



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final-revised Library Board

Tuesday, October 15, 2024

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting
[24-1320](#) September 17, 2024 Meeting Minutes

Attachments: [09-17-24 Library Board Meeting Minutes.pdf](#)

5. Public Participation & Communication

Establish Order of the Day

6. Action Items

[24-1321](#) Bill Register - September 2024

Attachments: [Sept 24 Bill Register.pdf](#)

[APL Financial Cash Flow-September 2024.pdf](#)

[Friends Q1 2024-25 Summary Report.pdf](#)

[24-1322](#) October 2024 Budget Amendment

Attachments: [Oct 24 Budget Amendment.pdf](#)

[24-1323](#) Recommendation to Temporarily Close the Library at 3000 E. College Ave. Tuesday, November 26, 2024 to Relocate Back to 225 N. Oneida Street

Attachments: [Temporary Closure Memo November 2024.pdf](#)

[24-1324](#) OWLS Automation Services Agreement 2025

Attachments: [OWLS Automation Services Agreement 2025.pdf](#)

[24-1325](#) COA Policy - Accident and Near Miss Reporting / Investigating

Attachments: [Accident and Incident Reporting Investigation Policy SB 2024.pdf](#)

7. Information Items

A. Administrative Report

[24-1326](#) Building Project Update

Attachments: [September 2024 Construction Update.pdf](#)

[24-1327](#) APL Hiring Process Update

[24-1328](#) Budget Process Update:
Mayors 2025 Executive Budget Released 10/2/2024
Budget Saturday 11/2/2024
Public Hearing 11/6/2024
Final 2025 Budget Adoption 11/13/2024

B. President's Report

[24-1329](#) Trustee Training: New Library Spaces Overview: Balancing Access, Policy, and Law

8. 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.



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Meeting Minutes Library Board

Tuesday, September 17, 2024

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

President Margret Mann called the meeting to order at 4:37 pm

2. Pledge of Allegiance

3. Roll call of membership

Others present: Owen Anderson, Nicole Casner, Ann Cooksey, Darrin Gladd, Tina Krueger, Adriana McCleer, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Missy Sawicki, Maureen Ward

Present: 10 - Looker, Scheuerman, Mann, Nett, Van Zeeland, Keller, Brozek, Bunnaw, Lee and Lokensgard

Excused: 1 - Sivasamy

4. Approval of minutes from previous meeting

[24-1202](#)

August 20, 2024 Library Board Meeting Minutes

Attachments: [08-20-24 Library Board Meeting Minutes.pdf](#)

Scheuerman moved, seconded by Keller, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 10 - Looker, Scheuerman, Mann, Nett, Van Zeeland, Keller, Brozek, Bunnaw, Lee and Lokensgard

Absent: 1 - Sivasamy

5. Public Participation and Communication

[24-1201](#)

Introduction of New Library Board Trustee Mary Lokensgard

Attachments: [New Appointment - Library Board - M. Lokensgard.pdf](#)

Establish Order of the Day

President Margie Mann called for a motion to place Action Items 24-1203 and 24-1204 on a Consent Agenda.

Bunnow moved, seconded by Brozek that Action Items 24-1203 and 24-1204 be placed on a Consent Agenda. Voice Vote. Motion Carried. (10-0)

6. Action Items

Scheuerman moved, seconded by Brozek that the Consent Agenda be approved. Voice Vote. Motion Carried. (10-0)

[24-1203](#)

Bill Register - August 2024

Attachments: [August 23 Bill Register.pdf](#)
[APL Financial Cash Flow-August 2024.pdf](#)

This Report Action Item was approved

[24-1204](#)

Library Board Committee Appointments 2024-2025

Attachments: [2024 Board Committees 09-2024 .pdf](#)

This Report Action Item was approved

7. Information Items

A. Administrative Report

[24-1205](#)

Building Project Update, Project Milestones, Next Steps

Attachments: [August 2024 Building Project Update.pdf](#)
[Library Board September 2024 Presentation.pdf](#)

[24-1206](#)

APL Hiring Process Update

[24-1212](#)

Library Website and Branding Update

[24-1207](#)

City of Appleton Poet Laureate Cathryn Cofell

Attachments: [PoetLaureate-Launch.pdf](#)

B. Presidents Report

[24-1208](#)

Trustee Training: Updated Policy Review Schedule

Attachments: [Library Policy Tracking.pdf](#)

C. Staff Updates

[24-1209](#)

Children's Program Updates

Attachments: [SLP 2024 visual for board.pdf](#)

[24-1210](#)

Community Partnerships Updates

Adjournment

Bunnow moved, seconded by Scheuerman, that the meeting be adjourned.

Roll Call. Motion carried by the following vote:

The meeting was adjourned at 5:22 pm

Aye: 10 - Looker, Scheuerman, Mann, Nett, Van Zeeland, Keller, Brozek, Bunnow, Lee and Lokensgard

Excused: 1 - Sivasamy

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16010									Library Administration
16010	630100								Office Supplies
	001393	ULINE	130944	0	2024	9 INV P		76.16	pcard Removable labels fo
	001583	UNITED STATES POSTAL	131503	0	2024	9 INV P		16.32	pcard Postage Board Packe
	002034	ODP BUSINESS SOLUTIO	131256	0	2024	9 INV P		31.29	pcard Post its, Laminatin
	002034	ODP BUSINESS SOLUTIO	131258	0	2024	9 INV P		25.19	pcard Copy Paper
								56.48	
								ACCOUNT TOTAL	148.96
16010	641200								Advertising
	999990	AMAZON.COM*GS71N6RL3	131494	0	2024	9 INV P		4.81	pcard Brand Identity Focu
								ACCOUNT TOTAL	4.81
16010	641308								Cellular Phones
	000250	CELLCOM APPLETON PCS	131999	0	2024	9 INV P		62.25	pcard Staff cellphones
								ACCOUNT TOTAL	62.25
16010	659900								Other Contracts/Obligation
	001957	IMOBESTEG PIANO	131099	0	2024	9 INV P	091824	170.00	566318 Quarterly Tuning -
								ACCOUNT TOTAL	170.00
								ORG 16010 TOTAL	386.02
16021									Library Children's Services
16021	630100								Office Supplies
	001983	AMAZON	131267	0	2024	9 INV P		21.97	pcard I Spy Stickers Sep-
	001983	AMAZON	132090	0	2024	9 INV P		5.19	pcard Dinovember Craft Su
	001983	AMAZON	132118	0	2024	9 INV P		10.70	pcard Dinovember Decorati
								37.86	
	002034	ODP BUSINESS SOLUTIO	131258	0	2024	9 INV P		50.38	pcard Copy Paper
	999990	FUN EXPRESS	132078	0	2024	9 INV P		27.90	pcard Childrens wall Art
	999990	WM SUPERCENTER #2958	132089	0	2024	9 INV P		8.32	pcard Dinovember Craft Su
								36.22	
								ACCOUNT TOTAL	124.46
16021	659900								Other Contracts/Obligation
	003175	ASL PARTNERS LLC	131559	0	2024	9 INV P	092524	222.00	566369 August Storytime
								ACCOUNT TOTAL	222.00

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
				ORG 16021	TOTAL				346.46
16023	Library Public Services								
16023	620100	Training/Conferences							
000526	FOX STAMP, SIGN & SP	132005	0	2024	9 INV P				97.71 pcard Notary Stamp, Embos
				ACCOUNT TOTAL					97.71
16023	630100	Office Supplies							
002034	ODP BUSINESS SOLUTIO	131257	0	2024	9 INV P				29.29 pcard Monitor Stand
002034	ODP BUSINESS SOLUTIO	131258	0	2024	9 INV P				50.38 pcard Copy Paper
									79.67
				ACCOUNT TOTAL					79.67
				ORG 16023	TOTAL				177.38
16024	Library Community Partnerships								
16024	630100	Office Supplies							
001983	AMAZON	131937	0	2024	9 INV P				16.96 pcard SUPPLIES FOR TEEN P
002034	ODP BUSINESS SOLUTIO	131258	0	2024	9 INV P				50.38 pcard Copy Paper
999990	24 HOUR CRAFTS	131936	0	2024	9 INV P				40.56 pcard TEEN PROGRAM SUPPLI
				ACCOUNT TOTAL					107.90
16024	659900	Other Contracts/Obligation							
003285	DEANNA KORTE	131288	0	2024	9 INV P		091824	566294	125.00 Find Your Ancestors
				ACCOUNT TOTAL					125.00
				ORG 16024	TOTAL				232.90
16031	Library Building Operations								
16031	630600	Building Maint./Janitorial							
002818	VESTIS	130945	0	2024	9 INV P				32.84 pcard Mats & Mops
002818	VESTIS	131249	0	2024	9 INV P				32.84 pcard Mats, Mops
002818	VESTIS	131498	0	2024	9 INV P				32.84 pcard Mats, Mops
002818	VESTIS	132000	0	2024	9 INV P				32.84 pcard Mats, Mops
									131.36
				ACCOUNT TOTAL					131.36
16031	640700	Solid waste/Recycling Pickup							
001880	WASTE MANAGEMENT OF	131497	0	2024	9 INV P				364.41 pcard Trash & Recycling -
				ACCOUNT TOTAL					364.41
16031	641301	Electric							

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
001575 WE ENERGIES	572	0	2024 9	INV	P	2,284.76 090424	566128	0701172433-00271 E1		
ACCOUNT TOTAL						2,284.76				
16031 641302			Gas							
001575 WE ENERGIES	572	0	2024 9	INV	P	36.87 090424	566128	0701172433-00271 E1		
ACCOUNT TOTAL						36.87				
16031 650200			Leases							
003245 AMERICAN MANAGEMENT	131561	0	2024 9	INV	P	10,925.16 092524	566364	october 2024 Lease		
ACCOUNT TOTAL						10,925.16				
16031 659900			Other Contracts/Obligation							
002229 STAR PROTECTION AND	130739	0	2024 9	INV	P	6,375.00 091124	566238	Security Guard - AP		
ACCOUNT TOTAL						6,375.00				
ORG 16031 TOTAL						20,117.56				
16032			Library Materials Management							
16032 503500			Other Reimbursements							
000841 MARION PUBLIC LIBRAR	131328	0	2024 9	INV	P	40.00 092524	566418	PATRON MATERIAL REI		
999998 KARIME CHAIN	130690	0	2024 9	INV	P	29.00 091124	566212	PATRON MATERIAL REI		
ACCOUNT TOTAL						69.00				
16032 630100			Office Supplies							
001034 OUTAGAMIE WAUPACA LI	130156	0	2024 9	INV	P	1,080.14 090424	566109	Receipt Paper & Bar		
001983 AMAZON	132007	0	2024 9	INV	P	115.56 pcard		Replacement DVD Cas		
002034 ODP BUSINESS SOLUTIO	131258	0	2024 9	INV	P	25.19 pcard		Copy Paper		
002259 DEMCO SOFTWARE	130962	0	2024 9	INV	P	532.48 pcard		Spine Label Tape		
ACCOUNT TOTAL						1,753.37				
16032 631500			Books & Library Materials							
000889 MIDWEST TAPE	131922	0	2024 9	INV	P	874.51 pcard		505942344, 50598953		
000889 MIDWEST TAPE	131923	0	2024 9	INV	P	4,815.02 pcard		505983652		
000889 MIDWEST TAPE	132018	0	2024 9	INV	P	158.92 pcard		506020496		
000889 MIDWEST TAPE	132028	0	2024 9	INV	P	402.85 pcard		506054183		
						6,251.30				
001940 INFOGROUP	131586	0	2024 9	INV	A	340.00		Inv. 10004249030, o		
001983 AMAZON	131844	0	2024 9	INV	P	19.96 pcard		114-3381702-0766654		
001983 AMAZON	131924	0	2024 9	INV	P	22.99 pcard		114-6613681-5741063		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
001983 AMAZON	131926	0	2024	9	INV P			114-0760515-3949061	24.49	pcard
001983 AMAZON	131959	0	2024	9	INV P			114-8928643-0419405	100.69	pcard
001983 AMAZON	131960	0	2024	9	INV P			114-9500412-9127437	65.89	pcard
001983 AMAZON	131961	0	2024	9	INV P			114-7907785-2381006	17.95	pcard
001983 AMAZON	132029	0	2024	9	INV P			114-2079948-6306610	18.99	pcard
001983 AMAZON	132030	0	2024	9	INV P			114-4800836-3744233	16.19	pcard
001983 AMAZON	132031	0	2024	9	INV P			114-5598981-2125864	27.99	pcard
									315.14	
002042 PROQUEST LLC	131402	0	2024	9	INV P		092524	566436 INV. 63262746	3,869.25	
002396 INGRAM LIBRARY SERV	131833	0	2024	9	INV P			83375223	1,515.57	pcard
002396 INGRAM LIBRARY SERV	131834	0	2024	9	INV P			83382115	178.45	pcard
002396 INGRAM LIBRARY SERV	131835	0	2024	9	INV P			83382116	98.84	pcard
002396 INGRAM LIBRARY SERV	131836	0	2024	9	INV P			83375224	205.31	pcard
002396 INGRAM LIBRARY SERV	131837	0	2024	9	INV P			83403572	758.12	pcard
002396 INGRAM LIBRARY SERV	131838	0	2024	9	INV P			83428976	214.71	pcard
002396 INGRAM LIBRARY SERV	131839	0	2024	9	INV P			83428975	338.33	pcard
002396 INGRAM LIBRARY SERV	131840	0	2024	9	INV P			83436612	429.02	pcard
002396 INGRAM LIBRARY SERV	131841	0	2024	9	INV P			83336031	-155.55	pcard
002396 INGRAM LIBRARY SERV	131842	0	2024	9	INV P			83322330	75.80	pcard
002396 INGRAM LIBRARY SERV	131843	0	2024	9	INV P			83345032	118.40	pcard
002396 INGRAM LIBRARY SERV	131915	0	2024	9	INV P			83455487	202.82	pcard
002396 INGRAM LIBRARY SERV	131916	0	2024	9	INV P			83464596	118.56	pcard
002396 INGRAM LIBRARY SERV	131917	0	2024	9	INV P			83482371	378.95	pcard
002396 INGRAM LIBRARY SERV	131918	0	2024	9	INV P			83512194	299.11	pcard
002396 INGRAM LIBRARY SERV	131919	0	2024	9	INV P			83512193	1,924.35	pcard
002396 INGRAM LIBRARY SERV	131920	0	2024	9	INV P			83519104	152.01	pcard
002396 INGRAM LIBRARY SERV	131921	0	2024	9	INV P			83545797	177.69	pcard
002396 INGRAM LIBRARY SERV	131958	0	2024	9	INV P			83568674	536.49	pcard
002396 INGRAM LIBRARY SERV	131962	0	2024	9	INV P			83496631	-26.99	pcard
002396 INGRAM LIBRARY SERV	131963	0	2024	9	INV P			83609200	341.44	pcard
002396 INGRAM LIBRARY SERV	131964	0	2024	9	INV P			83596686	302.77	pcard
002396 INGRAM LIBRARY SERV	131965	0	2024	9	INV P			83630067	298.61	pcard
002396 INGRAM LIBRARY SERV	131966	0	2024	9	INV P			83630066	1,289.65	pcard
002396 INGRAM LIBRARY SERV	131967	0	2024	9	INV P			83662770	703.26	pcard
002396 INGRAM LIBRARY SERV	131968	0	2024	9	INV P			83662769	894.06	pcard
002396 INGRAM LIBRARY SERV	131969	0	2024	9	INV P			83693299	499.27	pcard
002396 INGRAM LIBRARY SERV	131970	0	2024	9	INV P			83685296	450.06	pcard
002396 INGRAM LIBRARY SERV	132019	0	2024	9	INV P			83709085	385.91	pcard
002396 INGRAM LIBRARY SERV	132020	0	2024	9	INV P			83709086	1,783.29	pcard
002396 INGRAM LIBRARY SERV	132021	0	2024	9	INV P			83732040	179.25	pcard
002396 INGRAM LIBRARY SERV	132022	0	2024	9	INV P			83757016	1,685.34	pcard
002396 INGRAM LIBRARY SERV	132023	0	2024	9	INV P			83763048	398.54	pcard
002396 INGRAM LIBRARY SERV	132024	0	2024	9	INV P			83757017	450.00	pcard
002396 INGRAM LIBRARY SERV	132025	0	2024	9	INV P			83792973	734.19	pcard
002396 INGRAM LIBRARY SERV	132026	0	2024	9	INV P			83783922	333.11	pcard
002396 INGRAM LIBRARY SERV	132027	0	2024	9	INV P			83807981	294.00	pcard
									18,562.74	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
002830 KANOPY, INC	131400	0	2024 9	INV	P	600.30 092524	566411	Inv. 414647		
003402 DATABASEUSA.COM LLC	131580	0	2024 9	INV	A	7,704.00		Inv. 123822		
999990 RDA*TMB BOOKS	131832	0	2024 9	INV	P	39.98	pcard	1077		
999990 THOMSON WEST*TCD	131913	0	2024 9	INV	P	1,229.28	pcard	850687122		
999990 OUR WI MAG	131914	0	2024 9	INV	P	24.98	pcard	S02409		
999990 PAYPAL *WI ST GEN S	131925	0	2024 9	INV	P	30.00	pcard	25D98459V3252643C		
999990 RDA*TMB BOOKS	131956	0	2024 9	INV	P	39.98	pcard	1078		
999990 ANC* NEWSPAPERS.COM	131957	0	2024 9	INV	P	74.90	pcard	10847806		
999990 THE PENWORTHY COMPAN	132016	0	2024 9	INV	P	553.88	pcard	594565		
999990 THE PENWORTHY COMPAN	132017	0	2024 9	INV	P	1,283.27	pcard	0602074-IN		
						3,276.27				
			ACCOUNT TOTAL			40,919.00				
16032 659900			Other Contracts/Obligation							
001398 UNIQUE MANAGEMENT SE	130993	0	2024 9	INV	P	226.55 091124	566259	Materials Recovery		
			ACCOUNT TOTAL			226.55				
			ORG 16032	TOTAL		42,967.92				
16033			Library Network Services							
16033 632700			Miscellaneous Equipment							
001619 CDW GOVERNMENT, INC.	132094	0	2024 9	INV	P	50.64	pcard	CDW RAM upgrade		
001619 CDW GOVERNMENT, INC.	132095	0	2024 9	INV	P	8.76	pcard	CDW Mouse pads		
						59.40				
001983 AMAZON	130975	0	2024 9	INV	P	144.00	pcard	Laptop RAM upgrade		
001983 AMAZON	130976	0	2024 9	INV	P	103.41	pcard	Laptop RAM upgrade		
001983 AMAZON	130977	0	2024 9	INV	P	67.47	pcard	Laptop RAM upgrade		
001983 AMAZON	130978	0	2024 9	INV	P	89.99	pcard	SSD upgrade for lap		
001983 AMAZON	132096	0	2024 9	INV	P	12.27	pcard	CMOS batteries		
001983 AMAZON	132127	0	2024 9	INV	P	49.78	pcard	AMAZON Cases for Ou		
						466.92				
			ACCOUNT TOTAL			526.32				
16033 659900			Other Contracts/Obligation							
000911 MODERN BUSINESS MACH	131544	0	2024 9	INV	P	252.17 092524	566424	Copier Contract - B		
000911 MODERN BUSINESS MACH	131664	0	2024 9	INV	A	201.00		Copier Contract - B		
						453.17				
001961 WELLS FARGO FINANCIA	130155	0	2024 9	INV	P	399.74 090424	566130	Copier Lease - Sept		
999990 CLOUD DNS LTD	131928	0	2024 9	INV	P	10.35	pcard	CLOUD DNS LTD renew		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
				ACCOUNT TOTAL				863.26
			ORG 16033	TOTAL				1,389.58
	FUND 100	General Fund		TOTAL:				65,617.82

** END OF REPORT - Generated by Melissa E. Sawicki **



Appleton Public Library Cash Flow Report September-2024 YTD				JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUGUST	SEPTEMBER	YTD TOTAL	% USED
GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	YTD TOTAL	% USED
423200	Library Grants & Aids	\$1,064,805.00	\$1,166,028.00	\$0.00	\$0.00	\$0.00	\$668,676.50	\$0.00	\$0.00	\$0.00	\$497,351.50	\$0.00	\$1,166,028.00	100%
480100	General Charges for Service	\$0.00	\$0.00	\$32.37	\$3.82	\$138.11	\$15.51	\$45.80	\$96.89	\$23.00	\$14.72	\$1.40	\$371.62	100%
500100	Fees & Commissions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
502000	Donations & Memorials	\$0.00	\$0.00	\$0.00	\$12.02	\$0.74	\$1.86	\$1.71	(\$3.82)	\$0.45	\$0.31	\$1.02	\$14.29	100%
503500	Other Reimbursements	\$45,600.00	\$146,912.00	\$56,102.70	(\$52,765.06)	\$82,075.98	\$2,951.00	(\$5,394.33)	\$46,143.82	\$3,903.35	\$1,760.67	\$5,617.58	\$140,395.71	96%
Total Revenue		\$1,110,405.00	\$1,312,940.00	\$56,135.07	(\$52,749.22)	\$82,214.83	\$671,644.87	(\$5,346.82)	\$46,236.89	\$3,926.80	\$499,127.20	\$5,620.00	\$1,306,809.62	100%

Expense	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUGUST	SEPTEMBER	YTD TOTAL	% USED		
610100 Regular Salaries	(\$2,476,082.00)	(\$2,492,073.00)	(\$84,623.54)	(\$180,799.87)	(\$265,052.03)	(\$168,895.61)	(\$175,375.92)	(\$171,113.82)	(\$171,751.36)	(\$238,773.91)	(\$170,922.41)	(\$1,627,308.47)	65%
610400 Call Time Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
610500 Overtime Wages	\$0.00	\$0.00	\$0.00	(\$1,119.61)	\$1,119.61	(\$750.96)	(\$409.01)	\$0.00	\$0.00	(\$423.81)	(\$430.50)	(\$2,014.28)	100%
610800 Part-Time Wages	(\$212,587.00)	(\$254,356.00)	(\$5,422.70)	(\$22,248.77)	(\$21,287.96)	(\$17,249.37)	(\$17,453.79)	(\$14,085.46)	(\$15,894.11)	(\$26,293.83)	(\$15,665.60)	(\$155,601.59)	61%
611400 Sick Pay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$276.17)	\$0.00	(\$1,208.23)	\$0.00	\$0.00	\$0.00	(\$1,484.40)	100%
611500 Vacation Pay	\$0.00	\$0.00	(\$6,171.48)	(\$9,635.05)	(\$19,460.81)	(\$20,927.62)	(\$14,325.54)	(\$20,245.59)	(\$17,406.97)	(\$34,809.81)	(\$15,447.94)	(\$158,430.81)	100%
615000 Fringes	(\$891,233.00)	(\$889,448.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
615100 FICA	\$0.00	\$0.00	(\$11,971.57)	(\$13,580.08)	(\$19,875.22)	(\$13,305.66)	(\$13,256.64)	(\$13,391.11)	(\$13,116.08)	(\$19,310.94)	(\$12,936.87)	(\$130,744.17)	100%
615200 Retirement	\$0.00	\$0.00	(\$11,263.46)	(\$12,276.91)	(\$18,088.53)	(\$12,160.46)	(\$12,192.67)	(\$12,304.93)	(\$12,047.76)	(\$17,484.03)	(\$11,887.18)	(\$119,705.93)	100%
615301 Health Insurance	\$0.00	\$0.00	(\$17,578.60)	(\$42,654.66)	(\$34,588.50)	(\$38,954.19)	(\$39,275.60)	(\$40,037.50)	(\$39,312.53)	(\$38,931.91)	(\$38,933.30)	(\$330,266.79)	100%
615302 Dental Insurance	\$0.00	\$0.00	(\$1,281.65)	(\$3,169.23)	(\$2,442.02)	(\$2,760.59)	(\$2,766.54)	(\$2,668.59)	(\$2,672.78)	(\$2,668.50)	(\$2,627.29)	(\$23,115.29)	100%
615400 Life Insurance	\$0.00	\$0.00	(\$87.60)	(\$63.00)	(\$120.40)	(\$102.70)	(\$96.00)	(\$100.90)	(\$103.60)	(\$101.50)	(\$96.60)	(\$872.30)	100%
Personnel Services	(\$3,579,902.00)	(\$3,635,877.00)	(\$138,400.60)	(\$285,547.18)	(\$379,795.86)	(\$275,383.33)	(\$275,111.81)	(\$275,254.13)	(\$272,305.19)	(\$378,798.24)	(\$268,947.69)	(\$2,549,544.03)	70%

Expense	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUGUST	SEPTEMBER	YTD TOTAL	% USED		
620100 Training/Conferences	(\$23,234.00)	(\$25,694.00)	(\$3,864.19)	\$3,367.04	(\$5,414.46)	(\$5,227.91)	(\$571.50)	(\$498.27)	(\$268.46)	(\$134.00)	(\$94.91)	(\$12,706.66)	49%
620200 Mileage Reimbursement	\$0.00	\$0.00	(\$60.00)	(\$714.00)	\$594.00	(\$60.00)	(\$60.00)	(\$142.56)	(\$60.00)	(\$60.00)	(\$60.00)	(\$622.56)	100%
620600 Parking Permits	(\$5,000.00)	(\$5,000.00)	(\$1,440.00)	\$1,057.00	(\$1,057.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,440.00)	29%
630100 Office Supplies	(\$35,517.00)	(\$78,635.00)	(\$2,152.77)	(\$1,218.19)	(\$1,608.20)	(\$4,774.81)	(\$3,623.02)	(\$746.94)	(\$3,272.76)	(\$1,425.83)	(\$2,669.69)	(\$21,492.21)	27%
630300 Memberships & Licenses	(\$2,200.00)	(\$2,200.00)	(\$162.00)	\$0.00	(\$665.07)	(\$374.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,194.07)	54%
630500 Awards & Recognition	(\$850.00)	(\$3,850.00)	\$0.00	(\$769.15)	\$348.35	\$0.00	(\$465.11)	\$0.00	\$0.00	(\$28.32)	\$0.00	(\$914.23)	24%
630600 Building Maint./Janitor	(\$7,000.00)	(\$7,210.00)	(\$714.25)	(\$1,603.86)	\$969.19	(\$1,320.65)	(\$750.09)	(\$830.39)	(\$750.28)	(\$345.36)	(\$344.72)	(\$5,690.41)	79%
630700 Food & Provisions	(\$1,135.00)	(\$3,135.00)	(\$345.70)	\$14.97	(\$485.29)	(\$84.25)	(\$233.90)	(\$10.33)	(\$110.09)	\$0.00	\$0.00	(\$1,254.59)	40%
630902 Tools & Instruments	(\$150.00)	(\$150.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
631500 Books & Library Materials	(\$475,000.00)	(\$501,040.00)	(\$85,946.96)	(\$24,058.04)	(\$48,998.46)	(\$30,570.09)	(\$32,086.15)	(\$34,989.51)	(\$45,487.90)	(\$30,801.36)	(\$40,919.00)	(\$373,857.47)	75%
632001 City Copy Charges	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%
632002 Outside Printing	\$0.00	(\$3,688.00)	(\$210.96)	\$210.96	(\$210.96)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$210.96)	6%
632101 Uniforms	\$0.00	\$0.00	(\$161.25)	\$161.25	\$0.00	(\$169.30)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$169.30)	100%
632300 Safety Supplies	(\$550.00)	(\$550.00)	(\$165.22)	(\$68.54)	\$13.54	\$0.00	(\$55.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$275.22)	50%
632700 Miscellaneous Equipment	(\$28,630.00)	(\$36,516.00)	(\$3,505.42)	\$3,037.22	(\$3,928.31)	(\$1,776.50)	(\$2,121.15)	(\$2,255.49)	(\$775.66)	(\$503.20)	(\$526.32)	(\$12,354.83)	34%
640700 Solid Waste/Recycling	(\$1,200.00)	(\$5,200.00)	(\$311.79)	(\$556.21)	(\$229.50)	\$0.00	(\$718.40)	(\$360.12)	(\$357.05)	(\$359.06)	(\$364.41)	(\$3,256.54)	63%
641200 Advertising	(\$1,288.00)	(\$5,695.00)	(\$106.98)	(\$2,500.30)	\$1,866.37	(\$239.75)	(\$4,451.75)	(\$72.45)	(\$17.65)	(\$1,981.69)	(\$4.81)	(\$7,509.01)	132%
641301 Electric	(\$30,000.00)	(\$42,000.00)	(\$2,418.39)	(\$8,663.76)	\$7,076.93	(\$1,859.89)	(\$3,448.53)	\$0.00	(\$1,999.57)	(\$2,765.45)	(\$2,284.76)	(\$16,363.42)	39%
641302 Gas	(\$20,000.00)	(\$24,000.00)	(\$1,884.70)	(\$8,815.31)	\$7,805.25	(\$864.63)	(\$644.62)	\$0.00	(\$38.30)	(\$39.68)	(\$36.87)	(\$4,518.86)	19%
641303 Water	\$0.00	\$0.00	\$0.00	(\$185.00)	(\$264.05)	\$0.00	(\$185.00)	(\$360.20)	\$0.00	(\$185.00)	\$0.00	(\$1,179.25)	100%
641304 Sewer	\$0.00	\$0.00	\$0.00	(\$51.00)	(\$87.76)	\$0.00	(\$58.40)	(\$156.64)	\$0.00	(\$58.40)	\$0.00	(\$412.20)	100%
641306 Stormwater	\$0.00	\$0.00	\$0.00	(\$793.97)	(\$2,127.14)	\$0.00	(\$785.34)	(\$1,665.61)	\$0.00	(\$785.34)	\$0.00	(\$6,157.40)	100%
641307 Telephone	(\$5,298.00)	(\$5,298.00)	(\$794.11)	(\$313.86)	(\$849.58)	(\$742.95)	(\$596.94)	(\$596.66)	(\$347.02)	(\$229.98)	(\$229.98)	(\$5,063.15)	96%
641308 Cellular Phones	(\$1,300.00)	(\$1,300.00)	(\$62.25)	(\$41.50)	\$40.50	(\$62.25)	(\$62.25)	(\$62.25)	(\$62.25)	(\$62.25)	(\$62.25)	(\$436.75)	34%
641600 Build Repairs & Maint	(\$2,000.00)	(\$2,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
641800 Equip Repairs & Maint	(\$49,255.00)	(\$64,227.00)	(\$3,715.59)	\$314.11	(\$14,373.14)	(\$11,973.11)	(\$397.91)	(\$824.39)	\$0.00	\$0.00	(\$201.00)	(\$31,171.03)	49%
642000 Facilities Charges	(\$100,565.00)	(\$97,551.00)	\$0.00	(\$5,738.34)	(\$13,722.42)	(\$2,381.09)	(\$2,920.37)	(\$3,562.33)	(\$3,256.77)	(\$3,481.04)	(\$4,876.99)	(\$39,939.35)	41%
644000 Snow Removal Services	(\$50,000.00)	(\$50,000.00)	\$0.00	\$0.00	(\$4,589.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,589.00)	9%
650200 Leases	(\$150,000.00)	(\$150,000.00)	(\$17,472.56)	(\$7,527.44)	(\$16,757.06)	\$0.00	(\$22,904.43)	(\$10,351.72)	(\$10,614.61)	(\$10,487.85)	(\$10,925.16)	(\$107,040.83)	71%
659900 Other Contracts/Obligation	(\$118,817.00)	(\$183,324.00)	(\$9,898.02)	(\$7,916.09)	(\$8,725.95)	(\$72,117.67)	(\$57,240.50)	(\$41,509.32)	(\$72,247.41)	(\$75,393.27)	(\$10,095.23)	(\$355,143.46)	194%
681500 Software Acquisition	(\$4,498.00)	(\$4,498.00)	(\$40.00)	(\$3,414.31)	\$3,224.61	(\$742.50)	(\$4,847.83)	(\$7,223.38)	\$0.00	\$0.00	\$0.00	(\$13,043.41)	290%
Operating Expense	(\$1,113,587.00)	(\$1,302,761.00)	(\$135,271.86)	(\$67,101.82)	(\$101,993.36)	(\$135,172.05)	(\$139,397.49)	(\$106,131.39)	(\$139,997.98)	(\$129,244.12)	(\$73,696.10)	(\$1,028,006.17)	79%

Personnel Services	(\$3,579,902.00)	(\$3,635,877.00)	(\$138,400.60)	(\$285,547.18)	(\$379,795.86)	(\$275,383.33)	(\$275,111.81)	(\$275,254.13)	(\$272,305.19)	(\$378,798.24)	(\$268,947.69)	(\$2,549,544.03)
Operating Expense	(\$1,113,587.00)	(\$1,302,761.00)	(\$135,271.86)	(\$67,101.82)	(\$101,993.36)	(\$135,172.05)	(\$139,397.49)	(\$106,131.39)	(\$139,997.98)	(\$129,244.12)	(\$73,696.10)	(\$1,028,006.17)
Total Expense	(\$4,693,489.00)	(\$4,938,638.00)	(\$273,672.46)	(\$352,649.00)	(\$481,789.22)	(\$410,555.38)	(\$414,509.30)	(\$381,385.52)	(\$412,303.17)	(\$508,042.36)	(\$342,643.79)	(\$3,577,550.20)
Total Revenue	\$1,110,405.00	\$1,312,940.00	\$56,135.07	(\$52,749.22)	\$82,214.83	\$671,644.87	(\$5,346.82)	\$46,236.89	\$3,926.80	\$499,127.20	\$5,620.00	\$1,306,809.62

MAJOR PROJECT TITLE

***** Library - Friends of the Library

PROJECT TITLE

LIB-FRIENDLibrary - Friends of the Library

BEGINNING BALANCE -45,783.02

FUNDING SOURCES	TITLE	AMOUNT
LIB-FRIEND.COMMPART .OTHREIMB .	Community Partnerships	55,000.00
LIB-FRIEND.LIBADMIN .OTHREIMB .	Library Administration	-55,000.00
FUNDING SOURCE TOTAL		.00

EXPENSE STRINGS	TITLE	AMOUNT
LIB-FRIEND.CHILDSERV .OTHCONTR .	Children's Services	612.00
LIB-FRIEND.CHILDSERV .SUPPLIES .	Children's Services	709.09
LIB-FRIEND.COMMPART .OTHCONTR .	Community Partnerships	925.00
LIB-FRIEND.COMMPART .SUPPLIES .	Community Partnerships	263.68
LIB-FRIEND.LIBADMIN .ADVERTISNG .	Library - Friends advertising	1,774.81
LIB-FRIEND.LIBADMIN .FOOD/PROV .	Library Administration	110.09
LIB-FRIEND.LIBADMIN .OTHCONTR .	Library Administration	8,180.00
EXPENSE TOTAL		12,574.67

ENDING BALANCE -33,208.35

******* TOTALS**

BEGINNING BALANCE	-45,783.02
FUNDING SOURCE	.00
EXPENSE	12,574.67
ENDING BALANCE	-33,208.35

REPORT TOTAL: -33,208.35

** END OF REPORT - Generated by Melissa E. Sawicki **

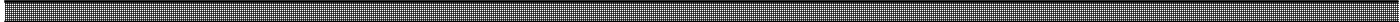
CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2024

<u>Description</u>	ORG	OBJECT	PROJ (in GL)		<u>Amount</u>
	PROJECT	SEG 1	SEG 2	SEG 3	
Library Admin: Other Reim	16010	503500			\$ 4,400
Mtls Mgmt - Books & Lib Materials	16032	631500			\$ 4,400

For the purpose of:
 Rabble Reimbursement from Friends

Requested by:

_____ Date _____
 Department Head



Information: _____

Action: _____

Finance Director _____ Date _____

Mayor _____ Date _____

Reported to Finance Committee: _____
 Date _____

_____ Date _____

Finance comments:

Budget Entry (BE) No.: _____



CITY OF APPLETON

Appleton Public Library
3000 E. College Ave., Suite B
Appleton, WI 54915
p: 920.832.6173
www.apl.org

TO: Members of the Appleton Public Library Board of Trustees

FROM: Colleen Rortvedt, Library Director

DATE: October 10, 2024

RE: Recommendation to temporarily close the library at 3000 E. College Ave.
Tuesday, November 26, 2024 to relocate back to 225 N. Oneida Street.

The library will be closing the temporary library to return to 225 N. Oneida Street on Tuesday, November 26, 2024. Our last day open at the temporary library will be Monday, November 25.

The library's lease at 3000 E. College Avenue expires at the end of the year and this will allow for the relocation of physical materials, the library network, and systems prior to the end of our lease.

The library will reopen in early 2025 at a date to be determined based on our construction manager's schedule.

During the closure, we will continue to staff the City of Appleton Information line during standard business hours M-F, as well as respond to library phone calls and emails. Staff will be involved in various aspects of the moving process as well as providing programming throughout the community.

Automation Services Agreement
Outagamie Waupaca Library System
Appleton Public Library

Article I: General

The Outagamie Waupaca Library System and the Appleton Public Library do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the purpose of participating in a library automation network providing, but not limited to, the following functions and services: resource sharing, circulation control, cataloging, online public access catalog, acquisitions, and Internet access.

Article II: Definitions

For the purposes of this agreement:

- (1) Outagamie Waupaca Library System Board is the body established by the Boards of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) Outagamie Waupaca Library System, also referred to as OWLS, is the agency established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.
- (3) The Appleton Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes*, that administers the Appleton Public Library.
- (4) The Appleton Public Library, also referred to as APL, is the agency established under Section 43.57 of the *Wisconsin Statutes* by the City of Appleton to provide municipal public library service.
- (5) The shared library automation network, also known as OWLSnet, is a program established by OWLS to provide an integrated library automation system and network services to OWLS, NFLS and other area libraries.

Article III: Outagamie Waupaca Library System Responsibilities

It is mutually agreed that OWLS shall:

- (1) Provide to APL all of the automated library functions available from OWLSnet during all hours that APL is regularly open. All reasonable efforts will be made to minimize the amount of time in which OWLSnet, or any portion of OWLSnet, is unavailable for normal operations.
- (2) Abide by the terms specified in this agreement, the OWLSnet bylaws, and OWLSnet policies and procedures.
- (3) Contribute financially to the operation of OWLSnet in accordance with the annual OWLSnet

budget.

- (4) Acquire appropriate products from vendors as requested by APL and deliver or install the products at the desired branch public library location according to a mutually agreed upon schedule.
- (5) Invoice APL for any products ordered upon delivery of such orders. Any product ordered will become the property of APL upon payment of the invoice.
- (6) Investigate the feasibility of providing additional products or services to OWLSnet members.
- (7) Provide staff services to support APL's participation in OWLSnet.
- (8) Provide for ongoing training of APL staff in the use of software and hardware.
- (9) Determine the annual membership fee for any given calendar year prior to July 1 of the preceding year.
- (10) Work with APL to develop an efficient, effective, and equitable method for cataloging materials and adding records to the OWLSnet database.

Article IV: Appleton Public Library Responsibilities

It is mutually agreed that the Appleton Public Library shall:

- (1) Abide by the terms specified in this agreement, the OWLSnet bylaws, and OWLSnet policies and procedures.
- (2) Meet all applicable requirements for participation in the TEACH Wisconsin and federal E-rate programs and designate OWLS to be APL's agent for TEACH Wisconsin and federal E-rate participation.
- (3) Place orders for appropriate products through OWLS and pay all invoices for such orders, including transportation and handling charges, within 60 days after the date of the invoice unless other arrangements have been made with OWLS.
- (4) Hold title to all items acquired upon payment of invoice for such items.
- (5) Be responsible for all internal cabling necessary to connect APL equipment to the OWLSnet's telecommunication network, unless other arrangements have been agreed to by OWLS.
- (6) Attach only devices approved by OWLS to the OWLSnet staff network. APL shall not inter-connect OWLSnet with any other network without the consent of OWLS.
- (7) Ensure that networking hardware is not modified without the approval of OWLSnet. APL shall be responsible for any costs resulting from an unauthorized connection to another network.

- (8) Be responsible for the maintenance or repair of all local equipment, including performing regular operating system software updates, unless other arrangements have been agreed to by OWLS.
- (9) Pay an annual membership fee, unless otherwise agreed upon by OWLS. The annual membership fee represents APL's share of ongoing operational costs.
- (10) Retain ownership of all APL bibliographic, item, and patron records held in the shared automation network database.
- (11) Send a representative to attend Administrative Advisory Committee meetings. Representatives are responsible for disseminating meeting information to other APL staff.
- (12) Comply with all applicable federal and state laws regarding confidentiality and the privacy of public library records. APL agrees to hold all library staff and volunteers accountable for complying with such laws.

Article V: Mutual Understandings

It is mutually understood and agreed that:

- (1) The OWLS Board has legal authority for the establishment, operation, and maintenance of OWLSnet. An Administrative Advisory Committee, including representation from all network participants, shall make recommendations to the OWLS Board or staff regarding the administration of the network in accordance with the procedures specified in the shared automation network bylaws.
- (2) Implementation of this agreement is consistent with the provisions of state and federal law. Should any part of this agreement that does not impede OWLSnet's ability to provide services and equitably recover costs become inconsistent with any state or federal law, such law shall take precedence over that part of this agreement, but the balance of this agreement shall remain in full force and effect. If such state or federal law impedes OWLSnet's ability to provide services or recover costs equitably, this agreement shall be void.
- (3) All libraries participating in OWLSnet have a responsibility to develop their local materials collections to support the basic needs of their patrons. It is unfair for libraries to rely primarily on other members of the network to meet their patrons' basic needs.
- (4) OWLS and APL have a responsibility to monitor compliance of the parties with OWLSnet agreements, bylaws, policies, and procedures. OWLS may take appropriate action in the case of APL noncompliance with OWLSnet agreements, bylaws, or policies. APL has the right to appeal to the OWLS Board if it believes that OWLS does not comply with OWLSnet agreements, bylaws, or policies.
- (5) This agreement shall become effective upon signing of the agreement by all parties. This agreement shall continue in force through December 31, 2027 or until superseded by a new agreement. In the event that a new agreement has not been signed by December 31, 2027, the term of this agreement will be automatically extended through December 31, 2028.

(6) This agreement may be terminated by any party, effective December 31 of the year, by notifying the other two parties in writing of intent to terminate, prior to July 1 of the same year.

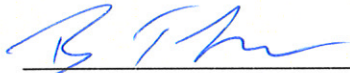
(7) This agreement may be amended at any time as is mutually agreeable to the parties.

For the Appleton Public Library:

(President)

(Date)

For the Outagamie Waupaca Library System:



(President)

9/20/24

(Date)



Accident / Near Miss Reporting and Investigation			
CITY OF APPLETON POLICY		SECTION:	Safety
ISSUE DATE:	October 2002	LAST UPDATE:	April 2019
POLICY SOURCE:	Human Resources Department		
POLICY AUDIENCE:	All Employees and Volunteers		

I. PURPOSE

The purpose of this policy is to outline responsibilities and procedures for supervisors and employees when involved in accidents or injuries on work time, prevent future accidents, and to meet both the Wisconsin Department of Safety and Professional Services and State Department of Workforce Development **recording record-keeping** requirements. **In addition, the purpose of this policy is to ensure all near miss incidents are reported, documented, investigated and remediation steps are taken as needed to prevent recurrence.**

II. POLICY

The City is committed to working with its employees to provide a safe work environment and to manage and administer claims as a result of City accidents. ~~In order to~~ To prevent future accidents, timely and accurate ~~accident~~ investigations ~~are is~~ essential. This policy provides guidelines for proper investigation. Where applicable, Valley Transit may follow different reporting and investigation procedures as established by Transit Mutual Insurance Corporation of Wisconsin. Failure to follow this policy or filing a false claim may result in disciplinary action, up to and including discharge.

III. PROCEDURES

All City of Appleton employees and volunteers should adhere to the following procedures when an **accident, injury or near miss ("incident")** ~~accident or injury~~ occurs. **All accidents and injuries incidents** must be immediately reported to the employee's supervisor and to the Human Resources Department. A supervisor must fully investigate the incident and work with ~~his/her~~ **their** employee to complete and return the **appropriate forms accident reports** (Exhibits A and B) and if applicable, any witness reports (**Exhibit C**), to Human Resources within 48 hours of the ~~incident accident or injury~~.

Should a supervisor have reasonable suspicion ~~to believe~~ that an employee is under the influence of alcohol or drugs and is involved in any motor vehicle incident, injury to themselves or others, or property/equipment damage, the supervisor should follow the procedures outlined in the City's Drug-Free Workplace policies.

A. Motor Vehicle & Mobile Equipment (e.g., Forklifts, Boats, Mowers, Pay Loaders, Skid Steers, Aerial Lifts, Tractors, etc.) Incidents

1. **For only motor vehicle and mobile equipment incidents that occur on public roads, immediately call 911 and report the accident to your supervisor. Do not call 911 for motor vehicle or mobile equipment incidents that occur on private property unless emergency medical treatment is needed for injuries.**

2. Post-accident **Drug/Alcohol** Testing – Employees who are involved in an incident while operating a motor vehicle or City **mobile** equipment may be required to submit to testing based on the circumstances.
3. The filing of a State Accident Report is at the discretion of the Police Department, per State guidelines.
4. **Discipline Process for Preventable Motor Vehicle & Mobile Equipment Incidents** – The following process has been established to ensure a fair and consistent approach when determining preventable and non-preventable vehicle and equipment incidents within our organization.
 - a. **Definitions:**
 - i. **Preventable Incident:** An incident that could have been avoided if the driver had exercised reasonable care and followed established safety procedures.
 - ii. **Non-Preventable Incident:** An incident that occurs due to circumstances beyond the driver’s control, such as adverse weather conditions, mechanical failure, or the actions of another driver.
 - b. **Determining Preventability:** Preventability shall be determined based on whether the driver could have reasonably anticipated and avoided the incident through the exercise of proper care and adherence to established safety protocols. Factors such as driver behavior, adherence to traffic laws and department policies, road conditions, job expectations of the employee, and visibility shall be considered in the determination of preventability.
 - c. **Rating System:** Incidents shall be categorized into preventable and non-preventable based on the findings of the investigation. A rating system shall be used to assess the severity of preventable incidents and determine the appropriate level of disciplinary action.
 - d. **Disciplinary Action:**
 - i. **Preventable Incidents:** The severity of disciplinary action for preventable incidents shall be determined based on the following rating scale:
 1. **Minor Incidents (Rating 1):** Minor incidents resulting in minimal damage (e.g., small dents, scratches, cosmetic issues, etc.) to either vehicles, mobile equipment, or other property with no injuries. Disciplinary action should include either a documented verbal warning and/or written warning.
 2. **Moderate Incidents (Rating 2):** Incidents causing moderate damage (e.g., larger dents, cracks, broken mirrors or lights, damage to bumpers, etc. that requires more significant body work or replacement of parts) to either vehicles, mobile equipment or other property and/or resulting in minor injuries. Disciplinary action should include a written warning, suspension of driving privileges, and/or mandatory retraining.
 3. **Major Incidents (Rating 3):** Incidents causing significant damage (e.g., key components of the vehicle are affected, such as the engine, transmission, suspension, etc. that often renders the vehicle unsafe or impossible to drive until repairs are made) to either vehicles, mobile equipment, or other property and/or resulting in serious injuries or fatalities. Disciplinary action should include a suspension, termination or suspension of driving privileges, and/or termination of employment.

The specific disciplinary action taken shall be determined based on the severity of the offense, employee’s history of preventable accidents, the employee’s prior

- disciplinary history, and any other mitigating circumstances. Documentation of any disciplinary action taken should be sent to the Human Resources Department.
- ii. **Non-Preventable Incidents:** Employees involved in non-preventable incidents shall not be subject to disciplinary action, provided they were following all applicable laws, established departmental and City policies at the time of the accident. Non-preventable incidents may still be subject to review for opportunities to improve safety procedures and prevent future accidents.
 - e. **Appeals Process:** Employees shall have the right to appeal disciplinary actions resulting from preventable incidents through the organization's established grievance procedures.

B. Injuries to a City Employee

1. When ~~an the~~ injury occurs: the employee shall immediately notify ~~his/her~~ their supervisor. The employee or the supervisor should also contact the ~~appropriate~~ Police Department if the injury is a result of a motor vehicle, violent act, or domestic animal bite.
2. If immediate medical attention is needed, call 911 ~~or Gold-Cross for non-emergencies (920-727-3034)~~. The employee's supervisor may also provide transportation.
3. Fatalities or life-threatening injuries should be immediately reported to the employee's Department Director and Human Resources. To contact the HR Department during normal work hours, call (920) 832-6458. Outside of normal work hours, contact either the Human Resources Director or Human Resources Deputy Director. The Human Resources Department must contact the Wisconsin Department of Safety and Professional Services within 8 hours in the event of any of the following: a) a work-related employee fatality or b) the hospitalization of 3 or more employees due to one single work-related event.
4. If immediate medical attention is not needed, the employee may obtain treatment from ~~his/her~~ their choice of medical providers. Employees must have a physician's authorization for time lost due to a work-related injury.
5. If medical attention is sought, the employee must submit a return-to-work slip (~~e.g., Exhibit C E~~) to their supervisor prior to returning to work.
6. If medical attention is not sought, the employee shall log the injury into the department's first aid log, which should be initialed by a supervisor.
7. If the incident includes a possible bloodborne pathogens exposure, refer to the City's Bloodborne Pathogen policy.
- ~~8. The City has the right to verify an injury/illness through an independent medical exam.~~

C. Injuries to the Public or Damage to Property Not Owned by the City of Appleton

1. All incidents resulting in an injury requiring emergency medical services to any person not employed by the City of Appleton or damage to property not owned by the City of Appleton should be immediately reported to 911, the employee's supervisor and the Human Resources Department.
2. Supervisors should take pictures of any physical damage that was caused if possible.
3. Employees should not admit liability, discuss City operations or comment on any incident or accident involving members of the public.
4. If a citizen wishes to file a claim against the City, ~~he/she~~ they should be directed to the City Clerk's office. The Clerk's office will forward the claim to the Human

Resources Department for follow up and response to the claimant.

D. Damage to City Property or Equipment

City owned automobiles, equipment and other property that are damaged by fire, theft, vandalism, etc., are considered property damage claims. All damage should be reported to the employee's supervisor immediately.

1. If vandalism or a theft loss occurs, notify the **appropriate** Police Department.
2. If a fire occurs, notify the **appropriate** Fire Department.
3. Supervisors should take pictures of any physical damage that was caused if possible.
4. A minimum of 2 repair estimates will be required if third party automobile repairs are needed and only if the vehicle can be driven under its own power.
5. If a third party caused damage to City property, the Human Resources Department will work with the third party's liability insurance company to recover any costs the City incurs. If a third party causes damage to City property through a criminal act, the Human Resources Department will work with the **appropriate district attorney's office** ~~City Attorney's Office~~ to recover the cost the City incurs. Any monetary recoveries shall be reported to the Human Resources Department and sent to the Finance Department.

E. Near Misses

A near miss is an opportunity to improve health and safety in the workplace based on a condition or an incident with the potential for more serious consequences, including: events where injury could have occurred, but didn't; events where property damage could have resulted, but didn't; or events where potential environmental damage could have resulted, but didn't. An employee who witnesses or experiences a near miss incident should complete the Near Miss Report form (Exhibit F) and submit it to their supervisor. All near miss incidents should be investigated to identify the root cause(s). Investigation results should be used to improve safety systems, hazard controls, risk reduction and to educate employees. All of these represent opportunities for training, feedback on performance, and a commitment to continuous safety improvement. Near miss reporting is required and employees will not be subject to progressive disciplinary measures unless the behavior coincides with one of these serious offenses: intentional breach of safety policies, acts of gross misconduct (e.g. possession of alcohol and/or illicit narcotics during worktime or while operating city vehicles or equipment, etc.) malicious reporting or unsubstantiated allegations against a co-worker, or workplace violence. Near miss reports and their investigations should be reported to Human Resources.

F. Significant Accidents & Incidents (for non-public safety critical incidents)

For larger accidents and incidents, an accident review team will be created. This team will consist of designated members representing relevant departments and expertise, appointed by the Mayor and/or Human Resources. A coordinator shall be appointed to lead this team and to coordinate all activities related to the accident/incident review. This team shall conduct a thorough investigation of the accident/incident, considering all relevant factors such as human factors, equipment failure, environmental conditions, and organizational processes. The team may request assistance from external experts or consultants, if necessary to ensure a comprehensive analysis. Upon completion of the investigation, the team shall analyze the findings to identify

root causes and contributing actions. Based on the analysis, the team shall develop actionable recommendations aimed at preventing recurrence and improving safety performance. A comprehensive report detailing the findings, analysis and recommendations of the incident review will be provided to the Mayor and the applicable Department Director.

IV. RESPONSIBILITIES

A. The Human Resources Department is responsible for:

1. The overall coordination of the accident investigation program, including:
 - a. Monitoring and reviewing all investigations to ensure accuracy and prompt response.
 - b. Providing technical assistance to supervisors when needed.
 - c. Offering training for all individuals who conduct incident / near miss investigations and root cause analyses.
 - d. Following up, as needed, to see ensure that recommendations made as a result of an investigation are evaluated and that an appropriate course of action is taken.

B. Each Department Director (or designee) is responsible for:

1. Ensuring that an investigation and a root cause analysis is completed for every work injury, accident or near miss that involves his/her their employee(s) and reviewing all investigations to ensure accurate and prompt response.
2. Evaluating recommendations that come out of each accident investigation and taking appropriate actions to prevent future accidents.
3. Following up to see that corrective action(s) are is implemented.
4. Ensuring all City accident investigation forms are completed and submitted within 48 hours to Human Resources.

C. Supervisors are responsible for:

1. Promptly reporting all accidents to Human Resources. Contacting Human Resources as soon as possible if a serious accident occurs or if the employee seeks medical treatment or misses work due to an injury sustained on the job.
2. Investigating and documenting all accidents properly, including completing and submitting the proper accident report (Exhibit A and B) within 48 hours to Human Resources.
3. Complete a root cause analysis of the incident and submitting a completed report (Exhibit D) to both Human Resources and the appropriate Department Director within one (1) week of the incident.
4. Obtaining written witness statement(s) (see Exhibit C), when applicable. Witnesses should be given this form immediately after an incident to complete and then returned to the appropriate supervisor. Supervisors may complete this form, on behalf of the witness, if the witness is unable to complete this form.
5. Working with the Human Resources Department, the employee and his/her their medical provider to return the employee to work on restricted or full duty.
6. Obtaining the employee's completed Return-to-Work Slip (Exhibit E), for as long as necessary, prior to the employee returning to work. The supervisor should forward this form to Human Resources upon receipt from the employee or employee's physician.

D. Employees are responsible for:

1. Reporting all accidents immediately.
2. Cooperating fully with a City investigation.
3. Complete Exhibit A – “Employee’s Account” form for all incidents and submit this information to their supervisor in a timely manner.
4. ~~Working with his/her their supervisor to complete and submit the Accident Investigation Report (Exhibits A and B) to Human Resources within 48 hours of the accident or injury.~~
5. Providing a completed Return-to-Work slip (Exhibit ~~C~~ E) to ~~his/her~~ their supervisor prior to returning to work if ~~he/she~~ they sought medical treatment or missed work due to an accident or injury sustained on the job. If the injury or accident results in an extended absence, the employee is required to keep in contact with ~~his/her~~ their supervisor and/or HR Generalist to keep the City informed of ~~his/her~~ their progress and anticipated treatment plan.
6. Ensuring that a supervisor initials ~~his/her~~ their first aid log entry if the employee chooses to not seek formal medical treatment.

City of Appleton Incident / Accident Report Form – Employee’s Account | Exhibit A

Employee Name <i>(Print)</i> :			
Employee ID:		Employee’s Department:	
<u>Type of Incident / Accident: (check all that apply below)</u>			
<input type="checkbox"/>	Employee Injury	<input type="checkbox"/>	Injury to Public
<input type="checkbox"/>	City Vehicle / Equipment / Property Damage	<input type="checkbox"/>	Public Vehicle / Equipment / Property Damage
Date and Time of Incident / Accident:			
Location of Incident / Accident:			
Witness Name(s), if applicable:			
Describe how the incident/accident occurred (if additional space is needed; use a separate page):			
Describe any injuries received by the employee or the affected public (if applicable); be specific:			
Did you (for employee injuries only) seek medical treatment? ___ Yes ___ No If “yes” response, I understand that I must provide a return-to-work certificate signed by my medical provider to my supervisor after every visit. _____ <i>(initial here)</i> Name of medical facility: Name of medical doctor seen:			
Provide description of City vehicle(s) / property / equipment involved in the accident:			
Describe damage to City property (vehicles, equipment, etc.) and any damage to the affected public’s property (if applicable); be specific:			
What suggested changes do you have that, if made, might make it less likely for a similar incident / accident to occur in the future?			

The above statement(s) are true and correct to the best of my knowledge.

Employee Signature: _____

Date and Time Signed: _____

City of Appleton Incident / Accident Report Form – Supervisor’s ~~Investigation~~ Report | Exhibit B

INSTRUCTIONS:

- Incidents/accidents involving city vehicle and equipment (except for Valley Transit) must be reported to CEA (~~Fax #: 832-5570~~ or E-mail: Bruce.Brazee@appletonwi.gov).
- Incidents/accidents involving damage to city property should be reported to Dean Gazza (E-mail: Dean.Gazza@appletonwi.gov).
- **The employee’s report form, supervisor’s report form and applicable witness statement(s) must be sent to HR (~~FAX TO 832-5845~~ or e-mail accidentreporting@appletonwi.gov) and the appropriate Department Director within 48 hours.**

Employee Name (<i>Print</i>):	
---------------------------------	--

Date of Incident / Accident:	
------------------------------	--

Date Incident / Accident Reported:	
------------------------------------	--

Police Incident # (<i>if applicable</i>)	
--	--

<input type="checkbox"/>	Check here if there were witness(es) to this incident/accident. If so, obtain written witness statements (<i>use form under Exhibit B</i>).
--------------------------	---

<input type="checkbox"/>	Check here if there is security or traffic camera footage of this incident/accident. If so, download this camera footage and send a copy to the Human Resources Department.
--------------------------	---

Did employee seek medical treatment?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Where:
--------------------------------------	--------------------------	-----	--------------------------	----	--------

Did employee lose time from work?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Last day worked:
-----------------------------------	--------------------------	-----	--------------------------	----	------------------

Incident / Accident Description: Provide a detailed description of the incident (*include any pertinent photographs, diagrams and police reports or police report numbers*). Aid for diagrams (show vehicles/equipment as follows: City – “A” & Other – “B”). In addition, label street signs, location of signs and point of impact between vehicles and/or equipment. If additional space is needed; use a separate page.)

Supervisor (next steps): Complete a root cause analysis and determine the corrective action(s), if any, needed to be taken to prevent recurrence.

Employee’s Signature _____

Date _____

Supervisor’s Signature _____

Date _____

Reviewed by Director’s Signature _____

Date _____

City of Appleton Witness Reporting Form | Exhibit C

Witness Name (<i>Print</i>):			
Witness Address:			
Witness Phone:			
Date & Time of Incident/Accident:			
This form was completed by (<i>Print Name</i>):			
Is witness a City employee?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Were you at the accident scene?	<input type="checkbox"/>	<u>Before</u> the accident occurred.	
	<input type="checkbox"/>	<u>While</u> the accident was occurring.	
	<input type="checkbox"/>	<u>After</u> the accident occurred.	
Please answer the following. If additional space is needed; use the back of this form or additional sheets.			
1. Who was involved in the accident?			
2. Describe in detail the events that occurred <u>before</u> the accident as you remember them.			
3. When did the accident happen?			
4. How did the accident happen?			
5. If there were significant factors (e.g., poor weather conditions, equipment malfunction, etc.) that may have contributed to the cause of this accident, list them here.			

(Use back for a diagram, if necessary.)

Signature: _____

Date: _____

**City of Appleton Incident / Accident Report Form – Root Cause Analysis | Exhibit D
(Page 1 of 2)**

INSTRUCTIONS:

- All completed root cause analysis reports should be sent to HR (e-mail to: accidentreporting@appletonwi.gov) as well as the appropriate Department Director within one (1) week of the incident / accident occurrence.
- Understanding why an accident took place depends upon identifying the factors that contributed to the incident/accident. These factors, better known as root causes, are the underlying reasons why the accident occurred.
- Determining the root cause(s) is the result of persistently asking key questions, such as: what happened, how did it happen, why did it happen and what needs to be corrected. It is common to find factors that contributed to the incident in several of these areas: equipment/machinery, tools, procedures, training or lack of training, and work environment.

Root cause analysis for (list affected employee’s name and date of incident/accident):

<u>Employee Name:</u>	<u>Incident/Accident Date:</u>
-----------------------	--------------------------------

Identify system problems that likely contributed to the incident / accident:

<p><u>Management Consider:</u></p> <p>Policy enforcement Hazard recognition Hazard correction Accountability Supervisor training Production priority Proper resources Safety training Hiring practices Adequate staffing</p>	<p align="center"><u>Management Systems:</u></p>	<p align="center"><u>Employees Systems:</u></p>	<p><u>Employee Consider:</u></p> <p>Procedures followed Shortcuts taken Properly trained Experience with task Physically able to do the work. PPE used Stressful conditions Safety attitude Distractions</p>
<p><u>Equipment Consider:</u></p> <p>Proper tool(s) selection Tool availability Maintenance issues Visual warnings Adequate guarding Correct tool use Equipment design</p>	<p align="center"><u>Equipment Systems:</u></p>	<p align="center"><u>Environment Systems:</u></p>	<p><u>Environment Consider:</u></p> <p>Workplace layout Chemicals used Temperature Noise Weather Terrain Vibration Ergonomics Lighting Ventilation Housekeeping Biological</p>
<p><u>Processes Consider:</u></p> <p>Clear work instructions and procedures Change(s) in process Communication</p>	<p align="center"><u>Process Systems:</u></p>	<p align="center"><u>Material Systems:</u></p>	<p><u>Materials Consider:</u></p> <p>Defective materials Wrong type of material for the job Not enough raw materials</p>

City of Appleton Incident / Accident Report Form – Root Cause Analysis | Exhibit D
(Page 2 of 2)

Recommended Corrective Actions to Prevent Future Incidents (check all that apply):					
<input type="checkbox"/>	Isolate or guard the hazard	<input type="checkbox"/>	Improve lighting	<input type="checkbox"/>	Improve employee orientation / training
<input type="checkbox"/>	Design out / remove hazard	<input type="checkbox"/>	Develop or revise policy / procedures	<input type="checkbox"/>	Conduct more frequent inspections
<input type="checkbox"/>	New / different tools or equip	<input type="checkbox"/>	Additional training	<input type="checkbox"/>	Improve prev. maintenance program
<input type="checkbox"/>	Add signs / warning labels	<input type="checkbox"/>	Improve ventilation	<input type="checkbox"/>	Improve enforcement of procedures
<input type="checkbox"/>	Install noise engineering controls	<input type="checkbox"/>	Improve job procedures	<input type="checkbox"/>	Conduct toolbox talks/safety briefings
<input type="checkbox"/>	Reconfigure work area	<input type="checkbox"/>	Obtain new personal protective equipment	<input type="checkbox"/>	Purchase less hazardous chemicals
<input type="checkbox"/>	Improve housekeeping	<input type="checkbox"/>	Improve ergonomics	<input type="checkbox"/>	Review requirements for job position
<input type="checkbox"/>	Other:				
<input type="checkbox"/>	Other:				
<input type="checkbox"/>	Other:				
<input type="checkbox"/>	Other:				
<input type="checkbox"/>	Other:				
<input type="checkbox"/>	Other:				

Describe correction action(s) that will be taken to prevent recurrence:		
<i>What will be done?</i>	<i>Who will do it?</i>	<i>When will it be done?</i>

Completed by: _____

Date: _____

Employee Return-to-Work Form | Exhibit E

EMPLOYEE WORK RESTRICTIONS

Patient Name: _____

Current Job: _____

Physician Name (please print): _____

Phone: _____ Fax: _____

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

Patient Description of Injury: _____

Diagnosis: _____

Treatment: _____

Prescription strength medications ordered: Yes No

Medications: _____

Plan: _____

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

Part Time 1st Shift Sun. Thurs.
 Full Time 2nd Shift Mon. Fri.
 Seasonal 3rd Shift Tues. Sat.
 Temporary Swing Wed.
 Next scheduled work day _____
 Shift _____
 Shift Supervisor _____

CHECK ONLY AS RELATES TO ABOVE CONDITION

- 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.

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							

OTHER INSTRUCTIONS AND/OR LIMITATIONS:

SCHEDULED APPOINTMENTS:

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

Time Out: _____ Called Employer Date _____ Signature _____

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.

PATIENT'S SIGNATURE _____ Date _____

PHYSICIAN'S SIGNATURE _____ Date _____

Near Miss Incident Report Form | Exhibit F

Instructions: Complete this form to report all near miss events observed or experienced that could have caused an injury, illness, and/or property damage. Some examples of near misses are unsafe conditions (trip hazards in a walkway, etc.) or unsafe acts (improper use of equipment, use of faulty equipment, or not following proper procedures, etc.). Provide as much detail as possible to facilitate a thorough analysis. All information provided in this report will be used solely for the purpose of improving safety measures. Names of individuals are not required but will assist in directing follow-up questions to improve overall safety. Submit this completed form to your immediate supervisor for further action.

Name (optional):	Department:
Date of Incident:	Time of Incident:
Name of witnesses (if any):	
Description of the Near Miss Incident (provide a detailed description, including what happened, where it occurred, and any contributing factors or hazards observed), use the back of this form as necessary:	
Describe any immediate actions taken to address the near miss incident, including any corrective measures implemented to prevent recurrence (use the back of this form as necessary):	
What additional changes or actions do you suggest be taken to prevent this near miss from happening again (use the back of this form as necessary)?	

SEPTEMBER 2024 CONSTRUCTION UPDATE



Tina Krueger
Communication Coordinator

The last month's key building project progress points from Boldt include:

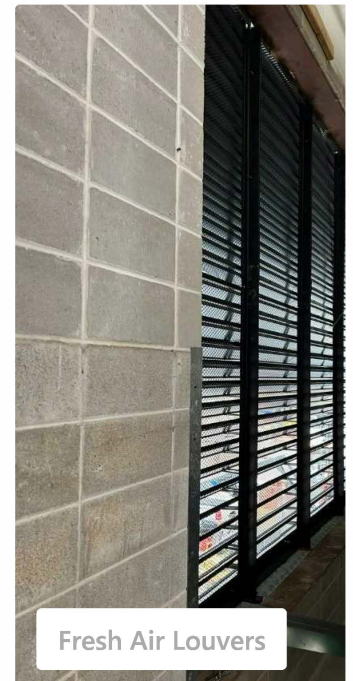
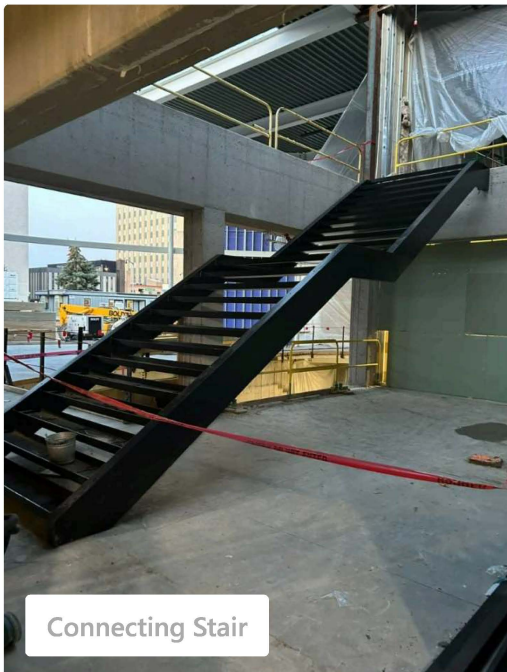
- Installed roofing and south skylight.
- Installed fresh air louvers.
- Installed masonry at freight elevator doors.
- Set and installed connecting stair (ground level to upper level).
- Set and installed learning stair (ground level to lower level).
- Poured stairs at north stair tower and children's garden terrace.
- Painting throughout the building continues.
- Installing casework.
- Installing drywall throughout the building.
- Installing freight elevator.
- Installing ceiling grid on lower and ground levels.
- Installing metal panel and insulation.
- Framing and glazing continue.
- Continuing storm site work in parking lot.
- Mechanical, electrical and plumbing installations continue.

Opening day for the new library is on track for early 2025.

Additional Updates

- Skidmore, Owings & Merrill has shared [architectural fly through animations](#). [Floor plans](#) and [renderings](#) are available for viewing note furnishing colors in the animations and renderings are subject to change.
- [Friends of Appleton Public Library](#) and the Capital Campaign Committee continue to make strong fundraising progress. To date raised \$11.2 M of their \$12 M goal.

To learn more about the campaign and how you can participate, visit the [Friends website](#).





South Skylight



South Skylight



South Skylight



Double Storm Water Trap



Split AC Units on Roof