOOKS		56.90	16032 6315
477	04/23/18	RECORDED BOOKS		93.44	16032 6315
478	04/23/18	RECORDED BOOKS		33.93	16032 6315
514	04/23/18	INGRAM LIBRARY SERVICE		810.17	16032 6315
560	04/23/18	AMAZON MKTPLACE PMTS		7.47	16032 6315
573	04/23/18	THOMSON WEST*TCD		822.01	16032 6315
578	04/23/18	MIDWEST TAPE LLC		1,295.81	16032 6315
579	04/23/18	INGRAM LIBRARY SERVICE		865.01	16032 6315
594	04/23/18	THOMSON WEST*TCD		429.36	16032 6315
644	04/23/18	AMAZON MKTPLACE PMTS		49.92	16032 6315
645	04/23/18	AMAZON MKTPLACE PMTS		83.03	16032 6315
646	04/23/18	INGRAM LIBRARY SERVICE		266.04	16032 6315
647	04/23/18	RECORDED BOOKS		45.09	16032 6315
704	04/23/18	AMAZON MKTPLACE PMTS		39.99	16032 6315
748	04/23/18	MIDWEST TAPE LLC		1,753.34	16032 6315
749	04/23/18	INGRAM LIBRARY SERVICE		377.49	16032 6315
750	04/23/18	AMAZON MKTPLACE PMTS		17.95	16032 6315
751	04/23/18	AMAZON MKTPLACE PMTS		5.02	16032 6315
752	04/23/18	INGRAM LIBRARY SERVICE		1,656.41	16032 6315
796	04/23/18	INGRAM LIBRARY SERVICE		1,207.25	16032 6315
886	04/23/18	STATE BAR OF WISCONSIN		72.35	16032 6315
887	04/23/18	INGRAM LIBRARY SERVICE		1,156.89	16032 6315
891	04/23/18	AMAZON MKTPLACE PMTS		7.10	16032 6315
954	04/23/18	AMAZON MKTPLACE PMTS		39.98	16032 6315
1018	04/23/18	MIDWEST TAPE LLC		1,531.54	16032 6315
1019	04/23/18	INGRAM LIBRARY SERVICE		514.18	16032 6315
1025	04/23/18	INGRAM LIBRARY SERVICE		1,397.66-	16032 6315
1026	04/23/18	INGRAM LIBRARY SERVICE		1,472.50	16032 6315
1027	04/23/18	INGRAM LIBRARY SERVICE		590.57	16032 6315
1028	04/23/18	INGRAM LIBRARY SERVICE		330.43	16032 6315
1145	04/23/18	INGRAM LIBRARY SERVICE		3,092.95	16032 6315

Document		G/L		Explanation		Amount	Account
Number	Date	Alpha	Name	-Remark-			
1158	04/23/18	AMAZON.COM				12.97	16032 6315
1159	04/23/18	RECORDED BOOKS				48.42	16032 6315
1160	04/23/18	RECORDED BOOKS				291.55	16032 6315
1332	04/23/18	INGRAM LIBRARY SERVICE				223.79	16032 6315
381469	04/02/18	MIDWEST TAPE		media		2,865.56	16032 6315
381615	04/10/18	MIDWEST TAPE		media		3,596.41	16032 6315
381696	04/11/18	WISCONSIN HISTORICAL SOCIETY		est0200006/2018		115.50	16032 6315
381796	04/18/18	ST BERNADETTE PARISH		media		50.00	16032 6315
381821	04/18/18	WISCONSIN STATE GENEALOGICAL S		inst newsletter subs		30.00	16032 6315
381472	04/02/18	UNIQUE MANAGEMENT SERVICES, IN		collections		214.80	16032 6599
381777	04/18/18	OUTAGAMIE WAUPACA LIBRARY SYST		owlsnet membership,		63,649.00	16032 6599
381808	04/18/18	UNIQUE MANAGEMENT SERVICES, IN		collections		179.00	16032 6599

						105,219.55	
						=====	
896	04/23/18	AMAZON MKTPLACE PMTS		TONER		44.19	16033 6301
404	04/23/18	HP DIRECT-PUBLICSECTOR		LAPTOPS		3,522.00	16033 6327
603	04/23/18	CDW GOVT #MBB2850		HEADPHONES		54.72	16033 6327
431	04/23/18	RICOH USA, INC				148.71	16033 6418
432	04/23/18	RICOH USA, INC				148.71	16033 6418
735	04/23/18	CDW GOVT #LZH7523		PRODUCT RETURN		1,180.77-	16033 6418
777	04/23/18	MODERN BUSINESS MACHIN		PRINTER CONTRACT		142.90	16033 6418
864	04/23/18	AMAZON MKTPLACE PMTS		HDMI WALL PLATE		7.97	16033 6418
1009	04/23/18	MODERN BUSINESS MACHIN		ADMIN COPIER CONTRAC		201.00	16033 6418
1301	04/23/18	AMAZON MKTPLACE PMTS		SWITCHES & USB HUBS		102.74	16033 6418
381777	04/18/18	OUTAGAMIE WAUPACA LIBRARY SYST		ils product maint		4,260.00	16033 6418

						7,452.17	
						=====	
						132,725.05	
						=====	

2

3

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Four Months Ending April 30, 20181
05/07/18
16:42:39

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year April Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,285,524	2,297,567	2,297,567	176,581	657,089	28.60
Part-Time		240,355	210,722	211,541	17,441	71,888	33.98
Fringes		870,371	834,209	834,268	61,600	229,251	27.48
Salaries & Fringe Benefits		3,396,250	3,342,498	3,343,376	255,622	958,228	28.66
Training & Conferences	6201	21,538	22,514	26,514	271	3,633	13.70
Parking Permits	6206	19,560	19,920	19,920	0	20,280	101.81
Memberships & Licenses	6303	3,911	2,055	2,855	0	618	21.65
Awards & Recognition	6305	737	850	850	120	235	27.65
Food & Provisions	6307	1,726	1,135	1,835	258	1,324	72.15
Administrative Expense		47,472	46,474	51,974	649	26,090	50.20
Office Supplies	6301	52,033	54,156	59,656	1,580	7,055	11.83
Building Maintenance/Janitor	6306	9,891	11,570	11,570	2,611	3,975	34.36
Shop Supplies & Tools	6309	115	100	100	0	10	10.00
Books & Library Materials	6315	619,194	607,442	594,837	40,127	190,953	32.10
Printing & Reproduction	6320	85	100	500	0	0	.00
Clothing	6321	363	0	0	0	0	.00
Safety Supplies	6323	239	200	200	0	0	.00
Miscellaneous Equipment	6327	65,165	67,650	69,475	3,577	11,706	16.85
Supplies & Materials		747,085	741,218	736,338	47,895	213,699	29.02
Collection Services	6407	2,388	2,962	2,962	74	606	20.46
Advertising	6412	1,081	1,288	1,788	70	419	23.43
Other Contracts/Obligations	6599	71,903	82,891	136,666	67,476	72,591	53.12
Purchased Services		75,372	87,141	141,416	67,620	73,616	52.06
Electric	6413.1	98,489	110,073	110,073	6,499	25,572	23.23
Gas	6413.2	24,310	24,432	24,432	2,412	12,148	49.72
Water	6413.3	4,948	4,924	4,924	0	1,176	23.88
Waste Disposal/Collection	6413.4	2,063	2,052	2,052	0	489	23.83
Stormwater	6413.6	2,418	2,418	2,418	0	635	26.26
Telephone	6413.7	3,046	3,224	3,224	215	867	26.89
Cellular Telephone	6413.8	1,229	992	992	105	302	30.44
Utilities		136,503	148,115	148,115	9,231	41,189	27.81
Bldg Repair & Maintenance	6416	1,515	3,000	3,000	154	154	5.13
Equipmt Repair & Maintenance	6418	100,161	84,957	84,957	4,027	40,940	48.19
CBM Charges	6420	157,508	166,911	166,911	0	46,670	27.96
Repair & Maintenance		259,184	254,868	254,868	4,181	87,764	34.44
Software Acquisition	6815	6,120	8,498	8,498	0	255	3.00
Capital Expenditures		6,120	8,498	8,498	0	255	3.00
TOTAL EXPENSES		4,667,986	4,628,812	4,684,585	385,198	1,400,841	29.90
REVENUES							
Library Aids (County)		1,066,420	1,062,447	1,062,447	588,089	588,089	55.35
Library Fines		59,202	70,000	70,000	5,637	17,445	24.92
Space Rentals		30,000	30,000	30,000	0	10,000	33.33
Donations & Memorials		957	0	0	30	318	.00
Administration Reimbursements		3,500	0	3,500	0	3,500	100.00
Children's Reimbursements		0	0	5,700	0	0	.00
Community Reimbursements & Reader/Prntr		0	0	5,300	0	0	.00
Commissions (Vending)		1,502	1,500	1,500	0	183	12.20
Lost & Paid Materials		49,507	0	21,000	1,597	29,801	141.91
Network Reimbursements & Public Use Prntr		18,914	18,500	20,325	1,465	6,275	30.87
TOTAL REVENUES		1,230,002	1,182,447	1,219,772	596,818	655,611	53.75

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year April Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	22,138	22,138	1,734	6,443	29.10
Fringes	0	1,581	1,581	29	236	14.93
Salaries & Fringe Benefits	0	23,719	23,719	1,763	6,679	28.16
Training & Conferences 6201	0	1,160	1,160	448	448	38.62
Administrative Expense	0	1,160	1,160	448	448	38.62
Office Supplies 6301	0	73,339	73,339	1,254	1,254	1.71
Books & Library Materials 6315	0	0	66,700	3,768	12,296	18.43
Supplies & Materials	0	73,339	140,039	5,022	13,550	9.68
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	0	98,218	164,918	7,233	20,677	12.54
REVENUES						
TOTAL REVENUES	0	0	0	0	0	.00

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Four Months Ending April 30, 2018

Friends - 3951

3
05/07/18
16:42:39

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year April Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Part-Time	10.895	0	21.000	1.404	5.134	24.45
Fringes	2.849	0	3.000	472	1.729	57.63
Salaries & Fringe Benefits	13.744	0	24.000	1.876	6.863	28.60
Training & Conferences 6201	921	0	887	0	178	20.07
Memberships & Licenses 6303	756	0	0	0	15	.00
Awards & Recognition 6305	574	0	0	70	70	.00
Food & Provisions 6307	2.412	0	0	176	622	.00
Administrative Expense	4.663	0	887	246	885	99.77
Office Supplies 6301	18.433	0	3.500	1.871	3.078	87.94
Books & Library Materials 6315	787	0	6.000	0	972	16.20
Printing & Reproduction 6320	3.805	0	0	112	112	.00
Miscellaneous Equipment 6327	1.823	0	4.500	0	52	1.16
Supplies & Materials	24.848	0	14.000	1.983	4.214	30.10
Advertising 6412	1.137	0	0	0	0	.00
Other Contracts/Obligations 6599	19.971	0	0	477	5.888	.00
Purchased Services	21.108	0	0	477	5.888	.00
Utilities	0	0	0	0	0	.00
Equipmt Repair & Maintenance 6418	0	0	1.000	0	0	.00
Repair & Maintenance	0	0	1.000	0	0	.00
Software Acquisition 6815	8.540	0	0	0	0	.00
Capital Expenditures	8.540	0	0	0	0	.00
TOTAL EXPENSES	72.903	0	39.887	4.582	17.850	44.75
REVENUES						
Administration Reimbursements	11.725	0	3.175	0	3.175	100.00
Children's Reimbursements	23.600	0	0	0	5.700	.00
Community Reimbursements & Reader/Prntr	24.500	0	0	0	5.300	.00
Lost & Paid Materials 16032.5035	1.600	0	0	0	0	.00
Network Reimbursements & Public Use Prtr	6.575	0	0	0	1.825	.00
TOTAL REVENUES	68.000	0	3.175	0	16.000	503.94

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Four Months Ending April 30, 2018Appleton Ready to Read
3954
05/07/18
16:42:39

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year April 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	0	0	1,000	358	358	35.80
Supplies & Materials	0	0	1,000	358	358	35.80
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	0	0	1,000	358	358	35.80
REVENUES						
Children's Reimbursements	1,000	0	0	0	1,209	.00
TOTAL REVENUES	1,000	0	0	0	1,209	.00

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Four Months Ending April 30, 2018

ELL - 3955

6
05/07/18
16:42:39

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year April 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
Food & Provisions 6307	1.010	0	1.754	25	105	5.99
Administrative Expense	1.010	0	1.754	25	105	5.99
Office Supplies 6301	3.824	0	3.218	60	134	4.16
Supplies & Materials	3.824	0	3.218	60	134	4.16
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	4.834	0	4.972	85	239	4.81
REVENUES						
Children's Reimbursements	9.000	0	0	0	0	.00
TOTAL REVENUES	9.000	0	0	0	0	.00

City of Appleton
Appleton Public Library
Revenue and Expense Summary
For the Four Months Ending April 30, 2018Cultural Programs
39577
05/07/18
16:42:39

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year April 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	0	0	2.000	0	0	.00
Supplies & Materials	0	0	2.000	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	0	0	2.000	0	0	.00
REVENUES						
Community Reimbursements & Reader/Pntr	0	0	2.000	0	2.000	100.00
TOTAL REVENUES	0	0	2.000	0	2.000	100.00

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2018

<u>Budget Description</u>	<u>Business Unit</u>	<u>Acct. No.</u>	<u>Sub Acct. No.</u>	<u>Subledger No.</u>	<u>Transfer Amount</u>
Other Reimbursements: Friends Q3 distribution	16010	5035		3951	\$ 3,100.00
Admin: Memberships	16010	6303		3951	\$ 500.00
Admin: Awards & Recognition	16010	6305		3951	\$ 400.00
Admin: Food & Provisions	16010	6307		3951	\$ 700.00
Admin: Printing	16010	6320	2	3951	\$ 400.00
Admin: Advertising	16010	6412		3951	\$ 500.00
Admin: Contracts	16010	6599		3951	\$ 600.00
Other Reimbursements: Friends Q3 distribution	16021	5035		3951	\$ 5,800.00
Childrens: Supplies	16021	6301		3951	\$ 3,000.00
Childrens: Contracts	16021	6599		3951	\$ 2,800.00
Other Reimbursements: Friends Q3 distribution	16023	5035		3951	\$ 1,000.00
Childrens: Supplies	16023	6301		3951	\$ 500.00
Childrens: Contracts	16023	6599		3951	\$ 500.00
Other Reimbursements: Friends Q3 distribution	16024	5035		3951	\$ 5,800.00
Community Partnerships: Supplies	16024	6301		3951	\$ 2,000.00
Community Partnerships: Memberships	16024	6303		3951	\$ 1,000.00
Community Partnerships: Contracts	16024	6599		3951	\$ 2,800.00
Other Reimbursements: Friends Q3 distribution	16032	5035		3951	\$ 800.00
MM: Library Materials	16032	6315		3951	\$ 800.00
Other Reimbursements: Friends Q3 distribution	16033	5035		3951	\$ 500.00
Network Services: Misc. Equipment	16033	6327		3951	\$ 500.00
For the purpose of:				3575	

-Friends of APL 4th Quarter Distribution

Requested by:

Department Head

Date

Budget Entry (BE) No.: _____

Approved by:

Tony D. Saucerman, Finance Director

Date

Timothy W. 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.

MEMBERSHIP AGREEMENT
Appleton Public Library
Outagamie Waupaca Library System

Article I: General

The Outagamie Waupaca Counties Federated Library System Board and the Board of the Appleton Public Library, located in the City of Appleton, County of Outagamie, Calumet and Winnebago, do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the purpose of participating in the Outagamie Waupaca Counties Federated Library System. This agreement shall become effective upon signing of the agreement by both parties and shall render any earlier membership agreement null and void.

Article II: Definitions

For the purposes of this agreement:

- (1) Outagamie Waupaca Counties Federated Library System Board, also referred to as the System Board, is the body established by the Board of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) Outagamie Waupaca Counties Federated Library System, also referred to as the System, is the organization established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.
- (3) The Appleton Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes* that administers the Appleton Public Library.
- (4) The Appleton Public Library is the agency established under Section 43.52 of the *Wisconsin Statutes* by the City of Appleton to provide municipal public library service.
- (5) Plan of Service is the published document describing the program and budget for library service to be carried out by the System, required by the Department of Public Instruction in accordance with Section 43.17(5) of the *Wisconsin Statutes* and adopted by the System Board.

Article III: Eligibility for Membership

The Appleton Public Library Board certifies that the Appleton Public Library:

- (1) Is established and organized under the provisions of Section 43.52 and Section 43.54 of the *Wisconsin Statutes*;
- (2) Is located in Outagamie County;
- (3) Is authorized by its municipal governing body to participate in the System;

- (4) Provides to any resident of Outagamie County or Waupaca County the same library services, on the same terms that are provided to the residents of the City of Appleton in accordance with Section 43.15(4)(c)(4) of the *Wisconsin Statutes*;
- (5) Employs a head librarian holding certification required by the Department of Public Instruction;
- (6) Is open to the public an average of at least 20 hours each week;
- (7) Annually spends at least \$2,500 on library materials.

Article IV: Local Library Participation

The Appleton Public Library Board agrees that the Appleton Public Library shall:

- (1) Participate in system activities as described in the System's Plan of Service;
- (2) Lend library materials to other system member libraries in compliance with *Wisconsin Statutes* s. 43.15(4)(c)(4);
- (3) Provide to the System:
 - (a) Notice of each Appleton Public Library Board meeting;
 - (b) Minutes of each Appleton Public Library Board meeting;
 - (c) A copy of any library planning documents adopted by the Board;
 - (d) Such service records and financial records as may be required by the Department of Public Instruction;
- (4) Honor the valid borrower's cards of public libraries in adjacent public library systems in compliance with *Wisconsin Statutes* s. 43.17(10) unless services are refused in accordance with *Wisconsin Statutes* s. 43.17(11);
- (5) Comply with all agreements between the System Board and other library agencies unless written notice of intent not to comply has been provided to the System Board.

Article V: System Participation

The Outagamie Waupaca Counties Federated Library System shall:

- (1) Provide services to the Appleton Public Library described in the System's Plan of Service or required by Section 43.24(2) of the *Wisconsin Statutes*. System services shall include, but not be limited to, the following:
 - (a) Referral and routing of reference and interlibrary loan requests throughout the State of Wisconsin as expeditiously as possible and in accordance with standard interlibrary loan practices and protocols;

- (b) Operation and development of a shared automation network;
 - (c) Training and assistance in using technology and electronic information resources;
 - (d) Delivery services among system member libraries;
 - (e) Continuing education programs and scholarships;
 - (f) Professional consultant services provided by system staff and project consultants;
 - (g) Promotion and facilitation of services to users with special needs;
 - (h) Service agreements with all adjacent library systems;
 - (i) Graphic design and reproduction services;
 - (j) Support for member library services provided to children and young adults;
 - (k) Membership in the Fox Valley Library Council, Inc.;
- (2) Annually compensate the Appleton Public Library for providing library service to residents of Outagamie County living outside of municipalities with public libraries in accordance with the Library Service Plan for Outagamie County;
 - (3) Engage in continuous planning in regard to library technology and the sharing of resources with member libraries and other types of libraries in the area as specified in Section 43.24(2)(L) and Section 43.24(2)(m) of the *Wisconsin Statutes*;
 - (4) Provide to the Appleton Public Library:
 - (a) Notice of each System Board meeting;
 - (b) Minutes of each System Board meeting;
 - (c) Copies of the System's Plan of Service and annual budget;
 - (5) Provide to the Appleton Public Library any other services as are mutually agreeable.

Article VI: Mutual Understandings

It is mutually understood and agreed that:

- (1) Implementation of this agreement is consistent with the provisions of Wisconsin law. Should any part of this agreement become inconsistent with any state law, the State of Wisconsin law shall take precedence over this agreement.

- (2) Membership in the System shall continue for the term of this agreement unless terminated by the Appleton Public Library according to the provisions of *Wisconsin Statutes* s. 43.18.
- (3) The System may expel or reduce services, in accordance with *Wisconsin Statutes* s. 43.18, to the Appleton Public Library if it fails to meet eligibility or participation requirements enumerated in this agreement.
- (4) This agreement shall continue in force from the date of signing through December 31, 2020 or until superseded by a new agreement. In the event that a new agreement has not been signed by December 31, 2020, the term of this agreement shall be automatically extended through December 31, 2021.
- (5) This agreement may be amended at any time as is mutually agreeable to both parties.

For the Appleton Public Library:

(President) (Date)

For the Outagamie Waupaca Counties
Federated Library System:

(President) (Date)

CITY OF APPLETON POLICY	TITLE: FMLA (Family Medical Leave Act)	
ISSUE DATE: (Day after Council)	LAST UPDATE: February 25, 2003 September 23, 2004 (pg. 5) August 30, 2006 (pg. 2) April 2008 (reference to Military Family Leave) October 2009 August 2010 October 2013 July 2015	SECTION: HR
POLICY SOURCE: Human Resources Department	AUDIENCE: All City Employees	TOTAL PAGES: 10
Reviewed by Legal Services Date: February 1999 May 2008 July 2015	Committee Approval Date: March 25, 1999 June 25, 2008 August 24, 2015	Council Approval Date: April 7, 1999 July 2, 2008 September 2, 2015

I. PURPOSE

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

II. POLICY

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

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

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

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

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

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

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

Wisconsin law allows employees:

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

Formatted: Indent: Left: 1", Hanging: 0.5"

Federal law allows employees a total of 12 weeks for:

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

country or are called to active duty in a foreign country.

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

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

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

III. DISCUSSION

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

IV. DEFINITIONS

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

~~A. **Domestic Partners:**~~

~~Registered same sex domestic partners must meet the following requirements:~~

- ~~e. Be at least 18 years old and competent to consent to the relationship~~
- ~~d. Not married or in a domestic partnership with anyone else~~

Formatted: Indent: Hanging: 0.44", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.25" + Indent at: 1.5"

Formatted: Normal, Widow/Orphan control, Tab stops: -1", Left

- e. ~~Reside together~~
- f. ~~Not related closer than second cousins~~
- g. ~~Be members of the same sex~~
- h. ~~Have registered their domestic partnership with the Register of Deeds in the county in which they reside~~
- ~~Unregistered same or opposite sex domestic partners must meet the following requirements:~~
 - j. ~~Be at least 18 years old and competent to enter into a contract~~
 - k. ~~Not married or in a domestic partnership with anyone else~~
 - l. ~~Reside together~~
 - m. ~~Not related in a way that would prohibit marriage under Wisconsin law~~
 - n. ~~Consider themselves members of each other's immediate family~~
 - ~~o.a. Agree to be responsible for each other's living expenses~~

Formatted: Normal, Indent: Left: 0", Hanging: 1", Widow/Orphan control, Tab stops: -1", Left

Formatted: Normal, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25", Widow/Orphan control, Tab stops: -1", Left

Formatted: Normal, Widow/Orphan control, Tab stops: -1", Left

- F. **Spouse:** A husband or wife ~~or domestic partner~~.
- G. **Injured Servicemember:** A member of the Armed Forces, National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness.
- H. **Qualifying exigencies:** Include one or more of the following:
 - a. Short notice deployment
 - b. Military events and related activities
 - c. Childcare and school activities
 - d. Financial and legal arrangements
 - e. Counseling
 - f. Rest and recuperation
 - g. Post-deployment activities and/or
 - h. Such additional activities agreed to in advance by the Employer.

There are limits on the amount of leave available for a particular qualifying exigency and such limits may be less than 12 weeks.
- I. **Next of Kin:** The nearest blood relative of the servicemember in the following order of priority: Blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative.
- J. **Active Duty:** Under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of Title 10, United States Code. Section 101(a)(13)(B) of Title 10 cover a broad array of military assignments during a war or national emergency.
- K. **Contingency Operation:** Any military operation or hostilities against an enemy of the United States or a broad array of military assignments during a war or national emergency, as designated by the U.S. Secretary of Defense.
- L. **Outpatient Status:** The status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of

providing command and control of members of the Armed Forces receiving medical care as outpatients.

M. **Temporary Disability Retired List:** Members of the Armed Forces who are not fit for duty but that may become fit for duty at a later time are placed on this list. This is not a permanent classification, rather the status of each person is reviewed periodically.

N. **Serious Health Condition:** Under **Wisconsin** FMLA, a serious health condition is defined as a disabling physical or mental illness, injury or impairment involving:

- a. Inpatient care in hospital, nursing home or hospice; or
- b. Outpatient care with continuing treatment or supervision by a health care provider.

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

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

the absence of medical intervention or treatment.

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

V. PROCEDURE

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

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

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

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

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

1. For the birth of a son or daughter or to care for the child after birth;
2. For the placement of a son or daughter for adoption or foster care, or to care for the child after placement; or
3. To care for a parent with a serious health condition.
4. For exigency leave of a spouse, child or parent who is on active military duty, or

has been notified of an impending call to active duty status in the National Guard or Reserves, in support of a contingency operation.

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

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

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

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

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

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

- D. **Status while on Leave:** During the leave the employee must update their supervisor at least every 30 days of his/her status with health care provider certification and the intention to return to work.
- E. **Second Opinion:** The City may require a second opinion and periodic

recertification. If a first and second opinion differ, the City may require the binding opinion of a third health care provider, approved jointly by the City and the employee and paid for by the City.

- F. **Workers Compensation:** Workers' compensation will automatically be counted against your Federal Family Medical Leave entitlement provided it meets the requirements.
- G. **Intermittent Leave:** Under the Wisconsin FMLA provision, intermittent leave may be taken as long as it does not unduly disrupt the department's operations. Departments must notify Human Resources before approving such a request.

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

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

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

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

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

- I. **Proof of parentage or placement:** May be required prior to family leave being granted.
- J. **Return to Work:** Employees off on medical leave will be required to provide a "return to work" certification before they return to work indicating that the essential functions of the job can be performed. This must be obtained from the health care provider.
- K. **Approval:** Human Resources must approve or deny all requests.
- L. **Return from FMLA:** Upon return from family or medical leave, an employee will be returned to the position he/she held immediately prior to the leave if the position is

vacant. If the position is not vacant, the employee will be placed in an equivalent employment position. Job restoration upon returning from FMLA leave can be denied if:

1. The employee would have been laid off had they not been on leave;
2. The employee fraudulently obtained leave under the Acts; or
3. The employee fails to provide medical certification that they can return to work.

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

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

VI. FALSIFICATION OF FORMS

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

VII. EMPLOYER RESPONSIBILITIES

Covered employers must inform employees requesting leave whether they are eligible under

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

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

VII. UNLAWFUL ACTS BY EMPLOYERS

FMLA makes it unlawful for any employer to :

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

CITY OF APPLETON PERSONNEL POLICY	TITLE: MEDIA RELATIONS POLICY	
ISSUE DATE: (Day after Council)	LAST UPDATE: December 2000 September 10, 2003 June 2008 July 2015 March 2018	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: Applies to City employees and volunteers	TOTAL PAGES: 4
Reviewed by Legal Services Date: December 2000 September 12, 2003 June 23, 2008 July 2015	Committee Approval Date: July 10, 2001 September 24, 2003 August 13, 2008 August 24, 2015	Council Approval Date: July 18, 2001 October 1, 2003 August 20, 2008 September 2, 2015

I. PURPOSE

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

II. POLICY

To provide timely and accurate information to the media when requesting information concerning business, in accordance with applicable laws, regulations and City policies.

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

III. DEFINITIONS

- 1) Citywide Communications Specialist (central contact person): City employee who facilitates or documents discussions with the media about City business and activities. He/She would also coordinate media contacts regarding citywide business and unpublicized City plans. For the purpose of this policy, the citywide Communications Specialist will be referred to as the Communications Specialist.
- 2) Authorized Department Spokesperson: An employee in a specific department who would serve as the key media relations contact for that department. This spokesperson would be available to

field media inquiries and discuss information about his/her department. In addition, this spokesperson would work with the Communications Specialist to inform the Communications Specialist of media contacts (and what information was shared) or to assist the Communications Specialist in disseminating information to internal employees and the public. (See Attachment 1.)

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

IV. RESPONSIBILITIES

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

11) Maintain ongoing professional relationships with media contacts.

B. Authorized Department Spokesperson

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

C. Employee/Volunteer

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

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

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

City of Appleton Media Relations Departmental Contacts (3/18)

Citywide Communications Specialist: Chad Doran (832-5814/Cell: 419-0292)

Departmental Spokespersons:

- **Community Development** Karen Harkness, Department Director (832-6408)
- **Facilities /Parks & Rec** Dean Gazza, Department Director (832-5572)
- **Finance** Tony Saucerman, Department Director (832-6440)
- **Fire** Darrel Baker, Fire Deputy Chief (832-1704)
- **Health** Kurt Eggebrecht, Department Director (832-6433)
- **Human Resources** Melody Lewis, Staff Dev./Training (832-3941)
- **Legal Services (Attorney)** Jim Walsh, City Attorney (832-6423)
- **Library** Tina Krueger Babler, Library Assistant Marketing (832-1695)
- **Mayor**
 - 1) Mayor Hanna (832-6400)
 - 2) Britney Stobbe (832-6400)
- **Police** David Lund, Public Information Officer (832-5509)
- **Public Works**
 - 1) Paula Vandehey, Department Director (832-6474)
 - 2) DPW—Ross Buetow, Deputy Director (832-6474)
 - 3) MSB—Nate Loper, Deputy Director (832-5804)
- **Information Technology** Dean Fox, Department Director (832-5892)
- **Utilities** Chris Shaw, Department Director (832-2362)
- **Valley Transit** Ron McDonald, VT General Manager (832-2291)

CITY OF APPLETON POLICY	TITLE: RECRUITMENT AND SELECTION	
ISSUE DATE: November 18, 1999	LAST UPDATE: October 1999 September 10, 2003 October 30, 2006 March 2011	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: All Employees with Hiring Responsibilities	TOTAL PAGES: 5
Reviewed by Attorney's Office Date: October 21, 1999 September 12, 2003 March 10, 2011	Committee Approval Date: November 15, 1999 September 24, 2003 February 28, 2007 April 27, 2011	Council Approval Date: November 17, 1999 October 1, 2003 March 7, 2007 May 4, 2011

I. PURPOSE

To outline the process of recruitment and selection of applicants to fill open positions with the City of Appleton.

II. POLICY

The City of Appleton will recruit and select the best qualified persons for positions with the City. The Human Resources Department, under the guidance of the Human Resources Director, is responsible for developing and conducting an active recruitment and selection program designed to meet current and projected City employment needs. The procedure will be consistent with the City Affirmative Action Program and will comply with all Equal Employment Opportunity guidelines.

III. DISCUSSION

The hiring process is designed to ensure that the City of Appleton hires the best candidate for the job. The City of Appleton uses established, objective hiring criteria to ensure equal and unbiased treatment of all applicants.

These guidelines complement, but do not supersede, the statutory authority of the Library Board or the Police and Fire Commission.

IV. DEFINITIONS

- A. Request To Fill Form: A form that outlines the department, position, pay rate, justification for the position, impact of not filling the position, and alternate ways to complete the work.
- B. Posting: A formal announcement that a position is vacant. Postings may be internal or external. The decision of where to announce a position may involve many factors such as: ~~union contract obligations~~, the urgency to fill a position, ~~and~~ the target audience, ~~and any union contract obligations~~.
- C. Assessment Center: A series of exercises, which simulate "a day in the life of." These exercises generate observable behavior, which can be recorded and evaluated by trained

assessors. Behaviors can be utilized to predict successful job performance or evaluate potential future job performance.

- D. Vacant Position: An authorized position on the department's table of organization that becomes available by a voluntary or involuntary termination .
- E. Open Positions Listing: A predefined list of free community resources in which to announce ~~an external- vacant position~~recruitment process.
- F. Job Interest Cards: This is an on-line process in which applicants can express interest for future position vacancies. Once completed, applicants will receive an e-mail, for up to 12 months, of vacancies which match the employment category(s) they expressed an interest in.
- G. Equal Employment Opportunity Data: ~~V~~voluntary data (gender, racial group, veteran status, and disability) collected during the application process. This information is not part of the application for employment and remains separate from the application.
- H. Recruitment Status Report: ~~A~~a summary report, which is updated weekly, that outlines the status of all City open positions.
- I. Applicant Database: ~~A~~a database that tracks applicant information and their disposition in ~~the~~our hiring process.
- J. Application Form: ~~A~~an on-line form to be completed by the applicant. This form gathers data regarding the applicant, including address, phone number, ~~criminal history~~, education, work experience, and applicable volunteer experience.
- K. Eligibility List: ~~A~~a list of candidates who went through an interview process but were not chosen and remain eligible if the position becomes vacant again. This list ~~may~~will include ranking of candidates on the list and will have an expiration date.

V. PROCEDURES

- A. Filling of a Vacant Position
To fill a vacant position, the hiring department must submit a completed Request to Fill form, updated job description, and updated job task analysis to the department designated Human Resources Generalist. A review of the request will be made by the Human Resources Director, the Mayor, and the Finance and Human Resources/IT Administrative Services Committee Chair. Once approved, the process will move to the steps outlined below:
 - 1. Union Internal Posting
The department shall notify the designated Human Resources Generalist to initiate the posting process as outlined in the collective bargaining agreements. If no qualified internal applicants post to the position, the process will move to an External Posting as stated in 3 below.
 - 2. Non-represented Internal Postings
The department shall notify the Human Resources Department to initiate a posting announcement to either ~~a)~~ be announced only within the department where the vacancy exists; or ~~b)~~ to be announced to all City departments.
 - 3. External Postings

The department shall notify the Human Resources Department to initiate the recruitment process. This process will involve the following:

- a. Job Announcement
The Human Resources Department shall issue an Open Positions Listing of job announcements to publicize vacancies as deemed appropriate. This will be coordinated with the affected department to ensure the most efficient and cost effective means of advertising are included.
- b. Application Forms
All applications for employment must be submitted through the on-line application form process. Resumes and supporting documentation will be accepted as a supplement to the application, but an application must be completed for consideration. Applications will only be accepted when a position is available.
- c. The designated Human Resources Generalist (or representative), along with the department representative(s) involved with the hiring, will screen the applications based on the job requirements as outlined in the job description.
- d. Applicants whose applications are chosen from the initial screening may be invited to participate in telephone or Skype interviews, testing, an assessment center or other selection process (depending on the position) at the discretion of the hiring and Human Resources Departments. Applicants not chosen from the initial screening will receive a regret response.
- e. Those individuals who successfully complete the initial screening ~~may will~~ be scheduled for panel interviews. The interview will be coordinated by the Human Resources Department.
- f. Members of the interview panel will make a recommendation to the Human Resources Generalist as to who they would like to hire. If consensus cannot be reached, then the Human Resources Generalist will consult with the Human Resources Director. If consensus is reached, the Human Resources Generalist will obtain the following checks prior to making the final job offer:
 1. At least two positive reference checks from previous employers: (if two positive checks cannot be obtained the Human Resources Representative must consult with the hiring supervisor and the Human Resources Director).
 2. Appropriate background checks, physicals, drug screens, psychological testings, etc.
- g. The Human Resources Generalist will make the job offer contingent upon appropriate background information using the existing pay structure. Human Resources will consult with the hiring supervisor to determine appropriate pay level.
- h. Human Resources will develop an offer letter and coordinate with the hiring department a start date, ~~as well as the appropriate time for the paperwork to be filled out.~~ The new employee on-boarding process will be initiated at this point.

- i. Human Resources shall conduct an orientation process with all new employees.
 - j. Human Resources will provide the hiring supervisor with a checklist of items that should be shown or explained to the new employee.
4. **Employment Agencies**
Outside agencies may be used to recruit regular and/or temporary employees. The hiring supervisor must consult with his/her department's designated Human Resources Generalist prior to using the outside agency.
5. **Internal Promotions**
If the successful candidate is an existing employee, the original date of hire will be used for the purposes of benefits. The salary will be determined based on skills and experience and in accordance with the Salary Administration Policy and/or with the collective bargaining agreement.
6. **Eligibility Lists**
Eligibility lists may be established and applicants will be informed of the expiration of the list.
7. **Testing and Selection**
The selection process shall maximize reliability, objectivity and validity through a practical and job-related assessment of applicant attributes necessary for successful job performance and career potential. The selection process shall also be balanced to provide promotional opportunities as well as open competitive opportunities at various levels of City employment.
 - a. **Selection Tools** – The Human Resources Director shall be responsible for determining when formal selection tools will be used to screen applicants for job vacancies, except for those positions that fall under jurisdiction of the Police and Fire Commission (Wis. Statute 62.13) and the Library Board (Wis. Statute 43.58(4)). Such tools may include, but need not be limited to, a review of training and experience, work sample and performance tests, practical written test, assessment center, interviews, physical fitness examinations, and background reference inquiries. In the development of selection tools, the Human Resources Director may confer with the Department Director of the hiring department or others familiar with the knowledge, skills and abilities required in order to determine the specific devices to best measure these factors.
 - b. **Security** – Formal selection materials shall be maintained and administered only by the Human Resources Department. Every precaution shall be exercised by all persons participating in the development and maintenance of materials to ensure a high level of integrity and security.
 - c. **Notification of Applicants** – Each person competing in the selection process shall be given written notice of his/her status within a reasonable time of the completion of the process.
 - d. **Confidentiality** – The City will protect applicant names, scores, and process information to its fullest ability under the law.

8. Part-time (non-benefitted) and Seasonal Employees
When it is determined to be in the best interest of the City of Appleton, part-time (non-benefitted), seasonal, limited term or temporary employees may be hired as budgeted. Such employees shall not be eligible to receive City of Appleton fringe benefits unless specifically provided for elsewhere in policy ~~(. For additional information, please see the City refer to the~~ Employee Status ~~p~~Policy for more information).
9. Limited Term Appointments
 - a. Emergency Appointments – Whenever there is an urgent need to fill a vacancy the Human Resources Director may authorize filling the vacancy by emergency appointment until proper recruitment can take place.
 - b. Temporary Appointments – The Human Resources Director may authorize the appointment of a qualified individual on a temporary basis when the need exists. Such appointments shall not exceed 1,000 hours in a 12-month period without prior authorization by the Human Resources Director. All departments shall arrange for their temporary manpower needs by calling their Human Resources Generalist. The following points apply when temporary staff are needed:
 1. The Department in need must have sufficient money budgeted to cover the cost of the temporary employee over the anticipated period of need.
 2. Notification shall be given to the Human Resources Department when temporary staffing is scheduled.
 - c. Persons Hired Under Federal or State Manpower Programs - No person shall be hired under Federal or State Manpower programs without prior approval of the Human Resources Director. Persons employed under such programs are considered limited term employees and are not considered regular City of Appleton employees unless specific action is taken to appoint such employee to a regular City of Appleton position after he/she has been duly certified as eligible for such employment by the Human Resources Director.
 - d. No department shall employ or use volunteers, interns, seasonal employees, temporary employees or co-op students, or participate in other wage sharing programs without prior discussion/notification of the Human Resources Department. ~~While such programs appear on the surface to have little or no cost associated with them, there are hidden liabilities and training issues that should be reviewed before the City of Appleton utilizes this type of help.~~ If such position/program is authorized, the department will coordinate the employment conditions, offer letter, approvals, paperwork and training requirements with the Human Resources Department.
10. Applicant Travel Expenses
With the exception of Director level positions, all applicants invited to participate in the City of Appleton selection process will do so at their own expense, unless approval by the Department Director and the Human Resources Director. The City of Appleton may elect to reimburse an applicant for reasonable expenses incurred, including travel, meals and overnight accommodations ~~if the applicant is invited to~~

~~participate in an assessment center or is invited back for a second interview. The appropriateness of this shall be determined~~ as deemed appropriate by the Human Resources Director.



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: May 9, 2018

SUBJECT: Informational update on establishment of teams for building project

At the April Appleton Public Library Board of Trustees Meeting, the board approved supporting the City's efforts to include the library's needs as identified in Option 1 in a Mixed-Use Development with Commercial Horizons on the current site of the Soldier's Square Parking Ramp.

OPN, library architects working with Commercial Horizons, has requested that we assemble the following teams to ensure diverse representation and broad community involvement. This structure allows timely decision making that does not fall within the responsibility of the Library Board of Trustees.

Core Team: 4-6 individuals who are empowered to make decisions throughout the design process. This should include library staff leadership, facilities leadership and the library board president.

Core Team Plus: This includes the Core Team participants + 3-5 additional members. This should include additional representation from the Trustees, Friends, City and/or influential individuals within the city and strong advocates of the library and its services.

Collaborative Partners: 5-7 individuals in addition to Core Team Plus. This should include additional stakeholders and leadership from organizations closely related to the proposed development, area educational institutions, the arts community and city planning to ensure that the Core Teams goals and objectives align with the City's long-term planning concepts.

Team members will be expected to be available at the scheduled times and dates for all meetings to ensure that we can adhere to the schedule.

OPN's draft schedule includes a series of meetings that will be either in-person or online. There are multiple points of check in with the Library Board of Trustees, staff, stakeholders, Friends and the broader community.

The project kick-off is planned for June 6-7 and will include a visioning session. The Library Board, staff, stakeholders, friends and the greater community will have opportunities to be a part of this phase of the process.

1st QUARTER 2018

Adult Classes and Events

Find Your Ancestors Series:

Digging for Doughboys

Russ Horton from the Wisconsin Veterans Museum presented methods to research World War I soldiers from Wisconsin. This was part of the Find Your Ancestors series, supported by the Friends. Because Russ is a state employee, he presented at no cost. After every genealogy program, at least a couple of people stop to thank the Friends and APL for providing these programs.

Today's DAR and the DAR Genealogy Records

Betty Henry, an officer for both the Appleton and Wisconsin levels of the Daughters of the American Revolution (DAR) organization, spoke about the DAR group, its library and research assistance, as well as their service projects to veterans and for education. Attendance was 42. Betty explained how she came to our January program to see what they are like, and followed up by going to the February program because she feels they are very helpful, quality programs, and she recommended the series to the audience. Friends' funds support this series.

Tracing My Irish Ancestors

Jon Domencich, President of the Irish Genealogical Society of Wisconsin, demonstrated methods of searching for Irish ancestors both in the US and in Ireland, showing photos and documents to illustrate his success. He described the resources of the Irish Genealogical Society of Wisconsin and the immigration museum associated with it, inviting the audience of 41 to visit the museum and research for free. Friends' funds made it possible for this speaker to come from the Milwaukee area.

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 spring, RISE participants learned about different community resources and basic computer skills. Friends funding supports interpreter services, supplies and performer fees as needed.

Yoga & Writing:

This unique program provided an opportunity for adults to incorporate yoga and writing through a four-session program series. The yoga instructor stated every session was amazing and she was very happy to be able to offer yoga free to a variety of people. Friends funding supported the presenter fee, journals and yoga mats.

Working with At-Risk Kids with Author Ben Mikaelson:

In February, Children's Services in partnership with the Appleton Area School District hosted a visit from Ben Mikaelson, author of *Petey* and *Touching Spirit Bear*. A total of 71 adults and teens listened to Mikaelson talk about his experiences as a child learning to read and write English as a second language. This visit, funded by Friends, provided teachers, librarians and parents with a better understanding of needs of at-risk kids.

FRIENDS GRANTS PROGRAM SUMMARIES

1st QUARTER 2018

Teen Classes and Events

A Harry Potter Valentine's Day Party:

This special event gave teens a chance to explore the library by deciphering clues leading them to different Harry Potter themed items to gather pieces of a puzzle. Everyone who completed the puzzle received a chocolate frog. After the scavenger hunt, teens were able to explore the multi-stationed party room to “discover their patronus”, play games and create potions with pixie sticks. Friends' funds provided materials, incentives and refreshments for this program.

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 authentic Japanese treats and learn how to use the sewing machine to make gloves for cosplay with our volunteer Heidi Smreck.

Cookies, Milk, & PJs Story Time for LGBT+:

Teens at the LGBT+ Teen Support Group (Goodwill Campus) requested this outreach program last May when we visited to promote the Teen Summer Library Program. Several picture books were read and a wide variety of young adult books were also brought along to book talk, share, and check-out using Sierra in the Wild. Many teens snapped pictures of book covers with their phones or made a list of titles of interest. One teen even inquired as to how he could donate money to the library as a thank you for the cookies. Friends' funds provided the milk & cookies.

Escape Room – True Crime Challenge:

This special event created a 3-room escape room for teens to solve and explore. Actual clues and false clues engaged the teens in a complex mystery to solve and led them to find a hidden treasure. Friends' funds provided incentives for this program.

Frozen - A Disney Celebration:

Volunteers dressed as the two main characters from Frozen for this Disney Celebration greeted patrons at the door. During the screening of the movie, everyone was encouraged to sing along with the songs and enjoy “snowball soup” (vanilla ice cream and lemon/lime soda). Friends' funds provided refreshments for this program.

Game Break:

Game Break is a teen event featuring video and tabletop gaming. This re-occurring event provides teens with a safe place to hang out with other teens who share a common interest and give them a chance to socialize. During this program, the Oculus Rift Virtual reality (VR) gaming system is used. Friends' funds provided equipment, board games, and refreshments for the program.

FRIENDS GRANTS PROGRAM SUMMARIES

1st QUARTER 2018

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:

This weekly event for teens provides a server 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.

Tween Classes and Events

Tween Scene – Pusheen Party

Seven students from 3rd to 6th grade participated in the February Tween Scene program celebrating all things related to Pusheen the cat comic strip and graphic novel character. To celebrate the joy of reading, students had fun at different activity stations that included making Pusheen bookmarks, creating a Pusheen figure out of polymer clay, sewing stuffed Pusheen the Cat dolls and creating Pusheens on Shrinky Dink plastic. Friends' funds purchased craft supplies.

Children's Classes and Events

Special Event: Ready to Code

In February, 55 children and their caretakers explored the world of coding through interactive stations and play-centered learning for all ages. Station equipment included OSMO Coding Kits, Cubelets, Little Bits, Bee-Bots, Code-a-Pillar and more. Friends' funds purchased all coding equipment.

Special Event: Valentine's Day Party with Clifford for families

On Valentine's Day, 85 toddlers, pre-school children and their caregivers celebrated the love of storytelling and the joy of imagination with Clifford the Big Red Dog! In addition to stories, photo ops and hugs from Clifford, participants explored craft and sensory stations. Friends provided the Clifford costume.

Emoji Party

In the month of February 47 school age children and their families celebrated love at an Emoji Party where children decorated emoji cookies, used emoji hints to puzzle out the titles of books, designed their own emoji and made emoji pins. Children had the opportunity to create emoji bookmarks out of duct tape and emoji stress balls out of

FRIENDS GRANTS PROGRAM SUMMARIES

1st QUARTER 2018

balloons and flour. Cookies, cookie decorating and craft supplies were paid for with Friends' funds.

Programs for All Ages

Random Acts of Kindness Week:

Volunteer greeters served coffee and bakery treats on 4 days during Random Acts of Kindness Week, February 11-17. A basket of kind quotes was placed at the greeter table and many patrons enjoyed picking a note at random and reading it aloud, inspiring some patrons to report other acts of kindness they either participated in or witnessed. APL volunteers, Public Services and Community Partnerships staff worked together to offer treats, notes and bookmarks at the service desks and bookmarks placed in books around the library. A teen group from Outagamie Youth and Family Services created over 100 bookmarks to hand out to patrons and to display at service desks. Friends' funds supported the food and coffee provided throughout the week.

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. Elizabeth Tubman served as our AIR from January 2-March 30. She hosted two displays, Knit-In & Knitting Clinic, Learn to Knit and Arm Knitting Workshops, and surpassed expectations by attracting 61 participants!

Cocoa and Coloring Nights:

Cocoa and Coloring Nights provide patrons with the opportunity to relax and socialize in an open environment. Group homes have brought multiple residents to enjoy this intergenerational program. This program attracts people of all ages and abilities and facilitates understanding and compassion for persons who are developmentally disabled. Attendance ranged from 8-17 persons per session. Friends' funds were used to purchase new gel pens this quarter.

Films at the Library:

Monday Morning Matinee (MMM) is a twice-monthly film series designed for persons with cognitive disabilities, but open to the public. Local group homes provide shuttle service for their residents to attend G-rated Disney films. MMM attracted 45 people this quarter. We often see friendships develop between group home residents and members of Valley Packaging. More families are taking advantage of this series. The Friends fund refreshments and movie licensing fees.

FRIENDS GRANTS PROGRAM SUMMARIES

1st QUARTER 2018

Thursday at the Movies features blockbuster films and topical documentaries at the library. Participants range from teens to adults. Patrons have the opportunity to attend these screenings and foster social connections with others. This quarter we screened *The Glass Castle*, *Dunkirk*, *Deeply Rooted*, *Wonder* and *Saving Snow*. Attendance ranged from 14-37 persons. Friends' funds pay for refreshments and movie licensing fees.

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 1st quarter including the Fox Cities Flute Choir, Jeanne Bauer, Alan and Guitar and the Renard Consort Recorder Ensemble. Attendance ranged from 32-65 persons.

1000 Books Before Kindergarten:

This year-round reading program encourages parents to read 1,000 books to their children before they enter kindergarten. Since January, 53 more children have registered for this program. Friend's funds are used to purchase prizes for every 100 books read.

500 Books Before Middle School:

The new, year-round reading program that began in October encourages students from grades K-6th to continue the habit of reading. Since January, 39 students have registered to participate in this program. Friends' funds are used to purchases prizes for every 50 books read.

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.

Special Projects

Equipment for School Age Field Trips:

Five sound canceling headphones and five sensory seats were purchased with Friends funds to aid children with sensory processing disorders while visiting the library. These supplies are used during fieldtrips and whenever else they are appropriate.

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

FRIENDS GRANTS PROGRAM SUMMARIES

1st QUARTER 2018

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.

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 resources and services. Total attendance at the NAMI Light Therapy information sessions was 64. Friends' funds were used to purchase theft protection safety locks so the lamps could be placed in carrels throughout the library in January.



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

TO: Members of the Appleton Public Library Board of Trustees

FROM: Pat Exarhos, President

DATE: May 10, 2018

RE: Nominating Committee Appointments

The Appleton Public Library Board of Trustees Bylaws (Article III.3) states:

“A nominating committee, and a chair thereof, shall be appointed by the President three months prior to the organizational meeting”

Wis. Statute 42.54(2) requires that within 60 days after the beginning of terms, the members of the Library Board shall organize by the election, from among their number, of a president and such other officers as they deem necessary.

I hereby appoint the following Trustees to serve as the Nominating Committee:

Nancy Scheuerman, Chair
Terry Bergman
Margret Mann

This committee shall present a slate of officers (President, Vice President, and Secretary) at the organizational meeting which will occur in August. No officer may serve more than two consecutive terms in a given office nor hold more than one office at a time. Additional nominations may be made from the floor during the organizational meeting by any Library Board member or officer.

Library staff will work with this committee to schedule this meeting prior to the August Board of Trustees meeting.

Freedom of Expression and Inquiry

22

Free access to ideas and freedom of expression are bedrock principles of this country. These principles must be upheld for democracy to survive and thrive. Public libraries are institutions dedicated to the ideal of freedom of expression and inquiry. The public library is the provider of access for *all* citizens to the full range of ideas, including controversial or unpopular ideas.

If we all knew for sure what the right answers were for important questions, there would be no controversies and no need to foster freedoms of inquiry and expression. But, because we cannot know for sure, our survival and progress as a culture and as a species require that we actively promote wide-ranging inquiry and the freest possible expression of ideas so that we may correct errors and continue to progress toward better answers. This requires that your library, within the limits imposed by budget, time, and space, seeks to represent the widest range of materials and to provide unrestricted access to electronic resources—so that inquiry is encouraged and creativity stimulated.

In Wisconsin, as in most states, citizen boards govern public libraries. Citizen governance partially isolates the operation of the library from political pressure—an important concern especially in the development of your library’s collection and policies. Citizen control is designed to help your library support the ideals of freedom of expression and inquiry—free from partisan and political pressure.

The federal and state Constitutions support the ideals of freedom of expression and inquiry, as do the Wisconsin statutes. The very beginning of [Chapter 43](#) (Wisconsin’s library law) says: “The legislature recognizes: (a) The importance of free access to knowledge, information and diversity of ideas by all residents of this state; (b) The critical role played by public, school, special and academic libraries in providing that access; (c) The major educational, cultural and economic asset that is represented in the collective knowledge and information resources of the state’s libraries; (d) The importance of public libraries to the democratic process.”

Collection Development Policy

Every public library should have a collection development policy that supports the ideals of freedom of expression and inquiry. A sound collection development policy assures the continuous growth of a collection appropriate to your library’s defined mission and goals, while recognizing the cultural diversity and pluralistic nature of your community. It is recommended that, at a minimum, the policy cover the following points:

- purpose and scope of collection (separately defined for the adult and children’s sections)
- types of materials to be purchased

In This Trustee Essential

- How the public library promotes freedom of expression and inquiry
- Library board-approved policies that help protect intellectual freedom

- staff responsibility for selection; use of professional selection tools
- basis and method of withdrawing and disposing of materials
- acceptance of gift materials (usually with the understanding that the same selection standards will be applied to gift materials as to those purchased and that staff will have discretion in judging what gift materials will actually be added to the collection)
- affirmations of intellectual freedom, such as an endorsement of the Library Bill of Rights at: www.ala.org/advocacy/intfreedom/librarybill and the Freedom to Read Statement issued jointly by the American Library Association and Association of American Publishers available at: www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement

See *Trustee Essential #10: Developing Essential Library Policies* for guidelines on the process to follow when developing library policies. The collection development policy should include a procedure to follow if materials in the library collection are challenged. (See *Trustee Essential #23: Dealing with Challenges to Library Materials and Policies*.)

Internet Access Policy

The Internet brings a wealth of information to even the smallest library. It is recommended that every library develop an Internet “acceptable use policy.” The following questions may help your library in developing an “acceptable use policy.”

- Can children use the Internet independently, or do they need parental supervision or permission?
- Will the library adopt a code of conduct that must be signed by a parent and child before the child accesses the Internet?
- Will the library adopt a clear Internet use policy?
- Will users have to sign up to use Internet terminals?
- Will there be time limits on the use of Internet terminals?
- How does the library staff handle being a “go to” place to help troubleshoot devices?
- Will the results of users’ research be visible to other users or will the library install privacy screens or other means to restrict public viewing?
- What does the library do when a user is discovered using an Internet terminal for illegal or improper purposes?
- How does the library handle user and staff complaints about others gaining access to illegal or objectionable sites?
- How will the library handle false accusations about illegal or improper use?

- How will the library handle access to functions such as social media sites, peer-to-peer file sharing sites and email?
- How do the library and its governing board transmit concerns about Internet access to its funding authority?
- How will the library seek legal review of its Internet policy, both from its own legal counsel and from other legal experts?

Sample Internet use policies are available from the Wisconsin Public Library Policy Resources Page at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Internet Filtering

Library boards should be aware that certain Internet filtering policies have been found by federal courts to violate First Amendment guarantees. On the other hand, Congress passed the Children's Internet Protection Act (or CIPA) requiring library filtering in order to qualify for certain uses of federal aid (such as E-rate funding). That law has been challenged on First Amendment grounds. Libraries need to stay informed as cases are decided and as possible new legislation develops. See below for resources to help you stay informed about these issues.

Meeting Room, Exhibit, and Display Policies

Public library meeting room and display policies should also support the ideals of freedom of expression and inquiry. In fact, federal courts have ruled that certain public library meeting room and display policies are contrary to the First Amendment.

In an April 2000 case, a federal court ruled that a Wisconsin library violated an individual's First Amendment rights when it refused him permission to use the public library's meeting room for a program about creationism. The library's policy prohibited use of the meeting room for religious services, religious instruction, and partisan political meetings.

The Federal District judge ruled that the library's policies and practices permitting the use of the meeting room for various groups had created a "designated public forum." In a designated public forum, content-based restrictions on speech are permissible only if they are the least restrictive means to a compelling government interest. The judge ruled that the city failed to show a compelling government interest in excluding the plaintiff from use of the meeting room.

"It may be that the exclusion of partisan political meetings and religious services or instruction is based on the library's desire to avoid controversy," the judge said. "However, the avoidance of controversy is not a valid ground for restricting speech in a public forum."

Reasonable regulations on time, place, and manner of speech are permissible in a designated public forum. For example, the judge implied that the library's prohibition on the use of the meeting room for regular meetings of clubs and other organizations was probably a constitutional regulation because it was intended to

make the room available to a wide variety of organizations. The judge also suggested that the policy excluding use of the meeting room for “commercial sales or presentations promoting specific companies or products” was also constitutionally acceptable.

Library exhibit and display policies must conform to the same basic constitutional principles that apply to meeting room policies. Libraries may wish to review their meeting room, exhibit, and display policies for conformance with constitutional requirements. Sample meeting room and exhibit and display policies are available from the Wisconsin Public Library Policy Resources page at <http://dpi.wi.gov/pld/boards-directors/policy-resources>.

Staff Development and Public Information

One of the keys to staff and community support for the principles of intellectual freedom is continuing education and public information on this topic. The better informed all parties are regarding the importance of freedom of expression and inquiry, and related library policies and practices, the less likely it is that your library will be required to defend the library’s collection or policies.

Discussion Questions

1. How does your library support the democratic ideal of a well-informed citizenry?
2. Does citizen (library board) control of the library help your library support the ideals of freedom of expression and inquiry? How else does citizen board control benefit your library?
3. Can the use of library Internet filters be consistent with the ideals of freedom of expression and inquiry, and the First Amendment? Why or why not?

Sources of Additional Information

- *Intellectual Freedom Manual*, latest edition, published by the Office for Intellectual Freedom, American Library Association
- Wisconsin Public Library Policy Resources page at <http://dpi.wi.gov/pld/boards-directors/policy-resources>
- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Division for Libraries and Technology staff (See [Trustee Tool C: Division for Libraries and Technology Contact Information](#).)

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

© 2002, 2012, 2015, 2016 Wisconsin Department of Public Instruction. Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
JANUARY 2018

I. Circulation	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	52,622	54,079	52,622	54,079	-3%	-3%
Children's Circulation	29,534	33,273	29,534	34,642	-11%	-15%
Total Circulation	82,156	87,352	82,156	88,721	-6%	-7%
Adult AV/nonbook (included in above)	24,487	26,313	24,487	29,588	-7%	-17%
Children's AV/non-book (included in above)	6,093	7,818	6,093	9,145	-22%	-33%
E-Book Circulation	5,627	5,535	5,627	5,535	2%	2%
E-Audiobook Circulation	3,621	3,789	3,621	3,789	-4%	-4%
E-Video Circulation	323	162	323	162	99%	99%
E-Comics Circulation	115	131	115	131	-12%	-12%
E-Magazine Circulation	2,698	1,261	2,698	1,261	114%	114%
E-Music Circulation	177	115	177	115	54%	54%
E-Games Circulation	3	68	3	68	-96%	-96%
Total E-Circulation	12,564	11,061	12,564	11,061	14%	14%
ILL items received (received from)	12,262	11,806	12,262	11,806	4%	4%
ILL items loaned (provided to)	14,631	13,540	14,631	13,540	8%	8%
Total Registered Patrons (quarterly)	81,321	81,050	n/a	n/a	0%	n/a
Door Count	37,137	38,720	37,137	38,720	-4%	-4%
Percentage of Total Circulation on Self Check Machines	75.6%	79.1%	n/a	n/a	-5%	n/a

II. Customer Assistance	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	3,927	5,406	3,927	5,406	-27%	-27%
Reference Transactions - Children's	1,445	1,374	1,445	1,374	5%	5%
Total Reference	5,372	6,780	5,372	6,780	-21%	-21%
Volunteer Hours	429	475	429	475	-10%	-10%

III. Collections & Processing	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	3,473	1,079	3,473	1,079	222%	222%
Volumes Withdrawn	2,926	5,328	2,926	5,328	-45%	-45%
Total Titles	286,877	291,664	n/a	n/a	-2%	n/a
Total Volumes	339,783	348,508	n/a	n/a	-3%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
JANUARY 2018

IV. Programs	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's						
Children's Programs (including group visit)	53	38	53	38	39%	39%
Children's Program Attendance (including group visit)	1,334	1,211	1,334	1,211	10%	10%
Children's Home Visits	0	6	0	6	-100%	-100%
Children's Home Visit Participants	0	14	0	14	-100%	-100%
Children's Literacy Offerings	0	0	0	0	0%	0%
Children's Literacy Offering Participants	0	0	0	0	0%	0%
Children's Drop-In Activities	7	3	7	3	133%	133%
Children's Drop-In Activity Participants	1,000	593	1,000	593	69%	69%
Young Adult						
Young Adult Programs	11	0	11	0	>100%	>100%
Young Adult Program Attendance	198	0	198	0	>100%	>100%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Drop-In Activities	0	0	0	0	0%	0%
Young Adult Drop-In Activity Participants	0	0	0	0	0%	0%
Adult						
Adult Programs	19	18	19	27	6%	-30%
Adult Program Attendance	270	264	270	466	2%	-42%
Adult One-on-One Instructions	3	9	3	9	-67%	-67%
Adult One-on-One Instruction Attendance	3	10	3	10	-70%	-70%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Drop-In Activities	2	1	2	1	100%	100%
Adult Drop-In Activity Participants	2	1	2	1	100%	100%
Total Programs	83	56	83	65	48%	28%
Total Program Attendance	1,802	1,475	1,802	1,677	22%	7%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	249	278	249	278	-10%	-10%
Meeting Room Uses - Events (Library Programs)	151	109	151	109	39%	39%
Total Meeting Room Uses	400	387	400	387	3%	3%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
JANUARY 2018

V. Electronic Access Services	Current Month	This Month Last Year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	43,149	83,398	43,149	83,398	-48%	-48%
Web Page "Hits"	97,973	104,423	97,973	104,423	-6%	-6%
FOCOL "Hits"	3,733	933	3,733	933	300%	300%
Fox Valley Memory "Hits"	2,732	3,347	2,732	3,347	-18%	-18%
Remote Logins to InfoSoup	12,445	17,382	12,445	17,382	-28%	-28%
Public Computing Sessions	4,776	5,856	4,776	5,856	-18%	-18%
Total Time Used on Public Computers	3933:00:00	4669:00:00	3933:00:00	4669:00:00	-16%	-16%
Data Transferred (GB)	1420	1530	1420	1530	-7%	-7%
WIFI Distinct Clients	2917	2711	2917	2711	8%	8%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
FEBRUARY 2018

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	46,434	50,718	99,056	104,797	-8%	-5%
Children's Circulation	29,758	34,479	59,292	67,752	-14%	-12%
Total Circulation	76,192	85,197	158,348	172,549	-11%	-8%
Adult AV/nonbook (included in above)	21,909	24,808	46,396	51,121	-12%	-9%
Children's AV/non-book (included in above)	5,977	8,090	12,070	15,908	-26%	-24%
E-Book Circulation	5,014	1,213	10,641	6,748	313%	58%
E-Audiobook Circulation	3,981	1,428	7,602	5,217	179%	46%
E-Video Circulation	279	110	602	272	154%	121%
E-Comics Circulation	112	150	227	281	-25%	-19%
E-Magazine Circulation	129	1,316	2,827	2,577	-90%	10%
E-Music Circulation	149	110	326	225	35%	45%
E-Games Circulation	29	87	32	155	-67%	-79%
Total E-Circulation	9,693	4,414	22,257	15,475	120%	44%
ILL items received (received from)	10,963	11,396	23,225	23,202	-4%	0%
ILL items loaned (provided to)	12,676	12,645	27,307	26,185	0%	4%
Total Registered Patrons (quarterly)	81,321	81,050	n/a	n/a	0%	n/a
Door Count	35,244	38,695	72,381	77,415	-9%	-7%
Percentage of Total Circulation on Self Check Machines	74.9%	79.1%	n/a	n/a	-5%	n/a

II. Customer Assistance	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	3,529	5,111	7,456	10,517	-31%	-29%
Reference Transactions - Children's	1,612	1,913	3,057	3,287	-16%	-7%
Total Reference	5,141	7,024	10,513	13,804	-27%	-24%
Volunteer Hours	601	509	1,030	984	18%	5%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	2,704	3,247	6,177	4,326	-17%	43%
Volumes Withdrawn	3,808	6,016	6,734	11,344	-37%	-41%
Total Titles	285,559	289,030	n/a	n/a	-1%	n/a
Total Volumes	338,679	345,739	n/a	n/a	-2%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
FEBRUARY 2018

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's						
Children's Programs (including group visit)	80	78	133	116	3%	15%
Children's Program Attendance (including group visit)	2,286	2,233	3,620	3,444	2%	5%
Children's Home Visits	4	8	4	14	-50%	-71%
Children's Home Visit Participants	10	29	10	43	-66%	-77%
Children's Literacy Offerings	0	0	0	0	0%	0%
Children's Literacy Offering Participants	0	0	0	0	0%	0%
Children's Drop-In Activities	7	7	14	10	0%	40%
Children's Drop-In Activity Participants	897	635	1,897	1,228	41%	54%
Young Adult						
Young Adult Programs	8	8	19	8	0%	138%
Young Adult Program Attendance	57	93	255	93	-39%	174%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Drop-In Activities	1	1	1	1	0%	0%
Young Adult Drop-In Activity Participants	150	150	150	150	0%	0%
Adult						
Adult Programs	29	31	48	49	-6%	-2%
Adult Program Attendance	672	742	942	1,006	-9%	-6%
Adult One-on-One Instructions	9	19	12	28	-53%	-57%
Adult One-on-One Instruction Attendance	10	10	13	20	0%	-35%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Drop-In Activities	1	1	3	2	0%	50%
Adult Drop-In Activity Participants	1	8	3	9	-88%	-67%
Total Programs	117	117	200	173	0%	16%
Total Program Attendance	3,015	3,068	4,817	4,543	-2%	6%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	236	272	485	550	-13%	-12%
Meeting Room Uses - Events (Library Programs)	195	177	346	286	10%	21%
Total Meeting Room Uses	431	449	831	836	-4%	-1%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
FEBRUARY 2018

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	62,098	97,470	105,247	180,868	-36%	-42%
Web Page "Hits"	91,250	98,427	189,223	202,850	-7%	-7%
FOCOL "Hits"	2,273	1,353	6,006	2,286	68%	163%
Fox Valley Memory "Hits"	2,408	2,531	5,140	5,878	-5%	-13%
Remote Logins to InfoSoup	11,500	17,366	23,945	34,748	-34%	-31%
Public Computing Sessions	4,496	5,737	9,272	11,593	-22%	-20%
Total Time Used on Public Computers	3710:00:00	4718:00:00	7643:00:00	9387:00:00	-21%	-19%
Data Transferred (GB)	1010	1220	2430	2750	-17%	-12%
WIFI Distinct Clients	2803	2765	5720	5476	1%	4%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
MARCH 2018

I. Circulation	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Adult Circulation	51,403	56,926	150,459	161,723	-10%	-7%
Children's Circulation	35,427	38,394	94,719	106,146	-8%	-11%
Total Circulation	86,830	95,320	245,178	267,869	-9%	-8%
Adult AV/nonbook (included in above)	23,684	27,179	70,080	78,300	-13%	-10%
Children's AV/non-book (included in above)	7,921	8,890	19,991	24,798	-11%	-19%
E-Book Circulation	4,847	5,754	15,488	12,502	-16%	24%
E-Audiobook Circulation	3,827	3,463	11,429	8,680	11%	32%
E-Video Circulation	316	317	918	589	0%	56%
E-Comics Circulation	113	63	340	344	79%	-1%
E-Magazine Circulation	1,129	121	3,956	2,698	833%	47%
E-Music Circulation	194	178	520	403	9%	29%
E-Games Circulation	38	77	70	232	-51%	-70%
Total E-Circulation	10,464	9,973	32,721	25,448	5%	29%
ILL items received (received from)	12,352	12,563	35,577	35,765	-2%	-1%
ILL items loaned (provided to)	13,677	14,810	40,984	40,995	-8%	0%
Total Registered Patrons (quarterly)	81,321	81,050	n/a	n/a	0%	n/a
Door Count	35,513	41,552	107,894	118,967	-15%	-9%
Percentage of Total Circulation on Self Check Machines	76.7%	80.5%	n/a	n/a	-5%	n/a

II. Customer Assistance	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Reference Transactions - Adult	3,731	5,637	11,187	16,154	-34%	-31%
Reference Transactions - Children's	1,602	2,157	4,659	5,444	-26%	-14%
Total Reference	5,333	7,794	15,846	21,598	-32%	-27%
Volunteer Hours	582	565	1,612	1,548	3%	4%

III. Collections & Processing	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Volumes Added	1,908	899	8,085	5,225	112%	55%
Volumes Withdrawn	2,869	4,301	9,603	15,645	-33%	-39%
Total Titles	284,342	286,118	n/a	n/a	-1%	n/a
Total Volumes	337,718	342,337	n/a	n/a	-1%	n/a

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
MARCH 2018

IV. Programs	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Children's						
Children's Programs (including group visit)	87	89	220	205	-2%	7%
Children's Program Attendance (including group visit)	2,661	2,928	6,281	6,372	-9%	-1%
Children's Home Visits	2	1	6	15	100%	-60%
Children's Home Visit Participants	9	3	19	46	200%	-59%
Children's Literacy Offerings	1	1	1	1	0%	0%
Children's Literacy Offering Participants	113	220	113	220	-49%	-49%
Children's Drop-In Activities	8	7	22	17	14%	29%
Children's Drop-In Activity Participants	471	408	2,368	1,636	15%	45%
Young Adult						
Young Adult Programs	15	10	34	18	50%	89%
Young Adult Program Attendance	180	180	435	273	0%	59%
Young Adult Literacy Offerings	0	0	0	0	0%	0%
Young Adult Literacy Offering Participants	0	0	0	0	0%	0%
Young Adult Drop-In Activities	1	0	2	1	>100%	100%
Young Adult Drop-In Activity Participants	15	0	165	150	>100%	10%
Adult						
Adult Programs	25	29	73	78	-14%	-6%
Adult Program Attendance	446	587	1,388	1,593	-24%	-13%
Adult One-on-One Instructions	15	11	27	39	36%	-31%
Adult One-on-One Instruction Attendance	13	10	26	30	30%	-13%
Adult Literacy Offerings	0	0	0	0	0%	0%
Adult Literacy Offering Participants	0	0	0	0	0%	0%
Adult Drop-In Activities	2	2	5	4	0%	25%
Adult Drop-In Activity Participants	374	349	377	358	7%	5%
Total Programs	127	128	327	301	-1%	9%
Total Program Attendance	3,287	3,695	8,104	8,238	-11%	-2%
Meeting Room Usage						
Meeting Room Uses - Room Reservations (Public)	267	264	752	814	1%	-8%
Meeting Room Uses - Events (Library Programs)	200	184	546	470	9%	16%
Total Meeting Room Uses	467	448	1,298	1,284	4%	1%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
MARCH 2018

V. Electronic Access Services	Current Month	This Month Last year	Year to Date	Last Year to Date	Month % Change	Year % Change
Database Sessions	55,879	61,869	161,126	242,737	-10%	-34%
Web Page "Hits"	96,196	108,650	285,419	311,500	-11%	-8%
FOCOL "Hits"	4,148	1,466	10,154	3,752	183%	171%
Fox Valley Memory "Hits"	3,435	4,143	8,575	10,021	-17%	-14%
Remote Logins to InfoSoup	11,782	18,052	35,727	52,800	-35%	-32%
Public Computing Sessions	4,689	6,324	13,961	17,917	-26%	-22%
Total Time Used on Public Computers	3815:00:00	4872:00:00	11458:00:00	14259:00:00	-22%	-20%
Data Transferred (GB)	1280	1320	3710	4070	-3%	-9%
WIFI Distinct Clients	3085	3001	8805	8477	3%	4%

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
MARCH 2018

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
MARCH 2018

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
MARCH 2018

APPLETON PUBLIC LIBRARY
STATISTICAL SUMMARY
MARCH 2018