



City of Appleton

Appleton Public Library
200 N. Appleton Street
Appleton, WI 54911

Meeting Agenda - Final Library Board

Tuesday, March 18, 2025

5:00 PM

Appleton Public Library
200 N Appleton Street
Cornerstone Conference Room

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting
[25-0234](#) February 25, 2025 Meeting Minutes

Attachments: [02-25-2025 Library Board Meeting Minutes.pdf](#)

5. Public Participation & Communications

- [25-0233](#) Introduction of New Library Board Trustee
- [25-0249](#) Introduction of New APL Building Supervisor

Establish Order of the Day

6. Action Items

- [25-0235](#) Bill Register - February 2025

Attachments: [Feb 25 Bill Register.pdf](#)
[APL Financial Cash Flow-February 2025.pdf](#)

- [25-0236](#) March 2025 Budget Amendment

Attachments: [Mar 25 Budget Amendment.pdf](#)

- [25-0237](#) 2025 APL Materials Budget

Attachments: [MaterialsBudget_2025_ProposedAllocations_BoardView.pdf](#)

[25-0238](#) City of Appleton Fringe Benefits Policy Update

Attachments: [Fringe Benefit Policy 11.2024.pdf](#)

[25-0239](#) Space Use Policy and Library Rental Fee Schedule Updates

Attachments: [SPACE USE POLICY Draft 3-10-2025.pdf](#)

[LIBRARY EVENT RENTAL FEE SCHEDULE DRAFT 3-10-2025.pdf](#)

7. Information Items

A. Administrative Report

[25-0241](#) New Building Update

[25-0242](#) APL Hiring Process Update

B. President's Report

[25-0243](#) WLA Legislative Day Report

[25-0244](#) Trustee Annual Calendar

Attachments: [Trustee Annual Calendar 2025.pdf](#)

C. Staff Updates

[25-0245](#) Children's Program Updates

[25-0246](#) Community Partnerships Updates

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.



City of Appleton

Appleton Public Library
200 N. Appleton Street
Appleton, WI 54911

Meeting Minutes Library Board

Tuesday, February 25, 2025

5:00 PM Appleton Public Library, 200 N. Appleton Street, Cornerstone
Conference Room

1. Call meeting to order

President Margret Mann called the meeting to order at 5:01pm

2. Pledge of Allegiance

3. Roll call of membership

Others Present: Amanda Abshire, Owen Anderson, Nicole Casner, Ann Cooksey, Tina Krueger, Adriana McCleer, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Missy Sawicki, Maureen Ward

Present: 6 - Scheuerman, Mann, Van Zeeland, Brozek, Bunnow and Lokensgard

Excused: 3 - Looker, Keller and Lee

4. Approval of minutes from previous meeting

[25-0116](#)

Library Board Meeting Minutes January 14, 2025

Attachments: [01-14-2025 Library Board Meeting Minutes.pdf](#)

Van Zeeland moved, seconded by Bunnow, that the January 14, 2025 Meeting Minutes be approved. Voice Vote. Motion Carried. (6-0)

[25-0117](#)

Library Board Meeting Minutes January 30, 2025 Special Meeting

Attachments: [1-30-2025 Library Board Special Meeting Minutes.pdf](#)

Scheuerman moved, seconded by Brozek, that the January 30, 2025 Meeting Minutes (Special Meeting) be approved. Voice Vote. Motion Carried. (6-0)

5. Public Participation & Communication

[25-0133](#)

Trustee Updates

Establish Order of the Day

President Margret Mann called for a motion to place Action Items 25-0118, 25-0119, 25-0120, 25-0121, 25-0122 and 25-0123 on a Consent Agenda.

Brozek moved, seconded by Scheuerman to place Action Items 25-0118, 25-0119, 25-0120, 25-0121, 25-0122 and 25-0123 on a Consent Agenda. Voice Vote. Motion Carried. (6-0)

6. Action Items

Scheuerman moved, seconded by Brozek that the Consent Agenda be approved. Voice Vote. Motion Carried. (6-0)

[25-0118](#)

Bill Register - December 2024 Final

Attachments: [Dec 24 Bill Register FINAL.pdf](#)
[APL Financial Cash Flow-December 2024 Final.pdf](#)

This Report Action Item was approved

[25-0119](#)

Bill Register - January 2025

Attachments: [Jan 25 Bill Register.pdf](#)
[REVISED APL Financial Cash Flow - January 2025.pdf](#)

This Report Action Item was approved

[25-0120](#)

February 2025 Budget Amendment

Attachments: [Feb 25 Budget Amendment.pdf](#)

This Report Action Item was approved

[25-0121](#)

2024 Department of Public Instruction Library Annual Report and System Compliance Statement

Attachments: [APL Annual Report 2024 Unsigned.pdf](#)

This Report Action Item was approved

[25-0122](#)

Report of the Personnel & Policy Commttee

Attachments: [02-20-2025 Personnel & Policy Committee Meeting Minutes.pdf](#)

This Report Action Item was approved

[25-0123](#)

Approval of Establishing the Library Director's 2025 Performance Goals

This Report Action Item was

7. Information Items

A. Administrative Report

[25-0124](#) Building Reopening Day Update

[25-0125](#) APL Hiring Process Update

[25-0126](#) Statistics - 2024 4th Quarter (Oct., Nov., Dec.)

Attachments: [OCT 2024.pdf](#)
[NOV 2024.pdf](#)
[DEC 2024.pdf](#)

[25-0127](#) 2024 4th Quarter Friends Grant Funded Program Summaries

Attachments: [4th Quarter 2024 Friends Grant Funded Program Summaries FINAL.pdf](#)

B. President's Report

[25-0128](#) WLA Library Legislative Day - Tuesday, February 11, 2025 Report
Report postponed to March 2025 Meeting

C. Staff Updates

[25-0131](#) Children's Program Updates

Attachments: [February 2025.pdf](#)

[25-0132](#) Community Partnerships Updates

Closed Session

8. Adjournment

Van Zeeland moved, seconded by Bunnow that the meeting be Adjourned.
Voice Vote. Motion Carried. (6-0)

The meeting was Adjourned at 5:51pm

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
16010										Library Administration	
16010	630100									Office Supplies	
	000621	HEID MUSIC COMPANY,	139871	0	2025	2	INV P		25.99	pcard	Piano Polishing Kit
	001198	SAM'S CLUB	140678	0	2025	2	INV P		275.78	pcard	Admin Kitchenette S
	001393	ULINE	140681	0	2025	2	INV P		273.57	pcard	Section Mailboxes
	001393	ULINE	140682	0	2025	2	INV P		79.91	pcard	Boot Mats
	001393	ULINE	140683	0	2025	2	INV P		276.39	pcard	Boot Mat, Bulletin
									629.87		
	001441	VERITIV OPERATING CO	140677	0	2025	2	INV P		280.00	pcard	Copy Paper
	001583	UNITED STATES POSTAL	141442	0	2025	2	INV P		17.58	pcard	Postage Board Packe
	001983	AMAZON	139873	0	2025	2	INV P		98.03	pcard	Electric Tea Kettle
	001983	AMAZON	140679	0	2025	2	INV P		78.97	pcard	Admin Kitchen Suppl
	001983	AMAZON	140680	0	2025	2	INV P		43.52	pcard	Coat Hangers
	001983	AMAZON	140804	0	2025	2	INV P		495.96	pcard	114-0335523-6677876
	001983	AMAZON	141291	0	2025	2	INV P		7.99	pcard	Scavenger Hunt Stic
	001983	AMAZON	141314	0	2025	2	INV P		8.99	pcard	Office supplies
									733.46		
	002034	ODP BUSINESS SOLUTIO	140779	0	2025	2	INV P		80.67	pcard	office Supplies
	002034	ODP BUSINESS SOLUTIO	141445	0	2025	2	INV P		337.65	pcard	Office Supplies Adm
	002034	ODP BUSINESS SOLUTIO	141446	0	2025	2	INV P		121.95	pcard	Office Supplies Adm
	002034	ODP BUSINESS SOLUTIO	141447	0	2025	2	INV P		12.99	pcard	Office Supplies Adm
									553.26		
	003095	TARGET CORPORATION	139872	0	2025	2	INV P		49.59	pcard	Thank You Cards
	999990	NESPRESSO USA, INC.	139898	0	2025	2	INV P		408.98	pcard	Coffee Maker and Su
	999990	GOTPRINT.COM	140659	0	2025	2	INV P		204.00	pcard	Business Cards, Adv
	999990	GOTPRINT.COM	140662	0	2025	2	INV P		74.72	pcard	Business Cards
	999990	AMAZON MKTPL*3V9YE1J	141410	0	2025	2	INV P		14.98	pcard	Plastic Badge Prote
									702.68		
									ACCOUNT TOTAL		3,268.21
16010	630700										Food & Provisions
	000835	MANDERFIELD'S BAKERY	140715	0	2025	2	INV P		149.50	pcard	Friends and Family
	001198	SAM'S CLUB	140778	0	2025	2	INV P		165.36	pcard	Beverages Friends &
	999990	SQ *AUTHOR'S KITCHEN	139899	0	2025	2	INV P		314.60	pcard	Leadership Team Bre
	999990	PICK'N SAVE #123	141311	0	2025	2	INV P		13.77	pcard	Friends and Family
									328.37		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2										
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
ACCOUNT TOTAL										643.23
16010	632002								Outside Printing	
000454	FASTSIGNS	140367	0	2025	2	INV P			256.00	022625 568693 Donor Signage
000454	FASTSIGNS	141302	0	2025	2	INV P			600.00	pcard Donor Signage
									856.00	
ACCOUNT TOTAL										856.00
16010	641200								Advertising	
999990	LINK IN PROFILE	139854	0	2025	2	INV P			90.75	pcard Instagram Advertisi
ACCOUNT TOTAL										90.75
16010	641308								Cellular Phones	
999990	CELLCOM-WEB	141417	0	2025	2	INV P			62.25	pcard Staff Cell Phones F
ACCOUNT TOTAL										62.25
16010	659900								Other Contracts/Obligation	
999990	AMAZON MKTPL*Z71X46G	139853	0	2025	2	INV P			34.95	pcard Grand Opening Invit
999990	USPS KIOSK 560250955	140658	0	2025	2	INV P			69.35	pcard Grand Opening Invit
999990	GOTPRINT.COM	140660	0	2025	2	INV P			200.37	pcard Grand Opening Progr
999990	GOTPRINT.COM	140663	0	2025	2	INV P			202.01	pcard Grand Opening Progr
999990	DEAF SERVICES UNLIMI	141415	0	2025	2	INV P			370.80	pcard Interpreter - Ribbo
									877.48	
ACCOUNT TOTAL										877.48
ORG 16010 TOTAL										5,797.92
16021									Library Children's Services	
16021	630100								Office Supplies	
001393	ULINE	140681	0	2025	2	INV P			281.06	pcard Section Mailboxes
001393	ULINE	140682	0	2025	2	INV P			44.50	pcard Boot Mats
001393	ULINE	140683	0	2025	2	INV P			84.39	pcard Boot Mat, Bulletin
									409.95	
001441	VERITIV OPERATING CO	140677	0	2025	2	INV P			420.00	pcard Copy Paper
001983	AMAZON	139863	0	2025	2	INV P			498.91	pcard March Book Madness
001983	AMAZON	139935	0	2025	2	INV P			449.97	pcard charging cart
001983	AMAZON	139936	0	2025	2	INV P			123.38	pcard acrylic sign holder
001983	AMAZON	139937	0	2025	2	INV P			80.97	pcard shelf liners
001983	AMAZON	140730	0	2025	2	INV P			149.95	pcard Storage Bins and Sc
001983	AMAZON	140731	0	2025	2	INV P			20.99	pcard Storage Bag
001983	AMAZON	140732	0	2025	2	INV P			58.99	pcard Storage Bins
001983	AMAZON	140830	0	2025	2	INV P			-20.99	pcard Storage Bag Refund

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
001983	AMAZON		140831	0	2025	2	INV P		28.09	pcard	Paper Storage
001983	AMAZON		140832	0	2025	2	INV P		54.95	pcard	Air Compressor
001983	AMAZON		141304	0	2025	2	INV P		93.90	pcard	Dramatic Play Toys
001983	AMAZON		141312	0	2025	2	INV P		20.97	pcard	Opening day supplie
001983	AMAZON		141313	0	2025	2	INV P		44.98	pcard	Passive Floor Activ
001983	AMAZON		141423	0	2025	2	INV P		45.98	pcard	Slide Advnacers
001983	AMAZON		141461	0	2025	2	INV P		290.40	pcard	Kidz Expo Supplies
001983	AMAZON		141480	0	2025	2	INV P		-10.94	pcard	Refund for lost ite
									1,930.50		
999990	GOTPRINT.COM		140659	0	2025	2	INV P		150.00	pcard	Business Cards, Adv
999990	GOTPRINT.COM		140662	0	2025	2	INV P		116.55	pcard	Business Cards
999990	DISPLAYS2GO		140757	0	2025	2	INV P		90.99	pcard	Acrylic Holder, Adv
999990	AMAZON MKTPL*TC9J52B		140758	0	2025	2	INV P		9.98	pcard	Acrylic Holders
999990	WAL-MART #2958		141303	0	2025	2	INV P		163.80	pcard	Office Supply Organ
999990	WAL-MART #2958		141424	0	2025	2	INV P		-8.98	pcard	Bin Return
999990	DOLLAR TREE		141425	0	2025	2	INV P		8.75	pcard	STREAM Team Supplie
									531.09		
ACCOUNT TOTAL									3,291.54		
16021	630100 3954						Office Supplies				
001983	AMAZON		140821	0	2025	2	INV P		127.35	pcard	ARTR totes
ACCOUNT TOTAL									127.35		
16021	630100 3955						Office Supplies ELL				
001983	AMAZON		140277	0	2025	2	INV P		11.98	pcard	Multicultural Club
001983	AMAZON		141477	0	2025	2	INV P		13.16	pcard	ELL club snacks
									25.14		
ACCOUNT TOTAL									25.14		
16021	659900						Other Contracts/Obligation				
999990	IN *FLORENCE STRINGS		141462	0	2025	2	INV P		103.00	pcard	Aurora Institute fo
999990	SQ *APPLETON		141463	0	2025	2	INV P		100.00	pcard	Fox Valley Symphony
									203.00		
ACCOUNT TOTAL									203.00		
ORG 16021 TOTAL									3,647.03		
16023							Library Public Services				
16023	630100						Office Supplies				
001393	ULINE		140681	0	2025	2	INV P		273.56	pcard	Section Mailboxes
001441	VERITIV OPERATING CO		140677	0	2025	2	INV P		280.00	pcard	Copy Paper

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
001983 AMAZON	140664	0	2025 2	INV	P			Paper/Pencil Holder	147.40	pcard
001983 AMAZON	140684	0	2025 2	INV	P			Rolling Storage Car	78.93	pcard
001983 AMAZON	140685	0	2025 2	INV	P			Supply Carts	386.70	pcard
001983 AMAZON	141448	0	2025 2	INV	P			PS Mousepads	49.95	pcard
									662.98	
002034 ODP BUSINESS SOLUTIO	140779	0	2025 2	INV	P			office Supplies	129.98	pcard
002034 ODP BUSINESS SOLUTIO	141443	0	2025 2	INV	P			Office Supplies	205.46	pcard
002034 ODP BUSINESS SOLUTIO	141444	0	2025 2	INV	P			PS Planner	14.02	pcard
									349.46	
999990 AMAZON MKTPL*Z78CP66	139852	0	2025 2	INV	P			Pencil/Paper Holder	20.25	pcard
999990 AMZN MKTP US*ZC4RR1W	140657	0	2025 2	INV	P			Pencil/Paper Holder	18.80	pcard
999990 GOTPRINT.COM	140659	0	2025 2	INV	P			Business Cards, Adv	72.42	pcard
999990 GOTPRINT.COM	140662	0	2025 2	INV	P			Business Cards	41.82	pcard
999990 DISPLAYS2GO	140757	0	2025 2	INV	P			Acrylic Holder, Adv	123.39	pcard
999990 AMAZON MKTPL*TC9J52B	140758	0	2025 2	INV	P			Acrylic Holders	89.96	pcard
999990 AMAZON MKTPL*OT1I165	140759	0	2025 2	INV	P			Acrylic Brochure Ho	104.97	pcard
									471.61	
			ACCOUNT TOTAL						2,037.61	
			ORG 16023	TOTAL					2,037.61	
16024			Library Community Partnerships							
16024 630100			Office Supplies							
001393 ULINE	140717	0	2025 2	INV	P			Library Mobile Disp	381.28	pcard
001441 VERITIV OPERATING CO	140677	0	2025 2	INV	P			Copy Paper	420.00	pcard
001983 AMAZON	139856	0	2025 2	INV	P			Fox Cities Reads St	19.94	pcard
001983 AMAZON	139900	0	2025 2	INV	P			Acrylic Sign Holder	120.38	pcard
001983 AMAZON	140839	0	2025 2	INV	P			Grand Opening - Bli	32.99	pcard
001983 AMAZON	140840	0	2025 2	INV	P			Grand Opening - Bli	8.99	pcard
001983 AMAZON	141309	0	2025 2	INV	P			Monthlies Project S	215.64	pcard
001983 AMAZON	141310	0	2025 2	INV	P			Colored paper for d	10.89	pcard
001983 AMAZON	141460	0	2025 2	INV	P			Acrylic Sign Holder	120.38	pcard
									529.21	
999990 GOTPRINT.COM	139855	0	2025 2	INV	P			Oversize Library Ca	268.27	pcard
999990 BEST BUY	000002 140153	0	2025 2	INV	P			Video games for tee	316.93	pcard
999990 GOTPRINT.COM	140659	0	2025 2	INV	P			Business Cards, Adv	264.58	pcard
999990 AMAZON MKTPL*K68AX6P	141409	0	2025 2	INV	P			Fox Cities Reads Si	8.99	pcard
									858.77	
			ACCOUNT TOTAL						2,189.26	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
16024 630100 3957			Office Supplies						
001983 AMAZON	140716	0	2025 2 INV P				Cooking Demo suppli	59.97	pcard
003434 UNBOUND EVENTS INC	139556	0	2025 2 INV P		020525	568416	Fox Cities Reads Au	5,000.00	
ACCOUNT TOTAL								5,059.97	
16024 659900			Other Contracts/Obligation						
002538 NATASHA BANKS	140575	0	2025 2 INV P		022625	568713	Cooking Demonstrati	200.00	
003144 KARLI REISDORF	139665	0	2025 2 INV P		021925	568589	APL Grand Opening D	200.00	
003169 ALEXANDRIA WILBER	140317	0	2025 2 INV P		022625	568668	Grand Opening Perfo	200.00	
003480 FOX VALLEY FLUTE	139661	0	2025 2 INV P		021225	568461	APL Grand Opening D	200.00	
003481 ALEXSIS MANNS	139662	0	2025 2 INV P		021225	568428	APL Grand Opening D	200.00	
003483 NATALIE WEBB	140321	0	2025 2 INV P		021925	568603	Find Your Ancestors	150.00	
003490 JILL SWENSON	140649	0	2025 2 INV P		022625	568704	Find Your Ancestors	125.00	
999990 CITY OF APPLETON, WI	141411	0	2025 2 INV P				Presenter Parking	3.35	pcard
ACCOUNT TOTAL								1,278.35	
ORG 16024 TOTAL								8,527.58	
16031			Library Building Operations						
16031 640700			Solid waste/Recycling Pickup						
001880 WASTE MANAGEMENT OF	140768	0	2025 2 INV P				College Trash & Rec	474.28	pcard
ACCOUNT TOTAL								474.28	
16031 641301			Electric						
001575 WE ENERGIES	577	0	2025 2 INV P		020525	568424	0701172433-00271 E1	1,303.35	
ACCOUNT TOTAL								1,303.35	
16031 641302			Gas						
001575 WE ENERGIES	577	0	2025 2 INV P		020525	568424	0701172433-00271 E1	1,529.83	
ACCOUNT TOTAL								1,529.83	
16031 641600			Build Repairs & Maint						
001983 AMAZON	141441	0	2025 2 INV P				Batteries	57.98	pcard
ACCOUNT TOTAL								57.98	
ORG 16031 TOTAL								3,365.44	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
16032								Library Materials Management		
16032	503500							Other Reimbursements		
000930	MUEHL PUBLIC LIBRARY	140572	0	2025	2 INV P		32.00	022625	568712	PATRON MATERIAL REI
999998	SARAH MCGINNIS	140573	0	2025	2 INV P		17.00	022625	568711	PATRON MATERIAL REI
							ACCOUNT TOTAL		49.00	
16032	630100							Office Supplies		
001393	ULINE	140681	0	2025	2 INV P		281.09	pcard		Section Mailboxes
001441	VERITIV OPERATING CO	140677	0	2025	2 INV P		280.00	pcard		Copy Paper
002259	DEMCO SOFTWARE	140686	0	2025	2 INV P		-18.69	pcard		Refund for returned
999990	GOTPRINT.COM	140659	0	2025	2 INV P		110.80	pcard		Business Cards, Adv
999990	GOTPRINT.COM	140661	0	2025	2 INV P		35.74	pcard		Business Cards
999990	DISPLAYS2GO	140757	0	2025	2 INV P		90.99	pcard		Acrylic Holder, Adv
999990	GOTPRINT.COM	140760	0	2025	2 INV P		84.56	pcard		Business Cards
							322.09			
							ACCOUNT TOTAL		864.49	
16032	631500							Books & Library Materials		
000077	APPLETON AREA SCHOOL	140356	0	2025	2 INV P		50.00	021925	568552	2024-2025 Yearbook
000534	FOX VALLEY LUTHERAN	140355	0	2025	2 INV P		45.00	021925	568580	2024-2025 Yearbook
000889	MIDWEST TAPE	140650	0	2025	2 INV P		172.11	pcard		506675857, 50667585
000889	MIDWEST TAPE	140809	0	2025	2 INV P		446.23	pcard		506702827, 50671904
000889	MIDWEST TAPE	140810	0	2025	2 INV P		4,979.12	pcard		506691805
000889	MIDWEST TAPE	141458	0	2025	2 INV P		230.13	pcard		506751589
							5,827.59			
001624	WISCONSIN INTERSCHOL	141457	0	2025	2 INV P		20.00	pcard		WIAAPUB-0025
001940	INFOGROUP	139651	0	2025	2 INV P		670.00	021225	568471	INV. 10004284990
001983	AMAZON	140708	0	2025	2 INV P		652.60	pcard		114-7825877-4050620
001983	AMAZON	140709	0	2025	2 INV P		1,338.71	pcard		114-2053964-6065814
001983	AMAZON	140710	0	2025	2 INV P		179.97	pcard		111-5172918-9161005
001983	AMAZON	140711	0	2025	2 INV P		1,298.01	pcard		111-6895158-3701804
001983	AMAZON	140712	0	2025	2 INV P		39.99	pcard		111-8648655-6894624
001983	AMAZON	140713	0	2025	2 INV P		259.10	pcard		111-0885977-5790619
001983	AMAZON	140714	0	2025	2 INV P		69.99	pcard		111-2545382-8918605
001983	AMAZON	140805	0	2025	2 INV P		51.49	pcard		111-8059216-6412210
001983	AMAZON	140807	0	2025	2 INV P		-1.98	pcard		111-7988235-7692216
001983	AMAZON	140811	0	2025	2 INV P		88.93	pcard		114-3131791-4601858
001983	AMAZON	140812	0	2025	2 INV P		329.95	pcard		111-7988235-7692216

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
001983	AMAZON			140813	0	2025	2	INV	P	227.03	pcard	114-4224662-3538613
001983	AMAZON			140814	0	2025	2	INV	P	43.80	pcard	114-1127530-9989059
									4,577.59			
002396	INGRAM LIBRARY	SERV		139648	0	2025	2	INV	P	374.92	021225	568472 INV. 86187906 - ipa
002396	INGRAM LIBRARY	SERV		139685	0	2025	2	INV	P	365.18	021225	568472 inv. 86133147
002396	INGRAM LIBRARY	SERV		139686	0	2025	2	INV	P	173.04	021225	568472 inv. 86133148
002396	INGRAM LIBRARY	SERV		139687	0	2025	2	INV	P	1,078.68	021225	568472 inv. 86155394
002396	INGRAM LIBRARY	SERV		139688	0	2025	2	INV	P	562.34	021225	568472 inv. 86191742
002396	INGRAM LIBRARY	SERV		139689	0	2025	2	INV	P	233.11	021225	568472 inv. 86224754
002396	INGRAM LIBRARY	SERV		139691	0	2025	2	INV	P	419.75	021225	568472 inv. 86246138
002396	INGRAM LIBRARY	SERV		139692	0	2025	2	INV	P	917.38	021225	568472 inv. 86261794
002396	INGRAM LIBRARY	SERV		139693	0	2025	2	INV	P	194.29	021225	568472 inv. 86266918
002396	INGRAM LIBRARY	SERV		139694	0	2025	2	INV	P	564.00	021225	568472 inv. 86288037
002396	INGRAM LIBRARY	SERV		139695	0	2025	2	INV	P	438.50	021225	568472 inv. 86319127
002396	INGRAM LIBRARY	SERV		139696	0	2025	2	INV	P	183.36	021225	568472 inv. 86337808
002396	INGRAM LIBRARY	SERV		139697	0	2025	2	INV	P	682.80	021225	568472 inv. 86348251
002396	INGRAM LIBRARY	SERV		139698	0	2025	2	INV	P	96.31	021225	568472 inv. 86375089
002396	INGRAM LIBRARY	SERV		139699	0	2025	2	INV	P	843.67	021225	568472 inv. 86402061
002396	INGRAM LIBRARY	SERV		139700	0	2025	2	INV	P	143.58	021225	568472 INV. 86406665
002396	INGRAM LIBRARY	SERV		139701	0	2025	2	INV	P	6,597.77	021225	568472 inv. 86426544
002396	INGRAM LIBRARY	SERV		140512	0	2025	2	INV	P	587.16	022625	568702 inv. 86451761
002396	INGRAM LIBRARY	SERV		140542	0	2025	2	INV	P	894.65	022625	568702 inv. 86462491
002396	INGRAM LIBRARY	SERV		140543	0	2025	2	INV	P	122.24	022625	568702 inv. 86473051
002396	INGRAM LIBRARY	SERV		140544	0	2025	2	INV	P	80.76	022625	568702 inv. 86480973
002396	INGRAM LIBRARY	SERV		140545	0	2025	2	INV	P	92.92	022625	568702 inv. 86480974
002396	INGRAM LIBRARY	SERV		140546	0	2025	2	INV	P	1,403.62	022625	568702 inv. 86545171
002396	INGRAM LIBRARY	SERV		140547	0	2025	2	INV	P	360.66	022625	568702 inv. 86570323
002396	INGRAM LIBRARY	SERV		140548	0	2025	2	INV	P	153.48	022625	568702 inv. 86577904
002396	INGRAM LIBRARY	SERV		140550	0	2025	2	CRM	P	-13.49	022625	568702 INV. 86443814
002396	INGRAM LIBRARY	SERV		140556	0	2025	2	CRM	P	-15.65	022625	568702 INV. 86443815
002396	INGRAM LIBRARY	SERV		140559	0	2025	2	CRM	P	-13.49	022625	568702 INV. 86443816
002396	INGRAM LIBRARY	SERV		140560	0	2025	2	CRM	P	-17.28	022625	568702 INV. 86443817
									17,504.26			
002830	KANOPY, INC			139649	0	2025	2	INV	P	675.75	021225	568476 INV. 432130
002830	KANOPY, INC			139650	0	2025	2	INV	P	690.20	021225	568476 INV. 437233
									1,365.95			
999990	THOMSON WEST*TCD			140703	0	2025	2	INV	P	1,250.89	pcard	0851423325
999990	NATIONAL AUDUBON SOC			140704	0	2025	2	INV	P	30.00	pcard	167526710
999990	JOSTENS INC.			140705	0	2025	2	INV	P	181.99	pcard	w102236464
999990	SIERRA CLUB			140706	0	2025	2	INV	P	35.00	pcard	32369846
999990	THE BUSINESS JOURNAL			140707	0	2025	2	INV	P	90.00	pcard	537272098
999990	LIBRARYJOURNALS LLC			140806	0	2025	2	INV	P	136.99	pcard	000120514
999990	THE PENWORTHY COMPAN			140808	0	2025	2	INV	P	697.62	pcard	0605479IN
									2,422.49			

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
ACCOUNT TOTAL							32,482.88				
ORG 16032					TOTAL	33,396.37					
16033	Library Network Services										
16033	630100	Office Supplies									
999990	GOTPRINT.COM	140659	0	2025	2	INV	P	30.66	pcard	Business Cards, Adv	
ACCOUNT TOTAL							30.66				
16033	632700	Miscellaneous Equipment									
000362	DELL MARKETING L.P.	140724	0	2025	2	INV	P	390.34	pcard	Dell docking statio	
000620	HEARTLAND BUSINESS S	140376	0	2025	2	INV	P	456.30	022625	568700 Temperature and Hum	
000620	HEARTLAND BUSINESS S	140377	0	2025	2	INV	P	81.52	022625	568700 Connector	
000620	HEARTLAND BUSINESS S	140378	0	2025	2	INV	P	1,455.60	022625	568700 Network Management	
							1,993.42				
001619	CDW GOVERNMENT, INC.	140723	0	2025	2	INV	P	150.80	pcard	CDW USB Headsets an	
001619	CDW GOVERNMENT, INC.	140820	0	2025	2	INV	P	100.28	pcard	CDW USB Barcode Sca	
001619	CDW GOVERNMENT, INC.	141475	0	2025	2	INV	P	805.48	pcard	CDW Barcode Scanner	
							1,056.56				
001983	AMAZON	139908	0	2025	2	INV	P	17.99	pcard	AMAZON Label refill	
001983	AMAZON	139909	0	2025	2	INV	P	47.68	pcard	AMAZON HDMI Cables	
001983	AMAZON	141474	0	2025	2	INV	P	58.48	pcard	AMAZON CMOS batteri	
							124.15				
999990	MONOPRICE, INC.	139907	0	2025	2	INV	P	227.65	pcard	MONOPRICE Ethernet	
999990	MONOPRICE, INC.	140719	0	2025	2	INV	P	-15.76	pcard	MONOPRICE Shipping	
999990	MONOPRICE, INC.	140720	0	2025	2	INV	P	45.47	pcard	MONOPRICE Network C	
999990	MONOPRICE, INC.	140721	0	2025	2	INV	P	136.46	pcard	MONOPRICE Network c	
999990	DMI* DELL HIGHER EDU	141207	0	2025	2	INV	P	5,013.20	pcard	DMI* DELL HIGHER ED	
999990	DMI* DELL HIGHER EDU	141208	0	2025	2	INV	P	467.95	pcard	DMI* DELL HIGHER ED	
999990	DMI* DELL HIGHER EDU	141294	0	2025	2	INV	P	1,871.80	pcard	DMI* DELL HIGHER ED	
999990	AMAZON RETA* Z772N9U	141323	0	2025	2	INV	P	54.30	pcard	AMAZON RETA* Z772N9	
999990	THE HOME DEPOT #4928	141324	0	2025	2	INV	P	69.29	pcard	THE HOME DEPOT #492	
999990	MONOPRICE, INC.	141473	0	2025	2	INV	P	377.20	pcard	MONOPRICE Network C	
999990	THE HOME DEPOT #4928	141474	0	2025	2	INV	P	21.60	pcard	THE HOME DEPOT #492	
							8,269.16				
ACCOUNT TOTAL							11,833.63				
16033	641800	Equip Repairs & Maint									
001983	AMAZON	140722	0	2025	2	INV	P	1,679.96	pcard	Amazon.com Drive re	
ACCOUNT TOTAL							1,679.96				

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
16033 659900								Other Contracts/Obligation	
000911 MODERN BUSINESS MACH	140963	0	2025 2	INV	A			Final Inv Base Rate	42.73
003432 XEROX FINANCIAL SERV	140584	0	2025 2	INV	P	022625	568820	Copier Contract Cha	449.51
999990 WPFORMS.COM SOFTWARE	141206	0	2025 2	INV	P			WPFORMS.COM SOFTWARE	399.00
999990 ASSETPANDA	141293	0	2025 2	INV	P			ASSETPANDA - Asset	5,108.16
999990 LEASE SERVICES	141416	0	2025 2	INV	P			Copier Equipment Ch	76.58
									5,583.74
								ACCOUNT TOTAL	6,075.98
								ORG 16033 TOTAL	19,620.23
FUND 100 General Fund								TOTAL:	76,392.18

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



Appleton Public Library Cash Flow Report February 2025				JAN	FEB	
GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	YTD TOTAL
423200	Library Grants & Aids	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
480100	General Charges for Service	\$0.00	\$0.00	\$0.00	\$33.51	\$33.51
500100	Fees & Commissions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502000	Donations & Memorials	\$0.00	\$0.00	\$0.00	\$11,981.38	\$11,981.38
503500	Other Reimbursements	\$0.00	\$0.00	(\$193,267.36)	\$1,871.07	(\$191,396.29)
Total Revenue		\$0.00	\$0.00	(\$193,267.36)	\$13,885.96	(\$179,381.40)

Expense	JAN	FEB	YTD TOTAL
610100 Regular Salaries	\$0.00	\$0.00	(\$181,735.99)
610400 Call Time Wages	\$0.00	\$0.00	\$0.00
610500 Overtime Wages	\$0.00	\$0.00	\$0.00
610800 Part-Time Wages	\$0.00	\$0.00	(\$5,693.16)
611400 Sick Pay	\$0.00	\$0.00	\$0.00
611500 Vacation Pay	\$0.00	\$0.00	(\$6,696.20)
615000 Fringes	\$0.00	\$0.00	\$0.00
615100 FICA	\$0.00	\$0.00	(\$19,146.76)
615200 Retirement	\$0.00	\$0.00	(\$18,361.49)
615301 Health Insurance	\$0.00	\$0.00	(\$17,987.91)
615302 Dental Insurance	\$0.00	\$0.00	(\$1,227.79)
615400 Life Insurance	\$0.00	\$0.00	(\$96.00)
Personnel Services	\$0.00	\$0.00	(\$250,945.30)

Expense	JAN	FEB	YTD TOTAL
620100 Training/Conferences	\$0.00	\$0.00	\$0.00
620200 Mileage Reimbursement	\$0.00	\$0.00	(\$30.00)
620600 Parking Permits	\$0.00	\$0.00	\$0.00
630100 Office Supplies	\$0.00	\$0.00	(\$5,850.24)
630300 Memberships & Licenses	\$0.00	\$0.00	(\$200.00)
630500 Awards & Recognition	\$0.00	\$0.00	(\$395.71)
630600 Building Maint./Janitor	\$0.00	\$0.00	(\$30.56)
630700 Food & Provisions	\$0.00	\$0.00	\$0.00
630902 Tools & Instruments	\$0.00	\$0.00	\$0.00
631500 Books & Library Materials	\$0.00	\$0.00	(\$68,663.30)
632001 City Copy Charges	\$0.00	\$0.00	\$0.00
632002 Outside Printing	\$0.00	\$0.00	\$0.00
632101 Uniforms	\$0.00	\$0.00	\$0.00
632300 Safety Supplies	\$0.00	\$0.00	\$0.00
632700 Miscellaneous Equipment	\$0.00	\$0.00	(\$455.23)
640700 Solid Waste/Recycling	\$0.00	\$0.00	(\$466.25)
641200 Advertising	\$0.00	\$0.00	(\$599.00)
641301 Electric	\$0.00	\$0.00	\$0.00
641302 Gas	\$0.00	\$0.00	\$0.00
641303 Water	\$0.00	\$0.00	(\$192.80)
641304 Sewer	\$0.00	\$0.00	(\$70.78)
641306 Stormwater	\$0.00	\$0.00	(\$666.24)
641307 Telephone	\$0.00	\$0.00	(\$529.57)
641308 Cellular Phones	\$0.00	\$0.00	(\$62.25)
641600 Build Repairs & Maint	\$0.00	\$0.00	\$0.00
641800 Equip Repairs & Maint	\$0.00	\$0.00	\$0.00
642000 Facilities Charges	\$0.00	\$0.00	\$0.00
644000 Snow Removal Services	\$0.00	\$0.00	\$0.00
650200 Leases	\$0.00	\$0.00	\$0.00
659900 Other Contracts/Obligation	\$0.00	\$0.00	(\$44,522.64)
681500 Software Acquisition	\$0.00	\$0.00	\$0.00
Operating Expense	\$0.00	\$0.00	(\$122,734.57)
Personnel Services	\$0.00	\$0.00	(\$250,945.30)
Operating Expense	\$0.00	\$0.00	(\$122,734.57)
Total Expense	\$0.00	\$0.00	(\$373,679.87)

Total Revenue	\$0.00	\$0.00	(\$193,267.36)	\$13,885.96	(\$179,381.40)
----------------------	---------------	---------------	-----------------------	--------------------	-----------------------

CITY OF APPLETON
BUDGET AMENDMENT REQUEST
Budget Year 2025

<u>Description</u>	ORG OBJECT PROJ (in GL)			<u>Amount</u>
	PROJECT	SEG 1	SEG 2 SEG 3	
Lib Grants : Other Reim	2550 .	503500		\$ 2,800
Lib Grants : Books	2550 .	631500		\$ 2,800
Bldg Ops : Other Reim	16031 .	503500		\$ 2,219
Bldg Ops : Electric	16031 .	641301		\$ 2,185
Bldg Ops : Gas	16031 .	641302		\$ 34
Friends Grant Distribution	LIB-FRIEND .	LIBADMIN .	OTHREIMB	\$ 80,000
Admin:Supplies	LIB-FRIEND .	LIBADMIN .	SUPPLIES	\$ 3,000
Admin: Awards & Recognition	LIB-FRIEND .	LIBADMIN .	AWARDREC	\$ 4,000
Admin: Contracts	LIB-FRIEND .	LIBADMIN .	OTHCONTR	\$ 14,000
Admin: Food & Provisions	LIB-FRIEND .	LIBADMIN .	FOOD/PROV	\$ 5,000
Childrens: Contracts	LIB-FRIEND .	CHILDSERV .	OTHCONTR	\$ 8,000
Childrens: Supplies	LIB-FRIEND .	CHILDSERV .	SUPPLIES	\$ 18,000
CP: Contracts	LIB-FRIEND .	COMMPART .	OTHCONTR	\$ 12,000
CP: Supplies	LIB-FRIEND .	COMMPART .	SUPPLIES	\$ 4,000
PS: Supplies	LIB-FRIEND .	PUBLICSERV .	SUPPLIES	\$ 5,000
Network Services: Software	LIB-FRIEND .	NETWORK .	SOFTWARE	\$ 7,000

For the purpose of:

- *United Way
- *Reimbursement from TCOL
- *Friends Disbursement

Requested by:

 Department Head

 Date

Information:

Action:

 Finance Director

 Date

 Mayor

 Date

Reported to Finance Committee:

 Date

 Date

Finance comments:

Budget Entry (BE) No.: _____

	2024 Actual Expenditures	2025 Proposed Allocations
Electronic Resources	\$226,075	\$240,000
Fiction - Adult	\$64,156	\$80,644
Fiction - Children	\$42,717	\$54,000
Fiction - Teen	\$9,043	\$20,000
Lucky Day	\$9,550	\$30,000
Media - Adult	\$24,881	\$30,000
Media - Childrens	\$5,488	\$10,000
Media - Teen	\$66	\$1,000
Non-Fiction - Adult	\$63,044	\$71,000
Non-Fiction - Children	\$19,802	\$25,000
Non-Fiction - Teen	\$1,320	\$5,000
Office Collections & Tools	\$7,259	\$10,000
Serials & Standing Orders	\$29,409	\$35,000
Wisconsin Collection	\$2,718	\$7,000
Totals	\$505,530	\$618,644



Fringe Benefits			
CITY OF APPLETON POLICY		SECTION:	Human Resources
ISSUE DATE:	April 2000	LAST UPDATE:	November 2024
POLICY SOURCE:	Human Resources Department		
POLICY AUDIENCE:	All Employees Excludes Valley Transit, Police and Fire protective employees covered by a collective bargaining agreement.		

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 the health insurance benefit plan.

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 on the 31st calendar day of employment. Employees who do not enroll at this time can make coverage election during the open enrollment period for the following calendar year. Employees who experience a qualifying status change may enroll mid-year.

Employees working less than 40 hours per week (1.0 FTE) will have premiums prorated. 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 missed payments for insurance premiums will be deducted at a later date, or the employee will be invoiced. 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 working 20 hours or more per week, shall be eligible for the dental insurance benefit plan.

Employees working less than 40 hours per week (1.0 FTE) will have premiums prorated. 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 missed payments for insurance premiums will be deducted at a later date, or the employee will be invoiced. Failure to make timely payments may cause cancellation of coverage.

Dental insurance is effective on the 31st calendar day of employment. Employees who do not enroll at this time can make coverage elections during the open enrollment period for the following calendar year. Employees who experience a qualifying status change may enroll mid-year.

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

B. 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 time 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 (30) calendar days of employment.

C. 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.

D. 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.

E. 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.

F. 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.

- G. Flexible Spending Account: All regular full-time and regular part-time employees are eligible to participate in the dependent care 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 for children under the age of thirteen (13) or day care expenses for disabled dependents.
- H. 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.
- I. 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).

- J. 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.
- K. 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.

L. Vision Insurance

Regular full-time and part-time employees working 20 hours or more per week, are eligible to enroll in a voluntary vision insurance benefit plan.

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 missed payments for insurance premiums will be deducted at a later date, or the employee will be invoiced. Failure to make timely payments may cause cancellation of coverage.

Vision insurance is effective on the 31st calendar day of employment. Employees who do not enroll at this time can make coverage elections during the open enrollment period for the following calendar year. Employees who experience a qualifying status change may enroll mid-year.

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

- M. 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 it 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) hours on Thanksgiving Day, Day after Thanksgiving, Christmas Eve or Christmas Day shall be entitled to receive \$100 compensation.

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 workday 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.

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:

A full-time employee may carry over, from one year to the next, up to a maximum of five (5) days (forty hours) vacation. The hours for carry over will be pro-rated for part-time employees based on their full-time equivalence (e.g. if they are 50% full-time, then they can carry over 20 hours).

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

The process at year end for employees who have unused vacation will be as follows:

1. Any unused eligible balance up to forty hours (pro-rated for part-time employees as outlined above) will automatically be carried over to the next year.
2. Any remaining balance up to forty hours (pro-rated for part-time employees as outlined above) 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 HSA or 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. Instructions and the appropriate payroll codes will be provided annually.

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.

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/HSA. contributions 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 stepchild, 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 workdays, 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 stepmother; father or stepfather; 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.

In the event of death of the grandparent of the employee, grandparent of the employee's spouse, or grandparent of the employee's domestic partner, the employee will be given leave for the day of the funeral, but not to exceed (8) hours at the employee's straight time hourly rate.

Fire employees working a 24-hour shift shall be eligible for funeral leave based on the following:
Spouse, domestic partner, child or stepchild: 5 workdays without loss of pay
Immediate Family: 2 workdays
Grandparent: 1 workday

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 workday 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, outside of the entitlements covered by the Family and Medical Leave (FMLA) act, may be granted without pay subject to the conditions below. FMLA leaves of absence are covered in the City of Appleton FMLA policy and will be administered in accordance with Wisconsin and Federal laws.

Leaves will be granted at the total discretion of the Department Head and the Human Resources Director. A 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. An acceptable physician's certification shall be required for all medical leaves of absences.

A leave of absence may be considered for up to one calendar year. If leave is needed beyond one calendar year and it is related to a medical condition, then employee may be placed on an inactive status. Inactive status may only be considered if:

- The employee is not permanently restricted from returning to their position.
- There is no financial impact to the City (e.g. salary or fringe benefits) while on an inactive status.
- The position will not be held vacant.
- All other requirements under Leave of Absence in this policy are followed.

Employees returning from an inactive status will be eligible to return to the same or a like position in that department, if one exists, when they are deemed fit for duty. The inactive status will end no later than three years from the date of leave, at which point employment will terminate.

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

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, they 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.

VIII. BENEFIT STATUS DURING LEAVE OF ABSENCE

An employee on a leave of absence without pay (non-FMLA leave) will have coverage on the medical, dental, and vision plan until the end of the month which their leave started. COBRA continuation coverage will be offered the first of the month following the start of the leave.

Any missed premiums for optional life insurance voluntary disability, and accident insurance during this leave will be collected through payroll deduction(s) when the employee has returned to work. If the leave continues into the new year, the employee will receive an invoice on the missed premiums.

Paid time off (vacation, floating holidays, and PTO) will not accrue during an employee's unpaid leave of absence (excluding approved FMLA) if the total unpaid leave taken in a year exceeds one month. For this purpose, one month is defined as the average number of hours the employee is budgeted to work each month. As a result, the employee's paid time off entitlement for the following year will be adjusted on a prorated basis.

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 annually (Fire and 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.

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.

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 excluding dental and vision coverage. 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, and/or vision coverage under COBRA through the City’s COBRA administrator 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, dental, and/or vision coverage under COBRA through the City’s COBRA administrator 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 pro-ration
 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, dental, and/or vision coverage under COBRA through the City's COBRA administrator 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, dental, and/or vision coverage under COBRA through the City's COBRA administrator 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 excluding dental and vision, 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 and vision coverage under COBRA through the City's COBRA administrator in accordance with state and federal laws.

*Employees leaving with less than twelve (12) months of service shall owe the City back all vacation time used.

**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).



SPACE USE POLICY

I. INTENDED PURPOSE OF SHARING OF SPACE

In the spirit of community partnerships, the Appleton Public Library (“Library”) encourages the use of designated spaces, including meeting, study and conference rooms by the public to support educational, cultural, informational, and civic activities. The Library is committed to providing free and equitable access to these spaces, regardless of the beliefs or affiliations of the individuals or groups requesting their use.

The Library adheres to the principles of intellectual freedom as outlined in the Library Bill of Rights by the American Library Association. Use of Library space by individuals or groups does not imply Library endorsement of the content or viewpoints expressed.

II. POLICY

Usage of meeting, study, and conference rooms should not interfere with the normal functions of the Library. The Library reserves the right to monitor activities conducted in its spaces to ensure compliance with laws and Library policies.

Priority is given to programs hosted by the Appleton Public Library/City of Appleton.

Requirements:

Different spaces have different attendance requirements and capacities. The Library’s reservation request system will provide this information. Specific room requests may be accommodated based on suitability and scheduling needs; however, the Library reserves the right to reassign spaces.

Prohibited Uses:

- Activities intended solely for commercial profit.
- Personal parties such as birthdays, weddings, anniversaries, etc.
- Activities requiring a fee except for as described in Section V. Private Rental of Mary Beth Nienhaus Community Meeting Room or Library fundraising or City-sponsored events
- Illegal activities, safety risks, or use of combustible materials.

- Temporarily or permanently attaching items to the walls

Additional Guidelines:

- **Refreshments:** Allowed, but alcohol is prohibited unless part of Library fundraising events outside operating hours.
- **Cleanup:** Rooms must be left in an orderly condition. A \$25 minimum fee may be charged for excessive cleaning. All damage will be the responsibility of the individual reserving the space.
- **Library Access:** Staff must always have access to meeting rooms, and doors may not be locked or barred.
- **Photography:** The library may utilize photos and videos from public programs and events at the library and at off-site library sponsored events on its website, social media and in library publications. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without the written approval from the photographed individual, parent or legal guardian.

Participants may request in writing that their image not be used by the library.

III. FREE PUBLIC USE OF MARY BETH NIENHAUS COMMUNITY MEETING ROOM(S)

The Mary Beth Nienhaus Community Meeting Room (“Community Meeting Room”) is a large space that can be divided into three (3) separate meeting spaces. These spaces are intended for larger groups and are available at no charge for non-commercial purposes by groups and individuals for educational, cultural, informational, or governmental/civic activities. Free use must be open to the public and free of charge.

Acceptable uses include public lectures, panel discussions, workshops, and other community-focused events. Private meetings, staff retreats, staff trainings, and other closed gatherings require a paid rental.

Use of this space includes use of the Community First Credit Union Welcome Hall.

~~Acceptable uses include public lectures, panel discussions, workshops, and other community focused events.~~

These meetings ~~must be open to the public and must~~ occur ~~exclusively~~ during regular Library hours. Access outside of operating hours requires a rental fee and is subject to staff availability and capacity.

Guidelines and General Rules:

- **Reservations:** Groups must reserve the Community Meeting Room in advance using the Library's online booking system or by contacting Library administration. No single group may have more than four (4) bookings within six months.
- **Room Setup:** An authorized group member must submit a Meeting Room Request Form. The Library provides a basic room setup based on a selection of standardized options. The group is responsible for customizing the furniture arrangement and ensuring they are properly trained on AV equipment.

IV. USE OF STUDY AND CONFERENCE ROOMS

The Library offers eleven (11) study and conference rooms of varying size and configuration designed for use by individuals and small groups.

Permissible uses include quiet study, tutoring, small group work, meetings, and employers conducting interviews.

Guidelines and General Rules:

- **Reservations:** Rooms are available on a first-come, first served basis and may be reserved through the Library's online booking system or in-person. Rooms may be reserved for up to two (2) hours, with extensions granted if no one is waiting.

V. MICROSOFT CREATION STUDIOS

The Library offers two (2) Microsoft Creation Studios ("Creation Studios"). A Creation Studio is a specialized space designed for work on projects that require enhanced technology and resources beyond traditional study rooms. Equipped with tools such as audio-visual editing software, or other creative technologies, the Creation Studio supports activities like digital content creation, design work, and multimedia production. It offers a collaborative yet quiet environment for innovation and learning.

- **Reservations:** Rooms may be reserved for up to two (2) hours, with extensions granted if no one is waiting.

VI. PRIVATE RENTAL OF THE MARY BETH NIENHAUS COMMUNITY MEETING ROOM

The Library offers the Mary Beth Nienhaus Community Meeting Room, including the Community First Credit Union Welcome Hall for private rental by

individuals/organizations, nonprofits, for-profit organizations, and government entities intended for closed, private meetings. [Events, meetings, or retreats that are not open to the public will be subject to rental fees.](#)

- [Rates are detailed in the Event Rental Fee Schedule](#) ~~Reservations may be requested via the Library's online booking system~~ or by contacting Administration (920-832-6170)
- [Renter must complete a Meeting Room Rental Agreement and submit payment per the Event Rental Fee Schedule.](#)
- ~~A non-refundable deposit is required to finalize a reservation.~~
- [Prohibited Uses \(page 1\) still apply.](#)
- The Library reserves the right to decline events if staffing or other resources are unavailable.

VII. RULES OF USE

All users must adhere to Library policies. Non-compliance may result in removal and suspension of future room use privileges.

VIII. LIBRARY STAFF ONLY PROGRAMMED SPACES

Some Library spaces are exclusively reserved for staff programming. These spaces include the Vira Stoner Flex Box, Ramona Litscher Van Asten Commons*, US Venture Coworking Space*, Boldt Learning Stairs, the Story Room, Sommers-Molitor Discovery Room, and the Children's Garden. These spaces may occasionally be made available for unstructured access or public programs at the discretion of Library staff. Scheduling and use of these spaces are managed exclusively by Library staff, and they are not available for public reservation.

[*See Ramona Litscher Van Asten Commons and US Venture Coworking Space policies for more information](#)

Transparency: ChatGPT 4o, an AI language tool, was used in this policy update to ensure clarity, consistency, and user-friendliness [for the 12/24 revision](#). The final content was reviewed and approved by library staff.

Formerly Meeting and Study Room Policy. Approved: 12/98. Amended: 11/01; 09/09; 2/13; 10/15; 12/16; 3/17, 12/18, 8/19; 12/24; [3/25](#)

APPLETON PUBLIC LIBRARY EVENT RENTAL FEE SCHEDULE:

Mary Beth Nienhaus Community Meeting Room & Community First Credit Union Welcome Hall

Rental	HOURLY RATE Minimum 4 hours	HOURLY RATE Outside of Operating Hours	Capacity*
Divided Room (1 of 3) with corresponding area of Welcome Hall	\$50 per hour	\$150 per hour	Max Capacity 100
Divided Room (2 of 3) with corresponding area of Welcome Hall	\$75 per hour	\$175 per hour	Max Capacity 200
Full Room	\$100 per hour	\$200 per hour	Max Capacity 300

- Event rentals must comply with the Space Use Policy and the Meeting Room Rental Agreement.
- Nonprofit/Government Rate is a 25% discount during library hours.
- No Nonprofit/Government Rate discount for hourly rate outside of operating hours.
- Minimum length of rental – 4 hours.
- Bookings must be in hour increments, and must include meeting set up, prep and cleanup.
- Library provides basic set up.
- Group is responsible for scheduling AV training in advance.
- Reservations are not confirmed until both full payment and the signed agreement are received. Renters have 7 days from the receipt of the Meeting Room Rental Agreement to submit payment by check to: Appleton Public Library, ATTN: MEETING ROOM RESERVATIONS, 200 N. Appleton Street, Appleton, WI 54911. Payment can be made in person at Library Administration.
- CANCELLATION/REFUND POLICY A 20% cancellation fee applies to reservations canceled more than 7 days before the booking date. No refunds are given for cancellations made within 7 days of the booking.
- The Library reserves the right to cancel and/or relocate any reservation if the reservation threatens library operations due to misrepresentation of information on application. In the event a reservation is cancelled by the Library there shall be no fee.

Approved 1/2025; 3/2025 Pending Approval



GENERAL ANNUAL TRUSTEE CALENDAR

Summary of typical annual library board activities. This list provides a general overview rather than a comprehensive account of the board's work, highlighting recurring events alongside timely related initiatives. Activities assigned to specific months may shift as needed.

Action items - (A)

Standard monthly activities:

- Minutes (A)
- Bill Register (A)
- Trustee micro trainings and development topics
- Staff updates on recent and upcoming programs, services and topics relevant to Trustees

Semiannual activities:

- Statistics
- Safety and Security Report
- Friends grant report narratives

As needed:

- Approval of City Policies
- Collaborative and Cooperative Efforts
- Outagamie Waupaca Library System Update

Monthly activities:

January

- End of year partial bill register (A)

February

- Finance Committee
 - Overview of library budget and financial reports
- Policy/Personnel Committee
 - Director's goals for current year established(A)
 - Policy Updates (A)
- Annual Report for the Department of Public Instruction (A)
- Wisconsin Library Association Legislative Agenda
- Materials Budget (A)
- End of year final bill register (A)

Note: The February meeting occurs out of sequence to approve Annual Report

March

- Carryover from prior year if necessary (A)

April

- National Library Week
- Council Appointment

Note: Friendship Month

May

- President appoints Nominating Committee

Note: Wisconsin Association of Public Libraries conference

June

Note: Summer Library Program begins

Note: Friends annual event: Summer Celebration

July

- Finance Committee
- Budget adoption for upcoming year to be submitted to Mayor (A)
- Policy/Personnel Committee
 - Directors' midyear evaluation (A)
 - Policy revisions (A)

Note: New Board of Trustee terms begin. Exceptions to this are the AASD and Council appointments which run on a different schedule.

August

- Nominating Committee meeting – Election of Officers (A)

September

- Summer summary of statistics and programs
- President appoints new committees

October

- Calendar of Open/Closed dates for next year (A)
- Planning Committee establishes annual Trustee training calendar

Note: City of Appleton Executive Budget published first Wednesday of the month. City of Appleton Finance Committee's Budget Saturday at the end of the month.

Note: WLA Conference

November

- Policy/Personnel Committee
 - Directors end of year performance evaluation (A)
 - Policy revisions (A)

December

- Trustee adoption of upcoming year budget (A)
- Scholarship Committee selects recipient (A)
- Board Meeting Schedule for upcoming year (A)

Note: Holiday breakfast