



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Agenda - Final Library Board

---

Tuesday, August 14, 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

[18-1203](#)

July 17, 2018 Meeting Minutes

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

4. Public Participation and Communication

### Establish Order of the Day

#### 5. Action Items

[18-1204](#)

Bill Register - July 2018

**Attachments:** [July Bill Register.pdf](#)

[July Revenue and Expense Summary.pdf](#)

[July Grant Subledger Summary.pdf](#)

[18-1205](#)

July 2018 Budget Amendment

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

[18-1206](#)

Report of the Personnel & Policy Committee

**Attachments:** [Personnel and Policy Committee Meeting Minutes 7-24-2018.pdf](#)

[Internet Access and Computer Use Policy and Guidelines 2018 draft markup w/](#)

[Internet Access and Computer Use Policy and Guidelines July 2018 clean.pdf](#)

[Meeting and Study Room Policy \(Lab Revision July 2018\).pdf](#)

[FLSA Policy 2018.pdf](#)

[Salary Administration Policy March 2018-2.pdf](#)

[18-1207](#)

Library Director's 2018 Mid-Year Performance Review

[18-1208](#) Report of the Nominating Committee

**Attachments:** [Nominating Committee Meeting Minutes 7-24-2018.pdf](#)

**6. Information Items**

**A. Director's Report**

[18-1209](#) Mixed Use Library Proposal Project Update with Mindy Sorg from OPN Architects

[18-1210](#) Informational Update on Proposed Contract to Commercial Horizons for Design and Engineering Services for Appleton Public Library for a Contract of \$347,000 presented to Finance Committee August 6, 2018

**Attachments:** [2018 Library Architect and Engineer Contract.pdf](#)

**Closed Session**

*The Library Board may meet in Closed Session pursuant to WI Statute 19.85(f)(c) to discuss personnel matters and then reconvene meeting in Open Session.*

**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, July 17, 2018

4:30 PM

225 N. Oneida Street

---

1. Call meeting to order

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

2. Roll call of membership

**Others Present:** Amanda Abshire, Owen Anderson, Jessica Brittnacher, Beth Carpenter, Ann Cooksey, Derik Henken, Colleen Holz, Tina Krueger, Adriana McCleer, Michael Nitz, Colleen Rortvedt, Tasha Saecker, Katie Stilp, Maureen Ward

**Margaret Mann arrived at 4:47 pm**

**Present:** 9 - Bergman, Looker, Peterson, Kellner, Exarhos, Bloedow, Scheuerman, Mann and Hartjes

**Excused:** 1 - Alderperson Croatt

**Others :** 1 - Panella

3. Approval of minutes from previous meeting

[18-1036](#)

June 19, 2018 Meeting Minutes

**Attachments:** [June 19 2018 Meeting Minutes.pdf](#)

**Bloedow moved, seconded by Peterson, that the June 19 2018 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)**

4. Public Participation and Communications

[18-1037](#)

Greg Hartjes new APL Board Trustee

[18-1038](#)

New APL staff Owen Anderson, Katie Stilp

Establish Order of the Day

**President Exarhos called for a motion to move Action Items 18-1039, 18-1040, 18-1041, 18-1043 and 18-1044 to a consent agenda.**

**Sheureman moved, seconded by Peterson that Action Items 18-1039, 18-1040, 18-1041, 18-1043 and 18-1044 be moved to a consent agenda. Voice Vote. Motion Carried. (9-0)**

## 5. Action Items

Bergman moved, seconded by Bloedow that Action items 5. 18-1039, 18-1040, 18-1041, 18-1043, 18-1044 be approved. Voice Vote. Motion Carried. (9-0)

### [18-1039](#)

Bill Register - June 2018

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

This Report Action Item was approved.

### [18-1040](#)

Budget Amendment - July 2018

**Attachments:**     [July 2018 Budget Amendment.pdf](#)

This Report Action Item was approved

### [18-1041](#)

Nomination of John Peterson for Vice President to complete the term vacated by Don Hietpas

**Attachments:**     [President Exarhos Replacement VP Nomination.pdf](#)

This Report Action Item was approved

### [18-1043](#)

OWLSnet Agreement

**Attachments:**     [OWLSnet Automated Services Agreement 2018 Memo.pdf](#)  
                              [OWLSnet Automation Services Agreement 2018.pdf](#)

This Report Action Item was approved

### [18-1044](#)

Approval of United Way Fox Cities 2019-2020 Investment cycle funding

**Attachments:**     [United Way Investment Award Letter 19-20.pdf](#)  
                              [ROR Budget 19-20.pdf](#)

This Report Action Item was approved

[18-1042](#)

## Report of the Finance Committee

**Attachments:** [Finance Committee Meeting Minutes 7-10-2018.pdf](#)  
[2019 Library.pdf](#)  
[2019 Budget for Library Board and 2019 Revenue - Expense Breakdown revised.pdf](#)  
[2019 addition-deletion.pdf](#)  
[2019 Facility Renovations CIP.pdf](#)  
[2019 Library Grants.pdf](#)

Bergman moved, seconded by Peterson, that the recommendation of the proposed 2019 Library Operating Budget be approved. Voice Vote. Motion Carried. (9-0)

Bergman moved, seconded by Peterson, that the recommendation of the proposed 2019 Request for Addition: Contracting with Security Service be approved. Voice Vote. Motion Carried. (9-0)

Bergman moved, seconded by Peterson, that the recommendation of the proposed 2019 Capital Improvements Program Request for Facility Renovations be approved. Voice Vote. Motion Carried. (9-0)

Bergman moved, seconded by Scheuerman, that the recommendation of the proposed 2019 Special Revenue Funds for Reach Out and Read - Fox Cities be approved. Voice Vote. Motion Carried. (9-0)

## 6. Information Items

### A. Director's Report

[18-1045](#)

## Building Project update

[18-1046](#)

## Friends Grant Funded Program Summaries 2nd Quarter 2018

**Attachments:** [Friends Grants Program Summaries 2nd Quarter FINAL.pdf](#)

[18-1047](#)

## Upcoming Committee Meetings July 24, 2018 - Nominating Committee, Personnel &amp; Policy Committee

### B. President's Report

[18-1048](#)

## Trustee Week Online Webinars August 13 - 17

**Attachments:** [Trustee Training](#)

[18-1057](#) Public Library System Re-design Process

C. Assistant Director's Report

[18-1049](#) APL Hiring Process Updates

E. Staff Updates

[18-1050](#) FlipSide

[18-1051](#) Summer Exhibits & Installations

7. Adjournment

**Bergman moved, seconded by Mann that the meeting be sdjourned. Voice  
Vote. Motion Carried. (9-0)**

**The meeting was adjourned at 5:44 pm**

Doc	Document	G/L	Explanation		Amount	Account		
Ty	Number	Date	Alpha Name	-Remark-				
PU	207	07/24/18	EB FUND YOUR LIBRARY	Library webinar	237.24	16010 6201	00003951	
PU	637	07/24/18	AMAZON MKTPLACE PMTS WWW.	Utensils	9.99	16010 6301		
PU	711	07/24/18	OFFICEMAX/DEPOT 6869	Coffee supplies	54.12	16010 6301		
PU	712	07/24/18	OFFICEMAX/DEPOT 6869	Coffee supplies	16.14	16010 6301		
PV	383699	07/18/18	VOLUNTEER CENTER OF EAST CENTR	membership	295.00	16010 6303		
PU	147	07/24/18	AMAZON MKTPLACE PMTS WWW.	D.S. Retirement gift	41.94	16010 6305		
PU	148	07/24/18	PENZEYS SPICES APPLETON	D.S. Retirement gift	33.06	16010 6305		
PU	149	07/24/18	PICK'N SAVE #187	D.S. Retirement gift	5.99	16010 6305		
PU	150	07/24/18	TRIGALES BAKERY LLC	D.S. Retirement gift	6.30	16010 6305		
PU	208	07/24/18	CHARLES THE FLORIST OF AP	Trustee recognition	29.95	16010 6305		
PU	736	07/24/18	FESTIVAL FOODS	M.H. retirement cake	44.99	16010 6305		
PU	737	07/24/18	ADI	M.H. retirement	75.00	16010 6305		
PU	645	07/24/18	MANDERFIELDS HOME BAKERY	Staff training	58.75	16010 6307		
PU	706	07/24/18	SAMS CLUB #6321	OPN meeting food	134.17	16010 6307		
PU	707	07/24/18	PANERA BREAD #601544	OPN meeting food	266.56	16010 6307		
PU	1092	07/24/18	SAMS CLUB #6321	Credit back	20.41	16010 6307	00003951	
PU	1093	07/24/18	SAMS CLUB #6321	Teen SLP	63.70	16010 6307	00003951	
PU	1094	07/24/18	SAMS CLUB #6321	Teen SLP	19.96	16010 6307	00003951	
PU	1095	07/24/18	SAMSClub #6321	Credit	20.41	16010 6307	00003951	
PU	740	07/24/18	FACEBK *GZQ4UFSXX2	Ad	54.31	16010 6412		
PU	741	07/24/18	WWW.ISTOCK.COM	Photo staff picks	12.60	16010 6412		
PU	745	07/24/18	WWW.ISTOCK.COM	Staff pick photo	12.60	16010 6412		
JE	128961	07/20/18	7/18 AT&T BILL		227.98	16010 6413 7		
PU	708	07/24/18	PAYPAL *FOXVALLEYWA	Warming shelter even	108.00	16010 6599	00003951	
PV	383967	07/31/18	SECURITAS SECURITY SERVICES US	security guard	3,788.74	16010 6599		
16010					----- 5,597.09 -----			
PU	875	07/24/18	AMER LIB ASSOC-IMIS	A.C. ALA Conference	475.00	16021 6201		
PU	1240	07/24/18	AMER LIB ASSOC-IMIS	T.R. ALA Conference	400.00	16021 6201		
PU	22	07/19/18	AMAZON.COM	HMONG BOOKS	119.80	16021 6301	00003954	
PU	30	07/19/18	AMAZON.COM	HMONG BOOKS	1,002.60	16021 6301	00003954	
PU	86	07/19/18	AMAZON.COM	HMONG BOOKS	188.75	16021 6301	00003954	
PU	159	07/24/18	HOBBY-LOBBY #0193	Tween Scene	16.34	16021 6301	00003951	
PU	161	07/24/18	AMAZON MKTPLACE PMTS WWW.	Tween Scene	33.51	16021 6301	00003951	
PU	162	07/24/18	WAL-MART #2958	Henna supplies	6.44	16021 6301	00003951	

DocDocument	G/L	Explanation				
Ty Number	Date	Alpha Name	-Remark-	Amount	Account	
PU	744 07/24/18	VISTAPR*VISTAPRINT.COM	Business Cards	44.83	16021 6301	
PU	873 07/24/18	DOLLAR TREE	ARTR Books/crayons	149.00	16021 6301	00003954
PU	876 07/24/18	DEMCO INC	SLP shirts	144.55	16021 6301	00003951
PU	877 07/24/18	IN *COSTUME SPECIALISTS I	Pete the cat costume	140.00	16021 6301	00003951
PU	1137 07/24/18	WM SUPERCENTER #2958	ELL giveaways	326.64	16021 6301	00003955
PU	1138 07/24/18	AMAZON MKTPLACE PMTS WWW.	Play & Learn	49.95	16021 6301	00003951
PU	1139 07/24/18	WM SUPERCENTER #2958	Play & Learn	14.98	16021 6301	00003951
PU	1237 07/24/18	WAL-MART #1982	Storage bins	13.96	16021 6301	
PU	1238 07/24/18	HOBBY-LOBBY #0193	Felt	4.19	16021 6301	
PU	1239 07/24/18	SCHOLASTIC EDUCATION	SLP prizes	1,496.00	16021 6301	00003951
PU	157 07/24/18	LITTLE CAESARS 0089 0001	Volunteer training	25.00	16021 6307	00003951
PU	158 07/24/18	WM SUPERCENTER #2958	Volunteer training	19.57	16021 6307	00003951
PU	160 07/24/18	WM SUPERCENTER #2958	Volunteer training	9.92	16021 6307	00003951
PU	874 07/24/18	PICK'N SAVE #187	ELL Food	69.97	16021 6307	00003955
PU	1140 07/24/18	MUNCHEEZ PIZZERIA	ELL food	131.04	16021 6307	00003955
PU	1141 07/24/18	PICK'N SAVE #118	ELL food	73.93	16021 6307	00003955
PU	1142 07/24/18	MUNCHEEZ PIZZERIA	ELL food	131.04	16021 6307	00003955
JE	129034 07/31/18	LIBRARY PROGRAM YOUTH RIDES		160.50	16021 6599	00003951
PV	383369 07/03/18	JANSSEN, MARK	slp performer	325.00	16021 6599	00003951
PV	383370 07/03/18	TRULY REMARKABLE LOON	slp performer	705.00	16021 6599	00003951
PV	383371 07/03/18	ZOOZORT	spl performer	800.00	16021 6599	00003951
16021				7,077.51		
JE	128905 07/13/18	7/12 PR TRAVEL REIMB	CARPENTER	76.95	16023 6201	
PU	709 07/24/18	DEMCO INC	Mobile display cart	533.82	16023 6301	00003951
PU	710 07/24/18	OFFICEMAX/DEPOT 6869	Whiteboard	207.48	16023 6301	
PU	738 07/24/18	HOBBY-LOBBY #0193	Paper cutter	36.73	16023 6301	
PU	743 07/24/18	VISTAPR*VISTAPRINT.COM	Business Cards	24.08	16023 6301	
16023				879.06		
PU	88 07/24/18	PAYPAL *RWHC	Statewide luncheon	15.00	16024 6201	
PU	94 07/19/18	BARNES & NOBLE #2977	TEEN SLP PRIZES	50.00	16024 6301	00003951
PU	95 07/19/18	STARBUCKS STORE 08616	TEEN SLP PRIZES	50.00	16024 6301	00003951
PU	96 07/19/18	KWIK TRIP 17500001750	TEEN SLP PRIZES	50.00	16024 6301	00003951
PU	89 07/24/18	WM SUPERCENTER #1982	Make music day	9.94	16024 6301	00003951
PU	90 07/24/18	PARTY CITY	Make music day	6.98	16024 6301	00003951



DocDocument		G/L		Explanation					
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account			
PU	742	07/24/18	VISTAPR*VISTAPRINT.COM	Business Cards	65.58	16024	6301		
PU	758	07/24/18	WILMAR CHOCOLATES	TSLP Prizes	30.00	16024	6301	00003951	
PU	759	07/24/18	ULTA #323	TSLP Prizes	150.00	16024	6301	00003951	
PU	1090	07/24/18	AMAZON MKTPLACE PMTS	Organizing supplies	42.99	16024	6301		
PU	1091	07/24/18	AMAZON MKTPLACE PMTS WWW.	Organizing supplies	11.68	16024	6301		
PU	1096	07/24/18	POWER HOUSE COMICS	Teen SLP	52.50	16024	6301	00003951	
PU	1097	07/24/18	HOBBY-LOBBY #0193	Mehndi & Music	36.13	16024	6301	00003957	
PV	383983	07/31/18	EXPRESSIVE THERAPIES, LLC	performance	295.00	16024	6599	00003951	
PV	383984	07/31/18	FORAGER'S HARVEST PRESS	performance	250.00	16024	6599	00003951	
16024					----- 1,115.80 =====				
PU	638	07/24/18	CINTAS 443	Mat cleaning	159.95	16031	6306		
PU	641	07/24/18	CINTAS 443	Mat cleaning	159.95	16031	6306		
PU	642	07/24/18	CINTAS 443	Mat cleaning	37.16	16031	6306		
PU	643	07/24/18	CINTAS 443	Mat cleaning	37.16	16031	6306		
PU	644	07/24/18	CINTAS 443	Mat cleaning	37.16	16031	6306		
PU	647	07/24/18	CINTAS 443	Mat cleaning	37.16	16031	6306		
PU	646	07/24/18	AMAZON MKTPLACE PMTS WWW.	Ice packs	29.99	16031	6323		
PU	1078	07/24/18	ADVANCED DISPOSAL ONLINE	Trash pickup	74.00	16031	6407		
PV	383857	07/25/18	WE ENERGIES	4835-258-176	8,918.14	16031	6413	1	
PV	383857	07/25/18	WE ENERGIES	5229-670-389	329.67	16031	6413	2	
PV	383354	07/03/18	MENARDS - EAST	tools	12.87	16031	6416		
16031					----- 9,833.21 =====				
PU	713	07/24/18	HOLLINGER METAL EDGE INC	Storage boxes	470.06	16032	6301		
PU	714	07/24/18	AMAZON MKTPLACE PMTS WWW.	Binder pages	26.99	16032	6301		
PU	715	07/24/18	PREMIUM WATERS E-BILL	Distilled water	153.36	16032	6301		
PU	716	07/24/18	SP * ELM USA	Sanding pads	984.95	16032	6301		
PU	717	07/24/18	BAYSCAN TECHNOLOGIES LLC	Hub printing supplie	761.55	16032	6301		
PU	718	07/24/18	AMAZON MKTPLACE PMTS	Video game storage	26.99	16032	6301		
PU	719	07/24/18	SHOWCASES	Media cases	252.57	16032	6301		
PU	720	07/24/18	NATIONALAUD	CD trays	92.96	16032	6301		
PU	6	07/19/18	AMAZON MKTPLACE PMTS		58.76	16032	6315		
PU	25	07/19/18	INGRAM LIBRARY SERVICE		200.60	16032	6315		
PU	32	07/19/18	AMAZON.COM		156.84	16032	6315		
PU	33	07/19/18	INGRAM LIBRARY SERVICE		281.19	16032	6315		

DocDocument		G/L		Explanation		Amount	Account		
Ty	Number	Date	Alpha	Name	-Remark-				
PU	44	07/19/18	AMAZON	MKTPLACE PMTS		29.97	16032	6315	
PU	45	07/19/18	INGRAM	LIBRARY SERVICE		794.01	16032	6315	
PU	93	07/19/18	MIDWEST	TAPE LLC		1,465.53	16032	6315	
PU	307	07/24/18	AMAZON.COM	AMZN.COM/BILL		231.33	16032	6315	
PU	308	07/24/18	INGRAM	LIBRARY SERVICES		2,766.33	16032	6315	
PU	309	07/24/18	EBSCO	INFO SERVICE BHM		441.75	16032	6315	
PU	310	07/24/18	CHICAGO	TRIB SUBSCRIPTIO		280.28	16032	6315	
PU	311	07/24/18	INGRAM	LIBRARY SERVICES		248.94	16032	6315	
PU	312	07/24/18	INGRAM	LIBRARY SERVICES		365.57	16032	6315	
PU	313	07/24/18	AMAZON	MKTPLACE PMTS		43.89	16032	6315	
PU	314	07/24/18	AMAZON	MKTPLACE PMTS		28.50	16032	6315	
PU	315	07/24/18	AMAZON	MKTPLACE PMTS		28.99	16032	6315	
PU	316	07/24/18	AMAZON	MKTPLACE PMTS		37.39	16032	6315	
PU	317	07/24/18	MIDWEST	TAPE LLC		1,191.63	16032	6315	
PU	318	07/24/18	AMAZON	MKTPLACE PMTS WWW.		140.25	16032	6315	
PU	319	07/24/18	AMAZON	MKTPLACE PMTS		24.98	16032	6315	
PU	320	07/24/18	AMAZON	MKTPLACE PMTS		21.24	16032	6315	
PU	321	07/24/18	AMAZON	MKTPLACE PMTS		23.98	16032	6315	
PU	322	07/24/18	AMAZON	MKTPLACE PMTS		18.59	16032	6315	
PU	323	07/24/18	AMAZON	MKTPLACE PMTS		53.67	16032	6315	
PU	324	07/24/18	RECORDED	BOOKS		63.22	16032	6315	
PU	325	07/24/18	RECORDED	BOOKS		198.36	16032	6315	
PU	326	07/24/18	RECORDED	BOOKS		194.60	16032	6315	
PU	327	07/24/18	RECORDED	BOOKS		218.64	16032	6315	
PU	328	07/24/18	INGRAM	LIBRARY SERVICES		2,336.11	16032	6315	
PU	329	07/24/18	INGRAM	LIBRARY SERVICES		718.37	16032	6315	
PU	330	07/24/18	INGRAM	LIBRARY SERVICES		183.45	16032	6315	
PU	331	07/24/18	INGRAM	LIBRARY SERVICES		755.39	16032	6315	
PU	332	07/24/18	INGRAM	LIBRARY SERVICES		553.59	16032	6315	
PU	333	07/24/18	INGRAM	LIBRARY SERVICES		421.00	16032	6315	
PU	334	07/24/18	AMAZON	MKTPLACE PMTS		19.85	16032	6315	
PU	335	07/24/18	AMAZON	MKTPLACE PMTS		25.33	16032	6315	
PU	336	07/24/18	AMAZON	MKTPLACE PMTS		7.38	16032	6315	
PU	337	07/24/18	MIDWEST	TAPE LLC		1,027.24	16032	6315	
PU	338	07/24/18	AMAZON	MKTPLACE PMTS		36.47	16032	6315	

DocDocument		G/L		Explanation			
Ty	Number	Date	Alpha Name	-Remark-	Amount	Account	
PU	339	07/24/18	AMAZON MKTPLACE PMTS		23.77	16032	6315
PU	340	07/24/18	AMAZON MKTPLACE PMTS		9.41	16032	6315
PU	341	07/24/18	INGRAM LIBRARY SERVICES		1,282.85	16032	6315
PU	342	07/24/18	INGRAM LIBRARY SERVICES		438.24	16032	6315
PU	343	07/24/18	AMAZON MKTPLACE PMTS		101.81	16032	6315
PU	344	07/24/18	AMAZON MKTPLACE PMTS		28.98	16032	6315
PU	345	07/24/18	AMAZON MKTPLACE PMTS		58.76	16032	6315
PU	346	07/24/18	STATE BAR OF WISCONSIN		156.23	16032	6315
PU	347	07/24/18	INGRAM LIBRARY SERVICES		973.52	16032	6315
PU	348	07/24/18	AMAZON MKTPLACE PMTS		37.89	16032	6315
PU	349	07/24/18	AMAZON MKTPLACE PMTS		26.99	16032	6315
PU	350	07/24/18	INGRAM LIBRARY SERVICES		1,472.38	16032	6315
PU	351	07/24/18	AMAZON MKTPLACE PMTS WWW.		133.84	16032	6315
PU	352	07/24/18	AMAZON MKTPLACE PMTS WWW.		184.87	16032	6315
PU	353	07/24/18	AMAZON MKTPLACE PMTS		51.14	16032	6315
PU	354	07/24/18	MIDWEST TAPE LLC		1,188.22	16032	6315
PU	355	07/24/18	RECORDED BOOKS		53.79	16032	6315
PU	356	07/24/18	INGRAM LIBRARY SERVICES		316.87	16032	6315
PU	357	07/24/18	AMAZON.COM AMZN.COM/BILL		27.99	16032	6315
PU	358	07/24/18	AMAZON MKTPLACE PMTS		17.99	16032	6315
PU	359	07/24/18	AMAZON.COM AMZN.COM/BILL		2.26-	16032	6315
PU	360	07/24/18	RECORDED BOOKS		242.22	16032	6315
PU	361	07/24/18	RECORDED BOOKS		63.22	16032	6315
PU	362	07/24/18	RECORDED BOOKS		29.58	16032	6315
PU	363	07/24/18	RECORDED BOOKS		53.77	16032	6315
PU	364	07/24/18	INGRAM LIBRARY SERVICES		516.85	16032	6315
PU	365	07/24/18	INGRAM LIBRARY SERVICES		388.66	16032	6315
PU	366	07/24/18	AMAZON MKTPLACE PMTS WWW.		36.00	16032	6315
PU	367	07/24/18	AMAZON MKTPLACE PMTS		19.48	16032	6315
PU	368	07/24/18	AMAZON MKTPLACE PMTS		68.88	16032	6315
PU	369	07/24/18	AMAZON MKTPLACE PMTS		9.28	16032	6315
PU	370	07/24/18	INGRAM LIBRARY SERVICES		445.80	16032	6315
PU	371	07/24/18	INGRAM LIBRARY SERVICES		736.44	16032	6315
PU	372	07/24/18	INGRAM LIBRARY SERVICES		500.00	16032	6315
PU	373	07/24/18	INGRAM LIBRARY SERVICES		1,474.17	16032	6315

Doc Ty	Document Number	G/L Date	Alpha Name	Explanation	-Remark-	Amount	Account
PU	374	07/24/18	AMAZON MKTPLACE PMTS WWW.			89.44	16032 6315
PU	375	07/24/18	THOMSON WEST*TC			854.89	16032 6315
PU	376	07/24/18	THOMSON WEST*TC			429.36	16032 6315
PU	377	07/24/18	AMAZON MKTPLACE PMTS			255.07	16032 6315
PU	378	07/24/18	MIDWEST TAPE LLC			1,110.88	16032 6315
PV	383640	07/18/18	MANGO LANGUAGES	renewal		4,694.70	16032 6315
PV	383646	07/18/18	MIDWEST TAPE	hoopla cust#20000153		3,991.35	16032 6315
PV	383944	07/31/18	INFORMATION TODAY, INC.	standing o publicati		301.53	16032 6315
PV	383693	07/18/18	UNIQUE MANAGEMENT SERVICES, IN	collections		286.40	16032 6599
16032						41,159.47	
						=====	
PU	24	07/19/18	DMI* DELL HLTHCR/PTR	SERVER REPLACEMENT		8,780.97	16033 6327
PU	675	07/24/18	AMAZON MKTPLACE PMTS	Label maker		22.74	16033 6327
PU	676	07/24/18	AMAZON MKTPLACE PMTS	iPad chargers		43.97	16033 6327
PU	677	07/24/18	AMAZON.COM AMZN.COM/BILL	Drives and backups		1,855.11	16033 6327
PU	678	07/24/18	AMAZON MKTPLACE PMTS	Break room printer		19.95	16033 6327
PU	679	07/24/18	CDW GOVT #NDB5219	Headphones		89.70	16033 6327
PU	680	07/24/18	HP DIRECT-PUBLICSECTOR	Laptops		538.05	16033 6327
PU	1264	07/24/18	MENARDS APPLETON EAST WI	iPad charger cage		6.89	16033 6327
PU	1265	07/24/18	DMI* DELL HLTHCR/PTR	Jan desktop replacem		736.65	16033 6327
PU	639	07/24/18	MODERN BUSINESS MACHINES	Printer contract		97.24	16033 6418
PU	640	07/24/18	MODERN BUSINESS MACHINES	Printer Contract		201.00	16033 6418
PU	1262	07/24/18	TECHSMITH CORPORATION	Training videos		99.95	16033 6418
PU	1263	07/24/18	CASPIO, INC.	Desk schedule softwa		2,500.00	16033 6418
16033						14,992.22	
						=====	
						80,654.36	
						=====	

Doc Ty	Document Number	G/L Date	Alpha Name	Explanation	-Remark-	Amount	Account
JE	128905	07/13/18	7/12 PR TRAVEL REIMB		UNRUH	178.80	2550 6201
JE	129009	07/27/18	7/26 PR TRAVEL REIMBURSEMENTS		UNRUH	74.56	2550 6201
PU	139	07/24/18	IN *CHAVEZ DESIGN LLC	G	RO&R Go Valley	75.00	2550 6301
PU	85	07/19/18	INTERSTATE BOOKS4SCHOO		RO&R #9967	205.80	2550 6315
PU	128	07/24/18	SCHOLASTIC EDUCATION		RO&R #9352	45.15	2550 6315
PU	129	07/24/18	INTERSTATE BOOKS4SCHOOL		RO&R #9352	115.40	2550 6315
PU	130	07/24/18	INTERSTATE BOOKS4SCHOOL		RO&R #9114	370.10	2550 6315
PU	131	07/24/18	INTERSTATE BOOKS4SCHOOL		RO&R #9683	399.25	2550 6315
PU	132	07/24/18	INTERSTATE BOOKS4SCHOOL		RO&R #9496	54.20	2550 6315
PU	133	07/24/18	INTERSTATE BOOKS4SCHOOL		RO&R #9675	382.50	2550 6315
PU	134	07/24/18	INTERSTATE BOOKS4SCHOOL		RO&R #8182	100.40	2550 6315
PU	135	07/24/18	INTERSTATE BOOKS4SCHOOL		RO&R #9675	75.85	2550 6315
PU	136	07/24/18	ALL ABOUT BOOKS, LLC		RO&R extra books	212.50	2550 6315
PU	137	07/24/18	ALL ABOUT BOOKS, LLC		RO&R #9461	1,001.30	2550 6315
PU	138	07/24/18	ALL ABOUT BOOKS, LLC		RO&R #9461	791.34	2550 6315
PU	140	07/24/18	ALL ABOUT BOOKS, LLC		RO&R #9675	588.30	2550 6315
PU	141	07/24/18	INTERSTATE BOOKS4SCHOOL		RO&R #12317	159.30	2550 6315
PU	142	07/24/18	INTERSTATE BOOKS4SCHOOL		RO&R #7555	280.00	2550 6315
PV	383949	07/31/18	MAGENTA KEYS LLC		sustainability plan	900.00	2550 6404
						-----	
2550						6,009.75	
						=====	
						6,009.75	
						=====	

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Seven Months Ending July 31, 20181  
08/03/18  
09:20:53

Description		Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year July Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM							
Benefitted Personnel		2,285,524	2,297,567	2,297,567	171,565	1,269,026	55.23
Part-Time		240,355	210,722	211,541	19,010	137,550	65.02
Fringes		870,371	834,209	834,268	58,770	439,101	52.63
Salaries & Fringe Benefits		3,396,250	3,342,498	3,343,376	249,345	1,845,677	55.20
Training & Conferences	6201	21,538	22,514	26,514	967	8,289	31.26
Parking Permits	6206	19,560	19,920	19,920	0	20,298	101.90
Memberships & Licenses	6303	3,911	2,055	2,855	295	1,238	43.36
Awards & Recognition	6305	737	850	850	237	533	62.71
Food & Provisions	6307	1,726	1,135	1,835	459	1,927	105.01
Administrative Expense		47,472	46,474	51,974	1,958	32,285	62.12
Office Supplies	6301	52,033	54,156	59,656	3,301	14,954	25.07
Building Maintenance/Janitor	6306	9,891	11,570	11,570	469	5,137	44.40
Shop Supplies & Tools	6309	115	100	100	0	99	99.00
Books & Library Materials	6315	619,194	607,442	594,837	38,104	318,252	53.50
Printing & Reproduction	6320	85	100	500	0	0	.00
Clothing	6321	363	0	0	0	230	.00
Safety Supplies	6323	239	200	200	30	48	24.00
Miscellaneous Equipment	6327	65,165	67,650	69,475	12,094	33,943	48.86
Supplies & Materials		747,085	741,218	736,338	53,998	372,663	50.61
Collection Services	6407	2,388	2,962	2,962	74	1,244	42.00
Advertising	6412	1,081	1,288	1,788	80	572	31.99
Other Contracts/Obligations	6599	71,903	82,891	136,666	4,075	94,979	69.50
Purchased Services		75,372	87,141	141,416	4,229	96,795	68.45
Electric	6413.1	98,489	110,073	110,073	8,918	52,280	47.50
Gas	6413.2	24,310	24,432	24,432	330	15,452	63.24
Water	6413.3	4,948	4,924	4,924	0	2,379	48.31
Waste Disposal/Collection	6413.4	2,063	2,052	2,052	0	990	48.25
Stormwater	6413.6	2,418	2,418	2,418	0	1,323	54.71
Telephone	6413.7	3,046	3,224	3,224	228	1,527	47.36
Cellular Telephone	6413.8	1,229	992	992	0	556	56.05
Utilities		136,503	148,115	148,115	9,476	74,507	50.30
Bldng Repair & Maintenance	6416	1,515	3,000	3,000	13	341	11.37
Equipmt Repair & Maintenance	6418	100,161	84,957	84,957	2,898	55,360	65.16
CBM Charges	6420	157,508	166,911	166,911	0	83,041	49.75
Repair & Maintenance		259,184	254,868	254,868	2,911	138,742	54.44
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	321,917	2,560,924	54.67
REVENUES							
Library Aids (County)		1,066,420	1,062,447	1,062,447	0	588,089	55.35
Library Fines		59,202	70,000	70,000	5,337	30,622	43.75
Space Rentals		30,000	30,000	30,000	0	20,000	66.67
Donations & Memorials		957	0	0	10	484	.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	90	498	33.20
Lost & Paid Materials	16032.5035	49,507	0	21,000	2,757	35,124	167.26
Network Reimbursements & Public Use Prtr		18,914	18,500	20,325	1,146	10,078	49.58
TOTAL REVENUES		1,230,002	1,182,447	1,219,772	9,340	688,395	56.44

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Seven Months Ending July 31, 2018

Reach Out + Read -2550

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year July Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	22.138	22.138	1.735	12.514	56.53
Fringes	0	1.581	1.581	28	335	21.19
Salaries & Fringe Benefits	0	23.719	23.719	1.763	12.849	54.17
Training & Conferences 6201	0	1.160	1.160	253	1.221	105.26
Administrative Expense	0	1.160	1.160	253	1.221	105.26
Office Supplies 6301	0	73.339	73.339	75	1.472	2.01
Books & Library Materials 6315	0	0	66.700	4.781	22.127	33.17
Supplies & Materials	0	73.339	140.039	4.856	23.599	16.85
Consulting Services 6404	0	0	0	900	900	.00
Purchased Services	0	0	0	900	900	.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	7.772	38.569	23.39
REVENUES						
TOTAL REVENUES	0	0	0	0	0	.00

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Seven Months Ending July 31, 2018

Friends - 3951

3  
08/03/18  
09:20:53

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year July Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Part-Time	10,895	0	21,000	1,382	10,222	48.68
Fringes	2,849	0	3,000	464	3,423	114.10
Salaries & Fringe Benefits	13,744	0	24,000	1,846	13,645	56.85
Training & Conferences 6201	921	0	887	237	415	46.79
Memberships & Licenses 6303	756	0	0	0	15	.00
Awards & Recognition 6305	574	0	0	0	578	.00
Food & Provisions 6307	2,412	0	0	138	1,093	.00
Administrative Expense	4,663	0	887	375	2,101	236.87
Office Supplies 6301	18,433	0	3,500	2,835	9,403	268.66
Books & Library Materials 6315	787	0	6,000	0	972	16.20
Printing & Reproduction 6320	3,805	0	0	0	408	.00
Miscellaneous Equipment 6327	1,823	0	4,500	0	52	1.16
Supplies & Materials	24,848	0	14,000	2,835	10,835	77.39
Advertising 6412	1,137	0	0	0	0	.00
Other Contracts/Obligations 6599	19,971	0	0	2,644	14,254	.00
Purchased Services	21,108	0	0	2,644	14,254	.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	7,700	40,835	102.38
REVENUES						
Administration Reimbursements	11,725	0	3,175	8,525	14,800	466.14
Children's Reimbursements	23,600	0	0	12,100	23,600	.00
Community Reimbursements & Reader/Prntr	24,500	0	0	6,600	17,700	.00
Lost & Paid Materials 16032.5035	1,600	0	0	800	1,600	.00
Network Reimbursements & Public Use Prtr	6,575	0	0	4,225	6,550	.00
TOTAL REVENUES	68,000	0	3,175	32,250	64,250	2,023.62



City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Seven Months Ending July 31, 2018

Appleton Ready to Read  
3954

6  
08/03/18  
09:20:53

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year July Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	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	2.209	1.460	2.159	97.74
Supplies & Materials	0	0	2.209	1.460	2.159	97.74
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	2.209	1.460	2.159	97.74
REVENUES						
Children's Reimbursements	1.000	0	1.209	0	1.209	100.00-
TOTAL REVENUES	1.000	0	1.209	0	1.209	100.00

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Seven Months Ending July 31, 2018

ELL-3955

7  
08/03/18  
09:20:53

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year July Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	0	0	0	0	0	.00
Salaries & Fringe Benefits	0	0	0	0	0	.00
Food & Provisions 6307	1,010	0	1,754	406	540	30.79
Administrative Expense	1,010	0	1,754	406	540	30.79
Office Supplies 6301	3,824	0	3,218	327	882	27.41
Supplies & Materials	3,824	0	3,218	327	882	27.41
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	733	1,422	28.60
REVENUES						
Children's Reimbursements	9,000	0	0	9,500	9,500	.00
TOTAL REVENUES	9,000	0	0	9,500	9,500	.00

City of Appleton  
Appleton Public Library  
Revenue and Expense Summary  
For the Seven Months Ending July 31, 2018Cultural Programming  
395708/03/18  
09:20:53

Description	Prior Year Actual	Current Year Adopted Budget	Current Year Amended Budget	Current Year July Actual	Current YTD Actual	Percent of Budget
EXPENSES BY LINE ITEM						
Benefitted Personnel	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	36	488	24.40
Supplies & Materials	0	0	2,000	36	488	24.40
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	36	488	24.40
REVENUES						
Community Reimbursements & Reader/Prntr	0	0	2,000	0	2,250	112.50
TOTAL REVENUES	0	0	2,000	0	2,250	112.50

**Budget Year 2018**

[illegible]

- Reimbursement for Friends computer equipment

Requested by:

[illegible]

Budget Entry (BE) No.: \_\_\_\_\_

Approved by:

ਭਗਵਾਨ

---

## 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.



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Minutes Library Board

---

Tuesday, July 24, 2018

3:30 PM

225 N. Oneida Street

---

### Personnel & Policy Committee Meeting

#### 1. Call meeting to order

Chairperson Nancy Scheuerman called the meeting to order at 3:37 pm

#### 2. Roll call of membership

**Present:** 4 - Kellner, Bloedow, Scheuerman and Mann

**Others :** 3 - Hanna, Rortvedt and Ward

#### 3. Public Hearings

*There were no appearances for the Public Hearing on the Library's Internet Access and Computer Use Policy Update*

[18-1104](#)

Library's Internet Access and Computer Use Policy Update

**Attachments:**

[Notice of Public Hearing .pdf](#)

[Internet Access and Computer Use Policy and Guidelines 2018 draft markup with notes.pdf](#)

[Internet Access and Computer Use Policy and Guidelines July 2018 clean.pdf](#)

#### 4. Action Items

##### Closed Session

Bloedow moved, seconded by Kellner that the meeting move into Closed Session pursuant to WI Statute 19.8(f)(c) to discuss personnel matters. Voice Vote. Motion Carried. (4-0)

Roll Call was taken

The meeting moved into Closed Session at 3:40 pm

Bloedow moved, seconded by Kellner that the meeting resume meeting in Open Session. Voice Vote. Motion Carried. (4-0)

Roll Call was taken.

The meeting resumed Open Session at 4:27 pm

[18-1097](#)

Library Director's 2018 Mid-Year Evaluation

Mann moved, seconded by Kellner, that the Library Director's 2018 Mid - Year Evaluation be approved. Voice Vote. Motion Carried. (4-0)

[18-1101](#)

Meeting Room and Study Room Use Policy

**Attachments:**     [Meeting and Study Room Policy \(Lab Revision July 2018\).pdf](#)

Mann moved, seconded by Bloedow, that the APL Meeting Room and Study Use Policy be approved. Voice Vote. Motion Carried. (4-0)

[18-1098](#)

Eliminate APL Digital Media Lab Policy

Mann moved, seconded by Kellner, that the elimination of the APL Digital Media Lab Policy be approved. Voice Vote. Motion Carried. (4-0)

[18-1099](#)

Internet Access and Computer Use Policy and Guidelines

**Attachments:**     [Internet Access and Computer Use Policy and Guidelines 2018 draft markup with notes.pdf](#)  
                              [Internet Access and Computer Use Policy and Guidelines July 2018 clean.pdf](#)

Kellner moved, seconded by Bloedow, that the APL Internet Access and Computer Use Policy and Guidelines be approved. Voice Vote. Motion Carried. (4-0)

[18-1102](#)

City of Appleton FLSA Policy

**Attachments:**     [FLSA Policy 2018.pdf](#)

Kellner moved, seconded by Mann, that the City of Appleton FLSA Policy be approved. Voice Vote. Motion Carried. (4-0)

[18-1103](#)

City of Appleton Salary Administration Policy

**Attachments:**     [Salary Administration Policy March 2018-2.pdf](#)

Mann moved, seconded by Kellner, that the City of Appleton Salary Administration Policy be approved. Voice Vote. Motion Carried. (4-0)

## 5. Adjournment

Kellner moved, seconded by Bloedow that the meeting be adjourned. Voice Vote. Motion Carried. (4-0)

The meeting was adjourned at 4:50 pm

## INTERNET ACCESS AND COMPUTER USE POLICY AND GUIDELINES

### I. PURPOSE

The Appleton Public Library ("library") provides access to informational, educational, recreational and cultural resources for all library users. -To support that, the library provides internet access via library computers and through wireless internet access during open library hours. ~~-Use of library equipment and/or the library's network is bound by this policy.~~ the Internet via the Library's network is also bound by this policy.

Not all sources on the internet are accurate, trustworthy or legal.- The library cannot monitor or accept responsibility for material accessed from other internet sources.- The library provides access to resources via the internet and assumes no responsibility for the information provided by non-library websites, databases, social media platforms or any other web based services. ~~To ensure appropriate use of Internet resources within the Library.~~

### II. POLICY

#### 1. Responsibilities of the library.

a. The library makes every effort to maintain internet access via computer, networks and wireless access throughout all hours of operation. -Short down times may occur and, -when possible, will be posted in advance ~~but the library cannot control external factors and unexpected down times will occur.~~

b. Library staff may be able to assist users with personal laptops, phones or other devices but cannot be expected to know every device and platform. -Patrons who request assistance with their devices hold the City of Appleton and their employees harmless for liability. -Staff have the right to refuse to assist users with their personal devices.

c. Patron computer use is covered by the library's Privacy Policy.- Search history files are deleted from library computers at the end of each session. -Internet sign in use is maintained for 90 days via the library's PC management system and filter.

d. ~~The Library staff cannot control specific information on the Internet. Libraries do not vouch for or endorse either written material in their collections or electronic information. The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information system equipment or network, or any consequences thereof. Selection policies that govern the Library's purchase of written materials may not apply to electronic resources.~~

e. ~~The wireless network is an unsecure network. Users should take precautions accordingly to protect themselves.~~

2. ~~Responsibilities of Users. The Library provides workstations for free public access to the Internet as an informational, educational and recreational resource. Use of the Internet via the Library's network is also bound by this policy.~~ Use of electronic information resources, including the Internet, must be responsible and ethical, consistent with the purpose for which these resources are provided. ~~This includes:~~

a. ~~Users should be aware that the library is a busy public place shared by people of diverse ages, sensibilities and values.~~

~~Using resources~~b. ~~Resources are~~ for educational, informational, ~~and~~ recreational ~~and~~ cultural purposes only; ~~resources are~~ not for unauthorized, illegal or unethical purposes.

c. ~~Patrons must r~~Respecting the privacy of others ~~by not misrepresenting oneself as another user;~~ by not attempting to modify or gain access to files, passwords, or data belonging to others; ~~by not seeking unauthorized access to any computer system ("hacking") or damaging or altering components of any network or database.~~

d. ~~Complying~~Patrons must comply with ~~Respecting the privacy of others by not interfering with their use.~~

~~Copyright laws.~~ Title 17 of the United States Code protects created works and describes permissible and prohibited uses of protected works. ~~Use of works and infringement is not easily defined and responsibility for interpreting fair use and any consequences of copyright infringement lies with the patron. Making only authorized copies of copyrighted or licensed software or data.~~

e. ~~Patrons must use their own library card number to access a computer. All Wisconsin residents are eligible to obtain a card to access the internet. Visitors may obtain a guest pass with photo ID.~~

f. ~~Illegal and Prohibited Uses. While respecting individual users' right to privacy, the Library staff reserves the right to monitor use of computer workstations and the network to~~

Commented [CR1]: Moved to purpose



ensure compliance with this policy.- Examples of unacceptable uses include, but are not limited to:

- i. Misrepresenting oneself as another user,
- ii. Harassing other users,
- iii. Not respecting the privacy of others by interfering with their use,
- iv. Sending, receiving, or displaying text or graphics that may reasonably be construed by Library staff as offensive to the public or attempting to access the same.  
Websites acceptable in the adult department may not be acceptable in the children's section.
- v. Exposing children to harmful materials as outlined set forth with-in Sec. 948.11 of the Wisconsin Statutes-
- vi. Violating software licensing agreements,
- vii. Overuse of system resources such as bandwidth,
- viii. Attempting to access unauthorized areas of the library's systems or networks or altering components of any network, database or system,
- ix. Making unauthorized changes to the setup or configuration of library software or hardware.:-
- x. Failure to adhere to Rules of Conduct, time limits, printing, and use of headphones.

**Commented [CR2]:** CIPA compliance item

### 3. Internet Safety for Children and Teens.

**Commented [CR3]:** CIPA compliance item

- a. The Library, unlike schools, does not serve in loco parentis (in place of a parent). Library staff cannot act in the place of parents in providing constant care and supervision of children as they explore the internet.
- b. The library supports the right for each family to decide the appropriate internet use for their children. ~~assumes no responsibility for the use of the Internet by children. Subject to the above restrictions, it is the responsibility of the user (or the parent, guardian or caregiver) to determine what is appropriate.~~ Use of the internet provides families an opportunity to discuss sites and content that they feel are appropriate or inappropriate. -The library can help support parents and guardians in their efforts to exercise their rights and responsibilities regarding their children's use of electronic resources by providing assistance in determining search strategies and finding and evaluating sites. For more information on children's internet safety see <http://www.safekids.com> and <http://www.connectsafely.org>.
- c. Parents may choose to place a restriction on the child's library card to prevent them from accessing internet computers within the library.
- d. The following recommendations can help children have positive, safe online experiences:

i. Use the internet together. -Encourage children to use sites recommended on the library's website. -Talk with your children about sites you consider inappropriate for them and why. Help them learn to be savvy digital consumers.

ii. Provide guidelines for your children on the amount of time they should spend online.

iii. Provide guidelines on acceptable use of resources including social media, email and apps.

iv. Parents and guardians should instruct minors to safely share personal information on the internet including, but not limited to: name, address, password, phone numbers, schools, credit card numbers. This includes through email, instant messaging, online shopping, social media, apps and other commercial sites.

v. Before giving out any personal information, minors should be confident that they are dealing with someone who is known and trusted by them and their parents or guardians.

vi. Computers in the Children's Services area are generally available only to children up to the age of 14, to caregivers of children in the area, or to persons doing research involving children's materials.

vii. Library staff assumes that those under age 18 have parental permission to use library resources, including the internet.

viii. In compliance with the Children's Internet Protection Act (CIPA), Appleton Public Library the library utilizes internet filters to protect children from harmful online content. Generally speaking, these filters restrict indecent internet content all internet access provided by the within the library, including wireless access. In keeping with the U. S. Supreme Court's 2003 decision, AaAdult patrons, 5-17 years of age and older, may choose to disable the filter for unrestricted Internet access for any lawful purpose that meets the library's policies and guidelines have the right to request the internet filter be disabled, without justification, and in a timely manner. Requests to disable the filter should be made at either the Information or Reference Desks. Regardless of whether the filter is in place, patrons are expected to use the internet in a manner that is responsible and ethical, consistent with the purpose for which library resources are provided.

**Commented [CR4]:** unauthorized disclosure requirement of CIPA

#### 4. Compliance.

a. Not sending, receiving, or displaying text or graphics that may reasonably be construed by Library staff as offensive to the public. Websites acceptable in the adult department may not be acceptable in the children's section.

~~Not making unauthorized changes to the setup or configuration of Library software or hardware.~~

~~The Library assumes no responsibility for the use of the Internet by children. Subject to the above restrictions, it is the responsibility of the user (or the parent, guardian or caregiver) to determine what is appropriate. Library staff assumes that those under age 18 have parental permission to use Library resources, including the Internet.~~

~~The Library staff cannot control specific information on the Internet. Libraries do not vouch for or endorse either written material in their collections or electronic information. Selection policies that govern the Library's purchase of written materials may not apply to electronic resources.~~

Library staff may impose restrictions, such as time limits or types of use, on library equipment. Staff may require a valid library card or staff-issued guest ~~permit~~ pass for some computers, such as Internet. Computers in the Children's Services area are generally available only to children in 8th grade or younger up to the age of 14, to caregivers of children in the area, or to persons doing research involving children's materials.

b. Staff members may stop a patron from using library equipment, or may contact a supervisor about a patron's use of equipment, if the use violates a rule or policy or if any individual or group creates a disturbance that limits the effective use of the library by others as outlined in the library's Safety and Security Policy. Supervisors may restrict patrons from using public access computers for 30 days. Should the violation warrant, the library director or assistant director may determine to restrict patron from using the library in its entirety. Misuse or abuse of computers or internet access may result in suspension of internet access, restriction from the library in its entirety as described in the library's Security and Safety Policy, and may also be subject to prosecution by local, state or federal authorities.

#### 5. Appeals.

A person directly affected by and dissatisfied with a decision made by the Library Director as it relates to this policy may appeal the decision to the Library Board as described in the Appleton Public Library Board of Trustees Bylaws.

~~While respecting individual users' right to privacy, the Library staff reserves the right to monitor use of computer workstations to ensure compliance with this policy.~~

~~Respecting the privacy of others by not interfering with their use.~~

~~Not sending, receiving, or displaying text or graphics that may reasonably be construed by Library staff as offensive to the public. Websites acceptable in the adult department may not be acceptable in the children's section.~~

~~The Library staff may ask users to remove themselves from Library equipment if they observe behavior in conflict with this policy. Misuse or abuse of computers or Internet access may result in suspension of~~

~~Library privileges. The Library staff may ask users to remove themselves from Library equipment if they observe behavior in conflict with this policy. Misuse or abuse of computers or Internet access may result in suspension of Library privileges.~~

Approved: 1/07. Amended: 7/2018



# INTERNET ACCESS AND COMPUTER USE POLICY AND GUIDELINES

---

## I. PURPOSE

The Appleton Public Library ("library") provides access to informational, educational, recreational and cultural resources for all library users. To support that, the library provides internet access via library computers and through wireless internet access during open library hours. Use of library equipment and/or the library's network is bound by this policy.

Not all sources on the internet are accurate, trustworthy or legal. The library cannot monitor or accept responsibility for material accessed from other internet sources. The library provides access to resources via the internet and assumes no responsibility for the information provided by non-library websites, databases, social media platforms or any other web based services.

## II. POLICY

### 1. Responsibilities of the library.

a. The library makes every effort to maintain internet access via computer, networks and wireless access throughout all hours of operation. Short down times may occur and, when possible, will be posted in advance.

b. Library staff may be able to assist users with personal laptops, phones or other devices but cannot be expected to know every device and platform. Patrons who request assistance with their devices hold the City of Appleton and their employees harmless for liability. Staff have the right to refuse to assist users with their personal devices.

c. Patron computer use is covered by the library's Privacy Policy. Search history files are deleted from library computers at the end of each session. Internet sign in use is maintained for 90 days via the library's PC management system and filter.

d. Library staff cannot control specific information on the internet. Libraries do not vouch for or endorse either written material in their collections or electronic information. The library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its equipment or network, or any consequences thereof.

e. The wireless network is an unsecure network. Users should take precautions accordingly to protect themselves.

2. Responsibilities of Users. Use of electronic information resources, including the internet, must be responsible and ethical, consistent with the purpose for which these resources are provided.
- a. Users should be aware that the library is a busy public place shared by people of diverse ages, sensibilities and values.
  - b. Resources are for educational, informational, recreational and cultural purposes only; resources are not for unauthorized, illegal or unethical purposes.
  - c. Patrons must respect the privacy of others by not attempting to modify or gain access to files, passwords, or data belonging to others.
  - d. Patrons must comply with copyright laws. Title 17 of the United States Code protects created works and describes permissible and prohibited uses of protected works. Use of works and infringement is not easily defined and responsibility for interpreting fair use and any consequences of copyright infringement lies with the patron.
  - e. Patrons must use their own library card number to access a computer. All Wisconsin residents are eligible to obtain a card to access the internet. Visitors may obtain a guest pass with photo ID.
  - f. Illegal and Prohibited Uses. While respecting individual users' right to privacy, library staff reserves the right to monitor use of computers and the network to ensure compliance with this policy. Examples of unacceptable uses include but are not limited to:
    - i. Misrepresenting oneself as another user,
    - ii. Harassing other users,
    - iii. Not respecting the privacy of others by interfering with their use,
    - iv. Sending, receiving, or displaying text or graphics that may reasonably be construed by Library staff as offensive to the public or attempting to access the same. Websites acceptable in the adult department may not be acceptable in the children's section,
    - v. Exposing children to harmful materials as set forth within [Sec. 948.11 of the Wisconsin Statutes](#)
    - vi. Violating software licensing agreements,
    - vii. Overuse of system resources such as bandwidth,
    - viii. Attempting to access unauthorized areas of the library's systems or networks or altering components of any network, database or system,
    - ix. Making unauthorized changes to the setup or configuration of library software or hardware.

3. Internet Safety for Children and Teens.

- a. The library, unlike schools, does not serve in loco parentis (in place of a parent). Library staff cannot act in the place of parents in providing constant care and supervision of children as they explore the internet.
- b. The library supports the right for each family to decide the appropriate internet use for their children. Use of the internet provides families an opportunity to discuss sites and content that they feel are appropriate or inappropriate. The library can help support parents and guardians in their efforts to exercise their rights and responsibilities regarding their children's use of electronic resources by providing assistance in determining search strategies and finding and evaluating sites. For more information on children's internet safety see <http://www.safekids.com> and <http://www.connectsafely.org>.
- c. Parents may choose to place a restriction on the child's library card to prevent them from accessing internet computers within the library.
- d. The following recommendations can help children have positive, safe online experiences:
  - i. Use the internet together. Encourage children to use sites recommended on the library's website. Talk with your children about sites you consider inappropriate for them and why. Help them learn to be savvy digital consumers.
  - ii. Provide guidelines for your children on the amount of time they should spend online.
  - iii. Provide guidelines on acceptable use of resources including social media, email and apps.
  - iv. Parents and guardians should instruct minors to safely share personal information on the internet including, but not limited to: name, address, password, phone numbers, schools, credit card numbers. This includes through email, instant messaging, online shopping, social media, apps and other commercial sites.
  - v. Before giving out any personal information, minors should be confident that they are dealing with someone who is known and trusted by them and their parents or guardians.
  - vi. Computers in Children's Services are generally available only to children up to the age of 14, to caregivers of children in the area, or to persons doing research involving children's materials.
  - vii. Library staff assumes that those under age 18 have parental permission to use library resources, including the internet.

viii. In compliance with the Children's Internet Protection Act (CIPA), the library utilizes internet filters to protect children from harmful online content. Generally speaking, these filters restrict indecent internet content within the library, including wireless access. Adult patrons, 17 years of age and older, have the right to request the internet filter be disabled, without justification, and in a timely manner. Requests to disable the filter should be made at either the Information or Reference Desks. Regardless of whether the filter is in place, patrons are expected to use the internet in a manner that is responsible and ethical, consistent with the purpose for which library resources are provided.

4. Compliance.

- a. Library staff may impose restrictions, such as time limits or types of use, on library equipment. Staff may require a valid library card or staff-issued guest pass for some computers, such as Internet.
- b. Misuse or abuse of computers or internet access may result in suspension of internet access, restriction from the library in its entirety as described in the library's Security and Safety Policy, and may also be subject to prosecution by local, state or federal authorities.

5. Appeals.

A person directly affected by a decision made by the Library Director as it relates to this policy may appeal the decision to the Library Board as described in the Appleton Public Library Board of Trustees Bylaws.

*Approved: 1/07. Amended: 7/2018*



## MEETING AND STUDY ROOM POLICY

---

### I. PURPOSE

Appleton Public Library ("Library") encourages the use of its meeting and study rooms by the public when the use does not interfere with the normal function of the Library and when the use conforms to the guidelines of this policy. Meeting and study rooms are available to the public free of charge regardless of the beliefs or affiliations of the individual or group requesting the use.

### II. POLICY

#### 1. Guidelines and General Rules.

- a. To use a meeting or study room, a person must sign up in advance of the use of the room and must agree to abide by this policy, as well as all other applicable laws, regulations and policies.
- b. Preference for meeting and study room reservations is given to library sponsored and co-sponsored programs first. Secondary preference is given to the City of Appleton ("City"), other government agencies and local non-profit/community groups.
- c. The following are prohibited uses of meeting and study rooms:
  - i. Use that involves the sale, advertising, solicitation (including the solicitation of donations and gifts), and/or promotion of products and services, with the exception of self-authored books and original music that is ancillary made available for sale by the author or creator.
  - ii. Personal, company and family meetings and parties.
  - iii. Use that requires a fee of any kind, including entrance fees or participation fees, with the exception of library fundraising activities and for fees associated with participating in City sponsored functions.
  - iv. Use intended, directly or indirectly, to obtain clients or customers for a for-profit service or company.
  - v. Use that involves illegal activity and/or activity that may pose a safety risk to persons or property, including any activity that involves combustible materials or any other device or object that may trigger a smoke alarm.
  - vi. Any other use that the Library reasonably believes will violate the purpose of this policy.
- d. Meeting and study rooms must be left in an orderly condition after their use and users agree to accept responsibility for any and all damage caused to the room and/or equipment in the room.

- i. If library staff must provide more than reasonable cleanup, a minimum fee of \$25 will be charged to the individual who signed up for the use of the room pursuant to paragraph 1.a above. The total fee amount will depend on the actual cost of cleaning and/or repair.
  - ii. Any fee charged must be paid in full before the individual may reserve or use a meeting or study room again.
- e. Temporarily or permanently attaching items to the walls of the meeting or study rooms is prohibited.
- f. Directional signs may be posted on the first floor using a library provided stand. Reasonable amounts of signs may be used in the basement. All signs must comply with library policies.
- g. Light refreshments may be served. No alcohol may be served.
- h. The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with library regulations.
- i. Library staff must have free access to meeting rooms at all times and no entry or exit door may be locked or barred.
- j. The Library reserves the right to take photographs of events for its own records and for future promotional materials. Before taking a photograph of a person that may be used for marketing or non-internal library use, the Library will first obtain written consent.
- k. The Library does not advocate or endorse the viewpoints of meetings or meeting room users, and meeting room users must not publicize their event in any manner that implies that it is sponsored, co-sponsored, endorsed or approved by the Library unless permission to do so has been given in advance by the library director.
- l. In the event a person fails to comply with this policy, or any other applicable law, regulation or policy, he or she may be removed from the Library and denied the right to use the Library's meeting and study rooms in the future, in addition to any other applicable penalties and charges.

2. Meeting Room Rules.

- a. The meeting rooms in the lower level of the Library are available for use by groups for the presentation of informational, educational or recreational meetings and programs.
- b. Meetings held in meeting rooms must be open to the public and must be held during regular library hours
- c. Meeting rooms are intended for larger groups, and therefore a minimum attendance requirement may be imposed. Meeting rooms are not intended for one-on-one discussions, study or tutoring (see study room information below).
- d. No single group may have more than three (3) meetings reserved in advance in a six (6) month period. Exceptions are library sponsored and co-sponsored activities, or library system sponsored programs, and events offered by the City.
- e. Meeting rooms may be reserved at least one week and up to six months in advance through the

online meeting room booking system or by calling the library administration.

- f. An authorized member of the group requesting the use of the meeting room will be required to sign or electronically submit a "Meeting Room Request Form" which provides information regarding the program and the requested room set up.
- g. Anyone using the Community Piano must comply with the Piano Policy.
- h. The Library may require proof that any public audiovisual presentation is not in conflict with copyright laws.
- i. The Library may schedule non-library programs in the children's program rooms when lower level meeting rooms are not available so long as the meeting complies with the Library Children's Room Appropriate Use Policy.

### 3. Study Room Rules.

- a. The Library provides study rooms for individuals and small groups to meet and work quietly. These rooms are reserved through the Reference Desk.
  - i. Individuals and small groups may request a study room when they are available on a first-come, first-served basis.
  - ii. Tutors may reserve a study room up to one (1) month in advance by calling the Reference Desk.
  - iii. Individuals may reserve a room the day of in person or by calling the Reference Desk.
- b. Rooms may be reserved for up to two (2) hours. Extensions may be granted if no one is waiting to use the room.
- c. Study rooms may be booked in coordination with library administration following the meeting room reservation process for the following circumstances:
  - i. Groups not meeting minimum size requirement for a meeting room may use a study room, which may be booked in advance with the approval of library administration.
  - ii. Employers and employment agencies may use study rooms for open job interviews with the approval of library administration.
  - iii. Individuals and groups providing people free social services information may use study rooms with the approval of the library administration.
  - iv. Individuals may request a specific room, however rooms will be assigned by library staff based on the size of group, room availability and needs of the user.

### 4. Lab Rules

- a. The library provides the Lab specifically for use by library staff and community partners.

- i. The Lab must be reserved by library staff either for library programs or for community partners. Community partners, meeting room users and the public cannot reserve the Lab directly.
- ii. A group of laptops is available for reservation in conjunction with the Lab. This should be booked at the same time as the room.

*Approved: 12/98; Amended: 11/01; 09/09; 2/13; 10/15; 12/16; 3/17; 7/18*

<b>CITY OF APPLETON POLICY</b>	<b>TITLE: FAIR LABOR STANDARDS ACT</b>	
REVIEW DATE: December 2006 August 2009	LAST UPDATE: August 2009 August 2015	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: All Employees	TOTAL PAGES: 4
Reviewed by Legal Services Date: September 2004 February 2005 August 2009 August 2015 December 2015	Committee Approval Date: October 13, 2004 September 23, 2009 August 24, 2015 December 7, 2015	Council Approval Date: October 20, 2004 October 21, 2009 September 24, 2015 December 16, 2015

#### I. PURPOSE

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

#### II. POLICY

It is the policy of the City of Appleton to comply fully with the provisions of the FLSA as well as applicable state laws and City of Appleton Collective Bargaining Agreements. Questions regarding this policy can be directed towards the employees supervisor, Human Resources, or the City Legal Services department. Failure to follow this policy will result in discipline up to and including discharge of employment.

#### III. PROCEDURES

##### A. Covered Employees

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

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

employees can be considered exempt from specific provisions. Exempt employees are expected to put in those hours necessary to complete their job and are not eligible for overtime.

B. Non-covered Employees

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

C. Work Period

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

D. Time Worked

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

- E. Meal Periods - Although meal periods are not required by FLSA, it is the policy of the City of Appleton that meal periods are provided to employees. If meal periods are not provided, there must be specific work-related reasons or departmental needs for not allowing the meal period. (Refer to the applicable Collective Bargaining Agreements and departmental policies for represented employees and to the Conditions of Employment Policy for non-represented employees).
- F. Break Periods - Break periods are not required by FLSA. However, up to two 15-minute break periods per day may be authorized for City employees as per the applicable Collective Bargaining Agreement, the Conditions Of Employment Policy for non-represented employees, or through department Work Rules.
- G. Meetings/Training – Time spent by non-exempt employees attending meetings, training, and similar activities must be counted as time worked unless ALL of the following criteria are met:
1. The attendance is outside of the non-exempt employees' regular working hours;
  2. The attendance is voluntary;
  3. The meeting, training, or similar activity is not directly related to the non-exempt employees' positions; and
  4. The non-exempt employees perform no work related to their positions while in attendance.
- Lunch breaks at training are not considered time worked for non-exempt employees, provided the employee is free to leave and there is no formal instruction during the lunch period.
- H. Travel
1. Normal travel, for a non-exempt employee, from home to work and return to home is not work time. This is true whether the non-exempt employee has a fixed workplace or works at different locations.
  2. Travel to work assignments at sites within reasonable commuting distance of the non-exempt employee's primary work site is considered in the "home to work" category and is not work time. If, however, a non-exempt employee is required to stop by the primary work site for instructions or to pick up materials, the travel from the primary work site to the work assignment will be counted as time worked.
  3. Travel between a non-exempt employee's normal work site and another place of assignment, or travel between one assignment and another during the work day, is considered time worked.
  4. Travel associated with a one-day assignment at a different location will be considered time worked to the extent that the travel exceeds the time spent in the non-exempt employee's normal travel between home and work.
  5. FLSA exempt employees are not entitled to any FLSA compensation for travel time either outside of, or in addition to, their normal hours of work.
- I. Overtime
1. If overtime occurs (non-exempt employee is to receive time and a half compensation or FLSA compensatory time at the same rate for the amount of overtime worked. All authorized paid leaves with the exception of PTO Sick and Sick shall be considered as time worked for the purpose of computing overtime.

2. Non-exempt employees must receive prior approval from their supervisor to work overtime.
  3. Non-exempt fire protection employees, who have an assigned work period of 28 calendar days, are entitled to overtime compensation after working 212 hours in the work period.
  4. Non-exempt law enforcement employees, who have an assigned work period of 28 calendar days, are entitled to overtime compensation after working 171 hours in the work period.
  5. FLSA exempt employees are not entitled to overtime compensation or FLSA compensatory time for time worked over 40 hours in a work period unless specifically provided for in another policy.
- J. Exempt employees can be subject to an unpaid disciplinary suspension of a full workweek or one or more full days for violations of an employer's workplace or conduct rules, as defined in the regulations, without destroying the exempt status.
- K. Non-exempt employees can be subject to unpaid disciplinary suspensions of one or more full days for violations of an employer's workplace or conduct rules, as defined in the regulations.
- L. Child Labor Laws – The type of work that may be performed by employees under the age of 18 is restricted by federal and state laws. Please refer to the Federal and State Posting in each worksite for more detail.

#### IV. COMPLAINT PROCEDURE

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



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

#### **I. PURPOSE**

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

#### **II. POLICY**

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

#### **III. DISCUSSION**

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

#### **IV. DEFINITIONS**

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

not eligible for the overtime compensation provisions of FLSA.

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

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

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

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

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

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

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

## V. PROCEDURES

### A. DETERMINATION OF PAY RANGES

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

### B. ENTRANCE PAY RATE

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

### C. RECLASSIFICATION

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

(a) Classification or Reclassification Consideration

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

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

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

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

(b) Review of Requests

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

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

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

D. COMPENSATION PLAN COMPONENTS

(a) Pay Range Adjustment

Pay Range adjustments are typically made on an annual basis. The Human Resources Director

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

The adjustment takes the form of an adjustment to pay ranges with the goal of maintaining market competitiveness of the pay plan.

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

(b) Pay for Performance

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

**The maximum Pay for Performance Adjustment shall not exceed the approved Pay Range Adjustment plus 3%.**

E. PAY RATE ADJUSTMENTS

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

- (a) Transfers - When an employee is transferred from one class to another with a common pay range, he/she shall continue to receive the same pay rate unless a different rate is deemed appropriate.
- (b) Promotion - When an employee is promoted from one class to another having a higher pay range, he/she shall receive an increase as deemed appropriate but not to exceed the Control Point of the range unless approved by the Committee as outlined in the above Entrance Pay Rate section. If the employee's pay rate is higher than the control point of the new position prior to promotion, no authorization is needed from the Committee. For consideration of placement into the new salary range, such factors as the average value of overtime lost, average value of extra hours worked in a non-exempt capacity as well as other internal and external factors shall be considered.
- (c) Demotion - When an employee accepts a position in a lower pay grade for any reason, a rate of pay shall be determined. For consideration of placement into the new salary range, such factors as experience, qualification, length of service, average value of overtime lost and the level of pay similar to employees in the pay range shall be considered.
- (d) Upward Re-Classification - When an employee's position is reclassified into a higher pay grade, the reclassification shall be treated the same as a promotion under (b) above.
- (e) Downward Re-Classification - When an employee's position is reclassified into a lower pay grade, the reclassification shall be treated the same as (c.) above.

(f) Equity Adjustments

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

F. MINIMUM AND MAXIMUM RATES

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

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

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

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

G. OVERTIME

- (a) Employees in the Compensation Plan who meet the exemption under the Fair Labor Standards Act shall be exempt from all premium pay provisions except as otherwise outlined in this policy.
- (b) Employees who are required to work Sunday, not part of their regular schedule, shall receive double time pay. Utility Department employees who work Sunday, as part of their regular schedule, shall receive double time pay.
- (c.) All non-represented non-exempt employees in the Compensation Plan shall be paid no less than the minimum compensation required pursuant to the FLSA, including overtime compensation on a time and one half basis, for all hours worked in excess of 40 hours per week subject to the following:
  - 1. Compensatory Time, Sick leave, PTO Sick, approved non-paid leave and FMLA non-paid leave hours shall not be counted as hours worked for purposes of computing overtime compensation; and,
  - 2. Scheduled City holiday hours, vacation, PTO, funeral leave, jury duty and approved paid FMLA leave (except PTO Sick, see #1 above) may be counted as hours worked for purposes of computing overtime compensation (except when employee is called to work, then see #3 below); and,
  - 3. Hours worked and paid at a Sunday or Holiday double time rate\*, where the employee is also paid an additional call pay premium, shall not be counted as hours worked for purposes of computing overtime compensation.

\*Holiday double time rate refer to Fringe Benefit Policy.

- (c) Battalion Chiefs and Deputy Fire Chiefs who fill in for other Chief Officers, when overtime would otherwise be required, shall receive straight time pay for all such hours worked in addition to his/her regular bi-weekly rate. Operations Battalion Chiefs who are required by the Chief to attend extended (generally more than four (4) hours) training on his/her off-duty time may be eligible for straight time pay for attendance at such training at the discretion of the Fire Chief.

- (d) Police Lieutenants and Captains will receive compensation at time and one half of the top senior sergeant rate when working beyond their normal schedule for Grants, Off-Duty Police Services, Avenue Detail and special events.
- (e) Overtime shall be approved in advance by the Department Director or supervisor and reviewed periodically by the Department Director. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or emergencies.

## H. SHIFT DIFFERENTIAL PREMIUM

~~Utility Department non-exempt employees working a rotating shift shall receive a shift premium of \$.67 per hour added to their pay and all other non-exempt employees designated by departmental policy may~~ shall receive a shift differential premium of \$1.00 per hour added to their base pay if hired to work a regular 2<sup>nd</sup> or 3<sup>rd</sup> shift (while working a 2<sup>nd</sup> or 3<sup>rd</sup> shift). \$.30 per hour between the hours of 5:00 PM and 5:00 AM. This shall not include Library employees, an extension of the workday of two (2) hours or less, or employees working a modified schedule  
Non-exempt employees shall be eligible for a \$.50 shift premium added to their base pay if the employee is regularly scheduled (through shift selection or designated assignment) to work a 2<sup>nd</sup> or 3<sup>rd</sup> shift schedule (3<sup>rd</sup> or 4<sup>th</sup> shift schedule for Police).

## I. HIGHER RATE OF PAY

~~Employees of the Public Works Department assigned for one week or longer shall be paid a higher rate differential of \$1.00 per hour for all actual hours worked performing the approved eligible tasks as listed below of the Public Works Department shall be eligible for higher rate of pay per departmental policy.~~  
Mason work (dig, form and pour)  
Water construction work (dig, pipe installation or repair)  
Forestry work (tree removal while climbing or in aerial)  
Asphalt paver operation  
Laborer plowing snow (off site)  
Loader operation (off site)  
Grader operation (off site)  
Backhoe operation (off site)  
Sewer truck operation (Leader)  
Parking Operator I temporarily assigned to Supervisory duties  
Parking Ramp Attendant temporarily assigned to Parking Enforcement  
Wood Hog Chipper

## J. CERTIFICATION PAY

### 1. Public Works Department

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

### 2. Lead Community Service Officer

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

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

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

## ~~2. Utilities Department~~

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

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

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

## K. TELEPHONE CALL

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

## L. EMERGENCY CALL-IN/~~EMERGENCY SHIFT CHANGE~~

Non-exempt employees who have left the worksite or are in a paid leave status, and who are called to return to work outside of their regularly scheduled hours to handle emergency situations that could not be anticipated, will be eligible for 3 hours call-in pay a lump sum of \$100 as call-in pay. ~~in or whose~~



~~shift is changed may be eligible for call time or shift change allowance as designated by departmental policy.~~

#### M. ~~EMERGENCY~~ ASSIGNED SHIFT CHANGE

This applies to Department of Public Works and Utilities employees who operate on shifts.

When a non-exempt employee is ~~scheduled for~~ **required to** work outside **their assigned shift as a result of an emergency**, of his/her range of typical hours, he/she will be paid as follows:

Employees notified for a change of assigned shift for a duration of more than one week and are given 48 hours or more notice shall be paid \$1.00 per hour, added to their base pay, for all hours worked for the duration of the scheduled shift.

Employees notified for a change of assigned shift for a duration of ~~less than~~ one week ~~or less~~ and are given 48 hours or more notice shall be paid \$2.00 per hour, added to their base pay, for all hours worked for the duration of the scheduled shift.

Employees notified for a change of assigned shift and are given less than a 48 hour notice shall be paid \$50 per day for the first 48 hours and then the employee shall be paid pursuant to the above.

The \$1.00 and \$2.00 premium pay shall be added to the employee's regular base rate for purposes of calculating the overtime rate.

~~Non-exempt employee eligible for the Assigned Shift pay include the following departments who operate on shifts: DPW and Utilities.~~

~~a call time allowance of two (2) hours at straight time in addition to the applicable pay for the time actually worked. The employee shall be eligible for a two (2) hour call time each day that the employee is assigned to work outside their normal shift as a result of the emergency. This will not include extensions to a shift. Notice of the scheduled work will be provided prior to the end of their shift.~~

#### N. ~~SCHEDULE~~ CHANGE

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

#### O. STAND-BY DUTY

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

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



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

Any exempt employee, **not on Stand By Duty**, who is required to report to duty for emergency operations (e.g. snowplowing, water main breaks, facilities and grounds and technology issues, storms & other disasters, police investigations, SWAT calls etc.) may be eligible for additional compensation in the form of a bonus as outlined below:

- ◆ If the employee reports for work and works more than one (1) hour but less than four (4) hours, the employee shall be entitled to \$50.00 for each report.
- ◆ If the employee reports for work and works four (4) hours or more, shall be entitled to ~~\$100.00~~ \$200.00 for each report.
- ◆ ~~Police Captains and Lieutenants, who report for work and work four (4) hours or more, shall be entitled to \$200.00 for each report.~~

~~O. SPECIAL CONDITIONS~~

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



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Minutes Library Board

---

Tuesday, July 24, 2018

2:30 PM

225 N. Oneida Street

---

### Nominating Committee

#### 1. Call meeting to order

Chairperson Nancy Scheuerman called the meeting to order at 2:32 pm

#### 2. Roll call of membership

**Present:** 3 - Bergman, Scheuerman and Mann

**Others :** 1 - Rortvedt

#### 3. Action Items

##### [18-1079](#)

Selection of Nominees for Board President, Vice President and Secretary

**Bergman moved, seconded by Mann, that the nomination of Patricia Exarhos for Library Board President be approved. Voice Vote. Motion Carried. (3-0)**

**Bergman moved, seconded by Mann, that the nomination of Rebecca Kellner for Library Board Vice President be approved. Voice Vote. Motion Carried. (3-0)**

**Mann moved, seconded by Bergman, that the nomination of Brian Looker for Library Board Secretary be approved. Voice Vote. Motion Carried. (3-0)**

#### 4. Adjournment

**Bergman moved, seconded by Mann, that the meeting be adjourned. Voice Vote. Motion Carried. (3-0)**

**The meeting was adjourned at 2:53 pm**



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

1819 East Witzke Boulevard  
Appleton, Wisconsin 54911-8401  
(920) 832-5572 FAX (920) 993-3103  
Email - [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management  
Colleen Rortvedt, Library Director

DATE: 8/6/2018

RE: Action Item: Award contract to Commercial Horizons for design and engineering services for the Appleton Public Library for a contract of \$347,000.

On April 9, 2018 and April 17, 2018 the City Council and the Library Board, respectively, voted to support the city's efforts to include the library's needs as identified in a mixed use development with Commercial Horizons towards the development of a mixed-use library project on the current site of the Soldier's Square Parking Ramp. The Commercial Horizons team consists of OPN Architects (library consultant), EUA Architects (architect) and Miron Construction (general contractor).

This memo requests to award a contract to Commercial Horizons to provide the following services for the continued planning towards the library and a temporary parking solution during the phasing of construction. The 2018 Capital Improvement Plan includes \$500,000 in funding for the library.

This contract includes:

- Site development and building coordination for the new library.
- Programming and public outreach for the new library.
- Library schematic design.
- Site development for a temporary parking solution.
- Topographic & schematic parking lot layouts for temporary parking.

The Commercial Horizon team continues to demonstrate an understanding and approach to the library project that demonstrates their depth of experience and knowledge in library and mixed use design and construction and recommend awarding this contract so planning for the library can continue.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).

cc: Mayor Timothy M. Hanna