



City of Appleton

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

Meeting Agenda - Final-revised Library Board

Thursday, November 7, 2024

10:00 AM

Council Chambers, 6th Floor

Personnel & Policy Committee

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. **Action Items**
 - [24-1425](#) Library Director's End of Year Performance Evaluation
 - [24-1426](#) APL Financial Policy Updates
 - Attachments:** [Financial Policy Draft 11-2024.pdf](#)
 - [24-1428](#) APL Lactation Room Policy
 - Attachments:** [Lactation Room Policy draft 11-2024.pdf](#)
 - [24-1429](#) APL Sensory Room Policy
 - Attachments:** [Sensory Room Policy Draft 11-2024.pdf](#)

Closed Session

The Committee may meet in Closed Session Pursuant to WI State Statute 19.1(f)(c) to discuss Personnel Matters and then resume meeting in Open Session.

5. Adjournment

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



FINANCIAL POLICY

The Appleton Public Library (“APL”) Board of Trustees (“library board”) establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of APL’s mission and goals, and compliance with appropriate laws and ordinances and City of Appleton (“city”) policies.

1. Consistency

- a. Library staff (“staff”), while preserving the library board’s legal prerogatives under Wis. Stats. §§ 43.58(1) and 43.58(2), will keep library practices in compliance with city policies.
- b. Staff will work with the city’s Finance Department to ensure that the city’s financial policies accommodate the library board’s responsibility and bring these policies to the library board for approval.

2. Budget

- a. The library board shall establish an annual budget request according to State of Wisconsin statutes and the city’s Budget Policy.
- b. Staff shall budget revenue funds and associated expenditures as follows:
 - i. Best estimate of revenue, but no associated expenditures for county reimbursements
 - ii. Best estimate of revenue, and associated expenditures for revenue based on: printing/copying, reader-printers, vending machines, rental for events, and benefitted positions funded by grant awards approved prior to budget.
 - iii. No revenue budgeted, but any revenue realized during the year to be transferred to appropriate spending accounts via budget adjustments: lost and paid materials, resource library agreement funds, memorials, unbudgeted grants received throughout the year, gifts and donations.”
- c. Staff shall work with the Mayor, Finance Department, and Common Council (“Council”) to seek adoption of the library board’s request, reporting any changes or concerns to the library board.
- d. After the budget adoption by the City Council, staff will present the adopted budget for the year to the library board for review and approval.
- e. The library board delegates to staff the expenditure of monies, the development of an annual collection budget to allocate funds available for library materials and development of a Friends of Appleton Public Library (“Friends”) grant budget all subject to review and approval by the library board.

- f. Budget amendments, transfers and new appropriations are subject to the city's Budget and Grants policies.
- g. The library board's authority over budgeted city funds shall lapse at the end of the calendar year and any budget fund balances shall revert to city authority, subject to city carryover policies and procedures.

3. Expenditures

- a. Staff will follow the city's Procurement and Contract Management Policy for purchases and processing of payments.
- b. On a monthly basis, staff shall present the bill register, a list of all expenditures, to the library board for review and approval. Staff will also present a monthly financial report showing the status of all accounts and funds.

4. Receipts

- a. Revenue received by the library from overdue fines, rental for events, printing/copying, reader-printer copies, vending machine commissions, and county reimbursements for library service will be submitted to the city as general revenue. Non-sufficient fund charges will be submitted to the city as general revenue.
- b. Reimbursements for lost or damaged materials will be added to the materials budget via budget adjustments to be used to purchase replacement materials. These funds will be eligible for carryover.
- c. Should the library utilize petty cash, staff will implement petty cash procedures consistent with city procedures, for use when immediate payment or reimbursement for a purchase or service is required.
- d. Staff will work with the city's Finance Department to ensure appropriate journal entries and necessary budget adjustments are prepared to reflect all additional revenues and expenditures.

5. Gifts and Donations

- a. Gifts and donations are subject to the library's Gifts and Donations Policy
- b. Staff will track donations for the express purpose of purchasing library materials or supporting a specific program. The purchase of specifically identified titles or the funding of specifically dictated programs or services with such funds cannot be guaranteed, nor does the donor have the right of approval of titles or services before purchase. However, donors are encouraged to recommend subject or service areas.

- c. Staff will request carryover of any unexpended donated funds, so that funds shall be used to purchase materials or support programs consistent with donor wishes.
- d. Any cash found in the library and unclaimed after thirty (30) days will be considered donated funds.

6. Grants

- a. The library board shall have the right to approve or deny library utilization of grant or contract funds on behalf of the library by any organization or individual.
- b. Grants received are subject to the city's Grant Policy and approval of the library board.
- c. Friends' grants will be administered as follows:
 - i. Staff present a spending plan for Friends grants at the beginning of the library's fiscal year projecting funding based on the previous year's distribution.
 - ii. Friends will inform the library in spring of the grant allocation for their upcoming July to June fiscal year.
 - iii. Should the City of Appleton budget require amendments, staff will present amendments and updated spending plans upon approval of the Friends annual budget to the library board.
 - iv. Staff will present grant expenditures via the bill register and monthly reports. They will also provide quarterly report narratives of grant programs to the library board and Friends board.
 - v. Friends staff will provide semiannual disbursements upon receipt of a request from library administration.
 - vi. Expenditures and receipts will be recorded consistent with city policy and subject to carry over.
 - vii. Distributions from the Friends of Appleton Library/Frank P. Young Scholarship Fund shall be made in accordance with the Scholarship Policy.
 - viii. Distributions from the FOCOL Fund will be made in accordance with the fund agreement.

7. Disposal of Property

- a. Withdrawn library materials, materials donated but not added to the collection, and other computer equipment no longer needed for library services may be given to the Friends for sale.
- b. Other surplus or obsolete supplies or equipment will be disposed of in compliance with the city's Procurement and Contract Management Policy.

8. Review and Reporting

- a. All library funds, expenditures and revenues will be audited as part of the city's annual audit. Staff shall report to the library board any notes or communications from the city's

auditor regarding the library.

- b. Library finances will be reported annually to the State of Wisconsin's Department of Public Instruction.

-12/96, 12/99, 12/02, 10/04, 11/10, 2/2016, 12/2018, 7/2021; 11-2024

LACTATION ROOM POLICY

PURPOSE

The [INSERT NAME] Lactation room (“Lactation Room”) in the Children’s Area at the Appleton Public Library (“library”) is for use by staff or patrons for the purpose of privately expressing human milk or nursing infants and small children. Patrons seeking a quiet place to calm children will be referred to the Sensory Room.

POLICY

1. Availability. The Lactation Room will be made available on an equitable basis, regardless of the beliefs, identity or affiliations of individuals requesting use. City employees will be given first opportunity for use based on laws requiring employers to provide accommodations for nursing mothers.
2. Use of Room. The Lactation Room may be used for privately expressing human milk. The Lactation Room may not be used for any other reason.
3. Requesting Use. Patrons may request use of the Lactation Room at the children’s services desk. Employees may request use by speaking to their supervisor and reserving the room via Children’s Services up to seven (7) days in advance.
4. Frequency of Use. Individual patrons may use the Lactation Room for up to one hour each day. Employees may use the Lactation Room as permitted by their supervisor pursuant to local, state and federal laws.
5. Rules of Conduct. Individuals using the Lactation Room must follow the library’s Rules of Conduct.
6. Supervision of Children. Caregivers using the Lactation Room must remain in direct supervision of all children who are with them or have another appropriate caregiver supervising the children. Staff has the discretionary authority to limit the number of children in the room.
7. Enforcement. Staff may request that any persons using the Lactation Room inappropriately leave the room or the library pursuant to the library’s Security Policy.

Adopted 11/24 (pending approval)

SENSORY ROOM POLICY

- 1. Purpose.** The Sensory Room is intended for, but not limited to, users who are sensitive to typical sensory input. This space has been designed for children and youth but is accessible to individuals of all ages and abilities. Users under the age of twelve must have a caregiver with them to utilize the space.
- 2. Rules and Regulations Governing Use.** Users of the Sensory Room will comply with all rules, policies and procedures developed by the Appleton Public Library (APL). This Sensory Room policy complements and works in tandem with Appleton's Safety and Security Policy, the Children's Area Policy and the Internet Access and Computer Use Policy and Guidelines.
- 3. Room Use.** Reservations will be first come first serve. Reservations can be made seven days in advance. If there is no scheduled reservation at the time a patron requests to reserve the room in person, APL staff can register patrons for the room at that time. The User agrees to take precautions to avoid causing unnecessary mess or damage in the Sensory Room. The User agrees to clean up after use, and to inform a staff member in the case of any issues.
- 4. Enforcement.** APL staff may deny access to the Sensory Room to individuals who have failed to follow library policies.