



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, April 20, 2021

4:30 PM

City Hall, 6th Floor A/B

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[21-0456](#) March 16, 2021 Meeting Minutes

Attachments: [March 16 2021 Meeting Minutes.pdf](#)

4. Public Participation and Communication

[21-0457](#) Michael Vang

Establish Order of the Day

5. Action Items

[21-0458](#) Bill Register - March 2021

Attachments: [March Bill Register.pdf](#)
[March Budget Report.pdf](#)
[Q1 Friends Budget Report.pdf](#)

[21-0459](#) 2020-2021 Carryover

[21-0460](#) City Policies: Restricted Duty Policy, Fringe Benefit Policy (incorporates EAP Policy), Electronic Communications Policy, Military Leave Policy, Automated External Defibrillator (AED) Policy

Attachments: [Restricted Duty 2021 Strike and Bold.pdf](#)
[Fringe Benefit Policy 2019 Strike and Bold.pdf](#)
[EMPLOYEE ASSISTANCE PROGRAM 2021 Strike and Bold.pdf](#)
[Electronic Communicaton Policy 2021 Strike and Bold.pdf](#)
[Military Leave Policy 2021 Strike and Bold.pdf](#)
[AED Policy \(Suggested Changes\).pdf](#)

6. Information Items

A. Administrative Report

[21-0461](#) Continuity of Operations and Library Service Update

[21-0462](#) APL Building Process Update

[21-0463](#) APL Hiring Processes

[21-0464](#) 1st Quarter 2021 Friends Grant Funded Program Summaries

Attachments: [Friends Grant Funded Program Summaries 1st Quarter 2021 final.pdf](#)

[21-0472](#) Appleton Public Library 2020 Annual Report

Attachments: [AnnualReport_FinalPrint.pdf](#)

B. President's Report

[21-0465](#) Recognizing 2020-2021 Alderperson Appointee to the Library Board

[21-0466](#) Trustee Essentials Chapter 13: Library Advocacy

Attachments: [TE13.pdf](#)

C. Staff Updates

[21-0467](#) Children's Program Updates

Attachments: [Children's Svcs Program Updates April 2021.pdf](#)

[21-0468](#)

Community Partnerships Program Updates

Attachments: [2021-04 Community Partnerships Board Report.pdf](#)

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, March 16, 2021

4:30 PM

City Hall, 6th Floor A/B

1. Call meeting to order

President Rebecca Kellner called the meeting to order at 4:31pm

2. Roll call of membership

Chuck Erikson is not a Library Board Trustee, was not present and did not vote on any Action Items at the meeting.

Others Present: Owen Anderson, Nicole Casner, Ann Cooksey, Dean Gazza, Tina Kreuger, Alderperson Joe Martin, Adriana McCleer, Jessica Miller, Colleen Rortvedt, Tasha Saecker, Nick Vande Castle, Maureen Ward, Mayor Jake Woodford

Present: 10 - Bergman, Peterson, Hartjes, Looker, Kellner, Exarhos, Siebers, Scheuerman, Mann and Nett

Absent: 1 - Sivasamy

3. Approval of minutes from previous meeting

[21-0291](#)

February 23, 2021 Meeting Minutes

Attachments: [Febraury 23, 2021 Meeting Minutes.pdf](#)

Scheuerman moved, seconded by Bergman, that the February 23, 2021 Meeting Minutes be approved.

Looker moved, seconded by Hartjes, that the February 23, 2021 Meeting Minutes be approved as amended, Voice Vote. Motion Carried. (10-0)

4. Public Participation & Communication

[21-0295](#)

Introduction of New Trustees - Lisa Nett and Umika Sivasamy

Establish Order of the Day

5. Action Items

[21-0292](#)

Bill Register - February 2021

Attachments: [February Bill Register.pdf](#)
[February Budget Report.pdf](#)

Peterson moved, seconded by Looker, that the February 2021 Bill Register be approved. Voice Vote. Motion Carried. (10-0)

Aye: 11 - Bergman, Peterson, Hartjes, Looker, Kellner, Exarhos, Siebers, Scheuerman, Mann, Erickson and Nett

Absent: 1 - Sivasamy

[21-0293](#)

Request to endorse the City of Appleton Common Council Finance Committee's approval to award a design and engineering services contract for the Appleton Public Library to Skidmore, Owings & Merrill in the amount of \$2,721,389 with a 5% contingency of \$136,070 for a project total not to exceed \$2,857,459

Attachments: [2021 Library Architect and Engineers.pdf](#)
[SOM Letter to Appleton Community 3-8-2021.pdf](#)

Scheuerman moved, seconded by Hartjes, that the Request to endorse the City of Appleton Common Council Finance Committee's approval to award a design and engineering services contract for the Appleton Public Library to Skidmore, Owings & Merrill in the amount of \$2,721,389 with a 5% contingency of \$136,070 for a project total not to exceed \$2,857,459 be approved. Voice Vote. Motion Carried. (10-0)

Aye: 11 - Bergman, Peterson, Hartjes, Looker, Kellner, Exarhos, Siebers, Scheuerman, Mann, Erickson and Nett

Absent: 1 - Sivasamy

6. Information Items

A. Administrative Report

[21-0294](#)

Continuity of Operations and Library Service Update

[21-0296](#)

APL Hiring Processes

[21-0297](#)

2020 End of Year Statistics

Attachments: [OCT 2020.pdf](#)
[NOV 2020.pdf](#)
[DEC 2020.pdf](#)
[2020BytheNumbersCirculationInfographic.pdf](#)
[2020BytheNumbersAdultServicesInfographic.pdf](#)
[2020BytheNumbersYouthServices.pdf](#)
[2020BytheNumbersProgrammingInfographic.pdf](#)
[2020BytheNumbersTechnologyInfographic.pdf](#)

[21-0298](#)

End of Year 2020 Collaborative Efforts List

Attachments: [2020 Year End Collaborative Cooperative Agreements Library Final.pdf](#)

B. President's Report

[21-0299](#)

Servant Leadership and the Library Trustees

Attachments: [Trustees-and-Directors-Part-1.pdf](#)
[Using-Your-Passions-as-a-Library-Trustee-handout.pdf](#)

C. Staff Updates

[21-0301](#)

Children's Services Programming Updates

Attachments: [Childrens Services Update March 2021.pdf](#)

[21-0303](#)

Community Partnerships Update

Attachments: [2021-03 Board Report - CP.pdf](#)

7. Adjournment

Bergman moved, seconded by Mann, that the Library Board Meeting be adjourned. Voice Vote. Motion Carried. (10-0)

The meeting was adjourned at 5:39pm

Aye: 11 - Bergman, Peterson, Hartjes, Looker, Kellner, Exarhos, Siebers, Scheuerman, Mann, Erickson and Nett

Absent: 1 - Sivasamy

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/3 TO 2021/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16010								Library Administration
16010	630100							Office Supplies
	001583	UNITED STATES POSTAL	51672	0	2021 3	INV P	22.00	pcard Stamps for CR
	001583	UNITED STATES POSTAL	52566	0	2021 3	INV P	14.00	pcard Postage - Board Mee
	001583	UNITED STATES POSTAL	52744	0	2021 3	INV P	18.20	pcard Stamps
							54.20	
	002034	OFFICE DEPOT	51671	0	2021 3	INV P	36.87	pcard Manilla File Folder
	002034	OFFICE DEPOT	52680	0	2021 3	INV P	133.69	pcard Batteries, Sharpies
	002034	OFFICE DEPOT	52681	0	2021 3	INV P	32.37	pcard Plastic Page Protec
	002034	OFFICE DEPOT	52741	0	2021 3	INV P	19.79	pcard Dominoe Sugar Packe
	002034	OFFICE DEPOT	52742	0	2021 3	INV P	110.32	pcard Coffee Supplies - K
							333.04	
	002259	DEMCO SOFTWARE	52682	0	2021 3	INV P	169.19	pcard Sneeze Guards (Chil
	999990	WALGREENS #5102	52743	0	2021 3	INV P	28.95	pcard Water, Soda
							ACCOUNT TOTAL	585.38
16010	630300							Memberships & Licenses
	999990	WISCONSIN LIBRARY AS	52683	0	2021 3	INV P	50.00	pcard Annual Membership R
							ACCOUNT TOTAL	50.00
16010	632002							Outside Printing
	001393	ULINE	52394	0	2021 3	INV P	290.51	pcard COVID-19 Signage Su
	999990	SIGNS.COM	52423	0	2021 3	INV P	130.77	pcard COVID-19 Signage an
							ACCOUNT TOTAL	421.28
16010	659900							Other Contracts/Obligation
	001508	WILS	50733	0	2021 3	INV P	990.00	031721 547595 Appleton Community
	001508	WILS	52269	0	2021 3	INV P	1,500.00	033121 547776 City Library Collec
							2,490.00	
	002229	STAR PROTECTION AND	51427	0	2021 3	INV P	1,340.00	031721 547571 Security Guard
	002229	STAR PROTECTION AND	52149	0	2021 3	INV P	180.00	033121 547756 Security Guard
							1,520.00	
							ACCOUNT TOTAL	4,010.00
							ORG 16010 TOTAL	5,066.66
16021								Library Children's Services
16021	630100							Office Supplies
	001983	AMAZON	51613	0	2021 3	INV P	15.99	pcard Locks for Storage U

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/3 TO 2021/3										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
001983 AMAZON	52454	0	2021	3	INV P			Maker Quest supplie	58.70	pcard
001983 AMAZON	52661	0	2021	3	INV P			Storywalk Books	163.74	pcard
									238.43	
								ACCOUNT TOTAL	238.43	
								ORG 16021 TOTAL	238.43	
16024								Library Community Partnerships		
16024	620100							Training/Conferences		
999990 NATIONAL GENEALOGICA	51679	0	2021	3	INV P			Conference refunded	-25.00	pcard
								ACCOUNT TOTAL	-25.00	
16024	630100							Office Supplies		
002034 OFFICE DEPOT	51670	0	2021	3	INV P			Tabs / Labels	55.18	pcard
999990 VISTAPR*VISTAPRINT.C	52393	0	2021	3	INV P			Business Cards	27.72	pcard
999990 SIGNS.COM	52423	0	2021	3	INV P			COVID-19 Signage an	15.29	pcard
									43.01	
								ACCOUNT TOTAL	98.19	
16024	659900							Other Contracts/Obligation		
002589 BRANDY COLBERT	51423	0	2021	3	INV P			Books Build Communi	900.00	031721 547510
								ACCOUNT TOTAL	900.00	
								ORG 16024 TOTAL	973.19	
16031								Library Building Operations		
16031	630600							Building Maint./Janitorial		
000274 CINTAS CORPORATION	52403	0	2021	3	INV P			Rug cleaning	39.16	pcard
								ACCOUNT TOTAL	39.16	
16031	640700							Solid waste/Recycling Pickup		
999990 GFL ENVIRONMENTAL IN	52496	0	2021	3	INV P			March recycling	250.00	pcard
999990 GFL ENVIRONMENTAL IN	52497	0	2021	3	INV P			March trash disposa	74.00	pcard
									324.00	
								ACCOUNT TOTAL	324.00	
16031	641301							Electric		
001575 WE ENERGIES	530	0	2021	3	INV P				5,292.63	033121 547770 00262
001575 WE ENERGIES	531	0	2021	3	INV P				5,864.68	033121 547771 00262
									11,157.31	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/3 TO 2021/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
ACCOUNT TOTAL							11,157.31				
16031	641302										
	001575	WE ENERGIES	530	0	2021	3	INV P	2,546.44	033121	547770 00162	
	001575	WE ENERGIES	531	0	2021	3	INV P	2,206.74	033121	547771 00162	
							4,753.18				
ACCOUNT TOTAL							4,753.18				
ORG 16031 TOTAL							16,273.65				
16032											
	16032	503500									
	999998	LEAH STAUDE	51436	0	2021	3	INV P	11.00	033121	547741 Patron material rei	
ACCOUNT TOTAL							11.00				
16032	630100										
	002259	DEMCO SOFTWARE	52635	0	2021	3	INV P	433.39	pcard	Display racks for C	
	999990	KAPCO	51537	0	2021	3	INV P	674.83	pcard	Back jacket covers	
	999990	VISTAPR*VISTAPRINT.C	52393	0	2021	3	INV P	34.92	pcard	Business Cards	
	999990	SHOWCASES	52424	0	2021	3	INV P	196.73	pcard	SHOWCASES	
	999990	WF WAYFAIR3533354393	52489	0	2021	3	INV P	104.99	pcard	CS Storage Unit	
	999990	WF WAYFAIR3533387193	52607	0	2021	3	INV P	629.94	pcard	CD Storage	
							1,641.41				
ACCOUNT TOTAL							2,074.80				
16032	631500										
	000550	GALE / CENGAGE LEARN	52687	0	2021	3	INV P	1,995.00	pcard		
	000870	MERGENT, INC.	50618	0	2021	3	INV P	390.00	030321	547359 2020 Harris Dir. of	
	000889	MIDWEST TAPE	51641	0	2021	3	INV P	745.10	pcard		
	000889	MIDWEST TAPE	51642	0	2021	3	INV P	5,983.19	pcard		
	000889	MIDWEST TAPE	51643	0	2021	3	INV P	907.80	pcard		
	000889	MIDWEST TAPE	52527	0	2021	3	INV P	1,145.86	pcard		
							8,781.95				
	001983	AMAZON	51353	0	2021	3	INV P	9.49	pcard		
	001983	AMAZON	51354	0	2021	3	INV P	14.99	pcard		
	001983	AMAZON	51355	0	2021	3	INV P	36.27	pcard		
	001983	AMAZON	51356	0	2021	3	INV P	58.99	pcard		
	001983	AMAZON	51357	0	2021	3	INV P	5.99	pcard		
	001983	AMAZON	51673	0	2021	3	INV P	81.12	pcard		
	001983	AMAZON	51674	0	2021	3	INV P	147.34	pcard		
	001983	AMAZON	51675	0	2021	3	INV P	36.13	pcard		
	001983	AMAZON	51676	0	2021	3	INV P	114.90	pcard		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/3 TO 2021/3									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
001983 AMAZON	51677	0	2021 3	INV	P			20.37 pcard	
001983 AMAZON	51678	0	2021 3	INV	P			25.98 pcard	
001983 AMAZON	52569	0	2021 3	INV	P			10.28 pcard	
001983 AMAZON	52570	0	2021 3	INV	P			37.98 pcard	
001983 AMAZON	52571	0	2021 3	INV	P			26.89 pcard	
001983 AMAZON	52689	0	2021 3	INV	P			7.28 pcard	
								634.00	
002396 INGRAM LIBRARY SERV	51313	0	2021 3	INV	P			447.86 pcard	
002396 INGRAM LIBRARY SERV	51314	0	2021 3	INV	P			500.72 pcard	
002396 INGRAM LIBRARY SERV	51315	0	2021 3	INV	P			182.04 pcard	
002396 INGRAM LIBRARY SERV	51316	0	2021 3	INV	P			2,371.63 pcard	
002396 INGRAM LIBRARY SERV	51317	0	2021 3	INV	P			840.15 pcard	
002396 INGRAM LIBRARY SERV	51318	0	2021 3	INV	P			183.58 pcard	
002396 INGRAM LIBRARY SERV	51644	0	2021 3	INV	P			270.75 pcard	
002396 INGRAM LIBRARY SERV	51645	0	2021 3	INV	P			1,671.06 pcard	
								6,467.79	
002583 BLACKSTONE PUBLISHIN	52686	0	2021 3	INV	P			116.50 pcard	
999990 OVERDRIVE DIST	51312	0	2021 3	INV	P			1,066.91 pcard	
999990 PRESTO MUSIC	51350	0	2021 3	INV	P			17.65 pcard	
999990 THOMSON WEST*TCD	51351	0	2021 3	INV	P			521.07 pcard	
999990 THOMSON WEST*TCD	51352	0	2021 3	INV	P			1,054.95 pcard	
999990 PAYPAL *BECKETTMEDI	51358	0	2021 3	INV	P			44.95 pcard	
999990 INGRAM LIBRARY SERVI	51646	0	2021 3	INV	P			250.40 pcard	
999990 INGRAM LIBRARY SERVI	51647	0	2021 3	INV	P			212.59 pcard	
999990 INGRAM LIBRARY SERVI	51648	0	2021 3	INV	P			189.78 pcard	
999990 INGRAM LIBRARY SERVI	51649	0	2021 3	INV	P			221.03 pcard	
999990 INGRAM LIBRARY SERVI	51650	0	2021 3	INV	P			394.81 pcard	
999990 INGRAM LIBRARY SERVI	52528	0	2021 3	INV	P			499.99 pcard	
999990 INGRAM LIBRARY SERVI	52529	0	2021 3	INV	P			189.22 pcard	
999990 INGRAM LIBRARY SERVI	52530	0	2021 3	INV	P			1,687.02 pcard	
999990 INGRAM LIBRARY SERVI	52531	0	2021 3	INV	P			230.44 pcard	
999990 INGRAM LIBRARY SERVI	52532	0	2021 3	INV	P			262.54 pcard	
999990 THE PENWORTHY COMPAN	52567	0	2021 3	INV	P			1,031.80 pcard	
999990 IN *NICHE ACADEMY	52568	0	2021 3	INV	P			2,800.00 pcard	
999990 ANC*NEWSPAPERS.COM	52688	0	2021 3	INV	P			74.90 pcard	
								10,750.05	
								ACCOUNT TOTAL	29,135.29
16032 659900								Other Contracts/Obligation	
001034 OUTAGAMIE WAUPACA LI	51428	0	2021 3	INV	P			62,748.00 032421	547650 OWLSnet Membership
								ACCOUNT TOTAL	62,748.00
								ORG 16032 TOTAL	93,969.09

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2021/3 TO 2021/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16033									Library Network Services
16033	641800								Equip Repairs & Maint
	001961	WELLS FARGO	FINANCIA 52148	0	2021	3 INV P			1,150.60 033121 547774 Copier Lease
									ACCOUNT TOTAL
									1,150.60
									ORG 16033 TOTAL
									1,150.60
	FUND 100	General Fund							TOTAL:
									117,671.62

** END OF REPORT - Generated by Jessica J. Miller **

YEAR-TO-DATE BUDGET REPORT
2021 YEAR TO DATE BUDGET

FOR 2020 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
160 Library							
423200 Library Grants & Aids	-1,070,138	0	-1,070,138	.00	.00	-1,070,138.00	.0%
480100 General Charges for Service	-50,000	0	-50,000	-11,540.63	.00	-38,459.37	23.1%
500100 Fees & Commissions	-600	0	-600	-252.67	.00	-347.33	42.1%
501500 Rental of City Property	-30,000	0	-30,000	-30,000.00	.00	.00	100.0%
502000 Donations & Memorials	0	0	0	-550.98	.00	550.98	100.0%
503500 Other Reimbursements	-136,484	0	-136,484	-203,276.96	.00	66,792.96	148.9%
610100 Regular Salaries	2,313,558	0	2,313,558	437,093.55	.00	1,876,464.45	18.9%
610400 Call Time Wages	0	0	0	15.00	.00	-15.00	100.0%
610500 Overtime Wages	0	0	0	703.45	.00	-703.45	100.0%
610800 Part-Time Wages	203,913	0	203,913	52,180.21	.00	151,732.79	25.6%
611400 Sick Pay	0	0	0	1,619.19	.00	-1,619.19	100.0%
611500 Vacation Pay	0	0	0	39,390.11	.00	-39,390.11	100.0%
615000 Fringes	836,047	0	836,047	.00	.00	836,047.00	.0%
615100 FICA	0	0	0	38,121.80	.00	-38,121.80	100.0%
615200 Retirement	0	0	0	34,776.44	.00	-34,776.44	100.0%
615301 Health Insurance	0	0	0	112,076.87	.00	-112,076.87	100.0%
620100 Training/Conferences	25,584	0	25,584	7,951.36	.00	17,632.64	31.1%
620600 Parking Permits	24,780	0	24,780	22,680.00	.00	2,100.00	91.5%
630100 Office Supplies	49,731	0	49,731	11,590.44	.00	38,140.56	23.3%
630300 Memberships & Licenses	2,200	0	2,200	1,662.78	.00	537.22	75.6%
630500 Awards & Recognition	850	0	850	129.99	.00	720.01	15.3%
630600 Building Maint./Janitorial	11,084	0	11,084	2,988.84	.00	8,095.16	27.0%
630700 Food & Provisions	1,135	0	1,135	301.72	.00	833.28	26.6%
630902 Tools & Instruments	150	0	150	.00	.00	150.00	.0%
631500 Books & Library Materials	671,834	0	671,834	248,131.86	.00	423,702.14	36.9%
632002 Outside Printing	100	0	100	.00	.00	100.00	.0%
632101 Uniforms	0	0	0	179.77	.00	-179.77	100.0%
632300 Safety Supplies	550	0	550	.00	.00	550.00	.0%
632700 Miscellaneous Equipment	68,630	0	68,630	9,474.95	.00	59,155.05	13.8%
640400 Consulting Services	3,600	0	3,600	.00	.00	3,600.00	.0%
640700 Solid Waste/Recycling Pickup	2,707	0	2,707	1,302.75	.00	1,404.25	48.1%
641200 Advertising	11,288	0	11,288	521.95	.00	10,766.05	4.6%
641301 Electric	93,551	0	93,551	18,434.57	.00	75,116.43	19.7%
641302 Gas	22,283	0	22,283	6,885.73	.00	15,397.27	30.9%
641303 Water	5,125	0	5,125	1,058.70	.00	4,066.30	20.7%
641304 Sewer	2,114	0	2,114	436.30	.00	1,677.70	20.6%
641306 Stormwater	3,611	0	3,611	785.34	.00	2,825.66	21.7%
641307 Telephone	2,948	0	2,948	811.20	.00	2,136.80	27.5%
641308 Cellular Phones	1,155	0	1,155	284.31	.00	870.69	24.6%
641600 Build Repairs & Maint	2,000	0	2,000	.00	.00	2,000.00	.0%

YEAR-TO-DATE BUDGET REPORT
2021 YEAR TO DATE BUDGET

FOR 2020 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
641800 Equip Repairs & Maint	84,931	0	84,931	57,098.33	.00	27,832.67	67.2%
642000 Facilities Charges	184,361	0	184,361	49,333.26	.00	135,027.74	26.8%
642400 Software Support	4,498	0	4,498	.00	.00	4,498.00	.0%
659900 Other Contracts/Obligation	152,769	0	152,769	87,964.46	.00	64,804.54	57.6%
681500 Software Acquisition	0	0	0	900.00	.00	-900.00	100.0%
TOTAL Library	3,499,865	0	3,499,865	1,001,263.99	.00	2,498,601.01	28.6%
TOTAL REVENUES	-1,287,222	0	-1,287,222	-245,621.24	.00	-1,041,600.76	
TOTAL EXPENSES	4,787,087	0	4,787,087	1,246,885.23	.00	3,540,201.77	
GRAND TOTAL	3,499,865	0	3,499,865	1,001,263.99	.00	2,498,601.01	28.6%

** END OF REPORT - Generated by Jessica J. Miller **

YEAR-TO-DATE BUDGET REPORT
 2021 YEAR TO DATE BUDGET

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	3	Y	N
Sequence 2	11	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
 YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.
 Print totals only: Y
 Print Full or Short description: S
 Print full GL account: N
 Format type: 1
 Double space: N
 Suppress zero bal accts: Y
 Include requisition amount: N
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Print journal detail: N
 From Yr/Per: 2018/12
 To Yr/Per: 2018/12
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Include additional JE comments: N
 Multiyear view: D
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2020/ 3
 Print MTD Version: N
 Roll projects to object: N
 Carry forward code: 1

Find Criteria
 Field Name Field Value

Org
 Object
 Project
 Rollup code
 Account type
 Account status

MAJOR PROJECT TITLE

***** Library - Friends of the Library

PROJECT TITLE

LIB-FRIENDLibrary - Friends of the Library

BEGINNING BALANCE -17,507.13

FUNDING SOURCES	TITLE	AMOUNT
LIB-FRIEND.LIBADMIN .OTHREIMB .	Library Administration	-35,000.00
	FUNDING SOURCE TOTAL	-35,000.00

EXPENSE STRINGS	TITLE	AMOUNT
LIB-FRIEND.CHILDSERV .OTHCONTR .	Children's Services	3,049.80
LIB-FRIEND.CHILDSERV .SUPPLIES .	Children's Services	748.44
LIB-FRIEND.COMMPART .OTHCONTR .	Community Partnerships	2,700.00
LIB-FRIEND.COMMPART .PTWAGES .	Community Partnerships	5,794.06
LIB-FRIEND.LIBADMIN .ADVERTISNG.	Library - Friends advertising	1,500.00
LIB-FRIEND.LIBADMIN .MEMBERLIC .	Library Administration	337.08
LIB-FRIEND.LIBADMIN .OTHCONTR .	Library Administration	2,490.00
LIB-FRIEND.MATERIALS .BOOKS/MATS.	Materials Management	1,042.25
	EXPENSE TOTAL	17,661.63

ENDING BALANCE -34,845.50

******* TOTALS**

BEGINNING BALANCE	-17,507.13
FUNDING SOURCE	-35,000.00
EXPENSE	17,661.63
ENDING BALANCE	-34,845.50

REPORT TOTAL: -34,845.50

** END OF REPORT - Generated by Jessica J. Miller **

CITY OF APPLETON POLICY	TITLE: RESTRICTED DUTY POLICY	
ISSUE DATE: July 2004	LAST UPDATE: July 26, 2005 June 2009 May 2013 March 2015 <u>February 2021</u>	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	POLICY APPLICATION: All City Employees	TOTAL PAGES: <u>910</u>
Reviewed by Legal Services Date: June 2009 April 2015	Committee Approval Date: February 9, 2005 September 23, 2009 February 6, 2012 May 11, 2015	Council Approval Date: February 16, 2005 October 21, 2009 February 15, 2012 May 20, 2015

I. PURPOSE

The purpose of this policy is to establish guidelines for temporary limited term restricted duty assignments and to outline the process and administration of the City's restricted duty program.

II. POLICY

It is the policy of the City of Appleton to allow employees, when possible, the opportunity to work in a limited term restricted duty assignment, where the employee is unable to perform full and regular duty due to an injury, illness, pregnancy, childbirth or related medical condition. The availability of limited term restricted duty assignments is exclusively determined by the City and is not intended to constitute a long-term or permanent assignment.

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This policy does not limit the rights of employees to seek reasonable accommodations as provided under the Americans with Disabilities Act (ADA).

III. DISCUSSION

The City is committed to providing work, when possible, for employees who have been restricted by a physician because of an injury, illness, pregnancy, childbirth or related medical condition. Restricted duty is temporary and all assignments must be within the employee's documented medical restrictions. Every effort will be made to place employees in positions within their own departments, but if necessary, employees will be placed wherever an appropriate assignment is available. Restricted duty may be at a different location, with different hours and different duties than performed in the employee's regular position.

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There is no guarantee of restricted duty work. The City of Appleton may not be able to place all employees with work restrictions on restricted duty assignments. The amount and type of restricted duty work may vary from time to time based on the changing needs of the organization, budget, work restrictions, availability of work, and skill level of the employee. Other considerations may include, but

are not limited to, whether the employee is taking corrective steps to resolve their medical issue, as well as the employees past pattern of restricted duty usage. Provisions of restricted duty work are at the discretion of the City of Appleton as it determines is in its best interest at the time. Nothing in this policy shall alter, amend or add to the benefits provided to employees through a collective bargaining agreement or other contractual agreement.

IV. DEFINITIONS

- A. **Restricted duty:** A temporary duty assignment, less arduous than the employee's regular job assignments.
- B. **Work-related injury/illness:** Any injury/illness that occurs in the course of and arises out of employment.
- C. **Non work-related injury/illness:** Any injury or illness that does not occur in the course of or arise out of employment.
- D. **Limited Term Assignment:** A non-permanent assignment of short duration, in which the nature and conditions of such assignment do not permit attainment of permanent status for that assignment.

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V. PROCEDURES

- A. Employee:
Employees who are not on worker's compensation and are requesting limited term restricted duty shall submit to their immediate supervisor a completed "Request for Limited Term Restricted Duty" form (Exhibit I) and an "Employee Work Restrictions" form (Exhibit II) completed by the treating physician. The supervisor will sign the acknowledgement and forward to the Human Resources Generalist.
- B. Human Resources Generalist shall:
 - 1. Review the request.
 - 2. Determine if there is a restricted duty work assignment that meets the employee's skills and medical restrictions. When necessary, the employee shall use accrued sick leave or may be placed on medical leave of absence until a request is approved.
 - 3. Contact the employee's supervisor or department coordinator about the availability of restricted duty assignment that meets the employee's medical restrictions within the employee's department. If no work is available within the employee's department, the Human Resources Generalist will consult with departments search the restricted duty project list for other suitable assignments outside the employee's department.
 - 4. Contact the employee's department director or designee about the availability of a suitable assignment outside the employee's department and obtain approval from the department director or designee for such assignment. The Human Resources Generalist shall also secure approval of the department director or designee of assignments of other city employees to their department.
 - 5. Notify the employee of approval or denial of the request. (Exhibit III)
 - 6. If approved, notify the department coordinator and restricted duty assignment supervisor that an employee is being assigned. (Exhibit IV)

C. Appleton Fire Department (AFD) and Appleton Police Department (APD):

- 1. The Appleton Fire Department and Appleton Police Department shall review the "Request for Limited Term Restricted Duty" and determine if a restricted duty work assignment is available

that meets the employee's skills and medical restrictions within their respective department. The AFD and APD shall coordinate restricted duty work assignments for their employees and consult with the Human Resources Generalist on assignments made.

2. If no work is available within the employee's department, the AFD and APD shall forward the request to the Human Resources Generalist.

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VI. ELIGIBILITY

A. Work-related injury/illness

An employee who has suffered a work-related injury/illness is eligible for limited term restricted duty subject to availability of work, skill level, and documented medical restrictions. Modified duty assignments are only available while the employee is subject to temporary restrictions and in a healing period. Availability of modified duty assignments will be re-evaluated every 90 days, for as long as necessary. Upon this re-evaluation, the modified duty assignment may be extended, a different modified duty assignment may be selected or the availability of modified duty may be rescinded.

An employee with a work-related injury/illness who is offered and refuses a limited term restricted duty assignment may forfeit wage benefits under the Worker's Compensation Act.

While on limited term restricted duty for a work-related injury or illness, employees will continue to receive their regular rate of pay. If an employee is only eligible for part-time work in a restricted duty capacity, the remaining time lost will be paid according to applicable contractual agreements, policy and/or the Worker's Compensation Act.

B. Non work-related injury/illness, pregnancy, childbirth or related medical condition

An employee who has suffered a non-work-related injury/illness, is pregnant or has a related medical condition may be eligible for limited term restricted duty subject to availability of work, skill level, and documented medical restrictions.

The maximum time that an employee with a non-work related injury/illness shall be allowed to work on limited term restricted duty is twelve (12) calendar weeks (cumulative) in a twelve (12) month period measured from the date that the limited term restricted duty assignment is approved. The week in which modified duty begins shall count as week one, even if only a partial week was worked on modified duty. All partial weeks of modified duty shall be counted as a full week. A calendar week is defined as Monday through Sunday.

Employees shall be allowed to work on limited term restricted duty for twenty four calendar weeks (cumulative) for each pregnancy, childbirth or related medical condition, measured from the date that the limited term restricted duty assignment is approved. The week in which modified duty begins shall count as week one, even if only a partial week was worked on modified duty. All partial weeks of modified duty shall be counted as a full week. A calendar week is defined as Monday through Sunday.

An employee who has concluded ~~the his/her~~ maximum allowable time on restricted duty assignment and who is not able to return to full duty, will be placed on medical leave of absence in accordance with contract provisions and/or City policy, and in accordance with the Family Medical Leave Act (FMLA).

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While on limited term restricted duty for a non-work related injury/illness or for pregnancy, childbirth or related medical condition, an employee may receive a rate of pay different from ~~his/her~~the employee's regular rate. The employee may be paid at a rate that is consistent with the job ~~he/she~~the employee is performing on restricted duty and not necessarily the employee's regular rate of pay.

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VII. RESPONSIBILITIES

A. Employee's Responsibilities

1. All employees are expected to follow their physician's recommendations, medical restrictions, and limitations, at all times, both on and off the job. Any employee, whether on or off duty, who disregards ~~his/her~~the employee's restrictions or engages in conduct inconsistent with those restrictions may be subject to discipline, up to and including discharge.

Under no circumstances shall an employee perform work that is outside of the physician's work restrictions.

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2. Employees are expected to cooperate fully with the City and return to work on either full duty or restricted duty as quickly as possible. Additionally, employees with a work-related injury or illness are expected to cooperate fully with the City's third-party administrator.
3. Employees will be required to comply with all other rules and regulations while working on restricted duty assignment.
4. Employees are responsible for furnishing a written updated "Employee Work Restrictions Form" of their medical condition to the Human Resources Generalist after each physician's visit or at thirty (30) day intervals from their last physician's visit.
5. Employees will be expected to submit a completed "Employee Work Restrictions" form or an equivalent physician's certification form prior to returning to full duty. Employees may be subject to a fit for duty evaluation prior to returning to unrestricted duty.
6. Employees are expected to work diligently and efficiently to the best of their ability or assignment may be terminated.

B. Supervisor's Responsibilities

1. Supervisors shall be responsible for monitoring that employees do not perform work outside of the treating physician's restrictions. -This includes monitoring the authorized number of hours the employee is released to work on restricted duty.
2. Supervisors are required to maintain strict confidentiality regarding the employee's injury, illness, pregnancy, ~~childbirth or related medical condition and/or limitations.~~
3. Supervisors of the department/division that has the restricted duty assignment shall be responsible for the supervision of the employee assigned to perform the assignment.
4. Supervisors are responsible for contacting the Human Resources Generalist regarding any problems with performance and/or limitations involving the employee on restricted duty.
5. Supervisors are responsible for submitting the appropriate paperwork to the HR Safety Coordinator regarding request for restricted duty assignments.

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C. Human Resources Generalist Responsibilities

1. The Human Resources Generalist shall be responsible for managing the restricted duty program including coordination and priority of restricted duty projects and coordination of a department contact list.
2. The Human Resources Generalist shall monitor the length of time an employee is working on restricted duty assignment to ensure compliance with the maximum allowable time for non-work-related and pregnancy, childbirth or related medical condition restricted duty assignment.
3. The Human Resources Generalist shall ensure that the restricted duty assignment is within the employee's work restrictions.
4. The Human Resources Generalist shall be responsible for securing approval from the department director or designee before placing an employee on assignment within their department and before placing one of their employees on an assignment in another department.

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D. Department Coordinator Responsibilities

1. Each department ~~contact~~ coordinator shall ~~be responsible for timely response to the HR Generalist in updating the restricted duty project list and shall~~ keep the Human Resources Generalist informed on the status of restricted duty projects.
2. Each department coordinator shall be responsible for coordinating an employee's assignment to restricted duty within their respective departments. This shall include working with the supervisor of the restricted duty assignment and forwarding a copy of the "Department Notification of Restricted Duty Assignment" form (Exhibit IV) to the supervisor.

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E. Department Director or designee ~~R~~Responsibilities

1. Department directors or designees shall be responsible for approving all restricted duty requests for their employees.
2. Department directors or designees shall be responsible for approving assignments of other ~~C~~city employees to their department.

VIII. PRIORITY OF ASSIGNMENT

Requests for limited term restricted duty assignments will be prioritized based on the following:

1. Work-related injury/illness,
2. Non work-related injury/illness, pregnancy, childbirth or related medical condition

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Employees already working a limited term restricted duty assignment may be displaced from an assignment to accommodate a subsequent work-related request for limited term restricted duty assignment. Assignment of limited term restricted duty shall be at the discretion of the Human Resources Department.

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An employee working restricted duty assignment will stay on restricted duty, provided there is restricted duty work available until one of the following:

- The restricted duty assignment is completed.
- The employee is released to full duty by the treating physician.

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- The physician determines that the employee is permanently disabled from performing the ~~the~~ employee's job.
- The employee has reached the maximum time allowed for restricted duty assignment.

IX. RETURN TO WORK

Prior to returning to work, the employee may be required to undergo a fit for duty examination with a doctor chosen by the City or may be required to sign an authorization allowing the City physician to speak with the employee's treating physician. This decision will be at the sole discretion of the employee's Department Director and Human Resources Director.

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The employee must have ~~the treating~~ his/her physician complete the "Employee Work Restrictions" form (Exhibit II) or equivalent form indicating that the employee is able to return to work without restrictions. This form must be submitted to the employee's supervisor prior to returning to work. The supervisor will forward a copy to the Human Resources Generalist.

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EXHIBIT I

REQUEST FOR LIMITED TERM RESTRICTED DUTY

TO: Supervisor/Human Resources Generalist

FROM:

DATE:

I am requesting limited term restricted duty. With this request, I am providing a physician's certification, which outlines my limitations/abilities and possible duration.

While working in restricted duty status, I understand the following rules will apply:

1. While on limited term restricted duty, my assignment will depend on the work available and the nature of my injury/illness. My work week/hours may be adjusted to facilitate this duty assignment. The City reserves the right to discontinue limited term restricted duty assignments at any time.
2. I will follow all applicable City Policies and departmental rules and regulations while working in a limited term restricted duty capacity. This shall include reporting time worked, reporting timely to work, reporting any medications that I may be on, etc.
3. I will follow all of the physician's recommendations, medical restrictions and limitations at all times both on and off the job.

I have read the above as well as the Restricted Duty Policy, and agree to limited term restricted duty status as outlined in both. I further understand that this arrangement is temporary and is an accommodation for my temporary medical restrictions.

Signed: _____

Date: _____

Name: _____
(print)

Supervisor Acknowledgement _____

Date _____

**EXHIBIT II
EMPLOYEE WORK RESTRICTIONS**

Patient Name: _____ Current Job: _____

Physician Name (please print): _____

Phone: _____ Fax: _____

Date you saw patient: ____-____-____ Time In: ____-____-____ Injury Date: ____-____-____

Full Time <input type="checkbox"/>	2nd shift <input type="checkbox"/>	Mon <input type="checkbox"/>	Fri. <input type="checkbox"/>
Part Time <input type="checkbox"/>	1st shift <input type="checkbox"/>	Sun. <input type="checkbox"/>	Thurs <input type="checkbox"/>
Seasonal <input type="checkbox"/>	3rd shift <input type="checkbox"/>	Tues. <input type="checkbox"/>	Sat <input type="checkbox"/>
Temporary <input type="checkbox"/>	Swing <input type="checkbox"/>	Wed <input type="checkbox"/>	
Next scheduled work day ____ Shift ____			
Shift Supervisor: _____			

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Patient Description of Injury: _____

Diagnosis: _____

Treatment: _____

Prescription strength meds ordered: Yes No. Meds: _____

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Plan: _____

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- DISPOSITION: 1. Patient is unable to work at this time.
 2. Recommend his/her/patient's return to work with no limitations on (DATE): _____
 3. He/She/Patient may return (DATE) _____ with a daily time limitation of _____
 and/or with the following limitations until _____ or until re-evaluation on _____.

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CHECK ONLY AS RELATES TO ABOVE CONDITION

SEDENTARY WORK. Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.

N=Never/Not Able					F=Frequent up to 30x/hr.
O=Occasional up to 4 times/hr.					C=Constant over 30x/hr.
Specify Restrictions for 24 day					
	N	O	F	C	
Sitting/Driving					Lab Work Yes ___ No ___
Standing/Walking					
Climbing					X-Rays Yes ___ No ___
Bending					
Kneeling/Squatting/Crawling					
					R L BIL
Reaching-Horiz./push-pull					
Reaching-Vert./above shoulder					
Gross Handling					
Finger Manipulation					
Single Grasping					
Repetitive Foot Movement					

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LIGHT WORK. Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arms and/or leg controls.

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LIGHT MEDIUM WORK. Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

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MEDIUM WORK. Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

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LIGHT HEAVY WORK. Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.

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HEAVY WORK. Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

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OTHER INSTRUCTIONS AND/OR LIMITATIONS: _____

SCHEDULED APPOINTMENTS:

SCHEDULED APPOINTMENTS:

Referral Clinic _____ Date: _____ Time: _____ Referral Clinic _____ Date: _____ Time: _____

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Time Out: _____ Called Employer _____ Date: _____ Signature: _____

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I hereby authorize my attending physician and/or hospital to release any information or copies thereof acquired in the course of my examination or treatment for the injury identified on this form to my employer or his representative.

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PATIENT'S SIGNATURE _____

Date _____

PHYSICIAN'S SIGNATURE _____

Date _____

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EXHIBIT III
RESPONSE TO
EMPLOYEE REQUEST FOR
LIMITED TERM RESTRICTED DUTY ASSIGNMENT

Employee Requesting Restricted Duty: _____

Employee Department: _____

I have received your release to restricted duty dated _____. The City of Appleton currently **does/does not** have work available that meets the restrictions placed by your physician.

You should report to _____, _____ at _____ on _____.
(person) (location/site) (time) (date)

Your work schedule shall be _____ to _____ from
(day of week) (day of week)

_____ to _____. Your rate of pay will be \$_____/hour.
(start time) (end time)

This assignment will include but may not be limited to :

At this time I anticipate this assignment to be available until _____. Extensions or future assignments will be evaluated as your restrictions are updated from your physician. Per the Restricted Duty Policy you are eligible for a maximum of _____ months of restricted duty.

If you have any questions please feel free to call me at 832-6458.

Human Resources Generalist _____ Date: _____

Employee Acceptance: _____ Date: _____

Department Director's authorization: _____ Date: _____

(or Designee)

cc: Department Contact
Supervisor

**EXHIBIT IV
DEPARTMENT NOTIFICATION OF RESTRICTED DUTY**

To: Restricted duty contact list

We currently have an employee who has been placed on restricted duty. The length of this restricted duty is _____.

The employee has the following restrictions:

N=Never/Not Able		F=Frequent up to 30x/hr.			
O=Occasional up to 4 times/hr.		C=Constant over 30x/hr.			
Specify Restrictions for 24 day					
	N	O	F	C	
Sitting/Driving					Lab Work Yes ___ No ___
Standing/Walking					
Climbing					X - Rays Yes ___ No ___
Bending					
Kneeling/Squatting/Crawling					
					R L BIL
Reaching-Horiz/push-pull					
Reaching-Vert/above shoulder					
Gross Handling					
Finger Manipulation					
Single Grasping					
Repetitive Foot Movement					

- SEDENTARY WORK.** Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.
- LIGHT WORK.** Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arms and/or leg controls.
- LIGHT MEDIUM WORK.** Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.
- MEDIUM WORK.** Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.
- LIGHT HEAVY WORK.** Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.
- HEAVY WORK.** Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

Please reply to this message ASAP if you have work available within these restrictions. In your response please include:

- What the work entails-
- Who the person should report to and what location-
- The time you would like for the person to report-
- Anticipated length of the project-

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Note: This form is provided to the supervisor of the Restricted Duty Assignment so that they can ensure compliance with the employees work restrictions.

CITY OF APPLETON POLICY	TITLE: FRINGE BENEFITS	
ISSUE DATE: April 6, 2000	LAST UPDATE: December 18, 2002, April 17, 2003 September 11, 2003, July 2004, February 2006 November 2006, September 2009, January 2010 November 2011, August 2012, April 2014, December 2015, September 2016, December 2017, April 2019, <u>February 2021</u>	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	POLICY AUDIENCE: All Employees Excludes Valley Transit, Police and Fire protective employees covered by a collective bargaining agreement.	TOTAL PAGES: 17
Reviewed by Legal Services Date: March 2000 July 21, 2004 September 2009 June 27, 2014 December 2015	Committee Approval Date: March 28, 2000 July 28, 2004 March 22, 2006 October 28, 2009 December 12, 2011 August 20, 2012 July 21, 2014 December 7, 2015 December 11, 2019	Council Approval Date: April 5, 2000 August 4, 2004 April 5, 2006 November 4, 2009 December 21, 2011 September 5, 2012 August 6, 2014 December 16, 2015 December 18, 2019

I. PURPOSE

To outline for employees the fringe benefits available to all employees, excluding represented Valley Transit, Police and Fire protective employees.

II. POLICY

It is the policy of the City of Appleton to make available fringe benefits as outlined in this policy. It is also the policy of the City of Appleton to provide incentives, recognize significant levels of responsibilities, and to attract and retain qualified employees by offering comparable benefits.

III. DISCUSSION

This policy provides the current fringe benefits available. These benefits are subject to change with approval of the Common Council.

IV. DEFINITIONS

A. Regular Full-Time (exempt): Employees who work a minimum of 2080 hours per year or 80 hours bi-weekly and not eligible for overtime or compensatory time for any hours worked beyond 40 hours per week. A full-time exempt employee is expected to work whatever hours necessary to complete the job they have been hired for. Employees who are classified as exempt are paid on a “salaried basis” meaning that the person will be paid the same full salary for any week in which work is performed without regard to the number of hours worked.

B. Regular Full-Time (non-exempt): Employees who work 2080 hours per year and are eligible for

overtime after working 40 hours per week.

- C. Regular Part-Time (exempt): Employees who are normally scheduled to work a minimum 1040 hours per year but less than 2080 hours per year and are not eligible for overtime or compensatory time for any hours worked beyond their standard bi-weekly hours.
- D. Regular Part-Time (non-exempt): Employees who are normally scheduled to work a minimum 1040 hours per year but less than 2080 hours per year and are eligible for straight time pay for hours worked beyond their standard biweekly hours and for overtime after working 40 hours per week.
- E. Non-represented: All employees whose benefits are not covered by a Collective Bargaining Agreement.
- F. Represented: Employees whose benefits are covered by a Collective Bargaining Agreement. Those include: Valley Transit Teamster Local 662, Appleton Professional Police Non-supervisory Unit and the Appleton International Association of Firefighters Local 257.
- G. Domestic Partner: Persons without registration that meet the following criteria:
 - a. Each individual is at least 18 years old and competent to enter into a contract;
 - b. Neither individual is married to, or in a domestic partnership with, another;
 - c. They share a common residence
 - d. Their partnership must not violate Wisconsin Statutes which bar marriage between certain persons based on kinship and divorce;
 - e. They must consider themselves to be members of each other's immediate family and
 - f. They must agree to be responsible for each other's basic living expenses.

Employees who wish to utilize the funeral leave benefits available for domestic partners must submit in writing to the Human Resources Department proof that the criteria listed above in (a-f) are met. Human Resources will make a determination on eligibility based on the information provided by the employee.

- H. Look-Back Measurement Period: Rules set by Health Care Reform to offer coverage to an employee who at time of hire wasn't eligible for medical insurance coverage. If during measurement period the employee's hours increase to over 30 hours per week on average then must be offered medical insurance. Measurement Period is the 12 months the City will use to review hours worked in the calculation. Administrative Period is the 60 day period for the City to administratively compute hours work to know if insurance should be offered. Stability Period is the 12 month period of time that once an employee qualifies must be allowed to stay on medical insurance.

V. BENEFITS

A. Health and Dental Insurance

1. Health Insurance:

Regular full-time and part-time employees working 30 hours or more per week, shall be eligible for health insurance benefit plan options as outlined in Attachment A.

Effective January 1, 2013 part-time employees who are enrolled in the City health insurance program shall be grandfathered and will continue to be eligible for health insurance benefits provided they maintain their enrollment in the plan. If said employee chooses to drop coverage

the part-time employee must work 30 hours per week to re-enroll.

Health insurance is effective upon the 31st calendar day of employment. Employees not enrolling at this time will be required to provide a certificate of previous insurance coverage or will have to wait until the open enrollment period for coverage the following calendar year.

Premiums will be deducted from the employee's payroll check. All premiums will be taken on a pre-tax basis unless the employee notifies the Human Resources Department in writing of their desire to have the premium deducted on a taxable basis. Any payments for insurance premiums that cannot be taken through payroll, are due on or before the first of the month for the month of coverage to the Human Resources Department. Failure to make timely payments may cause cancellation of coverage.

Employees who have a spouse who also work for the City must select either one family plan or two single plans.

The City will follow the Health Care Reform Act look-back provision in order to determine if a previously not eligible employee becomes eligible for medical insurance. The Measurement Period will be November 1 through October 31. The Administrative Period will be November 1 through December 31. The Stability Period will be January 1 through December 31.

2. Dental Insurance:

Regular full-time and part-time employees shall be eligible for a dental insurance benefit plan as outlined in Attachment B.

Premiums will be deducted from the employee's payroll check. All premiums will be taken on a pre-tax basis unless the employee notifies the Human Resources Department in writing of their desire to have the premium deducted on a taxable basis. Any payments for insurance premiums that cannot be taken through payroll, are due on or before the first of the month for the month of coverage to the Human Resources Department. Failure to make timely payments may cause cancellation of coverage.

Dental insurance is effective upon the 31st calendar day of employment. Employees not enrolling at this time will have to wait until the open enrollment period for coverage the following calendar year.

Employees who have a spouse who also work for the City must select either one family plan or two single plans.

Life Insurance

1. Basic Life Insurance: Regular full-time and regular part-time employees are eligible for term life insurance in an amount equal to one times the employee's annual salary rounded to the next even thousand increment to a maximum of \$50,000. The City shall pay the full cost of the premium.

2. Optional Life Insurance: In addition to the \$50,000 term life insurance, regular full-time and regular part-time employees can purchase optional life insurance in \$10,000 increments. Optional life insurance can be purchased for spouse and dependent children. The employee must pay the full premium for all optional life insurance.

Life insurance is effective on the first of the month after thirty-one (31) calendar days of employment.

B. Long-Term Disability Insurance

Regular full-time and regular part-time employees will be eligible for long-term disability insurance. Coverage will be provided at 60 % of the employee's salary for non-work related injuries or illnesses after a ninety (90)-calendar day waiting period. The carrier must deem employees eligible. The City shall pay the full cost of the premium.

Long-term disability insurance is effective on the first of the month after ninety (90) (uninterrupted) calendar days of employment.

C. Wisconsin Retirement System

The City shall pay one half of all actuarially required contribution for funding benefits under the retirement system for regular full-time and regular part-time employees, this excludes Police and Fire protective employees. Participation in the Wisconsin Retirement System is mandatory.

D. Deferred Compensation Program (Section 457 Plan)/Roth

Regular full-time and regular part-time employees are eligible to participate in the City Deferred Compensation Program upon enrollment into the program anytime on or after their first day of employment. Any amounts contributed to the program, which must be by payroll deduction, are paid for fully by the employee. Under this plan, you may contribute money (on a pre-tax basis) in a tax deferred investment of your choice to earn tax deferred interest until you are ready to receive distributions, usually at retirement. There is also a Roth option that must be by payroll deduction and is paid for fully by the employee. This allows you to contribute money (on an after tax basis) to investments of your choice.

E. Post Employment Health Plan (PEHP)

The City of Appleton participates in the PEHP for Non-Represented Public Employees in accordance with the terms and conditions of the Plan's Participation Agreement.

1. Monthly Contributions:

The City agrees to contribute to the Plan on behalf of all regular full-time non-represented employees. The City shall contribute for each Eligible Employee the amount of ten dollars (\$10) per month.

The City shall pay the annual administration fee on behalf of the eligible active employee. The procedure for payment of the administration fee shall be accomplished by a deduction and reimbursement directly into the employee's account.

Regular part-time employees are not eligible for payment of the annual administration fee or the monthly contribution to the PEHP.

2. Additional Contributions:

In addition to the monthly contribution amount, the City will contribute upon retirement, the value of unused sick leave of an Eligible Employee's accumulated sick leave balance to the maximum as follows:

90 days for formerly represented AFSCME employees;
90 days plus any accumulated physical fitness bonus incentive for Police Captains and Lieutenants and;
120 days plus any accumulated physical fitness bonus incentive for Police/Fire administrative protective status personnel and
120 days for all other employees
(For purposes of the additional contribution, an Eligible Employee is an employee who is qualified for an annuity under the Wisconsin Retirement System.)

PEHP contributions are not reportable earnings to the Wisconsin Retirement System.

Contributions to the PEHP may only be used after an employee leaves employment with the City of Appleton. Monthly contributions are placed into an account that may be used to pay for IRS qualified expenses. The additional contributions are placed into an account that may be used to pay for premium contributions only.

- F. Flexible Spending Account: All regular full-time and regular part-time employees are eligible to participate in the flexible spending account program. Enrollment shall be January 1 of each year for existing employees or within thirty (30) calendar days for newly hired employees or for qualifying status changes. This program allows the employee to use pre-tax funds to pay for IRS qualified expenses. It also allows pre-tax funds for dependent day care expenses for children under the age of thirteen (13) or day care expenses for disabled dependents.
- G. Worker's Compensation: Regular full-time employees and regular part-time employees shall receive worker's compensation benefits based on state worker's compensation laws, with the exception's that there shall be no cap on the weekly (TTD) temporary total disability payments and they be compensated for the first three days at 66 2/3% following the date of injury, after the 7 day period is met. All protected police and fire personnel shall receive the same benefit afforded to the represented employees in the department.
- H. Tuition Reimbursement: All regular full-time non-represented employees who successfully complete job related continuing education courses toward a degreed program shall be reimbursed for fifty percent (50%) of the cost of tuition and books. The total amount reimbursed will not exceed fifty percent (50%) of the amount charged by the University of Wisconsin system for similar courses that is paid by the employee.

Library employees shall be reimbursed for up to 25% of the cost of tuition and books, paid by the employee, not to exceed that charged by the University of Wisconsin system for similar courses for graduate Library education.

The department head and the Director of Human Resources must approve participation in such courses, in advance. Successful completion shall mean a passing grade if the course or program is graded on a pass/fail basis or a grade of "C" or better if letter grades are issued. Class participation will be on the employee's own time.

All tuition reimbursement requests shall be subject to available departmental funds. Reimbursements from other sources will offset City contributions. (ie; grants).

- I. Direct Deposit: All employees are required to have their payroll checks direct deposited into a bank or credit union of their choice. The full amount of the deposit must go into one account.

J. Employee Assistance Program (EAP): The City sponsors an EAP to help employees and those living in their households maintain healthy levels of emotional, work-life, and physical well-being, and to limit the effect of personal problems on job performance. All employees and those living in their households are eligible to utilize resources and services offered through the EAP. This benefit comes at no cost to the employee or participant and is designed to provide short-term confidential counseling and referral services, financial information and resources, legal support and resources, work-life solutions, and Guidance Resources Online. Services rendered by the EAP are provided through a contract with a private employee assistance consulting firm.

JK. Other Benefits: Other voluntary benefits may be offered based on the City's discretion.

VI.

PAID LEAVE

Employees shall receive a total of twelve (12) holidays per year (this includes scheduled holidays, as listed below). When a holiday falls on Saturday or Sunday, it shall be determined by the Mayor in November of the previous year, if service to the public will be required on the Friday or Monday. If it is determined that service will be provided to the public, employees shall work those days as part of their normal workweek and will be given a floating holiday off in lieu of the Friday before and/or the Monday after a holiday to be scheduled with supervisory approval. Department Directors will inform employees the November prior to the beginning of the following year of any variations of the following schedules. For those employees who are not required to service the public as noted above, when New Years, Independence Day, or Christmas falls on Saturday they shall be observed on the preceding Friday and when they fall on Sunday they shall be observed on the following Monday.

A. Holidays: the City (excluding Valley Transit and Library) shall observe the following holidays:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Day after Thanksgiving
7. Last working day before Christmas
8. Christmas Day
9. Four floating holidays
10. Any additional holidays granted by the Common Council

Valley Transit shall observe the following holidays:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day
7. Six floating holidays
8. Any additional holidays granted by the Common Council.

The Appleton Public Library shall observe the following holidays:

1. New Year's Day

2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Eve
7. Christmas Day
8. New Year's Eve
9. Four floating holidays
10. Any additional holidays granted by the Common Council and Library Board

Regular full-time employees are eligible for holidays based on eight (8) hours for each of the above listed holidays. . Police Lieutenants and Captains who are required to work (minimum staffing) on Thanksgiving Day, Day after Thanksgiving, Christmas Eve or Christmas Day shall be entitled to receive \$100 compensation and will be allowed to take an alternative day off.

Regular part-time employees are eligible for holidays pro-rated based on the approved budgeted position. If one of the above listed holidays falls on a regularly scheduled day off for a regular part-time employee, the employee may have the option, with department head approval, of taking pay for the holiday, taking an additional day off during the pay period or scheduling the holiday as a floating holiday to be used by December 31.

Floating Holidays may be charged in one quarter hour increments and/or pursuant to departmental policy. Floating Holidays must be used during the calendar year or they will be lost. Department directors/ or designee shall approve the number of employees off on a floating holiday at any one given time, as well as how employees will pick floating holidays and whether or not employees will be allowed to cancel scheduled floating holidays.

In order for regular full-time and regular part-time employees to be eligible for holiday pay, they must work their regularly scheduled work day immediately preceding and following the holiday, except in the case of an employee on an approved paid leave. Floating holidays will be pro-rated in the year of hire and termination/resignation/retirement as follows:

	Hired	Leaving
January-March	3	0
April-June	2	1
July-September	1	2
October-December	0	3

Non-exempt employees who work on any of the scheduled holidays shall receive double time pay for all hours worked on the holiday unless otherwise noted in departmental policies or have received an additional day off as noted above.

When an exempt employee is required to work one of the holidays listed above, that supervisor shall be given an additional floating holiday off, to be scheduled with supervisory approval. This provision shall not apply to Fire personnel working a 24-hour shift.

Non-represented Fire Personnel working a 24-hour shift shall be granted pay for scheduled holidays in accordance with the current International Association of Fire Fighters Local 257 collective bargaining agreement. In addition to the pay for scheduled holidays, 24-hour shift personnel shall be entitled to floating holidays based on the following schedule:

Upon promotion or year of hire:	one (1) floating holiday
After five (5) years of city service:	two (2) floating holidays
After eight (8) years of city service:	three (3) floating holidays

Floating Holidays shall be charged in one quarter hour increments and/or pursuant to departmental policies or guidelines.

- B. Vacation: All regular full-time employees shall be entitled to paid vacation benefits as of January 1 of each year based upon their length of continuous service. For purposes of determining future vacation eligibility, the year of hire shall be treated as a full year of service.

Regular part-time employees are eligible for vacation pro-rated based on the approved budgeted position. Regular part-time employees shall use vacation based on the number of hours scheduled to work on the day or days for which the vacation is requested.

Paid vacations shall be provided in accordance with the following:

Vacation Schedules: Existing employees shall be placed on the schedule below effective January 1, 2012. Employees will not lose earned vacation as a result of that placement and shall move to the next increment based on their years of service on the schedule below.

Year of hire: Persons hired prior to July 1 of any year shall receive one week (5 working days) of vacation during their year of hire subject to approval of their department head or Mayor if appropriate and in accordance with department policies.

1. Non-exempt:

After one year of continuous service: one week of vacation (five working days.)

After two years of continuous service: two weeks of vacation (ten working days.)

After six years of continuous service: two weeks plus two days of vacation (twelve working days.)

After eight years of continuous service: three weeks of vacation (fifteen working days.)

After twelve years of continuous service: four weeks of vacation (twenty working days.)

After fifteen years of continuous service: four weeks plus two days of vacation (twenty-two working days.)

After twenty-years of continuous service: five weeks

2. Exempt:

After one year of continuous service: two weeks (ten working days.)

After five years of continuous service: three weeks (fifteen working days)

After eight years of continuous service: three weeks plus three days of vacation (eighteen working days.)

After twelve years of continuous service: four weeks plus two-days of vacation (twenty- two working days.)

After twenty years of continuous service: five weeks plus four days of vacation (twenty-nine working days.)

3. Fire Personnel working a 24-hour shift:

After one year of continuous service: three days of vacation.

After two years of continuous service: six days of vacation.
After five years of continuous service: seven days of vacation.
After eight years of continuous service: ten days of vacation.
After twelve years of continuous service: thirteen days of vacation.
After sixteen years of continuous service: fourteen days of vacation.
After twenty years of continuous service: sixteen days of vacation.

Administration of Vacation:

Department directors/or designee shall approve the number of employees off on vacation at any one given time, as well as how employees will pick vacations and whether or not employees will be allowed to cancel vacations.

With the exception of the year of hire, vacation credits are earned in one year and are available for use in the following year. All employees entitled to three (3) weeks or more of vacation must schedule and take at least two (2) weeks of vacation during the year of entitlement. All employees entitled to less than three (3) weeks of vacation must schedule and take at least one (1) week of vacation during the year of entitlement. Employees who do not schedule the minimum required vacation will have it scheduled for them at a time determined by the department. If a department is unable to schedule the minimum required vacation for the employee, the time will be lost.

Vacation benefits shall be charged in one quarter hour increments and/or pursuant to departmental policies or guidelines.

When a holiday falls during an employee's vacation, he/she shall not be required to use a vacation day in lieu of the holiday.

In the event an employee or family member becomes ill during an employee's vacation, the employee will not be allowed to substitute sick leave for vacation unless the need for sick leave commences prior to the start of the approved vacation.

Regular employees who move from one position to another by transfer, promotion, or demotion, in the City, shall be credited with accumulated vacation leave in their new position.

An employee whose employment status is changed from temporary to regular status without a break in service shall receive vacation credits from the original date of hire. Library employees whose status is changed from temporary to regular status will have their vacation based on their status effective date change.

No credit for vacation leave shall be granted for time worked by an employee in excess of their normal workweek.

Use of vacation time must be approved in advance by the department head.

Vacation Carry-Over:

Any employee may carry over, from one year to the next, up to a maximum of five (5) days (forty hours) vacation.

Non-represented Fire employees working a 24-hour shift may carry over, from one year to the next, three (3) days.

Any vacation time that is carried over into a subsequent year shall be considered the first vacation time used by the employee in the subsequent year. The process at year end for employees who have unused vacation will be as follows:

1. Any unused eligible balance up to forty hours will automatically be carried over to the next year.
2. Any remaining balance up to forty hours may be paid to the employees PEHP or H.S.A. account. (No more than a total of up to 40 hours for the two plans combined)

Any employee wishing to have their remaining balance paid to the PEHP (up to 40 hours maximum), must enter the hours of the remaining balance in the payroll system on the payroll that includes 12/31 and use a code of "VT" in Iseries or 822 in Munis.

Any employee wishing to have their remaining balance paid to their H.S.A. account (up to 40 hours maximum), must enter the hours of the remaining balance in the payroll system on the payroll that includes 12/31 and use the code of "XV" in Iseries or 818 in Munis.

Fire personnel employees who have vacation balances as of December 31, will have the unused eligible balance up to three days for Fire personnel working a 24 hour shift, automatically carried over to the next year and any remaining balance up to three days for Fire personnel working a 24 hour shift may be paid to their PEHP account or their H.S.A. account: (No more than a total of up to 40 hours for the two plans combined)

In both payout options, Fire employees working a 24-hour shift will have their shift hours converted to a 40 hour paid work week.

All eligible vacation not used in the year in which it is available and not carried over, must be entered into the payroll system with the VT or XV codes for payment to their PEHP or H.S.A. account or the vacation time will be lost.

At termination or retirement, any unused vacation will be paid to the employee in a lump sum. Vacation cannot be used over payroll periods to extend the last day of employment.

Exceptions to the above vacation carryover and PEHP/H.S.A. contribution beyond forty hours and three days for Fire personnel working a 24 hour shift, may be made in unusual circumstances as pre-approved by the Department Director or Mayor as appropriate and the Human Resources Director.

The Human Resources Director may request exceptions to the vacation provisions as it relates to placement on the schedule, on a case-by-case basis with a report to the Human Resources Committee.

- C. Paid Time Off: (PTO) Employees shall receive six (6) PTO days January 1 of each year to be used as paid time off. Part-time employees shall receive a pro-rated amount based on their approved budgeted position. For newly hired employees, PTO days shall be pro-rated based on the month hired. Employees will be allowed to carryover three (3) PTO days not used as of December 31st. Any request made for PTO days shall follow the normal procedure for the type of leave being requested. (e.g. vacation, floating holidays and sick leave must follow the normal guidelines used for requesting that type of benefit)

PTO days shall be pro-rated in the year of hire/termination/resignation/retirement as follows:

	Hired	Leaving
January-February	5	0
March-April	4	1
May-June	3	2
July-August	2	3
September-October	1	4
November-December	0	5

Fire employees working a 24-hour shift shall receive four (4) PTO days on January 1st of each year to be used as paid time off. Fire employees will be allowed to carryover two (2) PTO days not used as of December 31st.

PTO days for Fire employees working a 24-hour shift shall be pro-rated in the year of hire/termination resignation/retirement as follows:

	Hired	Leaving
January-March	3	0
April-June	2	1
July-September	1	2
October-December	0	3

Employees who use more PTO than they are entitled to in the year they leave employment shall owe the City the time back, unless the employee leaves employment as a result of physician certified disability.

PTO days shall be charged in one quarter hour increments and/or pursuant to departmental policies or guidelines.

- D. Sick Leave: Employees who have sick leave on the books will have that balance grandfathered as of December 31, 2011 and employees will no longer earn sick leave.

Sick leave that has been grandfathered may be used for an absence due to illness of, or injury to, the employee or an immediate family member living in the employee's residence, unless otherwise qualified under the Family Medical Leave Act.

Sick leave cannot be used until all Paid Time Off (PTO) days have been exhausted unless otherwise qualified under the Family Medical Leave Act. Employees must use the 2nd sick leave bank before accessing the regular bank;

1. PTO
2. 2nd sick leave bank
3. Regular sick leave bank

Sick leave and PTO may be used for doctor or dental appointments, which cannot be scheduled during an employee's regular time off. Employees are encouraged to schedule routine appointments that minimize the operational impact to the department.

Sick leave and PTO shall be charged in no less than one quarter-hour increments provided it is

pre-approved by the employee's supervisor and/or pursuant to departmental policies or guidelines

A regular employee who moves from one position to another by transfer, promotion, or demotion, in the City, shall have their total sick leave credits transferred to the new department.

Employees who wish to utilize the sick leave benefits available for domestic partners must submit in writing to the Human Resources Department proof that the criteria listed above in (a-f) under Definitions (G) are met. Human Resources will make a determination on eligibility based on the information provided by the employee.

- E. Funeral Leave: In the case of the death of the employee's spouse, domestic partner, child, or step child regular full-time employees may be paid for scheduled time lost up to ten (10) working days, but not to exceed (80) eighty hours, at the employee's regular straight time rate. Leave must be taken within 60 days of the death.

In the case of death in the immediate family of a regular full-time employee, the employee will be paid for the scheduled time lost up to three (3) scheduled work days, but not to exceed (24) twenty-four hours at the employee's regular straight time hourly rate.

For purposes of funeral leave, immediate family shall be defined as the employee's grandchild; mother or step-mother; father or step-father; legal guardian; sister or brother; mother-in-law or father-in-law; any other relative living in the employee's residence at the time of death; or the mother or father of the employee's domestic partner.

Fire employees working a 24-hour shift shall be eligible for funeral leave based on the following:

Spouse, domestic partner, child or stepchild: 5 work days without loss of pay

Immediate Family: 2 work days

Employees who wish to utilize the funeral leave benefits available for domestic partners must submit in writing to the Human Resources Department proof that the criteria listed above in (a-f) under Definitions (G) are met. Human Resources will make a determination on eligibility based on the information provided by the employee.

Regular part-time employees are eligible for funeral leave pro-rated based on the approved budgeted position.

- F. Compensatory Time: Non-exempt regular full-time employees will be paid-overtime at time and one-half for all hours in excess of forty hours worked in a pay week. Non-exempt regular full-time employees, with the prior approval of their supervisor, may have the option of converting additional time worked to compensatory time off up to a maximum of 40 hours. Request for usage of compensatory time shall be pursuant to departmental policies.
- G. Jury Duty/Witness Duty: Regular full-time and regular part-time employees shall receive full pay for any work day the employee serves as a juror or if subpoenaed on witness duty if the employee was scheduled for work. In order for an employee to be eligible for witness duty pay, the reason for being a witness must be related to their employment with the City of Appleton. As a condition for such payment, the employee shall report for work for their regularly scheduled hours immediately before and following such duty when reasonably possible and shall immediately notify the Employer upon receipt of the jury summons or subpoena. The employee

shall complete a Jury Duty Request form and submit it to their supervisor as soon as they are notified by subpoena of their requested appearance.

In order to receive full pay the employee is required to, upon receipt of jury or witness pay, submit their jury or witness pay to the City payroll office. The payroll office will cash the employees check, retain the portion of the check representing per diem payments, and give the employee the mileage and meal reimbursement portions of the check.

Employees, at their option, may use paid time off for a day of jury or witness duty and thereby retain the jury or witness pay as well as full pay for the day(s).

VII. LEAVE OF ABSENCE

Leaves of absence may be granted without pay subject to the following conditions:

Leave without pay shall be granted at the City's discretion. Request for leave of absence must be requested at least 30 days prior to the taking of such leave or in emergency cases as soon as reasonable or practicable. No leave of absence shall be granted for more than one calendar year.

When such leave is requested as an extension of medical leave, an acceptable physician's certificate shall be required.

The employee must exhaust all available paid time off benefits prior to the commencement of an unpaid leave of absence.

Leaves will be granted at the total discretion of the Department Head and the Human Resources Director. Requests for Leave of Absence for Appleton Public Library employees must also be approved by the Library Board.

Return to work earlier than the scheduled termination of leave date may be arranged by the department head and the employee with the approval of the Human Resources Director, provided it does not conflict with the physician's certification.

Employees on an unpaid leave of absence with the City may not be employed elsewhere unless otherwise approved by the Human Resources Director.

If an employee is unable to return to work on the date stipulated, he/she may submit a written request to extend their leave of absence, subject to the approval of the Human Resources Director. If, on the date following the expiration of the leave of absence, an extension is not requested and granted and the employee has not returned to their position, the employee shall be considered to have voluntarily resigned from City employment.

The appropriate Department Head may approve leaves of absence without pay for a period of less than 3 days in a given year provided that all available paid time off benefits have been exhausted prior to the requested leave dates.

Any employee absent from work without approval shall receive no pay for the duration of the absence, and shall be subject to corrective action up to and including discharge.

VIII. BENEFIT STATUS DURING LEAVE OF ABSENCE

Employees on an approved leave of absence without pay may elect to continue health, dental, and life insurance coverage during the period they are on leave beyond the first thirty days in addition to any voluntary insurance policies they may have elected. The employee shall be responsible for paying the full premium(s), due on or before the first of the month, in the Human Resources Department for all of the desired coverage. Failure to make timely payments will cause cancellation of coverage.

Paid time off and vacation shall not be earned by an employee during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non compensable status, excluding approved FMLA, should such period without pay exceed thirty calendar days in any calendar month. In this case, the employee's vacation, floating holiday and PTO entitlement for the following year shall be pro-rated.

IX. PHYSICAL FITNESS PROGRAM-POLICE & FIRE SWORN PERSONNEL

Exempt non-represented protective status personnel shall have the option of participating in the Physical Fitness Salary Incentive and Physical Fitness Bonus Incentive program.

All participating protective status personnel will be tested on the schedule for the represented employees within their respective departments, either annually (Fire) or bi-annually (Police).

A. Physical Fitness Salary Incentive:

Annual Testing: Participating employees receiving a score of "excellent" will be paid a physical fitness salary incentive of 2% of base pay and those receiving a score of "good" will be paid a physical fitness salary incentive of 1% of their base pay until the next testing date. Such payment shall be in a lump sum payable within thirty (30) days of the finalization of the testing results and shall be calculated on the basis of 2% or 1% of the employee's annual base pay, calculated on the rate of pay at the time of the test. Employees receiving a score of "adequate" or "poor" will not be eligible for a physical fitness salary incentive.

Bi-Annual Testing: Participating employees receiving a score of "excellent" will be paid a physical fitness salary incentive of 2% of base pay and those receiving a score of "good" will be paid a premium of 1% of their base pay until the next testing date. Such payment shall be in a lump sum payable within thirty (30) days of the finalization of the testing results and shall be calculated on the basis of 2% or 1% of one half of the employee's annual base pay, calculated on the rate of pay at the time of the test. Employees receiving a score of "adequate" or "poor" will not be eligible for a physical fitness salary incentive.

B. Physical Fitness Bonus Incentive:

Annual Testing: Participating employees shall be eligible for eight (8) hours of physical fitness bonus pay for each testing period that the employee receives a score of "excellent" and four (4) hours of physical fitness bonus pay for each testing period that the employee receives a score of "good". Employees who score as "adequate" or "poor" will not be eligible for a physical fitness bonus incentive.

Bi-Annual Testing: Participating employees shall be eligible for four (4) hours of physical fitness bonus pay for each testing period that the employee receives a score of "excellent" and two (2) hours of physical fitness bonus pay for each testing period that the employee receives a score of "good". Employees who score as "adequate or "poor" will not be eligible for a physical fitness bonus incentive.

The accumulated total physical fitness bonus incentive shall be paid to the eligible employee upon retirement (as defined by WRS) to the PEHP. Such payment will be made in accordance with and in addition to the retirement benefits outlined in section V. (Benefits) E. (Post Employment Health Plan) and section XI. (Termination Benefits) of this policy.

X. TERMINATION BENEFITS

- A. Retirement: Employees retiring, with proper notice, at or above the normal retirement age established under the Wisconsin Retirement System and/or eligible for a retirement annuity from the Wisconsin Retirement System shall be eligible for the following benefits:
- a. A lump sum pay-out of their accumulated and carry-over vacation balance *
 - b. A lump sum pay-out of floating holiday and PTO based upon the proration outlined in, Section IV-Paid Leave, of this policy.**
 - c. A lump sum pay-out of their accumulated compensatory time.
 - d. Accumulated and unused sick leave to a maximum of one hundred and twenty (120) days, (90 days maximum for formerly represented AFSCME employees and Police Captains and Lieutenants), shall be paid to the Post Employment Health Plan. Additionally, any accumulated physical fitness bonus incentive for protective status personnel shall be paid to the PEHP).
 - e. If the employee has completed at least five (5) years of service with the City, the employee may be eligible for a medical plan option exclusive of Dental. Such medical option may be made available to employees and spouses at their own expense, up to the time the employee and/or spouse turns age 65 or becomes eligible for Medicare, provided they exercise this option prior to their last day of work.
 - f. The option of continuing dental coverage for a period of eighteen (18) months following the month in which their retirement occurred, in accordance with state and federal laws.
- B. Resignation: Employees who resign their employment with proper notice shall be eligible for the following benefits:
- a. A lump sum pay-out of their accumulated and carry-over vacation balance. *
 - b. A lump sum pay-out of floating holiday and PTO based upon the proration outlined in, Section IV Paid Leave, of this policy.**
 - c. A lump sum pay-out of their accumulated compensatory time.
 - d. The option of continuing the medical and dental coverage for a period of eighteen (18) months following the month in which their resignation occurred, in accordance with state and federal laws.
- C. Retirement or Resignation without proper notice: Employees who retire or resign their employment without proper notice (unless the reason for lack of proper notice is due to a physician certified disability) may be eligible for the following benefits:

- a. A lump sum pay-out of any carry-over vacation balance.*
 - b. A lump sum pay-out of any accumulated vacation balance based upon the following proration
 - 1. Employees required to give a (2) week notice will have a reduction of 10 days.
 - 2. Employees required to give a (30) thirty day notice will have a reduction of 30 days.
 - c. Floating holiday and/or PTO**
 - d. Employees will receive a lump sum pay-out of their accumulated compensatory time.
 - e. The option of continuing the medical and dental coverage for a period of up to eighteen (18) months following the month in which their retirement or resignation occurred, in accordance with state and federal laws.
 - f. Accumulated and unused sick leave to a maximum of one hundred and twenty (120) days, (90 days maximum for formerly represented AFSCME employees and Police Captains and Lieutenants), shall be paid to the Post Employment Health Plan. Additionally, any accumulated physical fitness bonus incentive for protective status personnel shall be paid to the PEHP).
- D. Termination: Employees benefits:
- a. A lump sum pay-out of any carry-over vacation *
 - b. Floating holiday and/or PTO**
 - c. Employees will receive a lump sum pay-out of their accumulated compensatory time.
 - d. The option of continuing the medical and dental coverage for a period of up to eighteen (18) months following the month in which their termination occurred, in accordance with state and federal laws.
- E. Death of an employee: In the event of the death of an employee, the following benefits shall be direct deposited into the employee's account:
- a. A lump sum pay-out of their accumulated and carry-over vacation balance.*
 - b. A lump sum pay-out of floating holiday and PTO based upon the proration outlined in, Section VI Paid Leave, of this policy.
 - c. A lump sum pay-out of their accumulated compensatory time.
 - d. A lump sum pay-out of accumulated and unused sick leave to a maximum of ninety (90) working days. For those employees who are eligible, up to an additional thirty (30) days of accumulated sick leave (beyond the 90 days) and any accumulated physical fitness bonus incentive for protective status personnel shall be paid to the employee's spouse and if no spouse is living, the employee's estate.
 - e. A medical plan option exclusive of Dental, may be made available to the employee's spouse at their own expense, up to the time the spouse turns age sixty-five (65) or becomes eligible

for Medicare, provided they exercise this option within thirty days of the employee's death.

- f. The spouse shall have the option of continuing dental coverage for a period of eighteen (18) months following the month in which the employee's death occurred, in accordance with state and federal laws.

*Employees leaving with less than eighteen (18) months of service shall have vacation prorated based on the following formula:

$\frac{5}{6}$ vacation day for each month of completed service minus any vacation time used between their date of hire and their last day of work. In the event the employee has used more vacation than they were entitled, based on this formula, the employee shall have an amount equal to the paid but unearned vacation deducted from their final pay (unless the employee leaves employment as a result of a physician certified disability).

**Employees who have used more floating holiday and/or PTO benefit than they were entitled pursuant to Section VI Paid Leave, of this policy in the last year of their employment will have an amount equal to the paid but unearned benefit deducted from their final pay (unless the employee leaves employment as a result of a physician certified disability).

CITY OF APPLETON PERSONNEL POLICIES	TITLE: EMPLOYEE ASSISTANCE PROGRAM	
ISSUE DATE: April 4, 2007	LAST UPDATE: August 2, 2001 February 16, 2007 February 2011 February 2016 <u>February 2021</u>	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: Applies to all employees	TOTAL PAGES: 4
Reviewed by Attorney's Office Date: August 2001 February 2007 March 2011 March 2016	Committee Approval Date: August 21, 2001 March 28, 2007 April 27, 2011 April 11, 2016	Council Approval Date: September 5, 2001 April 4, 2007 May 4, 2011 April 20, 2016

~~DELETE THIS POLICY AND ADD INFORMATION TO FRINGE BENEFITS POLICY.~~

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I. PURPOSE

In an effort to help City of Appleton employees and their families maintain healthy levels of emotional, work-life, physical well-being, and to limit the effect of personal problems on job performance, the City sponsors an Employee Assistance Program (EAP). This benefit comes at no cost to the employee or dependents and is designed to provide short-term Confidential Counseling and referral services, Financial Information and Resources, Legal Support and Resources, Work-Life Solutions and Guidance Resources Online to employees, their spouses and dependent children. Services rendered by the EAP are provided through a contract with a private employee assistance-consulting firm.

II. POLICY

The City of Appleton shall provide confidential and voluntary assistance through its employee assistance program (EAP) to all employees and their dependents who may be faced with dynamic challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, child care problems, etc. The City of Appleton encourages its employees and family members to take advantage of this valuable employment benefit. The Human Resources Department will promote the utilization of the EAP through the City's HealthSmart committee and Leadership Teams.

III. DISCUSSION

CONFIDENTIAL COUNSELING: One component of the EAP is a confidential information referral, and counseling program. Trained professionals provide assistance in identifying the problem, exploring ways to resolve the problem, lending support during a crisis or difficult situation, and providing appropriate referral and counseling services.

The EAP can help employees with a variety of concerns, including, but not limited to:

- Marital/family/relationship issues

- Stress and anxiety
- Depression
- Alcohol/drug problems
- Financial concerns
- Legal concerns
- Employee/co-worker conflicts
- Problems with a supervisor

As soon as an employee or a family member recognizes that he/she may have a problem, the employee or family member should contact the EAP. Employees and their family members are encouraged to seek help before a situation becomes critical. Even if an individual is not sure he/she need assistance, an EAP counselor may put the issue in a better perspective. An issue is defined as a problem if it takes up a considerable amount of time in person's thoughts, causes worry or illness, or is affecting job performance.

FINANCIAL INFORMATION AND RESOURCES: Employees or family members may speak by phone with Certified Public Accountants and Certified Financial Planners on a wide range of financial issues including:

- Getting out of debt
- Credit card or loan problems
- Tax questions
- Retirement planning
- Estate planning
- Saving for college

LEGAL SUPPORT AND RESOURCES: Employees or family members may talk with an attorney by phone. If you require representation, you can be referred to a qualified attorney in your area for a free 30 minute consultation with a 25% reduction in customary legal fees thereafter. Examples of questions you may call about are:

- Divorce and family law
- Debt and bankruptcy
- Landlord/tenant issues
- Real estate transactions
- Civil and criminal actions
- Contracts

WORK-LIFE SOLUTIONS: Work-Life specialists will do the research for you, providing qualified referrals and customized resources for:

- Child and elder care
- Moving and relocation
- Making major purchases
- College planning
- Pet Care
- Home repair

GUIDANCE RESOURCES ONLINE: Guidance resources online is a one stop for expert information on issues such as relationships, work, school, children, wellness, legal, financial, free time and more. Resources may include:

- Timely articles
- Help sheets
- Tutorials, streaming videos
- Self-assessments
- Ask the expert; personal responses to your questions
- Childcare, eldercare, attorney and financial planner searches

IV. REFERRAL PROCEDURES

Employees may access the EAP either through self-referral or supervisory referral. Family members may access the EAP through self-referral by calling 844.393.4982 a designated number assigned to the City of Appleton. This number will be posted on bulletin boards throughout the City as well as the Human Resources Internet page and the Healthsmart page.

Online services can be obtained by visiting www.guidanceresources.com and enter the Company ID: CityofAppleton Employees and family members are able to set up an account and can access these on line resources 24 hours a day, 7 days a week.

Self-referral:

When an employee or eligible family member contacts the EAP as a self-referral, no one will know they have used the program unless the individual seeking assistance tells someone. No information is released to anyone without the individual's written consent unless it is required by law (i.e. when a person is a danger to society or him or herself). All records related to the self-referral will be kept at the EAP's location and not accessible by the City unless the individual has authorized.

Informal supervisory recommendation:

Supervisors, co-workers, or peers may consider recommending the EAP to individuals who are struggling with a personal or work-related concern. Informal supervisory referrals are voluntary.

Formal supervisory referral:

A formal supervisory referral is voluntary and associated with a pattern of deteriorating performance or conduct.

Mandatory Referral:

At times, employees may be required to see an EAP Counselor. Mandatory referrals are typically used as a result of any serious incident or problem that has affected or may affect the safety of the employee or workplace. (Some examples might be: threats of violence, substance abuse, etc.) In such a referral, failure to use the EAP may result in discipline up to and including discharge. A mandatory referral shall require prior approval of the Department Director, Human Resources Director and City Attorney.

If an employee is referred to EAP as a result of a mandatory referral the employee may be asked to sign a release to enable designated individual(s) to verify that the employee is following the

required plan. The nature of the problem will not be disclosed to anyone without the employee's written permission. Supervisors may contact Human Resources for guidance when making a referral and for sample referral letters.

CITY OF APPLETON PERSONNEL POLICY	TITLE: ELECTRONIC COMMUNICATION (INTERNET, CELL PHONES)	
ISSUE DATE:	LAST UPDATE: September 2003 October 2006 January 2007 October 28, 2010 February 6, 2013 October 28, 2015 October 2018 February 2019 <u>February 2021</u>	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	POLICY AUDIENCE: City Employees and Volunteers	TOTAL PAGES: <u>45</u>
Reviewed by Legal Services Date: September 12, 2003 February 5, 2007 February 6, 2013 January 2016 December 2015 December 2019	Committee Approval Date: September 24, 2003 April 18, 2007 December 8, 2010 July 15, 2013 April 11, 2016 January 13, 2019	Council Approval Date: October 1, 2003 May 2, 2007 December 15, 2010 July 24, 2013 April 20, 2016 February 20, 2019

I. PURPOSE

To provide guidelines for the use of ~~City~~ electronic communications systems and/or equipment, whether issued or funded by the City or personally owned, while on-duty or when used for work-related purposes (including but not limited to e-mail, FAX, Internet, voicemail, calendars, telephones, computer applications, internal network or any device that is used to access or monitor any of these services). The City of Appleton provides this policy to set standards for users to adhere to when utilizing these resources.

II. POLICY

Generally, any communications transmitted by, received from or stored in City of Appleton systems and/or equipment are the property of the City of Appleton and are subject to open records (see Public Records Policy). Some personal communications may be exempt pursuant to law, however, (even if deleted) they are still not considered private if created or transmitted using City equipment (computers, cell phones, instant messaging, etc.). The use of City equipment for private or personal purposes must be pre-authorized by a supervisor. Failure to follow this policy may result in discipline up to and including discharge.

For purposes of Library administered systems, networks and/or equipment, Library Administration and Network Services serve the review and approval functions of Human Resources and Information Technology as listed below. Library rules and procedures are subject to review and approval by Human Resources, Information Technology and Legal Services.

III. DISCUSSION

The City of Appleton reserves the right to monitor City systems and/or equipment to ensure they are being used for legitimate business purposes, to ensure City systems and/or equipment are being used appropriately, and to access information at any time with or without notice. While monitoring an employee's electronic communication, the City of Appleton will have the right to access all information to which an employee has gained access or created.

Employees should recognize that legally they do not have a personal privacy right in any matter created, sent, received or stored in a City of Appleton system and/or equipment. When an employee deletes a message this does not guarantee that it has been erased.

Employees who are provided City equipment or devices for purposes of electronic communication related to City business will be expected to utilize them for City business to facilitate compliance with open records laws. All materials created, sent, received or stored in a City of Appleton system or device will remain City of Appleton property and may, subject to applicable laws, be monitored or recorded by authorized staff as applicable, including Human Resources, Legal Services or Information Technology staff and such records may be subject to discovery and disclosure.

All City equipment should be used by the employee only. Employees should take a common-sense approach to care for the equipment (securing in the trunk of a vehicle to deter theft, taking inside when below freezing, not letting it out of sight in a public setting, etc.).

IV. GENERAL GUIDELINES

When using City of Appleton electronic communication systems and/or equipment, employees will be required to follow these guidelines:

- A. Employees should have prior supervisory approval before utilizing City resources for personal use and personal use must be kept to a minimum (limited frequency and duration). Department directors have the right to restrict usage to workplace use only. An employee is expected to wait until non-work time or breaks for personal usage of electronic devices, unless extenuating circumstances arise. Employees shall not allow persons not employed by the City to utilize City issued devices and/or equipment.
- B. Usage will be audited and monitored by the department director and/or Mayor if applicable. The department director, or Mayor and Finance Director will determine whether the employee should reimburse the City for any personal or unauthorized services (e.g., cell phone overage charges or text message charges). An authorized supervisor may request to monitor systems by making the request to both the Human Resources Director and the Information Technology Director.
- C. Employees shall not access, send, solicit, display, print or otherwise distribute material that may harass, threaten or embarrass others or that is sexually explicit, fraudulent or otherwise inappropriate for a professional environment. This also violates the City's Harassment & Discrimination and Workplace Violence policies.

- D. No employee shall intentionally intercept any communication without consent. The Privacy Act of 1986 makes any interception without consent illegal and punishable under the law.
- E. Employees shall not copy, download, disseminate or print copyrighted materials except within 'fair use' rules, applicable licenses, contracted agreements, with express permission of the copyright holder, or as otherwise allowed by law. This includes articles, images, games, software, music, etc.
- F. Employees shall not use City of Appleton equipment/resources to engage in personal, non-employer-related activities for gain or profit as referenced in the Code of Conduct Policy. Examples include, but are not limited to, consulting for pay or advertising or selling goods or services for personal gain.
- G. Employees shall not engage in illegal activities or use any City of Appleton communication system for any illegal purposes, including initiating or receiving communications that violate any laws or regulations. The City of Appleton will fully cooperate with lawful requests from law enforcement agencies and internal investigations for logs, diaries, data and archives on any computing activities.
- H. Employees are prohibited from using cameras or other video-capable recording devices within the City without the express prior permission of their department director and of the person(s) present at the time (unless it is at a public meeting or public gathering place). Use of cameras or other video-recording devices are explicitly banned from City restrooms and locker rooms.
- I. Employees are prohibited from knowingly visiting inappropriate Internet sites, unauthorized chat rooms or instant messaging services through the City systems. If an employee inadvertently connects to an inappropriate internet site he/she must disconnect immediately and inform the supervisor of the incident. This would not pertain to employees during times they are required to access an inappropriate site in the course of their job duties. ~~Designated staff at the Library may use instant messaging services for work related purposes on Library systems at the discretion of the Library Director. These services may only be used with log files enabled and will be subject to regular review by the Library Director or designee.~~

If an employee receives an unsolicited/inappropriate joke, advertisement etc. these messages should be immediately deleted. If an employee receives a grossly inappropriate message, they should immediately notify their supervisor.
- J. When an employee is using the City of Appleton equipment to perform union business, they must follow the same procedures as outlined for personal business.
- K. Any employee who uses City systems and/or equipment off-duty is doing so voluntarily and will not be compensated for off-duty use unless they have received prior approval from their department director.
- L. Employees should inform a supervisor if he/she becomes aware that a fellow employee is violating any of the guidelines listed above.
- M. The City of Appleton will report any illegal usage to the police.

V. SPECIFIC GUIDELINES

A. Cell Phones

1. Employees are expected to follow applicable state or federal laws and regulations regarding the use of cell phones/tablets at all times. As a part of Wisconsin law (as of December 1, 2010), employees are prohibited from texting while driving any motor vehicle.
2. Employees should refrain from using their cell phone/tablet while driving and/or operating equipment. Employees should pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Employees are encouraged to use hands-free technology. These guidelines will not supersede stricter departmental rules.
3. Employees who are charged with traffic violations resulting from the use of electronic communications equipment while driving for the City may be held personally liable for the consequences of such actions.
4. Activation of services beyond the normal plan (e.g., internet activation, data charges, text messaging, roaming charges, long distance, etc.) on a City-issued cell phone must have prior written authorization from the employee's department director and/or Mayor if applicable.

B. Fax/Copy Machines

Reasonable use of copy machines and fax machines for personal needs must have supervisor approval. High volume personal usage is prohibited. As a guide to define reasonable usage, please consider this to be 20 sheets of paper or less.

VI. PERSONALLY OWNED COMMUNICATION DEVICES

Employees may carry a personally owned communication device while on-duty, subject to the following conditions and limitations:

- A. Permission to carry a personally owned communication device may be revoked if it is used contrary to provisions of this policy.
- B. The City accepts no responsibility for loss or damage to a personally owned communication device.
- C. The device and any associated services shall be purchased, used and maintained solely at the employee's expense.

VII. SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- A. Ensuring that employees under their supervision are provided appropriate training on the use of electronic communications systems and equipment consistent with this policy.
- B. Monitoring, to the extent practicable, the use of City systems and equipment in the workplace and take prompt corrective action if a member is observed or reported to be improperly using City systems and/or equipment.
 1. An investigation into improper conduct should be promptly initiated when circumstances

warrant.

2. Before conducting any administrative search of an employee's personally owned device, supervisors should consult with Human Resources or the City Attorney's office.

If you are uncertain at any time how to apply these guidelines or have any questions, you should seek guidance from your supervisor, or the Human Resources Department or Legal Services prior to engaging in electronic communications activities or using City-owned electronic communications equipment.

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CITY OF APPLETON POLICY	TITLE: MILITARY LEAVE	
ISSUE DATE:	LAST UPDATE: March 7, 2005 August 2010 July 2012 October 2015 <u>February 2021</u>	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: All employees serving in the military forces of the United States of America and all employee who are members of the Wisconsin Civil Air Patrol	TOTAL PAGES: 10
Reviewed by Legal Services Date: September 10, 2003 August 2010 August 2012 November 2015	Committee Approval Date: November 5, 2003 September 22, 2010 December 10, 2012 February 8, 2016	Council Approval Date: November 24, 2003 October 6, 2010 December 19, 2012 February 17, 2016

I. PURPOSE

To outline for employees who are members of the military forces of the United States of America, either on active duty, in the Reserves or members of the National Guard, their responsibilities and rights as City of Appleton employees, as well as the procedures for compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

This policy also outlines the rights and responsibilities of employees who are members of the Wisconsin Civil Air Patrol.

II. POLICY

It is the policy of the City of Appleton to allow military leave to all employees who temporarily leave the service of the City to join the military forces of the United States. Such leave will be without pay for all regular part-time, seasonal, temporary and grant-funded non-represented employees. Regular full-time employees shall be granted a leave of absence from their position without loss of pay for a period not to exceed two consecutive calendar weeks in any calendar year. The City will pay such an employee for time lost in the amount equaling the difference between the military pay and their normal City pay.

The City of Appleton will allow Wisconsin Civil Air Patrol members unpaid leave for up to five consecutive days per incident, not to exceed a total of 15 days of leave in a year.

NOTE: For exigency leave please refer to the City of Appleton FMLA policy.

III. DEFINITIONS

~~All definitions are taken from 32 CFR 104.03 (USERRA).~~

~~A. *Critical mission.* An operational mission that requires the skills or resources available in a Reserve component or components.~~

~~B. *Critical requirement.* A requirement in which the incumbent possesses unique knowledge, extensive experience, and specialty skill training to successfully fulfill the duties or responsibilities in support of the mission, operation or exercise. Also, a requirement in which the incumbent must gain the necessary experience to qualify for key senior leadership positions within his or her Reserve component.~~

~~C.A. *Escalator position.* This is established by the principle that the returning Sservice member is entitled to the position of civilian employment that the Service member~~he or she~~ would have attained had ~~he or she~~the Service member remained continuously employed by that civilian employer. This may be a position of greater or lesser responsibilities, to include a layoff status, when compared to the employees of the same seniority and status employed by the company.~~

~~D.B. *Impossible or unreasonable.* For the purpose of determining when providing advance notice of uniformed service to an employer is impossible or unreasonable, the unavailability of an employer or employer representative to whom notification can be given, an order by competent military authority to report for uniformed service within forty-eight hours of notification, or other circumstances that the Office of the Assistant Secretary of Defense for Reserve Affairs may determine are impossible or unreasonable are sufficient justification for not providing advance notice of pending uniformed service to an employer.~~

~~E.C. *Military necessity.* For the purpose of determining when providing advance notice of uniformed service is not required, a mission, operation, exercise or requirement that is classified, or a pending or ongoing mission, operation, exercise or requirement that may be compromised or otherwise adversely affected by public knowledge is sufficient justification for not providing advance notice to an employer.~~

~~F.D. *Uniformed service.* Performance of duty on a voluntary or involuntary basis in the Armed Forces, the Army National Guard and the Air National Guard, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or national emergency ~~Army, the Navy, the Air Force, the Marine Corps or the Coast Guard, including their Reserve components~~, when ~~the Service member is~~ engaged in active duty, ~~active duty for special work~~, active duty for training, initial active duty for training, inactive duty training, ~~annual training or~~ full-time National Guard duty, ~~and, for purposes of this part,~~ a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform such duty, and funeral honors duty performed by members of a Reserve component.~~

IV. PROCEDURES

All employees requesting military or Civil Air Patrol leave, whether full or part-time, shall complete the Military Leave Notification form (Exhibit 1). ~~This form helps determine how to pay the employee while on leave, whether their military leave will be paid or unpaid by the City.~~ This form shall be completed prior to said leave or the employee will be considered on an unpaid leave, unless precluded by military necessity.

Any regular, full-time employee who, by reason of membership in the United States Military Reserve is ordered by the appropriate authorities to attend a training or encampment under the supervision of the United States Armed Forces or by reason of membership in the National Guard is required by the authority thereof to do so, shall be granted a leave of absence from their position without loss of pay for a period not to exceed two consecutive calendar weeks in any calendar year. The City will pay such an employee for time lost in the amount equaling the difference, if any, between the military pay and their normal City pay.

For a regular, full-time employee to receive the difference between the military pay and their normal City pay, the employee must complete the Military Leave Notification form prior to said leave unless precluded by military necessity. Upon return from said leave, the employee shall submit to the City the pay records from the military substantiating the pay they received during that time. For employees not contributing towards the Wisconsin Retirement System (WRS), the City shall then pay the difference in the two rates of pay, and contribute the full amount of the costs of the employee's portion of the Wisconsin Retirement Fund, but not to exceed the employee contribution rates for the period of the leave. For employees who are contributing towards the ~~Wisconsin Retirement System~~ WRS, the state provides that the employee is responsible for making the ~~Wisconsin Retirement System~~ WRS employee required contributions. Upon returning from unpaid military leave, the employee has the choice whether to make up all, some or none of the total WRS employee required contributions dating to the employee's military leave of absence (Exhibits 2 & 3).

A. To preserve their rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA), employees shall provide advance written or verbal notice to the City, unless precluded by military necessity or otherwise unreasonable or impossible. Reserve component members should provide notice at least 30 days in advance when it is feasible to do so. This notice requirement can be met by providing the City a copy of the unit annual training schedule ~~and/or~~ completing the Military Leave Notification form.

B. Upon completion of service, in order to be re-employed by the City:

1. The employee's cumulative length of absences does not exceed 5 years;
2. The employee reports to, or submits an application for reemployment to, the Human Resources Department within the specified period based on duration of services, as described in section F; and,
3. The person's character of service was not disqualifying as described in sections C. 4 and C. 5 below.

C. The City is not required to reemploy a person if:

1. The employment with the City was for a brief, non-recurrent period and there was no reasonable expectation that the employment would continue indefinitely or for a significant period.
2. The City's circumstances have so changed as to make reemployment impossible or unreasonable.
3. The reemployment imposes an undue hardship on the City in the case of an individual who:

- a) Has incurred a service connected disability; or,
 - b) Is not qualified for the escalator position or the position last held and cannot become qualified for any other position of lesser status and pay after a reasonable effort by the City to qualify the person for such positions.
4. The Service member or former Service member was separated from a uniformed service with a dishonorable or bad conduct discharge, or separated from a uniformed service under other than honorable conditions.
 5. An officer dismissed from any ~~a~~Armed ~~f~~Force or dropped from the rolls of any ~~a~~Armed ~~f~~Force as prescribed under 10 U.S.C. 1161.
 6. The cumulative length of service exceeds five years and no portion of the cumulative five years of uniformed service falls within the exceptions described in section E.;
- D. The City shall not deny initial employment, reemployment, retention in employment, promotion, or any employment benefit on the basis of membership, an application for membership, performance of service or an obligation for service in the uniformed services. -No person, including a non-Service member, shall be subject to employment discrimination or any adverse employment action because they have taken an action to enforce a protection afforded a Service member, has testified or made a statement in or in connection with any proceeding concerning employment and reemployment rights of a ~~S~~service member, has assisted or participated in an investigation, or has otherwise exercised any right provided by USERRA.
- E. In order to retain reemployment rights and benefits provided by this policy and federal law, the cumulative length of absences from the City cannot exceed 5 years. Not counted toward this limit is:
1. Service beyond 5 years if required to complete an initial service obligation;
 2. Service during which an individual was unable to obtain release orders before the expiration of the 5-year cumulative service limit through no fault of their own;
 3. ~~Inactive duty training; annual training; ordered to active duty for unsatisfactory participation; active duty by National Guardsmen for encampments, maneuvers, field operations or coastal defense; or to fulfill additional training requirements, as determined by the Secretary concerned, for professional skill development, or to complete skill training or retraining~~ Required training for Reservists and National Guard members;
 4. Involuntary order, call to active duty or retention on active duty;
 5. Ordered to or retained on active duty during a war or national emergency declared by the President or Congress;
 6. Ordered to active duty in support of an operational mission for which personnel have been involuntarily called to active duty;
 7. Performing service in support of a critical mission or requirement as determined by the Secretary concerned;

8. Performing service in the National Guard when ordered to active duty by the President to suppress an insurrection ~~or rebellion~~, repel an invasion or execute the laws of the United States; and,
9. Voluntary recall to active duty of retired regular Coast Guard officers or retired enlisted Coast Guard members.

F. Applications For Reemployment:

1. For service of 30 days or less or for an absence for an examination to determine the individual's fitness to perform uniformed service, the Service member or applicant must report to work ~~not~~ later than the beginning of the first full regularly scheduled work period on the first full next calendar day following ~~the~~ completion of service or the examination, after allowing for an eight-hour rest period following safe transportation ~~to their residence~~ home from the military duty location.
2. For service of 31 days or more but less than 181 days, the Service member must submit an application for reemployment ~~not~~ later than 14 days after completion of service or by the next full calendar day when submitting an application within the 14-day limit was impossible or unreasonable through no fault of the Service member.
3. For service of 181 days or more, the Service member must submit an application for reemployment ~~not~~ later than 90 days after ~~the~~ completion of service.
4. If hospitalized or convalescing from an illness or injury incurred or aggravated during service, the Service member must, at the end of the period necessary for recovery, follow the same procedures, based on length of service, as described in sections F. 1 through F. 3 above. The period of hospitalization or convalescence may not normally exceed 2 years.
5. Anyone who fails to report or apply for reemployment within the specified period shall not automatically forfeit entitlement to reemployment rights and benefits, but is subject to the rules of conduct, established policies, general practices of the employer pertaining to explanations and discipline because of an absence from scheduled work.

G. If service is for 31 days or more, a Service member must provide documentation, upon request, that establishes:

1. Application to return to work within the prescribed time period;
2. Has not exceeded the 5-year cumulative service limit; and
3. Reemployment rights were not terminated because of character of service as described in paragraphs C. 4 and C. 5 of this policy.

Failure to provide documentation cannot serve as a basis for denying reemployment to the Service member, former Service member, or applicant if documentation does not exist or is not readily available at the time of the City's request. However, if after reemployment documentation becomes available that establishes that the Service member or former Service member does not meet one or more of the requirements contained in this policy, the City may immediately terminate the employment.

H. Position To Which Entitled Upon Reemployment

1. Reemployment position for service of 90 days or less:
 - a) The position the person would have attained if continuously employed (the "escalator" position) and if qualified to perform the duties or can become qualified after reasonable efforts by the City; or,
 - b) The position in which the person was employed when they departed for uniformed service, but only if the person is not qualified to perform the duties of the escalator position, despite the City's reasonable efforts to qualify the person for the escalator position.
 2. Reemployment position for service of 91 days or more:
 - a) The escalator position or a position of like seniority, status and pay, the duties of which the person is qualified to perform or can become qualified after reasonable efforts by the City; or,
 - b) The position in which the person was employed when they departed for uniformed service or a position of like seniority, status and pay, the duties of which the person is qualified to perform, but only if the person is not qualified to perform the duties of the escalator position after the City has made a reasonable effort to qualify the person for the escalator position.
 3. If a person cannot become qualified, after reasonable efforts by the City to qualify the person, for either the escalator position or the position formerly occupied by the employee as provided in this section, for any reason (other than disability), the person must be employed in any other position of lesser status and pay that the person is qualified to perform, with full seniority.
- I. If a person who is disabled because of service cannot (after reasonable efforts by the City to accommodate the disability) be employed in the escalator position, they must be reemployed:
1. In any other position that is equivalent to the escalator position in terms of seniority, status, and pay that the person is qualified or can become qualified to perform with reasonable efforts by the City; or,
 2. In a position, consistent with the person's disability, that is the nearest approximation to the escalator or equivalent position in terms of seniority, status and pay ~~to the escalator or equivalent position.~~
- J. A person who is reemployed under USERRA is entitled to the seniority and other rights and benefits determined by seniority that the person had upon commencing uniformed service and any additional seniority and rights and benefits they would have attained if continuously employed. A person who is absent by reason of uniformed service shall be deemed to be on leave of absence from the City and is entitled to such other rights and benefits not determined by seniority as generally provided by the City to employees ~~on leave of absence~~ having similar seniority, status and pay who are also on leave of absence, as provided under the contract or policy in effect during the Service member's absence because of uniformed service, except vacation. Employees who are

on an unpaid leave of absence for purposes of military leave shall not have their vacation prorated upon their return. However such employees shall not be entitled to more than one year of benefits upon their return. The individual may be required to pay the employee cost, if any, of any funded benefit ~~continued~~ to the same extent that other employees on leave of absence are required to pay.

- K. If, after being advised by the City of the specific rights and benefits to be lost, a Service member, former Service member or applicant of uniformed service knowingly provides written notice of intent not to seek reemployment after completion of uniformed service, they are no longer entitled to any non-seniority based rights and benefits. This includes all non-seniority based rights and benefits provided under any contract, plan, agreement or policy in effect at the time of entry into uniformed service or established while performing such service and which are generally provided by the employer to employees having similar seniority, status and pay who are on leave of absence.
- L. A person who is reemployed following uniformed service cannot be discharged from employment, except for cause, within 1 year after the date of reemployment if that person's service was 181 days or more; or within 180 days after the date of reemployment if such service was 31 days or more but less than 181 days.
- M. During any period of uniformed service, a person may, upon request, use any vacation, PTO, or similar leave with pay accrued before the commencement of that period of service.
- N. The City will allow the Service member to elect to continue personal health insurance coverage, and coverage for the Service member's his or her dependents under the following circumstances:
 - 1. The maximum period of coverage of a person and the person's dependents under such an election shall be the lesser of:
 - a) The 24 month period beginning on the date on which the person's absence begins; or
 - b) The day after the date on which the person was required to apply for or return to a position of employment as specified in this policy, and fails to do so.
 - 2. A person who elects to continue health plan coverage may be required to pay up to 102 percent of the full premium under the plan, except that a person on active duty for 30 days or less cannot be required to pay more than the employee's share, if any, for the coverage.
 - 3. An exclusion or waiting period may not be imposed in connection with the reinstatement of coverage upon reemployment if one would not have been imposed had coverage not been terminated because of service. However, an exclusion or waiting period may be imposed for coverage of any illness or injury determined by the Secretary of Veterans' Affairs to have been incurred in or aggravated during, the performance of uniformed service.
- O. A person reemployed after uniformed service shall be treated as if no break in service occurred, with the City maintaining the employee's pension benefit plan. Each period of uniformed service, upon reemployment, shall be deemed to constitute service with the City for the purpose of determining the non-forfeitable of accrued benefits and accrual of benefits. The City is liable ~~to~~ the plan for funding any obligation attributable to the employer of the employee's pension benefit plan that would have been paid to the plan on behalf of that employee but for their absence during a period of uniformed service. Upon reemployment, a person has three times the period of

military service, but not to exceed five years after reemployment, within which to contribute the amount they would have contributed to the pension benefit plan if they had not been absent for uniformed service. An employee is entitled to accrued benefits of the pension plan that are contingent on the making of or are derived from, employee contributions or elective deferrals only to the extent the person makes payment to the plan.

Exhibit 1

MILITARY LEAVE NOTIFICATION FORM

Employee:

Department:

The following serves as notification that I will be absent related to my duty in the National Guard/U.S. Reserve:

Date(s) of Leave: _____ (attach copy of your orders). *Employees should contact the City Benefits Coordinator at (920)832-6455 to discuss benefit impacts for leaves that extend beyond 30-days, which may result in proration of future benefits.*

- I choose to take paid leave time off to the extent such paid leave is available and will keep my pay from the military. (ie – vacation, floating holiday, comp time, PTO)
- I choose to take an unpaid leave of absence and keep my military pay.
- I choose to take regular pay to the extent such paid leave is available pursuant to the Military Leave policy or the applicable collective bargaining agreement and will turn in my pay stubs from the military.

Following provisions apply to all employees.

The state provides that the employee is responsible for making Wisconsin Retirement System (WRS) employee required contributions. Upon returning from unpaid military leave, the employee has the choice whether to make up all, some or none of the total WRS employee-required contributions dating to the employee's military leave of absence.

For leaves more than 31 days: Upon return from military leave, I will complete Section A: Employee Information of the ETF USERRA Certification (ET-4560) and hand in to my supervisor along with a copy of my DD-214 or a copy of my military orders or any other military issued paperwork reflecting that my service was other than disqualifying under 38 U.S.C. 4304. (A copy of the ETF form is attached to this form.)

USERRA allows for employee required contributions to WRS to be made beginning with the date of reemployment and ending on the earlier of: (1) three times the period of military service, or; (2) five years. This provision is for employees not covered by a collective bargaining agreement under which the employer has agreed to pay the total WRS employee required contributions.

- I elected unpaid military leave. My leave is less than 31 days and I will not receive a DD-214. Upon my return I would like to make up _____ % of the WRS employee required contributions. I understand that I have the option of paying back all, some or none of the WRS employee-required contributions dating to the military leave. I understand the employer is only required to make employer required contributions to match the contributions made by the employee.

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR:

DATE:

HUMAN RESOURCES GENERALIST:

DATE:

| Cc: Payroll Coordinator (including ETF form); Human Resources Benefits Coordinator; Supervisor

Uniformed Services Employment and Reemployment Rights Act (USERRA) Certification Form Instructions

Please read instructions before completing this form. Make a copy for your records, and then submit this form to your employer.

Important Considerations:

To qualify for Wisconsin Retirement System pension rights under USERRA, the employee must meet all of the following criteria:

1. The employee must notify his or her employer that the employee is leaving his or her job to perform service in the uniformed services.
2. Once the employee's period of active military duty ends, the employee must return to his or her pre-military service employment with the employee's WRS employer in a timely manner.
3. The employee's cumulative period of service must not have exceeded five years, with certain exceptions. (For more information on exceptions to the five-year limit, please visit the U.S. Department of Labor website at www.dol.gov/vets or contact the Wisconsin Department of Employee Trust Funds (ETF) at toll free 1-877-533-5020.
4. The employee must not have been separated from military service with a disqualifying discharge or under other than honorable conditions.
5. The employee must submit this form to his or her employer for certification.
6. The employee must have the employer submit this form to ETF.

Employee Instructions:

The employee is responsible for filling out Section A. Please read through Section A, then fill in the member information, including name, address and phone number. Next, sign and date the form, then submit it to the employer with a copy of your DD-214, or, if you did not receive a DD-214 based on the length of service, a copy of your military orders or any other military-issued paperwork reflecting your entry and discharge dates and that your service was other than disqualifying under 38 U.S.C. 4304.

Employer Instructions:

The employer is responsible for filling out Sections B and C. Employers, please:

- Review the certification form to ensure the employee has completed Section A.
- Sign and date the form in the employer certification section, Section B. By signing, the employer certifies that the employee has met all of the qualifications for reemployment under USERRA.
- List the USERRA-qualifying time period in Section C.
- Fill in the employee's deemed hours and earnings for each year that the employee was on a military leave of absence in Section C. If additional space is needed, attach an extra sheet with the employee's deemed hours and earnings for each additional year. Do not include the actual hours and earnings worked. Deemed hours and earnings are the hours of service and the earnings that the employee would have received had they'd been actively employed instead of being out on their active military leave of absence. Be sure to include any pay increases or other WRS-reportable earnings the employee would have been entitled to receive during their active military leave of absence.
- Submit form via mail, secure fax or email to ETF:

Wisconsin Department of Employee Trust Funds
P.O. Box 7931
Madison, Wisconsin 53707-7931

Employer Communications fax number: 608-266-5801

Email: ETFMSBEmployerWRS@etf.wi.gov

Department of Employee Trust Funds
 PO Box 7931
 Madison, WI 53707-7931

USERRA Certification

Section A: Employee Information

Employee Name		Social Security Number
Mailing Address		ETF ID Number
City, State, ZIP code	Email (Optional)	Phone Number
<p>I understand that I have the option of paying back all, some or none of the Wisconsin Retirement System employee-required contributions dating to the military leave of absence for which I am electing my rights under USERRA. If I choose to make up some or all of the employee-required contributions, I understand that I will need to contact my employer to arrange to have employee make up contributions deducted from my payroll.</p> <p>Yes No <input type="checkbox"/> <input type="checkbox"/> I have attached a copy of my DD-214 or other military paperwork.</p>		
Signature _____		Date _____
<p>*ETF cannot predict what impact, if any, the making-up of missed WRS employee-required contributions may have on an individual's retirement benefits.</p>		

Section B: Employer Certification

<p>I hereby certify that the employee above has met all of the qualifications for reemployment under the Uniformed Services Employment and Reemployment Act (USERRA) 38U.S.C.4301-4333.</p>			
Yes	No	<p><input type="checkbox"/> <input type="checkbox"/> This employee is subject to differential wage payments. Employer and employee contributions were paid in full prior to submission of USERRA certification. (Applicable only when full contributions are paid under a collective bargaining agreement, differential pay, or within same or next monthly remittance.)</p>	
Employer Number		Employer Name	
Certifying Person's Name		Title	
Signature	Date	Phone	Ext.

Section C: Qualifying Time Period

Fill out one row for each qualifying calendar year. Based on 2011 Wisconsin Act 10, for calendar year 2011, please complete two rows. The first row should include pre-Act 10 employee category information, and deemed hours and earnings. The second row should include post-Act 10 employee category information and deemed hours and earnings. Do not include the actual hours and earnings worked. See ER instructions for additional information.

Leave Date: _____ Return Date: _____

Employee Category	Last date of employment or paid leave prior to USERRA-qualifying time (MM/DD/YYYY)	First date of employment or paid leave following USERRA-qualifying time (MM/DD/YYYY)	Teachers/Judges/Educational Support Personnel Only (January-June)			Calendar Year-to-Date (All Employees, including Teachers, Judges & Educational Support Personnel)		
			Fiscal Hours of Service	Fiscal Earnings	Employee-Required Contributions	Calendar Hours of Service	Calendar Earnings	Employee-Required Contributions

In compliance with the Americans with Disabilities Act, ETF will provide help filling out this form upon request. You may request help by calling 1-877-533-5020 or 608-266-3285 local to Madison.

CITY OF APPLETON POLICY	TITLE: Automatic External Defibrillator (AED) All City Facilities (except Police & Fire)	
ISSUE DATE: February 2007	LAST UPDATE: August 2011 October 2012 June 2017 March 2021	SECTION: Safety
POLICY SOURCE: Human Resources Department	AUDIENCE: All City Facilities except Police, Fire	TOTAL PAGES8
Reviewed by Attorney's Office Date: December 5, 2006 September 29, 2011 August 18, 2017	Committee Approval Date: January 24, 2007 December 12, 2011 October 11, 2017	Council Approval Date: February 7, 2007 December 21, 2011 October 18, 2017

I. PURPOSE

The purpose of this policy is to provide guidelines for the use of the Automatic External Defibrillators (AED) which are located in City buildings (except those in Police and Fire) as these departments have their own AED guidelines.

The purpose of this policy is to also follow the provisions of State Statute 895.48 (4)(am) which provides immunity "from civil liability for the acts or omissions of a person in rendering in good faith, emergency care by use of an automated external defibrillator to an individual who appears to be in cardiac arrest". This immunity is provided to the following: the person who renders the care, the owner of the automated external defibrillator, the person who provides the automated external defibrillator for use, if the person ensures that the automated external defibrillator is maintained and tested in accordance with any operational guidelines of the manufacturer and any person who provides training in the use of an automated external defibrillator to the person who renders care.

II. POLICY

The City of Appleton has placed AEDs in key locations of City buildings where people work or visit. A list of the City's AED locations is attached. The goal is to have AEDs readily available for use by City staff and bystanders should someone experience a Sudden Cardiac Arrest (SCA).

The AEDs are intended for use by City staff, members of the public, other first responders, physicians, or authorized emergency medical response personnel.

It is each department's responsibility to notify Human Resources of any new AED that is added to their facility.

To comply with Wisconsin Senate Bill 186 section 4, it is Human Resources responsibility to notify Gold Cross or the nearest emergency medical services program of any changes to the locations of the City's AEDs.

III. DEFINITIONS

Automatic External Defibrillator (AED) – electronic device used to apply electrical shocks to the heart via paddles or pads placed on the patient's chest.

Electrocardiogram (ECG) – shows a graphic recording of the electrical activity of the heart.

Emergency Medical System (EMS) – the pre-hospital medical system that includes the request for and dispatch of emergency medical response personnel, the field medical treatment of ill/injured patients, and the transport of the ill/injured patients to a hospital for definitive care.

Emergency Medical Responders (EMR) – person trained in emergency medical care (i.e. Police & Fire personnel).

Emergency Medical Technician (EMT) – person specially trained in pre-hospital care of a sick or injured patient.

Medical Director – medical person who oversees the City’s AED program. The Medical Director for the City of Appleton is the Medical Director for Gold Cross Ambulance Service.

Sudden Cardiac Arrest (SCA) – sudden cessation of cardiac output and blood circulation.

Ventricular Fibrillation (VF) – a serious disturbance in a cardiac rhythm.

IV. DISCUSSION

Sudden Cardiac Arrest can happen anywhere to people of all ages and at any time. SCA is usually caused by an electrical malfunction that makes the heart quiver ineffectively in an abnormal rhythm called Ventricular Fibrillation (VF). It sometimes is triggered by a heart attack but can also happen even without any blockage of blood flow to the heart. A lifesaving pulse of electricity must be delivered quickly to restore the heart’s normal rhythm and pump blood throughout the body.

~~Defibrillation is the only effective treatment for SCA caused by VF.~~ Research has shown that shortening the time between the onset of VF and defibrillation increases the survival rate of victims.

Cardiac Chain of Survival: A person in cardiac arrest will have the greatest chance of survival if the following steps occur:

- Early recognition and early access – The sooner someone recognizes that a person is in cardiac arrest and calls 9-1-1, the sooner advanced medical care arrives.
- Early CPR – This helps circulate oxygen-containing blood that provides oxygen to vital organs until an AED becomes available.
- Early defibrillation – Defibrillation (delivery of an electrical shock using an AED) may restore an effective heart rhythm significantly increasing the person’s chance of survival. According to the American Red Cross and the American Heart Association, each minute that defibrillation is delayed reduces the chance of survival by about 10 percent.
- Early advanced medical care – Trained medical personnel such as EMS personnel and EMTs provide further care and transportation to hospital facilities.
- Integrated post-cardiac arrest care – After the person is resuscitated, an interdisciplinary team of medical professionals work to stabilize the person’s medical condition, minimize complications, and diagnose and treat the underlying cause of the cardiac arrest to improve survival outcomes.

~~State Statute 895.48 provides immunity “from civil liability for the acts or omissions of a person in rendering in good faith, emergency care by use of an automated external defibrillator to an individual who appears to be in cardiac arrest”.~~

V. PROCEDURES

This procedure provides guidelines for the use of the AEDs located in City buildings on adults, children and infants. According to the American Red Cross, it is safe to use adult AED pads and

adult levels of energy on a child or infant, or adolescents 12 years or older. If a child is under age 12, provide rescue breathing and/or CPR until emergency personnel arrive.

If you find yourself in an emergency situation, put on your gloves (if available) and follow these recommended steps: the following emergency steps should be taken:

- Check the scene for safety. Check for hazards that could jeopardize your safety or the safety of bystanders. Don't move a person unless there is immediate danger.
- Check the person:
 - If the injured or ill person is a child or infant and their parent or legal guardian is present, get their consent before giving any care beyond calling 911.
 - If the person is responsive and is breathing normally, obtain consent before providing further care and then begin to gather additional information about the nature of the person's injury or illness. Be prepared to provide CPR, first aid and/or call 911.
 - If the person appears to be unresponsive, shout, using the person's name if you know it. If there is no response, tap the person's shoulder (if the person is an adult or child) or the bottom of the person's foot (if the person is an infant) and shout again while checking for normal breathing (steady rising and falling of the person's chest). Check for responsiveness and breathing for no more than 5 to 10 seconds. If the person does not respond and is not breathing or only gasping, carefully roll the person onto his or her back if the person is face-down. If necessary, move the person to a firm, flat surface.
- ~~➤ Check for consciousness by tapping their chest and/or gently shaking their shoulders and asking if they are ok. If the person does not respond and is not breathing or only gasping...~~
 - ~~○ Put the person on his or her back on a firm surface~~
- Call – Have a co-worker or bystander call 911. If you are the only person at the scene, shout for help. If no one arrives, call 9-1-1. You should always call first (before providing any care) if there is an unconscious adult or adolescent 12 years or older as these emergency conditions are often attributed to cardiac arrest. If it is an adolescent under age 12 and they are not breathing and/or have no pulse provide rescue breathing and/or CPR chest compressions for 2 minutes, then go call 9-1-1.
- ~~➤ Check – For signs of life (movement or breathing) in an adult~~
 - ~~1. Airway – open the airway using the head-tilt/chin lift technique. If a neck injury is suspected, pull only the jaw (using the jaw thrust technique) to open airway.~~
 - ~~2. Breathing – Look for signs of breathing for no more than 10 seconds, watching to see if the chest rises and falls. If there are no signs of breathing you must assume the problem is a cardiac emergency and begin CPR immediately.~~
- Care – Full CPR or cardiopulmonary resuscitation is a skill that is used when a person is in cardiac arrest to keep oxygenated blood moving to the brain and other vital organs until advanced medical (EMS) help arrives. CPR involves giving 5 sets of 30 compressions (in about 15 seconds) by compressing the center of the chest at least 2 inches deep for adults and children / 1 ½ inches for infants and then followed by sets of 2 rescue breaths (while maintaining an open airway). If you are unable or unwilling for any reason to give full CPR, you can give compression-only CPR instead. In compression-only CPR, you give continuous chest compressions (2 inches deep for adults and children / 1 ½ inches for infants) with no rescue breaths. Full CPR (30 compressions and then 2 breaths) or compression-only CPR should be continued until an AED becomes available, another responder takes over or more advanced medical personnel takes over.

Hands-only CPR should be done if no pocket mask is available. Start CPR by giving 30 compressions (in about 15 seconds) by compressing sternum at least 2 inches deep for adults and children / 1 ½ inches for infants, then two rescue breaths. CPR SHOULD BE CONTINUED UNTIL AN AED BECOMES AVAILABLE OR MORE ADVANCED MEDICAL PERSONNEL ARRIVES AT THE SCENE.

A. Defibrillation – Prepare to operate the AED when it becomes available

DO NOT use the AED when a patient person shows has any of the following:

- Consciousness
- Normal breathing
- A pulse or other obvious signs of life.

B. Using the AED

1. For safety remember the following:

- DO NOT use near or in puddles of water.
- DO NOT use near flammable agents, such as gasoline (remove clothing that may be contaminated with flammable agents).
- ALWAYS stay clear of the person when delivering the AED shock. Do not touch and do not allow others to touch any part of the person while the AED is analyzing the person's heart rhythm or when delivering the AED's shock.
- It is safe to use an AED when the person is lying on a metal surface, as long as appropriate precautions are taken. Do not allow the AED pads to contact the metal surface and ensure that no one is touching the person when the shock is delivered.
- It is safe to use an AED on a woman who is pregnant.
- Avoid placing AED pads directly over a person's pacemaker or metallic jewelry/body piercings. Instead, adjust AED placement as needed.
- DO NOT touch the electrode surfaces, the person or any conductive material near the person during the ECG analysis or shock

2. Turn on the AED.

3. Follow the prompts as directed by the AED Unit.

4. Dry the person's chest skin if necessary and shave the person's chest hair ONLY if it is so could interfere with proper AED pad-to-skin contact. excessive it prevents a good seal between electrodes AED pads and the skin. Apply electrodes pads according to the diagram on electrode the AED pads package to the victim's bare chest. Press pads firmly to their skin.

5. Stand clear of patient the person while the AED machine analyzes their heart rhythm. Advise others to stand clear of the person as well.

6. If treatment (SHOCK ADVISED) is indicated, make sure no one is touching the person patient (Say "EVERYONE CLEAR") and then press the lighted "Heart" on the AED unit. in center of unit.

7. If no shock is advised, perform full CPR (for two minutes) or compression-only CPR for two minutes.

8. After two minutes of CPR, the AED unit will automatically re-analyze the person's heart rhythm. If "No Shock" is indicated, continue full CPR or compression-only CPR until another responder or professional help arrives and takes over.

9. When the EMS personnel arrive, follow their instructions.

- C. Transferring the patient to the EMS personnel upon arrival
 - 1. Give a summary of the event including:
 - a. Time of event
 - b. Total number of shocks
 - c. Any additional pertinent information about the patient.
 - 2. EMS personnel will take over the resuscitation efforts
 - a. EMS personnel will have their own equipment and may transfer the patient over to their own monitors or continue the use of the attached AED depending on the step of the process.
 - b. EMS personnel will direct ongoing CPR efforts and you may be asked to continue with CPR or to step aside.
- D. Report the event
 - 1. After the event, complete the AED Incident Report (Exhibit 1) and forward to Human Resources Department.
 - 2. The Human Resources Department will notify the **City's** Medical Director and verify the AED will be available for future use.

VI. NOTIFICATION OF USE

Human Resources will notify the City's Medical Director immediately after each AED use.

A. Incident Review

- 1. The Medical Director **should may** review a detailed download from the AED.
- ~~2. A review and report of the incident should be provided to the Human Resources Department.~~
- 3. The Medical Director may discuss the incident with the local EMS personnel to obtain feedback.
- 4. The Medical Director may check with the hospital on the patient and provide feedback to the site.

B. Debriefing

- 1. If requested by anyone involved in the emergency occurrence, an incident review and debriefing conducted by Police, Fire or Gold Cross should be scheduled as soon as it can be arranged. **(Exhibit 2). An AED Post Incident Critique Form (Exhibit 2) should be completed with a copy of this information forwarded to the Human Resources Department.**
- 2. The debriefing is intended to provide support in the following areas:
 - Success rates and expectations during a resuscitation
 - The human dimension of CPR
 - Recognition of successful aspects of the rescue efforts
 - Stress reactions of rescuers, witnesses, and families after resuscitation attempts
 - Identify any areas for improvement

3. Equipment Readiness

After each use, the Parks, Recreation and Facilities Management Department should be notified to check the AED batteries and the **related** equipment so it can be restocked and checked for readiness. ~~by the Parks, Recreation and Facilities Management Department.~~

VII. TRAINING

A. Required CPR and AED Training

Both OSHA (Occupational Safety and Health Administration) and WI DSPS (Department of Safety and Professional Services) require employers to provide CPR and AED training for the following employees:

- Any employee serving the role as an authorized attendant or entrant when involved with entry into a permit-required confined space.
- Those employees involved in logging operations.
- Employees required to respond to medical emergencies in the workplace.
- Employee members of a dive team.

B. ~~CPR and AED Refresher Course~~ Voluntary CPR and AED Training

The Appleton Fire Department may periodically conduct CPR and AED training courses for those city employees that want this training on a voluntary basis. Training videos from the manufacturers of city-placed AED's will also be available through our intranet.

C. CPR and AED Training Certification and Re-Certification

When CPR and AED training is required, this training will be certified and re-certified according to either the American Heart Association (AHA) ~~and~~ or the American Red Cross (ARC) Guidelines. CPR and AED certifications from both the AHA and ARC are valid for two years from the date of issuance.

VIII. EQUIPMENT MAINTENANCE

The following are suggested steps to maintain the AED:

- A. The Parks, Recreation and Facilities Management Department will conduct equipment checks on a quarterly basis. Batteries and equipment will be replaced as needed.
- B. Replace the AED pads if the date on the pads is expired or ~~they are no longer fully sealed in their original package.~~
- C. Replace CPR supplies after each use of the equipment.

A. Cleaning the Unit

- A. After each use, clean and disinfect the unit with a soft damp cloth using 90% isopropyl alcohol, soap and water or chlorine bleach and water mixture (30ml/liter water).
- B. Do not immerse any part of the unit in water.
- C. Do not use ketones (MEK, acetones, etc.) to clean the unit.
- D. Avoid using abrasives (e.g. paper towel) on the display unit or IrDa port.
- E. Do not sterilize the device.

B. AED Tracking

~~U.S. Federal Law requires the tracking of defibrillators. The City will~~ is responsible to notify its Medical Director and Gold Cross immediately of any changes to the locations of the City's AEDs. ~~if the AED is lost, stolen, or removed in any way from the locations.~~

Exhibit 1

AED INCIDENT REPORT

Patient & Incident Data	
Patient Name:	Patient Age :
Incident Date:	Incident Time
Incident Location:	

Incident History		
Patient activity prior to incident		
Patient complaints prior to incident		
Was incident witnessed? Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, by whom?	What Time?
Was CPR started? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, by whom?	What Time?

Assessment and Treatment		
Was patient unresponsive?	Yes <input type="checkbox"/> Time:	No <input type="checkbox"/>
Were the airway, breathing, and circulation checked?	Yes <input type="checkbox"/> Time: No <input type="checkbox"/>	If yes, by whom?
Was rescue breathing started?	Yes <input type="checkbox"/> Time:	
Was CPR Started? Yes <input type="checkbox"/> No <input type="checkbox"/>	Time?	If yes, by whom?
Was Shock Advised? Yes <input type="checkbox"/> No <input type="checkbox"/>	Time	
Was shock #1 delivered? Yes <input type="checkbox"/> No <input type="checkbox"/>	Time?	If yes, by whom?
Was shock #2 delivered? Yes <input type="checkbox"/> No <input type="checkbox"/>	Time?	If yes, by whom?
Was shock #3 delivered? Yes <input type="checkbox"/> No <input type="checkbox"/>	Time?	If yes by whom?
Did the person's heart re-start?	Yes <input type="checkbox"/> Time:	No <input type="checkbox"/>
Did the person regain consciousness?	Yes <input type="checkbox"/> Time:	No <input type="checkbox"/>
Return of Pulse:	Yes <input type="checkbox"/> Time:	No <input type="checkbox"/>
Return of Respiration:	Yes <input type="checkbox"/> Time:	No <input type="checkbox"/>
EMS arrival at patient?	Yes <input type="checkbox"/> Time:	No <input type="checkbox"/>
Was the patient transferred to EMS?	Yes <input type="checkbox"/> Time:	No <input type="checkbox"/>
Patient condition at EMS hand-off:		
Care given by rescue personnel:		
Time Patient transported:		
Patient transported to: (hospital)		

COMMENTS:

Report Completed by: _____ Date: _____

Exhibit 2

**AED
POST INCIDENT CRITIQUE FORM**

COMMENTS:

Report Completed by: _____ Date: _____

Medical Director Signature: _____ Date: _____

Police, Fire or Gold Cross Signature: _____ Date: _____

City of Appleton AED Inventory (excluding those in Police and Fire)

Building	AED Location	Manufacturer	Serial Number	Monthly Inspection (Responsibility)	Software Updates (Responsibility)
City Hall	6 th Floor Lobby	Zoll AED Plus	X04L046541	Facilities	Risk Manager
City Hall	5 th Floor Lobby	Zoll AED Plus	X04J045902	Facilities	Risk Manager
City Hall	1 st Floor Lobby	Zoll AED Plus	X06H093080	Facilities	Risk Manager
PRFMD	Office Lobby	Zoll AED Plus	X08H168049	Facilities	Risk Manager
PRFMD	Rec. Programmer's Office	Philips	B16C-00057	Facilities	Risk Manager
Library	1 st Floor on Cement Pillar in Main Entry	Zoll AED Plus	X04E033372	Facilities	Risk Manager
Municipal Services Bldg.	Hallway by Office	Zoll AED Plus	X08H168091	Facilities	Risk Manager
Transit Center	1 st Floor Lobby	Philips	B07L-01040	Facilities	Risk Manager
Wastewater Plant	First Aid Room in S Building	Zoll AED Plus	X08H168063	Facilities	Risk Manager
Water Treatment Plant	1 st Floor Lobby	Zoll AED Plus	X09L434424	Facilities	Risk Manager
Appleton Memorial Park	Jones Bldg. Main Entrance Lobby	Zoll AED Plus	X12H562454	Facilities	Risk Manager
Mead Pool	Mead Pool Managers Office	Zoll AED Plus	X06G090475	Facilities	Risk Manager
Erb Pool	Erb Pool Managers Office	Zoll AED Plus	X07A103774	Facilities	Risk Manager
Golf Course	Clubhouse	Zoll AED Plus	X16I864047	Facilities	Risk Manager
Dance Studio	Studio 2	Zoll AED Plus	X20C260936	Facilities	Risk Manager
Scheig Center	Front Desk	Zoll AED Plus	X206260842	Facilities	Risk Manager
Appleton Police Department	1 st Floor Lobby	Philips	B07H-01403	Ryan Neff	Ryan Neff / Gold Cross
Appleton Police Department	Mobile in Squads	Zoll	X07H124702	Ryan Neff	Ryan Neff / Gold Cross
Appleton Police Department	Mobile in Squads	Zoll	X07H124898	Ryan Neff	Ryan Neff / Gold Cross
Appleton Police Department	Mobile in Squads	Zoll	X07H125110	Ryan Neff	Ryan Neff / Gold Cross
Appleton Police Department	Mobile in Squads	Zoll	X07H124859	Ryan Neff	Ryan Neff / Gold Cross

Appleton Police Department	Mobile in Squads	Zoll	X07H125113	Ryan Neff	Ryan Neff / Gold Cross
Appleton Police Department	Mobile in Squads	Zoll	X07H125115	Ryan Neff	Ryan Neff / Gold Cross

Adult Classes and Events

Artist in Residence - Virtual

Artist in Residence Willow Bayer showcased her unique artistic style in which she focuses on one element of a real-life image, photo, or sketch and brings them to life replicating each layer and creating an almost 3D quality. We started with two workshops in which we learned the rebuilding techniques on a sketch by Willow, then taking that a step further to create dimension and build depth with a photo. For the third session, Willow demonstrated how she uses technology to replicate shapes, allowing the architecture of an image to really stand out. All of these sessions were hosted through Zoom and patrons used curbside pick-up for the supplies they needed to participate. Friends' funds provided the honorarium and supplies for these programs.

Connecting Cards

In order to create a connection to residents of care facilities, we created an opportunity to send a cheerful message with pre-stamped, pre-addressed cards. Blank cards are available at our first-floor information desk, ready to be filled out and dropped in the mailbox and delivered to a person right here in our community. Senders have the option of including a return address if they would like to provide an opportunity to respond. We are currently partnered with Oneida Heights for this program. Friends' funds provided materials for this program.

Find Your Ancestors Series: Proving (or Disproving) Family Stories

We kicked off a fresh new year of the Find Your Ancestors series with professional genealogist and author Gena Philibert-Ortega's talk on "We're Related to George Washington?: Proving (or Disproving) Family Stories." Gena, who has worked on the former PBS show *Genealogy Roadshow*, shared real-life examples of stories she had to prove or disprove as she showcased resources genealogists can use for their own family stories. Resources included Digital Public Library of America, Internet Archive, the U.S. Newspaper Directory, ArchiveGrid and more. More than 100 attendees enjoyed the presentation and shared: "Best genealogy webinar I've attended in a while." Friends provided financial support for this series and an honorarium for this speaker.

Find Your Ancestors Series: Using Alternative Resources

Our second January Find Your Ancestors program speaker was Cathy Dailey, Vice President of Wisconsin State Genealogical Society, who presented on using alternative resources in your research. We had tremendous interest in this program, with a record number 176 attendees and 260 registrants. Cathy used case studies from her own research to illustrate how much rich detail you can add to your ancestor's stories through some unique records you might not have considered researching. One attendee said, "I would never have been able to travel there to attend from Danville IL and I learned a lot!" Friends provided financial support for this series.

FRIENDS GRANTS PROGRAM SUMMARIES

1st QUARTER 2021

Find Your Ancestors Series: Deciphering Foreign Language Records

In February, we hosted genealogy speaker, author, and translator Katherine Schober for her talk “Help! I Don’t Speak the Language: Tips and Tricks for Deciphering Foreign Language Records.” A virtual crowd of 152 listened in as Katherine shared numerous resources to help attendees translate foreign language records in any language. Attendees enjoyed Katherine’s hands-on examples as she demonstrated the resources and were eager to try out her many tips. One attendee shared, “Please keep having quality presenters on a variety of topics like you do.” Friends provided financial support for this series and an honorarium for this speaker.

Find Your Ancestors Series: World War II Genealogy

In March, we hosted Russ Horton from the Wisconsin Veterans Museum to discuss “Tracing Private Ryan: World War II Genealogy.” Russ shared several resources attendees could use to decode their ancestor’s military experience, including obtaining their DD214 separation form. He then shared how to take the research further by using resources like regimental histories or Fold3.com to paint a more detailed picture of what war was like. One attendee shared, “Since I am not from Wisconsin nor do I have any ancestors or relatives from Wisconsin I liked that this genealogy lecture focused a lot on general information about how to find a World War II ancestor.” Friends provided financial support for this series.

In The Round Knitting Circle

In February, we held three virtual knitting circle events with expert knitter, Sara Pederson, who walked us through the step-by-step process of knitting a scarf. We learned how to cast on, create a knit stitch and a purl stitch. These events were held via Zoom and videos were created to walk a new knitter through each step. Videos will be available on our Youtube channel. Friends’ funds provided an honorarium and materials for this program.

Take n’ Create: CreativeBug Packs

The Take n’ Create: CreativeBug Packs were filled with essential planner materials for adults, but people of all ages were free to reserve a pack. These packs were offered to introduce our patrons to APL’s online resource CreativeBug and to provide a resource for a creative outlet to promote well-being. We received feedback from a participant excited to work on an already organized project with their group. Overall, participants discovered a new and free resource for future arts and craft uses. Friends’ funds were used to purchase program supplies.

Teen Classes and Events

2D Art for Teens – Creating Your Personal Portfolio

Local artist and student at Cooper Institute, Simon Garb led this 5-week course for teens in grades 7-12. Teens were introduced to various artists and modes of 2D art while engaging in guided practice to improve their skill. Six teens participated in this program, increasing in confidence and willingness to share as sessions progressed.

FRIENDS GRANTS PROGRAM SUMMARIES

1st QUARTER 2021

Friends' funds were used to pay Simon for his instructional work and to purchase sketchbooks for participants to create their own portfolios.

Books Build Community

Books Build Community fosters shared experiences around a specific book, through formal and informal book discussions in homes, workplaces, and around town. This year's title, *The Voting Booth* by Brandy Colbert, was selected by teens in the Fox Valley through a survey. The central themes for this year's reimagined BBC were race, racism, and anti-racism. Supporting partners included representatives from Appleton Area School District (AASD), AASD Diversity, Equity & Inclusion Office (DEI), and Boys and Girls Clubs of the Fox Valley STAR Program. Friends' funds supported an honorarium for a virtual author visit with Brandy Colbert and library copies of *The Voting Booth*.

Tween Classes and Events

George Book Club

In coordination with Fox Cities Reads, APL offered a 4th-6th grade book club program for the book *George* by Alex Gino. Participants received their own copy of the book to keep. Our club met for two weeks, reading half of the book before our first session and finishing it before the last. We discussed summaries, vocabulary, setting, book-to-life connections, favorite parts, and predictions. As an added bonus, Nick Ross from *Diverse and Resilient* joined us for both sessions. The club learned a lot together while having fun and open discussions.

Maker Quest - Take and Make – February

February's Maker Quest Take & Make and Show & Tell programs were full of heart! The kindergarten - 2nd grade crowd used science and art skills to make some fizzing heart art with baking soda, food coloring, and watercolor paper hearts. The 3rd-6th grade kids used science and engineering to make a working heart pump model. It was a challenging month for them, but they were so happy when they got it working! Thank you to our Friends for making another successful month possible!

Maker Quest - Take and Make – March

Our Maker Quest crew had a lot of fun with engineering in March! The K-2nd grade group constructed a leprechaun trap complete with ribbon weaving through berry baskets and use of coin/gem treasure as bait. Our 3rd-6th graders made their own adorable bird marionettes. Measuring and attaching the strings so they all worked well together was the biggest challenge of this project. Both groups picked up their supplies at the library and crafted their projects at home. We then offered a Show & Tell program

FRIENDS GRANTS PROGRAM SUMMARIES

1st QUARTER 2021

via Zoom, where participants showed us what they made and talked about the challenges and successes of their projects.

Children's Classes and Events

Korean Mask Workshop

The Korean Mask Workshop took place on March 27th at 11AM on Zoom. This program was geared for the K-6 crowd and 16 patrons attended. Seonjoo So Oh was our featured guest artist and during the program she shared about the traditional Korean Mask Dance (Bongsam Tal-Chum), Korean drumming, and traditional Korean drums. Each registered participant received a take-and-make kit containing a watercolor kit and 3-D mask template to create their own mask at the end of the program.

This workshop was also funded in part by East Asia in Wisconsin, a grant dedicated to honoring and uplifting East Asian culture in response to increasing hate crimes and violence against the Asian American community.

STREAM Team Spring 2021

Spring STREAM Team ran for 8 weeks in March and April. This program was for 3–5-year-olds and focused on science, technology, reading, engineering, art and math. Patrons picked up a pack of supplies before the program started and then picked up a second box halfway through the program that included everything needed for the 8 weeks of activities. Thirty preschoolers, divided into four groups, met on Zoom each Thursday for a short storytime and an explanation of the 6 activities for the day. Each week had a theme, winter, St. Patrick's Day, opposites, robots, eggs & bunnies, birds, butterflies, and Earth Day. The kids and parents had a blast and we received lots of positive feedback.

January Memorial Park StoryWalk

In partnership with Appleton Parks & Rec, Children's Services utilized Friends' funds to purchase two copies of *The Wish Tree* by Kyo Maclear and Chris Turnham. These books were unassembled and then reassembled as StoryWalk pages. Appleton Parks & Rec built and installed permanent sign holders along a trail at Memorial Park for the StoryWalk pages to be displayed. Families who walk the trail will now be able to read the story as they go. This title is up for the months of December and January. In addition to the story itself, each page has fun activities to engage families as they read and walk.

March Memorial Park StoryWalk

In partnership with Appleton Parks & Rec, Children's Services utilized Friends' funds to purchase two copies of *The Snowy Day* by Jack Ezra Keats. These books were unassembled and then reassembled as StoryWalk pages. Appleton Parks & Rec built and installed permanent sign holders along a trail at Memorial Park for the StoryWalk pages to be displayed. Families who walk the trail will now be able to read the story as they go. This title is up for the months of March. In addition to the story itself, each page has fun activities to engage families as they read and walk.

FRIENDS GRANTS PROGRAM SUMMARIES

1st QUARTER 2021

January Downtown Storywalk

Children's partnered with Appleton Downtown Inc. (ADI) to bring an engaging story walk downtown. It involves partnerships from local downtown businesses as each page of a story is displayed on a business's front window for public engagement. Six Dots: A Story of Young Louis Braille written by Jen Bryant was the book on display for the month of January. The story follows Louis Braille and how he lost his sight to how he invented braille, the tactile writing system for the blind and visually impaired. The book highlights January as Braille Literacy Month.

February & March Downtown Storywalk

Children's partnered with Appleton Downtown Inc. (ADI) to bring an engaging story walk downtown. It involves partnerships from local downtown businesses as each page of a story is displayed on a business's front window for public engagement. Eyes that Kiss in the Corners by Joanna Ho was the book on display for the month of February. The poetic story is about a young girl who loves her eyes, although different from others, because they carry many generations of strength and stories. Her eyes kiss in the corners and glow like warm tea just like her mama's, amah's, and mei-mei's. It is a very empowering book for many children from Asian backgrounds.

Programs for All Ages

Ongoing Classes, Events and Services

Special Projects

Anji Play Interview

In January, the Children's Department in partnership with the Building for Kids submitted an application and interviewed with Anji Play. The interview was successful and Anji Play will lead Children's Staff and Building for Kids' staff through official Anji Play/True Play training in April. This training will lead to outdoor early childhood programming during the summer based on the Anji Play model. More information to come!

Beanstack Badge Books

In anticipation of a virtual 2021 Summer Library Program, Children's purchased a little over 1000 Badge books from Beanstack. These books are a combination of reading trackers & activity booklets complete with stickers, games, and a connection to the online program. These Badge Books will take the place of regular reading logs for children participating in the online summer library program. Patrons have indicated a decided preference for a paper program, so we are hoping to encourage summer signup with these cool books!

FRIENDS GRANTS PROGRAM SUMMARIES

1st QUARTER 2021

Annual Report

Friends' funds paid for professional graphic design work for our first annual report. We will use our annual report to help communicate the impact of the library to various stakeholders through stories and statistics.

Constant Contact

Friends' funds pay for our mass email service provider. We use this service to email our subscribers information about library news, classes, services and more.

Animoto Video Production

Friends' funds paid for a year-long subscription to Animoto, an online video production software tool. This software helps staff create videos for promotion of services

Community Partnerships – Library Assistant Position:

This Friends funded, part time non-benefitted position has increased capacity for community engagement and outreach related to individual and community well-being. The staff member has increased capacity related to Rhythms of the World, National Library Card Sign Up Month, and Kairos Alive Dancing Heart programming, APL's Small Business – Big Impact initiative, the Take n' Create: CreativeBug program, and consumer health literacy program planning.

Appleton Public Library



225 N ONEIDA ST
APPLETON, WI

2020

OUR MISSION

Learn, know, gather,
grow – your center
of community life.

OUR VISION

Where potential
is transformed
into reality.

"In addition to providing open access to information and knowledge to all people regardless of who they are, the library also provides the people with hope, a sense of belonging, and provide the people with a safe 'place', regardless of whether that 'place' is the actual library building or knowing that there are so many caring and good people at the library who are willing and able to help."

- JENNIFER, LIBRARY PATRON

Library Trustees

REBECCA KELLNER, PRESIDENT

BRIAN LOOKER, VICE PRESIDENT

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TERRY BERGMAN

PAT EXARHOS

MARGRET MANN

LISA NETT

JOHN PETERSON

NANCY SCHEUERMAN

ALDERPERSON

WILLIAM SIEBERS

UMIKA SIVASAMY,
TEEN REPRESENTATIVE

Director's Message

As an institution, a library represents hope. A library contains things that seem incompatible. It's a place where people come for introspective pursuits like reading, studying, research and writing. It's a place where people come to interact and learn from each other. It's a place where people who have different belief systems and values interact every day.

Those of us who work in libraries are drawn to this work for a lot of reasons. One thing we have in common - we want to help people access information and resources to accomplish their goals.

Like many of you, the pandemic is the biggest challenge we have faced in the past year. Never in my life did I imagine that libraries across the country would stop offering in-person services and programs.

Our staff has risen to the challenge. Their creativity and resilience have resulted in the creation of many new services, while adjusting essential services to ensure that we are in alignment with public health priorities.

We continue our focus on leveraging resources to support those suffering from job loss, families struggling with educational needs, marginalized communities, individuals and families suffering from social isolation and those who rely on the library to mitigate the impact of the digital divide.

If you have a conversation with anyone who works at the library you'll learn that this is a team of helpers who are committed to serving the community they call home. As in past times of economic distress we know we're going to be relied on by our community as part of their physical, economic and emotional recovery from the pandemic. We are ready.

As COVID-19 rates improve and vaccinations are distributed this team of helpers is looking forward with great optimism. Looking forward to restoring the services and access that have been missing, while maintaining the innovations that have resulted from the pandemic.

I want to thank you for embracing the changes we needed to make as we worked through the pandemic. Thank you for your kindness throughout the past year. Thank you for taking the time to read this reflection on 2020.



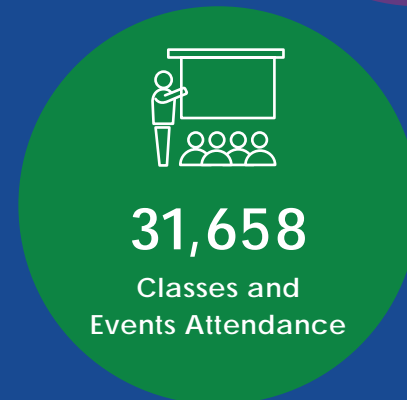
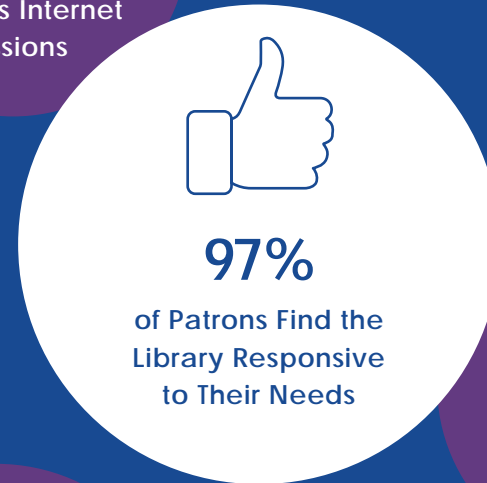
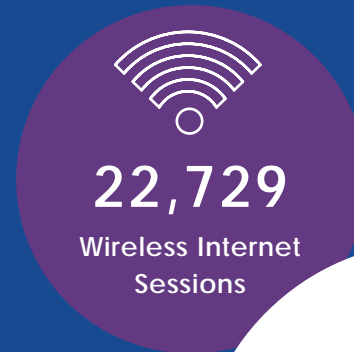
COLLEEN RORTVEDT,
LIBRARY DIRECTOR



IMPACT BY THE NUMBERS

As we look back on 2020 it's important to note our accomplishments would not be possible without the support of our community and community partners, the Appleton Public Library Board of Trustees, the Friends of Appleton Public Library, City of Appleton leadership and departments, and our team of volunteers.

People are what make the library what it is. The last year may have had its challenges, but there were also many silver linings thanks to each and every person who believes in the mission of the library and supporting our community.



\$68k

in Grant Funds
for 2020



\$1.7M

in Grant Funds Received
Since 2000

80

Programs Funded
in 2020



We would like to extend a special thank you to the Friends of Appleton Public Library who take donations and grant funds to support library programs and services. The funds that were granted were essential in our ability to adapt this year.

EXPENSES AND
REVENUES

\$4,607,430.09

Program Expenses

\$260,002.64

Capital Expenses

\$1,388,385.69

Program Revenues

\$101,163.69

Grants

We support and sustain education for all ages.



5k+

Library Cards Updated

CONTACT-FREE CURBSIDE PICK-UP

Our materials support education, learning and literacy needs in our community. In addition, we embrace the important role materials can provide for leisure and their ability to enhance and enrich the lives of our community members. We maintain a collection of materials that cover the breadth of changing needs, interests and formats and every year we checkout hundreds of thousands of items.

When the Safer at Home Order was announced, we were no longer able to allow public access to the building and checking out physical materials

SUMMER LIBRARY PROGRAM

Helping to support the educational needs of our community was critical this year. Research shows children who do not engage in reading activities throughout the summer are susceptible to losing an average of three months of learning achievement. This loss is cumulative from one year to the next, regardless of the quality of the school. Our summer library program helped our youth fight summer learning loss by providing easy access to books and a fun and engaging virtual experience.

temporarily came to a stop. Getting library materials back into the hands of our community members was our top priority and we quickly began reinventing the way we would safely check out materials.

Within weeks of the governor permitting curbside library service, we had our new, homegrown system up and running. In the first two hours of offering curbside service 100 orders were submitted. Whether it was for educational or entertainment purposes, it was clear our community missed the access and the connection to physical materials.

There are other important benefits to participating in summer library programs, and they're not just for children. Summer library programs introduce goal setting, an important skill for teens to master as they age. Our programs also encouraged teens to engage with their community – helping them grow to become leaders. Our adult program offered all of the same benefits as the teen program, while also promoting lifelong learning opportunities which help lead to a more enriching and fulfilling life.



"My nephew has improved his reading so much this fall that he went from "very worried, might need extra help" to A- on his report card! Checking out books from here that he liked to read helped!"

- KATE, LIBRARY ASSISTANT



1,488


Summer Library Program Participants

215,542

Curbside Items Circulated

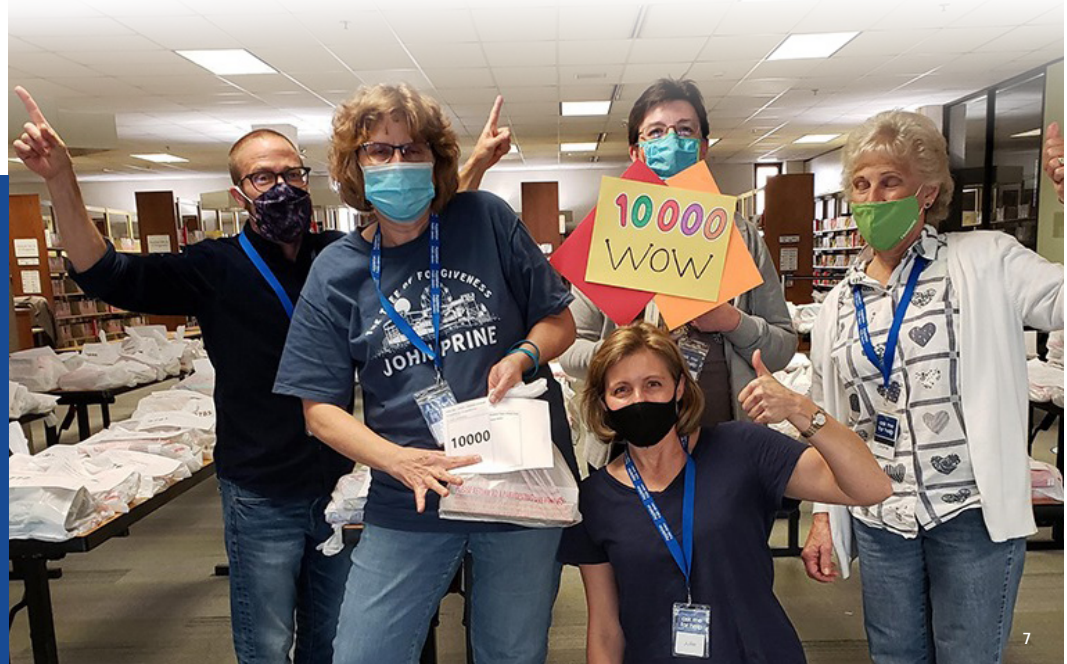
"You are my "most" essential worker, without you I would be locked into 2020 with no escape."

- LYNN, LIBRARY PATRON



600+

Library Cards Created



COLLABORATIVE ENVIRONMENT

We connect with partners to share knowledge and information.



COMMUNITY ENGAGEMENT

Our community engagement approach is rooted in “21st century librarianship,” which prioritizes community members, community issues, and local knowledge to inform library spaces, programs, services, collections, and partnerships. We address community needs and opportunities as they emerge and evolve. We are intentional about engaging our community through direct service, relationship building, and one-on-one learning conversations.

Community engagement enables us to understand individual and community aspirations, concerns, and opportunities. We pair this understanding with our professional expertise to ensure that the library is essential to every person and organization achieving their goals. We coordinate and work in partnership with individuals, agencies, and institutions to tackle pressing issues and achieve community goals. Every year we maintain hundreds of partnerships and on the following page are two examples from this last year.

BACKYARD GROOVE

We believe it's important to model unconditional welcoming and inclusive behavior for our youngest community members. This is why we partnered with Lawrence University to create Backyard Groove. Backyard Groove is a children's storytime featuring the music traditions of the Fox Valley including samba, mariachi, gamelan, music of Wisconsin tribes, and Ghanaian drumming and dancing. Backyard Groove creates space where people and cultural traditions are valued and uplifted. By partnering with Lawrence, we also provided developing educators an opportunity to use their music education skillset to help connect our Appleton families with a variety of music traditions in our area.

"The Backyard Groove is one way our students can engage in inclusive classroom creation, foster professional relationships, and serve the community; all skills needed for impactful teaching."

- LEILA PERTL, LAWRENCE UNIVERSITY

JOB CONNECTION

We launched Job Connection in mid-2019 and continued the work in early 2020. Job Connection worked to address community job search needs and respond to United Way's ALICE Report's local data showing employed community members were still unable to afford basic needs. Before launching, we conducted an assessment of local agencies and services and consulted with WI Department of Workforce Development (DWD) leaders. Job Connection staff and volunteers provided assistance to nearly 70 community members primarily via one-on-one sessions for help with job searches, online applications, writing cover letters, writing resumes, and finding educational and training resources.

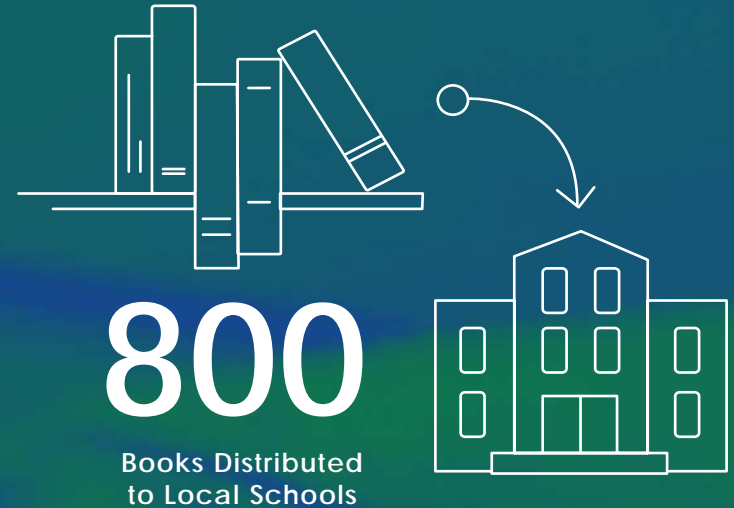


"[Looking] through the lens of community well-being, your ability to enjoy work you love or that you're good at and financially provide for your family - we're making that happen in our community. When we have any breaks in that, we're hurting as a community."

- ZEPHYR, PUBLIC SERVICES ASSISTANT SUPERVISOR,
ON THE COMMUNITY BENEFITS OF JOB CONNECTION

EDUCATE AND INSPIRE YOUTH

We ensure that children and teens find a supportive place for their futures.



"Last March, I struggled to help my son get his 20-minutes of reading in each day while trying to balance full time work and keeping the kids entertained each day. The book packs and staff selections opened up a whole new world of material to him and he began to love reading. Fast forward less than a year later, and we have to remind him each night to put his book down and get to bed. I can't thank APL staff enough."

- REBECCA, LIBRARY BOARD PRESIDENT

VIRTUAL YOUTH SERVICES

Nelson Mandela once said, "Children are our greatest treasure. They are our future." As a community organization, we believe in investing in our community's future.

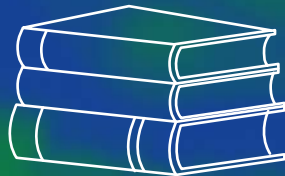
The services we provide for children and teens are designed to educate, inspire, and empower. Over the last year our focus has been to help children of all ages flourish both academically and creatively by providing a consistent presence. When the pandemic hit, we looked at how we could continue to provide the same quality services our youngest community members rely on, in a safe environment.

Almost immediately we transitioned our in-person classes and events to virtual offerings through Facebook and YouTube. Popular programs included our virtual storytimes, Hmong language classes, Maker Quest for school-age kids, teen take and create packs and our teen photo expos. These programs offered children, teens and families much-needed educational and emotional support.



728

Personalized
Book Packs
Created

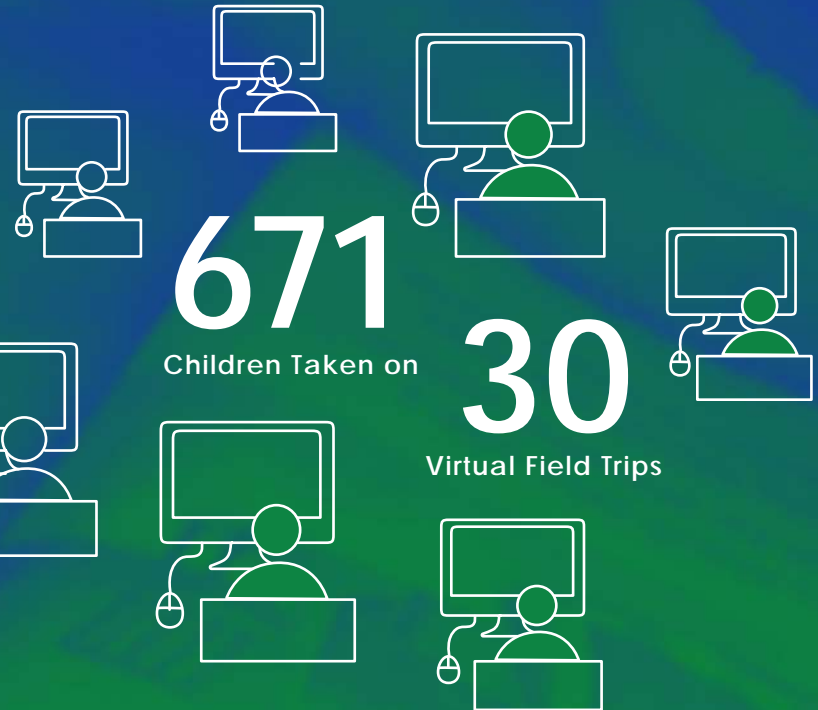


“My goal was to keep our teens grounded during a difficult time. It’s hard to be a teen, especially at this time - there’s so much going on in this world.”

- EMELY, TEEN LIBRARIAN

We understood parents and caregivers also were stretched thin. We looked at our services to see where we could break down barriers in order to continue to support caregivers in their educational journey. One of those services was Book Packs. Book Packs are collections of 15-30 books chosen by us and checked out to you. Parents and caregivers simply answer a few short questions about their child’s reading preferences, and we take care of the rest. Getting books into the hands of children and building a love of reading is key to academic success.

Investing in services to support children, teens and families doesn’t end with creating services directly aimed at them. We also looked for ways to support educators to help build a strong support system. After the building closed, we created virtual field trips and Book Bins – bringing book access to students through their teachers and schools.



CREATION AND INNOVATION

We are a platform that sparks discovery, development and originality.

88%

of Small Business – Big Impact participants were more aware of resources and services provided by the library

"I learned about several resources that [I] have at my disposal to assist in opening my own business. I am still very scared, but a lot of points were brought up that [I] will take to heart."

- SMALL BUSINESS – BIG IMPACT PARTICIPANT

LIBRARIES BUILD BUSINESS

Libraries have a huge impact on their local economy through their programs, services and resources. One example is our Small Business – Big Impact initiative.

In early 2020, the American Library Association awarded us a "Libraries Build Business" Google grant of nearly \$65,000 to expand services to small businesses and entrepreneurs. We were one of only 13 libraries across the country to receive funding to further this important work.

In working with our community partners and learning more about small business and entrepreneur needs, we came to understand that there are racial and ethnic disparities in the access of information and resources for business owners and entrepreneurs. In the midst of COVID-19 and continued racial discrimination, there is even greater urgency and significance for supporting people of color and immigrant small business owners and entrepreneurs in Appleton.

89%

of Small Business – Big Impact participants felt more knowledgeable about what it takes to establish a business

89%

of Small Business – Big Impact participants intend to apply what they learned

“Programs like this give us the courage to start our own business.”

- SMALL BUSINESS – BIG IMPACT PARTICIPANT

“Libraries Build Business is a great opportunity for BIPOC small business owners to engage in deeper understanding of what it takes to effectively manage and grow a business, especially during uncertain times.”

- DR. PAFOUA HER, LOCAL BUSINESS CONSULTANT

We saw the opportunity to create Small Business – Big Impact to address the disparities and create connection and access to resources and networks. Small Business – Big Impact supports business startup, retention, and expansion efforts for and with people of color and immigrants through informational workshops, one-on-one business consulting, business resource instruction and networking opportunities.

Supporting and empowering small businesses is key to our community’s success. When our community members develop and thrive, the entire community succeeds.



ENGAGED AND CONNECTED

We focus on
how to make
a difference in
people's lives.

440+

Hours Worked by
Library Staff to Support
2020 Elections



29,212

Reference Transactions



CITY-WIDE PRIORITIES

When the pandemic set in, we pivoted to provide services in ways we never imagined. Suddenly, we were playing a role in responding to issues that extended far beyond our traditional mission.

Last year's elections were incredibly unique. They required an unprecedented number of staff hours and the ability to problem-solve both quickly and creatively. We helped staff and mail a record number of absentee ballots. We also assisted with in-person absentee voting at city hall. Providing support to our city colleagues was crucial in

helping the city achieve accuracy, efficiency, and safety throughout the various election processes.

In addition to providing critical election support, we supported city-wide communication efforts. Communication during a crisis is key. We shifted to position ourselves as an extension of city-wide communication by participating in the city's emergency operations center and answering the city's general phone line. Our commitment to providing transparent and timely information to our community was unwavering.



"I am incredibly proud of how smoothly elections in 2020 went in the City of Appleton and this is directly attributed to teamwork across the various city departments. The assistance from the library staff was imperative to the success we had administering elections last year."

- KAMI LYNCH, CITY CLERK – CITY OF APPLETON

ENRICHED EXPERIENCES

We provide
inclusive, timely,
and community
interest aligned
experiences.

Last year was a year of change and creativity. New ideas and experiences didn't end with our curbside service or virtual programming. Our commitment to our community continued to expand through new and innovative services and programs.

STORY WALK®

The pandemic kept many of us stuck inside our homes in early 2020. This is one reason we partnered with Appleton Downtown Inc. and the Appleton Parks and Recreation Department to bring Story Walk® to the community. Story Walk® takes books and breaks them into chunks guiding families along a trail to complete the story. In this case, stories were spread throughout downtown Appleton and in Memorial Park. Story Walk® delivers a safe and socially responsible program that encourages literacy, community involvement, inclusivity and outdoor adventure to enhance the educational, social, cultural, and physical well-being of our community members.

500+

Families Participated
in Story Walk®



"I've already put holds on three of the books and can't wait to start reading! I really appreciate you offering this service. Being able to wander around the library, finding hidden gems, is what I miss most about not being able to visit the library. This service is the next best thing."

- ANGELA, LIBRARY PATRON



96

Book Matchmaker
Requests Fulfilled

LIBRARY CATALOG

Behind the scenes last year we were getting ready for a once-in-a-generation migration to a new library catalog. Our goal was to provide our community members with a seamless transition to a new and improved, user-friendly catalog. Typically catalog migrations take between two to three years. We were able to complete the migration in just under a year. We didn't skip a beat making sure our community members found the materials they were looking for, while also providing new opportunities to discover items they didn't know were available or didn't know they wanted.

BOOK MATCHMAKER

We believe in connecting community members with the materials they're seeking to achieve their goals. Often this happens in-person. When the Safer at Home order was enacted and we needed to restrict public access to the building, we brainstormed ways we could continue to connect our community with the materials they were seeking, while also providing a human connection. One of the services that was born from these needs was Book Matchmaker, our book matchmaking service for adults. Over the past year, we have stayed connected to our community and inspired them to continue reading by providing personalized book recommendations.

SERVICES AND PROGRAMS FOR ALL

We give our community opportunities for growth, self-instruction and inquiry.



790
Teen Program
Attendance

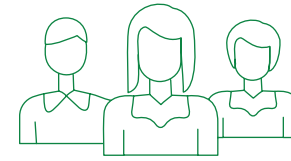
19,767
Children's Program
Attendance

VIRTUAL CLASSES AND EVENTS

Every year we welcome tens of thousands of patrons into the library for a variety of classes and events. While materials are our bread and butter, our programming is where we add an extra layer of engagement with our community.

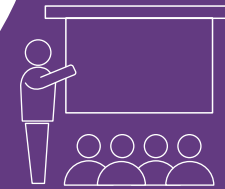
With the Safer at Home Order, in-person classes and events came to a pause last March. Within days we were brainstorming ideas to continue providing these important opportunities for human connection. Taking favorites like our storytimes, College and Career Planning for teens, Artist-in-Residence seminars, and book clubs and translating them into virtual offerings.

One area of interest that caught the attention of people nation-wide during the pandemic was genealogy. The pandemic created an environment where people wanted to pursue their family histories. Our local history librarian shifted her popular in-person Find Your Ancestor Series to a virtual offering via Zoom. The shift enabled us to work with genealogy experts that might have been harder to book in-person. In addition, it created our highest participation numbers for the series by providing people across the state access to the events. Over the course of seven sessions we engaged 533 participants - becoming one of our most popular adult services.



11,101

Adult Program Attendance,
up 115%



794

Classes and Events

IMAGINE
FOX
CITIES

"APL is no longer just a place to look up materials, but also a place to fulfill the needs of individuals inside or outside the community, by reaching out and tuning in the patron's voices, with a SMILE (to put anyone at ease)! I am glad to be part of APL, now and in the future."

- IDA, LIBRARY VOLUNTEER

Belonging and well-being were also at the top of our minds during this difficult year. Amid the movement for racial equity and social justice, we re-examined how we could be a place that sparks a conversation to support our communities of color. We hosted five Imagine Fox Cities Community Conversations on Race, Racism and Anti-racism between September and October, engaging 100 participants. Participants were thankful that the library was the first to host these conversations publicly, planting the seed for more valuable conversations.

Appleton
Public Library

2020 ANNUAL REPORT



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Library Advocacy

One of your major responsibilities as a public library trustee is to act as an advocate for the library.

In simple terms, a library advocate is someone who understands the value and importance of public library service and who communicates that value and importance to the community, government leaders, and other decision-makers.

Your primary function as a library advocate will be to provide clear, accurate, and timely information on library issues to people who need it in order to make sound decisions on those issues. This information can be provided orally or in writing. It may have such diverse objectives as shaping public opinion in a general way or influencing a specific vote on a library issue by the local unit of government.

Libraries need their trustees to act as advocates for several reasons. Pressures on local, county, and state budgets makes it harder than ever for libraries to obtain adequate funding.

As a representative of the general public, you can make a more effective case on the importance of adequate funding for the library than the librarian who may be viewed as having a vested interest in a larger budget. Because public libraries have a unique place in local government, their needs may not be as readily understood by government officials as those of other units of government, and a greater effort is needed to tell the library story.

In addition, because library systems primarily provide “behind the scenes” services, an extra effort is sometimes needed to make government officials aware of their services and the value of those services to the public.

Establish Priorities for Advocacy

Since the advocacy role is a basic duty of a library board member, it’s important to channel these energies carefully. Early each year, the library board acting as a whole should decide which of its goals or positions to advocate most strenuously. Emphasis will vary by library. For instance, you and the library board might work for the adoption of an improved library budget, seek support for enhanced library technology, or inform the public of the need for a library building program. What is important is that you decide with other library board members what the areas of emphasis will be and how board members will go about advocating those goals or positions.

Your goal as an advocate is to shape the local decision-making process, which requires an understanding of how decisions are made in the community and who must be influenced in order to achieve favorable outcomes.

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In This Trustee Essential

- What are library advocates and why they are needed
- How to establish priorities for advocacy
- Ways to act as an advocate

Staying Informed

Your effectiveness as an advocate depends on being well informed about library issues at the local, state, and federal levels. See [Trustee Essential #27: Trustee Orientation and Continuing Education](#) for information on where to turn to stay informed about these issues.

Ways to Act as an Advocate

As an advocate, you can influence decision-makers by:

- speaking to civic groups about library needs and issues.
- talking to friends about the library, its role in the community, and its needs.
- writing letters to the editor of the local newspaper.
- testifying at local and state budget hearings.
- talking and writing to state and federal legislators about the needs of the library.
- contributing to a library newsletter that is sent to decision-makers.

If you choose to advocate a library-related position not agreed on by the board, be sure to make clear that you are speaking for yourself as an individual, not for the board.

Your work as a library advocate is never done. Each success leads to a new area of effort. Library advocacy does not represent a narrow commitment to a single issue—it's an ongoing commitment to supporting library issues in a wide range of ways.

Discussion Questions

1. How is library advocacy different from other basic trustee duties?
2. What are some issues being faced by your library on which library board members can exercise influence through advocacy?
3. How does the advocacy role of an individual board member differ from the role of the board as whole?

Sources of Additional Information

You and your fellow library board members are not alone in advocating for high-quality public library service. There are a number of groups that share your belief in the value of public library service and can provide information and support you

in advocacy efforts. Some of these groups are listed below, along with other tools to help you advocate for your library.

- Your library system staff (See [*Trustee Tool B: Library System Map and Contact Information.*](#))
- Division for Libraries and Technology staff (See [*Trustee Tool C: Division for Libraries and Technology Contact Information.*](#))
- Wisconsin Library Association (WLA): wla.wisconsinlibraries.org
- Wisconsin Library Trustees and Friends (WLTF): wla.wisconsinlibraries.org/wltf
- The Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF): www.ala.org/altaff
- Who Are My Legislators webpage: legis.wisconsin.gov/w3asp/waml/waml.aspx
- Resources on ethics and standards of conduct for local officials: gab.wi.gov/ethics
- Contact information for your United States Senators: www.senate.gov/general/contact_information/senators_cfm.cfm?State=WI
- Contact information for your United States Representatives: clerk.house.gov/member_info/index.aspx

This *Trustee Essential* was adapted, with permission, from *Tools of the Trade for Trustees: Library Advocacy*, by Milton Mitchell, former Director of the Indianhead Federated Library System.

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

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Community Chords: Engagement through Music and Art is funded by a grant received through WiLS Ideas to Action fund and celebrates Hmong American Day on May 14. It is a time to recognize and remember Hmong people's stories, history, and contribution in the Vietnam War. The project highlights Hmong narratives and skills and brings everyone together through a shared love of music, art, and literacy - all components that make Appleton a thriving community.

Five selected artists were chosen to reinvent donated pianos and these pianos will be placed at host locations throughout the community during the month of May. Stayed tuned for more information & visit apl.org/communitychords for videos of the artists and more background on their designs.

In addition, a variety of Hmong professionals will be leading workshops during the month of May on music, art & literacy. These programs are funded through a combination of Friends Funds, city funds and the East Asia in Wisconsin Grant.

Girls Who Code

Girls Who Code began on January 27th and wrapped up on April 14th. None of the participants knew each other when the program began, and it has been amazing to watch the friendships blossom especially in the virtual realm. The girls have been working in Scratch and will be able to stay connected through that platform and share projects after the program ends. In addition to their “assignments” for class, the girls had begun to create independent projects and were having fun sharing those with the group as well.

Patron Feedback

Conversations from the Children’s Desk:

A patron said that the library programs have been great for both of her kids but especially for her daughter this year. Her daughter was starting to turn more into herself and get quieter because kids were picking on her at school. Through the library programs, she sees her gaining more and more confidence again. She loves Busy Bags, Maker Quest, Kids Cooking, and Graphic Novel Book Club. In fact, she said that during Graphic Novel Book Club last week her daughter was talking and laughing so much that the mom and her husband looked at each other like, “Is that our kid?” She also said that Tuesday is sharing day at school and almost every week she shares something that she’s done at one of our programs. They just make her so happy! Further(!), she said that through MQ and Busy Bags her daughter now knows how to read and follow directions. She said that she wanted to make sure that we know what we do really matters. (And “hi” to Miss Teresa from her son as well. He LOVED STREAM Team!)

The second interaction took about 15 minutes and the patron shared what a “life-saver” the library has been this last year. She said that the Book Packs are amazing and that she thinks they’ve researched just about every animal by now. She said that even when patrons could browse, she never had the time to search for books on all the topics the kids liked because she was busy chasing them all over the library. She will continue to use that service. She also mentioned how much they all love the project programs – Busy Bags, STREAM, and Maker

Quest. The kids all help each other out with their various projects and have SO much fun crafting and creating all the time. The Kids Cooking Series was also a big hit with their family and they can't wait until the Baking Series starts. She said she loved having Monday night dinner all planned out for her. 😊

Feedback from the Virtual Korean Mask Workshop with Seonjoo So Oh

Hi Betsy,

Here are the pictures of the masks [we] finished yesterday. They both had such a wonderful time on Saturday! Thank you so much for letting [us] participate.

These programs that you are putting on are so wonderful and greatly appreciated!! I can't tell you how excited we were to open the take home box from the last program and found rhythm sticks. Thank you for those!

Navigating remote learning is hard, but having programs like these available is a lift academically and emotionally. I have a strong science background and no talent for music, so everything you have done to teach [us] about music, art, or different cultures is so helpful.

You and the other children's department librarians are their first teachers. I could not have asked for better ones. Thank you for all your hard work!



Feedback on Kits (apl.org/kits)

Hello!

I really need to thank someone!!! I am not sure if this email should go to you or if you could be so kind as to pass it along.

I came to the library last week to pick up some books. I had to come check out the children's area because my family absolutely loves it there. It looks AMAZING! I also noticed the activity bags! The wonderful desk staff said I could take up to 4 bags for a whole month!!! I was like a giddy little school girl again!! I ended up taking 2 bags. The infant 1 bag, which includes the balls and rattles and the colors 2 bag with the dinosaurs and rainbow arches.

I was so excited to bring them home! My children were SO excited to play with them. I appreciate the effort in putting these together, I know it wasn't easy or fast!

Thank you, thank you, thank you for allowing families to have more options and extending those options as they relate to books! I pray that families utilize them and take care of them, returning them as they were.

I attached a few pictures, I hope you don't mind :)



Community Partnerships Update – April 2021

Artist in Residence: The Artist in Residence (AIR) series contracts local artists for 3-month periods to showcase their works and share their craft through lectures, workshops and demonstrations to community members of all ages.

The April-June artist is Wendi Turchan-Martin, who shares, “In an ongoing series of work titled Thrive, I am exploring connections between home and the landscape by merging fragments of plants with colors, textures, and patterns reminiscent of interior fabrics and textiles.” Her upcoming library programs include workshops that guide participants in using elements found in nature to paint and create various art pieces and can be found on apl.org/calendar.

Explore an online gallery of Wendi’s work, plus previous and upcoming artists on the library’s website at apl.org/air/gallery.

APL Teen Input Survey: Teen Services staff created and launched a brief survey to gather input directly from teens to inform future teen services and programming. The online and print survey is available in English, Spanish and Hmong. Teens in grades 6-12 can complete the survey on their own; parents or guardians are also invited to fill it out with their youth. Participants can opt-in to be eligible for a prize drawing. The survey will run April 13-May 17 and details are listed at bit.ly/3aayv1v.

Imagine Fox Cities Well-Being Survey: Imagine Fox Cities is a collaborative initiative to be more intentional about shaping the future of the Fox Cities. Appleton Public Library staff are involved in the coordinating and belonging committees and will support public access to the new well-being survey.

The group launched a new well-being survey, encouraging people from all backgrounds who live or work in the Fox Cities to take 10 minutes to fill out the anonymous online questionnaire. People are asked to share how they’re personally feeling related to physical and mental health, finances, life purpose and fulfillment, and emotional and social support. Survey results will be helpful in discussions and plans for enhancing life for those who call the Fox Cities home now and for future generations. The survey is open until May 14 on the Imagine Fox Cities website, imaginefoxcities.com.