



City of Appleton

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

Meeting Agenda - Final Library Board

Tuesday, July 15, 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
[25-0795](#) June 17, 2025 Library Board Meeting Minutes

Attachments: [06-17-2025 Library Board Meeting Minutes.pdf](#)

5. Public Participation & Communication

Establish Order of the Day

6. Action Items

- [25-0796](#) Bill Register - June 2025

Attachments: [Jun 25 Bill Register.pdf](#)

[APL Cash Flow - June 2025.pdf](#)

[Apr-Jun 25 Friends Quarterly Report.pdf](#)

- [25-0797](#) July 2025 Budget Amendment

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

[25-0798](#) Report of the Personnel & Policy Committee

Attachments: [06-20-2025 Library Board Personnel & Policy Committee Meeting Mintues.pdf](#)
[SPACE USE POLICY \(Draft July 2025\).pdf](#)
[Customer Service Policy \(Draft July 2025\).pdf](#)
[Safety and Security Policy \(Draft July 2025\)1.pdf](#)
[Circulation Policy \(Draft July 2025\) Amended.pdf](#)

[25-0799](#) Approval of Library Director's Mid-Year 2025 Performance Review

7. Information Items

A. Administrative Report

[25-0800](#) APL Hiring Process Update

B. President's Report

[25-0801](#) Trustee Training: Library Board Bylaws

Attachments: [Trustee Training Bylaws Chapter 3 Trustee Essentials.pdf](#)
[APL Library-Board-of-Trustee-Bylaws.pdf](#)

[25-0802](#) **Upcoming Committee Meetings:**
Nominating Committee - Monday, July 21, 2025 11am Appleton Public Library Thrivent Conference Room
Finance Committee - Tuesday, August 12, 2025 3pm Appleton Public Library Cornerstone Conference Room

C. Staff Updates

[25-0803](#) Community Partnerships Updates

[25-0804](#) Children's Program Updates

Closed Session

The Board may meet in Closed Session pursuant to WI State Statute 19.85(1)(c) to discuss personnel matters and then resume meeting in Open Session.

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, June 17, 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 5pm.

2. Pledge of Allegiance

3. Roll call of membership

Others Present: Mike Alberts, Owen Anderson, Ann Cooksey, Darrin Glad, Tina Krueger, Maya Lemery, Adriana McCleer, Colleen Rortvedt, Tasha Saecker, Missy Sawicki, Maureen Ward

Present: 8 - Looker, Mann, Keller, Brozek, Lee, Lokensgard, Vargas and Smith

Excused: 2 - Scheuerman and Bunnow

4. Approval of minutes from previous meeting

[25-0682](#)

May 20, 2025 Library Board Meeting Minutes

Attachments: [05-20-2025 Library Board Meeting Minutes.pdf](#)

Keller moved, seconded by Smith, that the May 20, 2025 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

5. **Public Participation and Communications**

Establish Order of the Day

President Mann called for a motion to place Action Items 25-0683 and 25-0684 on a Consent Agenda.

Looker moved, seconded by Vargas that Action Items 25-0683 and 25-0684 be moved to a Consent Agenda. Voice Vote. Motion Carried. (8-0)

6. **Action Items**

Looker moved, seconded by Smith that the Consent Agenda be approved. Voice Vote. Motion Carried. (8-0)

[25-0683](#)

Bill Register - May 2025

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

This Report Action Item was approved

[25-0684](#)

June 2025 Budget Amendment

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

This Report Action Item was approved

7. Information Items

A. Administrative Report

[25-0685](#)

New Building Update

[25-0686](#)

APL Hiring Process Update

[25-0687](#)

2024 Library Annual Report

Attachments: [2024 AnnualReport_Digital.pdf](#)

B. President's Report

[25-0688](#)

Trustee Training: Library Budget

Attachments: [2026 Budget for Library Board \(June 2025 meeting\).pdf](#)

[25-0689](#)

Personnel & Policy Committee Meeting - June 20, 2025 9:15am Thrivent Conference Room

Staff Updates

[25-0690](#)

Children's Program Updates

[25-0691](#)

Community Partnerships Updates

8. Adjournment

**Keller moved, seconded by Smith that the Meeting be Adjourned. Voice Vote.
Motion Carried. (8-0)**

The Meeting was Adjourned at 5:30pm

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/6 TO 2025/6										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
16010								Library Administration		
16010	630100							Office Supplies		
001583	UNITED STATES POSTAL	148452	0	2025	6 INV P			12.39	PCARD	Postage Board Packe
002034	ODP BUSINESS SOLUTIO	147979	0	2025	6 INV P			79.61	PCARD	Sharpie Pens, Batte
002034	ODP BUSINESS SOLUTIO	148453	0	2025	6 INV P			42.44	PCARD	Post it notes, Pens
								122.05		
								ACCOUNT TOTAL		134.44
16010	630700									Food & Provisions
001983	AMAZON	147346	0	2025	6 INV P			49.98	pcard	MCC snacks
								ACCOUNT TOTAL		49.98
16010	659900									Other Contracts/Obligation
000218	BUILDING FOR KIDS, I	148586	0	2025	6 INV P			770.00	062525	570508 Safe Path Installat
000544	FRIENDS OF APPLETON	148012	0	2025	6 INV P			300.00	PCARD	Friends Celebration
								ACCOUNT TOTAL		1,070.00
								ORG 16010 TOTAL		1,254.42
16021										Library Children's Services
16021	630100									Office Supplies
001207	SCHOLASTIC, INC.	148400	0	2025	6 INV P			2,857.11	PCARD	SLP Prize Books
001983	AMAZON	147918	0	2025	6 INV P			132.71	PCARD	School-Age STEAM su
001983	AMAZON	147919	0	2025	6 INV P			13.98	PCARD	School-Age STEAM su
001983	AMAZON	147920	0	2025	6 INV P			4.66	PCARD	School-Age STEAM su
001983	AMAZON	147922	0	2025	6 INV P			16.76	PCARD	School-Age STEAM su
001983	AMAZON	148062	0	2025	6 INV P			268.30	PCARD	IMLS
001983	AMAZON	148063	0	2025	6 INV P			172.11	PCARD	IMLS
001983	AMAZON	148500	0	2025	6 INV P			16.95	PCARD	School-Age STEAM Su
								625.47		
002259	DEMCO SOFTWARE	148399	0	2025	6 INV P			722.21	PCARD	Lego wall bookcase
999990	LAKESHORE LEARNING M	147897	0	2025	6 INV P			254.17	PCARD	IMLS
999990	LAKESHORE LEARNING M	147898	0	2025	6 INV P			470.38	PCARD	IMLS
999990	LAKESHORE LEARNING M	147899	0	2025	6 INV P			360.05	PCARD	IMLS
999990	DOLLARTREE	147921	0	2025	6 INV P			15.00	PCARD	Dollar Tree - Suppl
999990	LAKESHORE LEARNING M	147974	0	2025	6 INV P			37.99	PCARD	IMLS
999990	LAKESHORE LEARNING M	147975	0	2025	6 INV P			113.96	PCARD	IMLS
								1,251.55		
								ACCOUNT TOTAL		5,456.34

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/6 TO 2025/6									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
16021 659900				Other Contracts/Obligation					
003130 MANAGED MISCHIEF LLC	147209	0	2025 6	INV P	061125	570308	Children's Summer L	675.00	
				ACCOUNT TOTAL				675.00	
			ORG 16021	TOTAL				6,131.34	
16023				Library Public Services					
16023 630100				Office Supplies					
003472 PRINTING CONCEPTS	148120	0	2025 6	INV P	062525	570552	Library Cards	1,900.00	
				ACCOUNT TOTAL				1,900.00	
			ORG 16023	TOTAL				1,900.00	
16024				Library Community Partnerships					
16024 630100				Office Supplies					
001983 AMAZON	147938	0	2025 6	INV P	PCARD		Teen Space Game Ref	9.31	
002034 ODP BUSINESS SOLUTIO	147978	0	2025 6	INV P	PCARD		Tombow Correction T	20.59	
999990 BARNES & NOBLE #2977	147896	0	2025 6	INV P	PCARD		Gift Card for Teen	25.00	
				ACCOUNT TOTAL				54.90	
16024 659900				Other Contracts/Obligation					
002298 IRINEO MEDINA	147179	0	2025 6	INV P	061125	570298	Book Cover Design R	200.00	
002992 AMBERLULU LLC	148614	0	2025 6	INV A			Teen SLP Program Pr	100.00	
003044 JONATHAN KRESIN	147208	0	2025 6	INV P	061125	570300	Concert and Stories	300.00	
003559 DEREK COLT BROWN	147241	0	2025 6	INV P	061125	570268	Artist in Residence	600.00	
003573 OSCAR MIRELES	148653	0	2025 6	INV A			RLI-Poetry Reading	500.00	
				ACCOUNT TOTAL				1,700.00	
			ORG 16024	TOTAL				1,754.90	
16031				Library Building Operations					
16031 632300				Safety Supplies					
001983 AMAZON	148056	0	2025 6	INV P	PCARD		First aid kits for	167.85	
				ACCOUNT TOTAL				167.85	
16031 641301				Electric					
001575 WE ENERGIES	148585	0	2025 6	INV P	062525	570572	Electric Charges 5/	14,079.87	
				ACCOUNT TOTAL				14,079.87	
			ORG 16031	TOTAL				14,247.72	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/6 TO 2025/6	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
16032									Library Materials Management
16032	503500								Other Reimbursements
	000278 CITY OF KAUKAUNA	147557	0	2025	6	INV P	6.00	061825	570404 PATRON MATERIAL REI
	000964 FREMONT COMMUNITY	147562	0	2025	6	INV P	12.99	061825	570416 PATRON MATERIAL REI
	001447 VILLAGE OF LITTLE CH	148222	0	2025	6	INV P	15.00	062525	570570 PATRON MATERIAL REI
	001478 WAUPACA COUNTY	147460	0	2025	6	INV P	17.00	061825	570489 Damaged Material Bi
	001604 VILLAGE OF HORTONVIL	147558	0	2025	6	INV P	15.00	061825	570488 PATRON MATERIAL REI
	999998 GINA LATIMER	146802	0	2025	6	INV P	15.00	060425	570205 PATRON MATERIAL REI
	999998 GABRIELA CHAVEZ	148087	0	2025	6	INV P	22.00	061825	570447 PATRON MATERIAL REI
	999998 DANA MATTINGLY	148210	0	2025	6	INV P	11.00	062525	570534 PATRON MATERIAL REI
							48.00		
							ACCOUNT TOTAL		113.99
16032	630100								Office Supplies
	001983 AMAZON	147903	0	2025	6	INV P	22.72	PCARD	Replacement CD jewe
	001983 AMAZON	147982	0	2025	6	INV P	12.98	PCARD	CD pockets for chil
	001983 AMAZON	148455	0	2025	6	INV P	24.70	PCARD	Replacement DVD cas
							60.40		
	002034 ODP BUSINESS SOLUTIO	148454	0	2025	6	INV P	150.96	PCARD	Removeable Tape
	002259 DEMCO SOFTWARE	147981	0	2025	6	INV P	470.01	PCARD	Spine label tape
	999990 KAPCO-ONLINE	147983	0	2025	6	INV P	675.84	PCARD	Book jacket covers
							ACCOUNT TOTAL		1,357.21
16032	631500								Books & Library Materials
	000550 GALE / CENGAGE LEARN	148594	0	2025	6	INV A	600.00		999100574196, acct
	000889 MIDWEST TAPE	148006	0	2025	6	INV P	733.01	PCARD	507246166, 50721874
	000889 MIDWEST TAPE	148007	0	2025	6	INV P	4,790.84	PCARD	507257363
	000889 MIDWEST TAPE	148475	0	2025	6	INV P	554.04	PCARD	507284979
							6,077.89		
	001983 AMAZON	147320	0	2025	6	INV P	97.82	pcard	111-2746187-1179460
	001983 AMAZON	147321	0	2025	6	INV P	19.95	pcard	111-4159155-6201017
	001983 AMAZON	147322	0	2025	6	INV P	12.99	pcard	111-8308635-2812201
	001983 AMAZON	147323	0	2025	6	INV P	28.99	pcard	111-8903870-2160206
	001983 AMAZON	148003	0	2025	6	INV P	29.14	PCARD	111-4391683-5620231
	001983 AMAZON	148008	0	2025	6	INV P	58.96	PCARD	111-6830069-1931452
	001983 AMAZON	148009	0	2025	6	INV P	93.36	PCARD	111-3919520-5743412

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/6 TO 2025/6		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
001983	AMAZON		148010	0	2025	6	INV P		17.49	PCARD	111-3314740-5881038
001983	AMAZON		148011	0	2025	6	INV P		200.91	PCARD	111-4255021-4895440
001983	AMAZON		148473	0	2025	6	INV P		- .03	PCARD	111-1961013-5849839
001983	AMAZON		148477	0	2025	6	INV P		66.84	PCARD	111-1961013-5849839
001983	AMAZON		148478	0	2025	6	INV P		14.79	PCARD	111-1961013-5849839
001983	AMAZON		148479	0	2025	6	INV P		11.99	PCARD	111-6596986-1494647
001983	AMAZON		148480	0	2025	6	INV P		14.97	PCARD	111-6355002-6715451
									668.17		
002396	INGRAM LIBRARY	SERV	147128	0	2025	6	INV P		92.52	060425	570189 88349169
002396	INGRAM LIBRARY	SERV	147129	0	2025	6	INV P		1,460.61	060425	570189 88367651
002396	INGRAM LIBRARY	SERV	147130	0	2025	6	INV P		17.99	060425	570189 88375976
002396	INGRAM LIBRARY	SERV	147131	0	2025	6	INV P		331.47	060425	570189 88392766
002396	INGRAM LIBRARY	SERV	147132	0	2025	6	INV P		771.97	060425	570189 88392767
002396	INGRAM LIBRARY	SERV	147133	0	2025	6	INV P		280.68	060425	570189 88392768
002396	INGRAM LIBRARY	SERV	147134	0	2025	6	INV P		377.83	060425	570189 88415149
002396	INGRAM LIBRARY	SERV	147135	0	2025	6	INV P		17.99	060425	570189 88426552
002396	INGRAM LIBRARY	SERV	147136	0	2025	6	INV P		927.51	060425	570189 88442939
002396	INGRAM LIBRARY	SERV	147137	0	2025	6	INV P		249.65	060425	570189 88453576
002396	INGRAM LIBRARY	SERV	147138	0	2025	6	INV P		205.80	060425	570189 88453577
002396	INGRAM LIBRARY	SERV	147447	0	2025	6	INV P		204.65	061825	570427 88477655
002396	INGRAM LIBRARY	SERV	147448	0	2025	6	INV P		818.13	061825	570427 88477656
002396	INGRAM LIBRARY	SERV	147449	0	2025	6	INV P		11.79	061825	570427 88486736
002396	INGRAM LIBRARY	SERV	147450	0	2025	6	INV P		242.04	061825	570427 88501384
002396	INGRAM LIBRARY	SERV	147451	0	2025	6	INV P		91.81	061825	570427 88523549
002396	INGRAM LIBRARY	SERV	147452	0	2025	6	INV P		417.65	061825	570427 88523550
002396	INGRAM LIBRARY	SERV	147454	0	2025	6	INV P		142.23	061825	570427 88529737
002396	INGRAM LIBRARY	SERV	147455	0	2025	6	INV P		99.68	061125	570297 88543113
002396	INGRAM LIBRARY	SERV	147456	0	2025	6	INV P		968.09	061125	570297 88566758
002396	INGRAM LIBRARY	SERV	147457	0	2025	6	INV P		683.39	061125	570297 88595998
002396	INGRAM LIBRARY	SERV	147458	0	2025	6	INV P		306.10	061125	570297 88595999
002396	INGRAM LIBRARY	SERV	147459	0	2025	6	INV P		400.36	061125	570297 88603143
002396	INGRAM LIBRARY	SERV	147461	0	2025	6	INV P		103.68	061125	570297 88603144
002396	INGRAM LIBRARY	SERV	147471	0	2025	6	CRM P		-239.50	061125	570297 88428176
002396	INGRAM LIBRARY	SERV	148163	0	2025	6	INV P		488.42	062525	570528 88616611
002396	INGRAM LIBRARY	SERV	148166	0	2025	6	INV P		466.01	062525	570528 88641222
002396	INGRAM LIBRARY	SERV	148169	0	2025	6	INV P		414.12	062525	570528 88641223
002396	INGRAM LIBRARY	SERV	148171	0	2025	6	INV P		341.21	062525	570528 88662633
002396	INGRAM LIBRARY	SERV	148172	0	2025	6	INV P		105.55	062525	570528 88681053
002396	INGRAM LIBRARY	SERV	148173	0	2025	6	INV P		1,037.63	062525	570528 88687548
002396	INGRAM LIBRARY	SERV	148174	0	2025	6	INV P		211.76	062525	570528 88696028
002396	INGRAM LIBRARY	SERV	148175	0	2025	6	INV P		495.41	062525	570528 88721259
002396	INGRAM LIBRARY	SERV	148176	0	2025	6	INV P		654.35	062525	570528 88721260
002396	INGRAM LIBRARY	SERV	148177	0	2025	6	INV P		159.23	062525	570528 88732380
002396	INGRAM LIBRARY	SERV	148178	0	2025	6	INV P		138.91	062525	570528 88732381
002396	INGRAM LIBRARY	SERV	148595	0	2025	6	INV A		233.65		88745845
002396	INGRAM LIBRARY	SERV	148596	0	2025	6	INV A		54.30		88778471
002396	INGRAM LIBRARY	SERV	148598	0	2025	6	INV A		335.58		88800102
002396	INGRAM LIBRARY	SERV	148599	0	2025	6	INV A		132.15		88810034
002396	INGRAM LIBRARY	SERV	148600	0	2025	6	INV A		217.06		88810035
002396	INGRAM LIBRARY	SERV	148601	0	2025	6	INV A		1,251.85		88831091

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/6 TO 2025/6										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION	
						15,721.31				
002722 RABBLE LLC	147127	0	2025 6	INV	P	4,440.00	060425	570214	inv. 1263	
002830 KANOPY, INC	147533	0	2025 6	INV	P	891.65	061825	570432	454618	
999990 THOMSON WEST*TCD	148004	0	2025 6	INV	P	1,250.89	PCARD		852005393	
999990 LAKELAND BOATING	148005	0	2025 6	INV	P	24.95	PCARD		SO250530	
999990 GAN*WINEWSPAPERCIRC	148474	0	2025 6	INV	P	863.86	PCARD		postc_250611	
999990 PAYPAL *HEARSTMAGAZ	148476	0	2025 6	INV	P	50.00	PCARD		10089913483	
						2,189.70				
						ACCOUNT TOTAL				30,588.72
16032 659900						Other Contracts/Obligation				
001398 UNIQUE MANAGEMENT SE	147376	0	2025 6	INV	P	541.75	061825	570483	Materials Recovery	
						ACCOUNT TOTAL				541.75
						ORG 16032 TOTAL				32,601.67
16033						Library Network Services				
16033 632700						Miscellaneous Equipment				
000620 HEARTLAND BUSINESS S	146823	0	2025 6	CRM	P	-1,455.60	060425	570186	Credit for incorrec	
000620 HEARTLAND BUSINESS S	146824	0	2025 6	INV	P	6,281.77	060425	570186	APC UPS and Rail Ki	
						4,826.17				
						ACCOUNT TOTAL				4,826.17
16033 659900						Other Contracts/Obligation				
001619 CDW GOVERNMENT, INC.	148044	0	2025 6	INV	P	1,514.38	PCARD		CDW Office365 annua	
002386 THE QUIPU GROUP, LLC	147972	0	2025 6	INV	P	4,191.75	PCARD		IN *THE QUIPU GROUP	
003432 XEROX FINANCIAL SERV	146822	0	2025 6	INV	P	38.29	060425	570243	Copier Contract Cha	
003432 XEROX FINANCIAL SERV	147518	0	2025 6	INV	P	321.03	061825	570497	Copier Contract Cha	
003432 XEROX FINANCIAL SERV	147531	0	2025 6	INV	P	449.51	061825	570497	Copier Contract Cha	
						808.83				
999990 IN *WHOFI	147973	0	2025 6	INV	P	1,450.00	PCARD		IN *WHOFI	
999990 CLOUD DNS LTD	148043	0	2025 6	INV	P	10.35	PCARD		CLOUD DNS invoice	
999990 DOCUSIGN INC.	148499	0	2025 6	INV	P	600.00	PCARD		DOCUSIGN Subscripti	
						2,060.35				
						ACCOUNT TOTAL				8,575.31
						ORG 16033 TOTAL				13,401.48

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/6 TO 2025/6	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
FUND 100 General Fund			TOTAL:		71,291.53			

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

Appleton Public Library Cash Flow Report June 2025				MAY	JUNE		
GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	YTD TOTAL	% USED
423200	<i>Library Grants & Aids</i>	(\$1,268,046.00)	\$0.00	\$0.00	\$0.00	(\$805,872.00)	63.6%
480100	<i>General Charges for Service</i>	\$0.00	\$0.00	(\$8.24)	(\$12.80)	(\$286.13)	100%
500100	<i>Fees & Commissions</i>	\$0.00	\$0.00	\$5.85	\$6.50	\$8.85	100%
501500	<i>Rental of City Property</i>	(\$15,000.00)	\$0.00	(\$1,125.00)	(\$887.50)	(\$3,175.00)	21.2%
502000	<i>Donations & Memorials</i>	\$0.00	\$0.00	(\$97.21)	(\$667.53)	(\$12,947.56)	100%
503500	<i>Other Reimbursements</i>	(\$15,600.00)	\$0.00	(\$10,523.79)	(\$2,303.50)	\$91,094.68	-583.9%
Total Revenue		(\$1,298,646.00)	\$0.00	(\$11,748.39)	(\$3,864.83)	(\$731,177.16)	56.3%

Additional Grant Revenue	\$0.00	\$0.00	\$0.00	(\$68,000.00)	(\$72,129.32)
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Expense			MAY	JUNE	YTD TOTAL	% USED	
610100	<i>Regular Salaries</i>	\$2,596,718.00	\$0.00	\$184,911.94	\$185,713.07	\$1,115,557.04	43.0%
610500	<i>Overtime Wages</i>	\$0.00	\$0.00	\$0.00	\$27.81	\$1,520.75	100%
610800	<i>Part-Time Wages</i>	\$343,944.00	\$0.00	\$29,970.22	\$24,960.22	\$135,580.62	39.4%
611000	<i>Other Compensation</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	100%
611400	<i>Sick Pay</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$3,362.00	100%
611500	<i>Vacation Pay</i>	\$0.00	\$0.00	\$16,619.24	\$17,326.18	\$75,922.79	100%
615000	<i>Fringes</i>	\$922,661.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
615100	<i>FICA</i>	\$0.00	\$0.00	\$13,933.31	\$14,042.73	\$93,946.04	100%
615200	<i>Retirement</i>	\$0.00	\$0.00	\$12,863.44	\$12,959.14	\$81,947.66	100%
615301	<i>Health Insurance</i>	\$0.00	\$0.00	\$42,168.70	\$42,691.54	\$226,205.52	100%
615302	<i>Dental Insurance</i>	\$0.00	\$0.00	\$2,849.00	\$2,881.29	\$15,289.49	100%
615400	<i>Life Insurance</i>	\$0.00	\$0.00	\$113.30	\$118.30	(\$6,841.99)	100%
Personnel Services		\$3,863,323.00	\$0.00	\$303,429.15	\$300,720.28	\$1,742,544.92	45.1%

Expense			MAY	JUNE	YTD TOTAL	% USED	
620100	<i>Training/Conferences</i>	\$23,234.00	\$0.00	\$222.46	\$178.60	\$3,343.79	14.4%
620200	<i>Mileage Reimbursement</i>	\$0.00	\$0.00	\$30.00	\$30.00	\$285.70	100%
620600	<i>Parking Permits</i>	\$24,480.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
630100	<i>Office Supplies</i>	\$47,100.00	\$0.00	\$4,671.75	\$8,902.89	\$53,589.57	113.8%
630300	<i>Memberships & Licenses</i>	\$2,200.00	\$0.00	\$0.00	\$0.00	\$587.25	26.7%
630500	<i>Awards & Recognition</i>	\$850.00	\$0.00	\$226.52	\$0.00	\$1,473.44	173.3%
630600	<i>Building Maint./Janitor</i>	\$11,417.00	\$0.00	\$92.19	\$0.00	\$801.53	7.0%
630700	<i>Food & Provisions</i>	\$1,135.00	\$0.00	\$242.37	\$49.98	\$1,183.50	104.3%
630902	<i>Tools & Instruments</i>	\$150.00	\$0.00	\$0.00	\$0.00	\$40.65	27.1%
631500	<i>Books & Library Materials</i>	\$597,644.00	\$0.00	\$42,639.59	\$30,588.72	\$255,214.70	42.7%
632002	<i>Outside Printing</i>	\$1,288.00	\$0.00	\$499.95	\$0.00	\$1,414.39	109.8%
632300	<i>Safety Supplies</i>	\$550.00	\$0.00	\$0.00	\$167.85	\$167.85	30.5%
632700	<i>Miscellaneous Equipment</i>	\$68,630.00	\$0.00	\$0.00	\$4,826.17	\$62,899.90	91.7%
640700	<i>Solid Waste/Recycling Pickup</i>	\$5,611.00	\$0.00	\$440.00	\$0.00	\$1,926.99	34.3%
641200	<i>Advertising</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$1,263.03	100%
641301	<i>Electric</i>	\$91,472.00	\$0.00	\$25,404.37	\$14,079.87	\$68,407.16	74.8%
641302	<i>Gas</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$2,855.70	100%
641303	<i>Water</i>	\$4,636.00	\$0.00	\$688.92	\$0.00	\$1,441.75	31.1%
641304	<i>Sewer</i>	\$3,087.00	\$0.00	\$425.80	\$0.00	\$796.33	25.8%
641306	<i>Stormwater</i>	\$3,150.00	\$0.00	\$750.82	\$0.00	\$2,192.91	69.6%
641307	<i>Telephone</i>	\$5,654.00	\$0.00	\$0.00	\$0.00	\$2,117.48	37.5%
641308	<i>Cellular Phones</i>	\$1,300.00	\$0.00	\$83.00	\$0.00	\$767.20	59.0%
641600	<i>Build Repairs & Maint</i>	\$500.00	\$0.00	\$0.00	\$0.00	\$134.03	26.8%
641800	<i>Equip Repairs & Maint</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$1,679.96	100%
642000	<i>Facilities Charges</i>	\$271,454.00	\$0.00	\$0.00	\$0.00	\$79,107.87	29.1%
659900	<i>Other Contracts/Obligation</i>	\$178,382.00	\$0.00	\$8,095.13	\$12,562.06	\$181,866.76	102.0%
681500	<i>Software Acquisitions</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$2,266.19	100%
Operating Expense		\$1,343,924.00	\$0.00	\$84,512.87	\$71,386.14	\$727,825.63	54.2%

Personnel Services	\$3,863,323.00	\$0.00	\$303,429.15	\$300,720.28	\$1,742,544.92
Operating Expense	\$1,343,924.00	\$0.00	\$84,512.87	\$71,386.14	\$727,825.63
Total Expense	\$5,207,247.00	\$0.00	\$387,942.02	\$372,106.42	\$2,470,370.55

MAJOR PROJECT TITLE

***** Library - Friends of the Library

PROJECT TITLE

LIB-FRIENDLibrary - Friends of the Library

BEGINNING BALANCE -53,528.24

FUNDING SOURCES	TITLE	AMOUNT
		.00
FUNDING SOURCE TOTAL		.00

EXPENSE STRINGS	TITLE	AMOUNT
LIB-FRIEND.CHILDSERV .OTHCONTR .	Children's Services	2,189.04
LIB-FRIEND.CHILDSERV .SUPPLIES .	Children's Services	8,854.17
LIB-FRIEND.COMMPART .OTHCONTR .	Community Partnerships	4,572.78
LIB-FRIEND.COMMPART .SUPPLIES .	Community Partnerships	2,818.68
LIB-FRIEND.LIBADMIN .ADVERTISNG.	Library - Friends advertising	173.79
LIB-FRIEND.LIBADMIN .AWARDREC .	Library Administration	1,052.43
LIB-FRIEND.LIBADMIN .FOOD/PROV .	Library Administration	511.14
LIB-FRIEND.LIBADMIN .OTHCONTR .	Library Administration	2,540.00
LIB-FRIEND.LIBADMIN .OUTPRINT .	Library Administration	940.48
LIB-FRIEND.LIBADMIN .SUPPLIES .	Library Administration	234.94
LIB-FRIEND.LIBADMIN .TRAIN/CONF.	Library Administration	447.46
LIB-FRIEND.PUBLICSERV.SUPPLIES .	Public Services	2,133.80
EXPENSE TOTAL		26,468.71

ENDING BALANCE -27,059.53

******* TOTALS**

BEGINNING BALANCE	-53,528.24
FUNDING SOURCE	.00
EXPENSE	26,468.71
ENDING BALANCE	-27,059.53

REPORT TOTAL: -27,059.53

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

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			\$ 2,000
Children's: Office Supplies	16021 .	630100	3954		\$ 2,000
Library Admin: Donation	16010 .	502000			\$ 637
Network Services: Other Contracts	16033 .	659900			\$ 637
Lib Grants : Other Reim	2550 .	503500			\$ 45,000
Admin:Supplies	LIB-FRIEND .	LIBADMIN .	SUPPLIES		\$ 3,000
Admin: Awards & Recognition	LIB-FRIEND .	LIBADMIN .	AWARDREC		\$ 2,000
Admin: Outside Printing	LIB-FRIEND .	LIBADMIN .	OUTPRINT		\$ 1,000
Admin: Food & Provisions	LIB-FRIEND .	LIBADMIN .	FOOD/PROV		\$ 2,500
Childrens: Contracts	LIB-FRIEND .	CHILDSERV .	OTHCONTR		\$ 4,500
Childrens: Supplies	LIB-FRIEND .	CHILDSERV .	SUPPLIES		\$ 10,000
CP: Contracts	LIB-FRIEND .	COMMPART .	OTHCONTR		\$ 7,000
CP: Supplies	LIB-FRIEND .	COMMPART .	SUPPLIES		\$ 2,500
CP: Part-time Wages	LIB-FRIEND .	COMMPART .	PTWAGES		\$ 6,500
PS: Supplies	LIB-FRIEND .	PUBLICSERV .	SUPPLIES		\$ 2,000
Network Services: Software	LIB-FRIEND .	NETWORK .	SOFTWARE		\$ 4,000
Materials Management: Other Reim	16032 .	503500			\$ 100
Materials Mgmt: Books & Library Mtls	16032 .	631500			\$ 100
Lib Grants : Other Reim	2550 .	503500			\$ 1,000
Childrens: Other Contracts	16021 .	659900			\$ 400
Comm Part : Supplies	16024 .	630100			\$ 200
Comm Part : Other Contracts	16024 .	659900			\$ 400

For the purpose of:

- *Mielke Grant - RTR
- *Chaminade - Wallboard
- *Friends Grant
- *Torch Club Mtls Donation
- *Rotary Grant

Requested by:

 Department Head

 Date

Information:

Action:

 Finance Director

 Date

 Mayor

 Date

Reported to Finance Committee:

 Date

 Date

Finance comments:

Budget Entry (BE) No.: _____



City of Appleton

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

Meeting Minutes Library Board

Friday, June 20, 2025

9:15 AM

Appleton Public Library, 200 N Appleton Street
Thrivent Conference Room

Personnel & Policy Committee Meeting

1. Call meeting to order

Chairperson Nancy Scheuerman called the Meeting to Order at 9:18am

2. Pledge of Allegiance

3. Roll call of membership

Others Present: Colleen Rortvedt, Mayor Jacob Woodford

Present: 3 - Scheuerman, Keller and Brozek

Excused: 1 - Lee

Others : 1 - Mann

4. **Action Items**

Closed Session

Brozek moved, seconded by Keller that the Committee meet in Closed Session to discuss Personnel Matters pursuant to Wi State Statute 19.85(1)(c) and then resume meeting in Open Session. Voice Vote. Motion Carried. (3-0)

Roll Call was taken.

The Committee meeting went into Closed Session at 9:20am

Brozek moved, seconded by Keller that the Committee resume meeting in Open Session. Voice Vote. Motion Carried. (3-0)

Roll Call was taken.

The Committee resumed meeting in Open Session at 10am

[25-0704](#)

Library Director's Mid-Year Performance Review

Brozek moved, seconded by Keller, that the Library Director's 2025 Mid-Year Performance Evaluation be recommended for approval. Voice Vote. Motion Carried. (3-0)

[25-0705](#)

Library Space Use Policy Updates

Attachments: [SPACE USE POLICY \(Draft July 2025\).pdf](#)

Brozek moved, seconded by Keller, that the Library Space Use Policy Updates be recommended for approval. Voice Vote. Motion Carried. (3-0)

[25-0706](#)

Library Customer Service Policy Updates

Attachments: [Customer Service Policy \(Draft July 2025\).pdf](#)

Brozek moved, seconded by Keller, that the Library Customer Service Policy Updates be recommended for approval. Voice Vote. Motion Carried. (3-0)

[25-0707](#)

Library Safety and Security Policy Updates

Attachments: [Safety and Security Policy \(Draft July 2025\)1.pdf](#)

Brozek moved, seconded by Keller, that the Library Safety and Security Policy Updates be recommended for approval. Voice Vote. Motion Carried. (3-0)

[25-0708](#)

Library Circulation Policy Updates

Attachments: [Circulation Policy \(Draft July 2025\) Amended.pdf](#)

Brozek moved, seconded by Keller, that the amended Library Circulation Policy Updates be recommended for approval . Voice Vote. Motion Carried. (3-0)

5. Adjournment

Brozek moved, seconded by Keller that the meeting be Adjourned. Voice Vote. Motion Carried. (3-0)

The meeting was Adjourned at 10:11am



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. These meetings must occur 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.
- This room has a hearing loop installed beneath the carpet. Cutting or using sharp tools on the carpet is not allowed. Any damage to the hearing loop will be the responsibility of the person who reserved the space.

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.
- The Cornerstone Conference Room has a hearing loop installed beneath the carpet. Cutting or using sharp tools on the carpet is not allowed. Any damage to the hearing loop will be the responsibility of the person who reserved the space.

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.

- 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.
- Prohibited Uses (page 1) still apply.
- The Library reserves the right to decline events if staffing or other resources are unavailable.
- **This room has a hearing loop installed beneath the carpet. Cutting or using sharp tools on the carpet is not allowed. Any damage to the hearing loop will be the responsibility of the person who reserved the space.**

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; **Pending Approval 7/2025**



CUSTOMER SERVICE POLICY

PURPOSE

In fulfilling its mission, the Appleton Public Library will provide excellent customer service to all individuals in accordance with existing City of Appleton policies. Community-focused and knowledgeable staff members provide the materials and services our patrons want and need. The library cares about patrons and seeks to give each person attentive service.

POLICY

1. Library staff will acknowledge every patron appropriately, treating them with equal respect and every request with equal importance.
2. Library staff seek out innovative approaches to serve our customers in the best ways possible.
3. Skilled staff will use their knowledge of library resources to fulfill requests in a timely manner or else present alternatives when requests cannot be met immediately.
4. Staff members are expected to act in a friendly, helpful manner which will ensure that the patron will walk away feeling that their experience with the library has been a positive one.
5. Library policies and procedures exist to make library resources available on an equitable basis:
 - a. If a patron questions a policy or if the purpose of a policy is not understood, staff should provide an explanation or else refer the patron to ~~the librarian in charge~~, a supervisor, the library assistant director, or library director. The business cards of supervisors and the assistant director are available at all service desks.
 - b. The library recognizes the need to enforce policies and procedures. Staff will be patient, respectful and helpful even when ~~being firm about enforcing~~ library rules.
 - c. The library reserves the right to limit the ~~number of questions or~~ amount of time a staff member can spend helping individual patrons. Monopolizing the time of staff or otherwise interfering with staff members' performance of duties is not allowed and may be subject to restrictions up to and including permanent restriction from the library and criminal charges in accord with the library's Security and Safety Policy.
6. All interactions and transactions between a library patron or group of patrons and the library will be considered confidential and will be discussed only in a professional context.
7. ~~Library staff will seek to meet patron expectations. Any comments are welcome. The library is responsive to and welcomes all feedback.~~ Patrons can expect complaints and problems to be addressed within 48 hours, whenever possible.

8. The library supports high standards of customer service through a plan of employee training, leadership development and opportunities for customer input.

| *Approved: 1/08. Amended: 11/17 Pending Approval 7/25-*



SAFETY AND SECURITY POLICY

I. PURPOSE

This policy is designed to provide a safe and secure environment for patrons and library staff and protect library property. The library supports the rights of all individuals and is dedicated to free and equal access to information without discrimination, intimidation, threat of harm, or invasion of privacy.

II. POLICY

- A. Overview. Patrons must be engaged in activities typically associated with the use of a public library while in the building and avoid conduct that disrupts others. This includes any individual or group activity which is unreasonably disturbing to other individuals lawfully using library facilities, materials, equipment and/or premises or is otherwise inconsistent with activities such as reading, studying, properly using library materials and other similar conduct typically associated with a public library.

Whenever possible, staff will first inform individuals about applicable policies before enforcing them more strictly. Library Security Monitors ("Security") focus on ensuring a safe and welcoming environment.

- B. Monitoring. The library monitors behavior using security tools, per Wis. Stat. § 43.30 and the Privacy Policy. The library reserves the right to inspect bags, briefcases, backpacks or other personal items.
- C. Responses to Inappropriate Behavior. Responses will be proportionate to the severity of the behavior. See III. CLASSES OF BEHAVIOR AND RESPONSE.
1. Eviction. Staff may evict patrons for the remainder of the day if they fail to comply with library policies. The library reserves the right to immediately evict a patron who poses a danger or threat to staff or other patrons.
 2. Restriction. The library director and assistant director are authorized to issue restrictions. The length will be based on the offense severity, prior violations, safety of staff and patrons, and legal considerations. If the library director or assistant director is unavailable, a supervisor may impose restrictions for up to 14 days. The Library Board retains the authority to impose restrictions directly when necessary.
 - a. The patron and APD must be notified as soon as is practical of the restriction decision, including its duration. Notification may be delivered by library staff, police, or certified mail (return receipt requested).

- b. This policy addresses library-imposed restrictions but does not override penalties under federal, state, or local law.
- D. Juvenile Patrons. If a juvenile patron violates this policy, or any other rule or regulation, staff may contact their parent/guardian.
 - 1. Juveniles may be required to use the library with a responsible parent or guardian as an alternative to restriction.
 - 2. The juvenile's parent or guardian must be notified of the restriction via certified mail, or the notice may be delivered by APD. Failure to abide by the restriction may lead to restricting the juvenile from the library completely, and they may be cited for trespassing by APD.
 - 3. Juvenile patrons 16 and over may have privacy rights preventing disclosure and staff will consult with the City Attorney prior.
- E. [Restroom Use. Activities inconsistent with appropriate restroom use may result in eviction or restriction, depending on the severity. Inappropriate activities include bathing, washing clothes, using illicit drugs or alcohol, or engaging in sexual activity.](#)
- F. Use of Equipment. Patrons who violate library policies while using equipment may have their access restricted. Public computer access may be suspended for up to 30 days for policy violations, and serious offenses may result in full library restrictions or legal action. Misuse of computers or internet access may also lead to suspension, restriction, or prosecution.
- G. Identification. Patrons violating library policies may be asked to provide identification. Refusal to provide ID may result in contacting APD depending on the seriousness of the violation.
- H. Video Surveillance and Photography. Security cameras enhance safety by deterring policy violations, assisting staff in preventing incidents, and supporting the library in investigating and potential criminal activity on library property per Wis. Stat. §43.30(5).
 - 1. Video cameras may be in indoor or outdoor locations where individuals lack a reasonable expectation of privacy. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy such as private offices or restrooms.
 - 2. The City of Appleton ("City") may mount cameras on exterior library property that provide surveillance of public outdoor spaces. These cameras are not library cameras and are not covered by this policy.
 - 3. Video footage and photographs are used in accordance with the library's Privacy Policy and Records Retention Schedule.
 - 4. Cameras are not continuously monitored. Personal safety is the responsibility of the individual, and the City is not responsible for lost or stolen property.

- I. Unattended Children. The library strives to provide a safe and welcoming environment for children and encourages their use of materials and services.
 1. Responsibility. Parents, guardians, or caregivers are responsible for the welfare and behavior of their children in the library. Staff cannot assume responsibility for unattended children's safety or comfort.
 2. Supervision.
 - a. Children under 8 must be supervised at all times, including during library programs. Children 8+ may use the library independently if they behave appropriately.
 - b. The City of Appleton and the library are not liable for unattended children. Parents, guardians, and caregivers accept the risks of leaving children unattended and release the City from claims.
 3. Response.
 - a. Staff may notify parents, guardians, or authorities (e.g., APD) to ensure a child's safety or enforce library rules.
 - b. Staff will make reasonable efforts to ensure children leave safely at closing. If a minor remains, at least two staff members will stay with them. After 15 minutes, staff will contact APD for assistance.

J. Appeals.

1. Restricted individuals may submit a written reconsideration request to the Library Director at Appleton Public Library, 200 N. Appleton Street, Appleton, WI 54911, stating their reasons and including a return address.
2. The library director will respond to the reconsideration request in writing via certified mail within 14 business days. The restriction will remain in effect unless modified by the director's written decision.
3. For restricted juveniles, the library director may allow access under the direct supervision of an approved parent or guardian, upon request.
4. If the person wishes to contest the decision of the library director, they may appeal to the Library Board pursuant to the Bylaws.
5. Restricted individuals who enter the library before the return date on the "Restriction from Library" notice may have APD contacted and face trespassing charges under Appleton City Ordinance AC 10-26.

III. CLASSES OF BEHAVIOR AND RESPONSE

No policy can list all prohibited behaviors. Therefore, the guiding principle for acceptable behavior is: ***Everyone has the right to use the Appleton Public Library without being disturbed by others. Disruptive, unsafe, illegal or damaging behavior is not allowed.***

- A. **Class 1 - Dangerous or Criminal Behavior.** Violations of federal, state, or city laws are prohibited in the library. These actions require staff to contact the APD and may result in an immediate restriction. Examples include, but are not limited to:
 1. Fighting or combative behavior,
 2. Exhibitionism,

3. Any sexual behavior regardless of if it is unwelcome or consensual,
4. Threats,
5. Refusal to leave when asked,
6. Physical abuse,
7. Stalking,
8. Possession of illegal drugs,
9. Possessing firearms or weapons that threaten staff or public safety,
10. Child pornography,
11. Theft, including theft of library materials,
12. Vandalism,
13. Intentional entry into restricted areas of the building, or
14. Tampering with any library security equipment.

B. **Class 2 - Potentially Serious Behavior.** Responses depend on the severity and may include a warning, contacting the APD, or a library restriction. Examples include, but are not limited to:

1. Alcohol or drug intoxication,
2. Possession of weapons that do not fall into Class 1,
3. Possession of alcohol, except as part of an approved program,
4. Verbal abuse of staff or other patrons,
5. Loitering in a manner that interferes with others,
6. Excessively emotional, hostile, threatening or uncontrolled behavior,
7. Use of loud profanity, obscenity or obscene gestures,
8. Panhandling,
9. Using another person's card without permission,
10. Leaving bags and other personal items unattended, or
11. Harassing and intrusive behavior, including staring at, stalking or following staff or patrons with the intent to annoy or harass, violating privacy, or interfering with staff performance of duties or patrons' use of the library.

C. **Class 3 - Disruptive and Nuisance Behaviors.** Responses depend on the severity and may range from tolerance to a warning. Severe or repeated offenses may result in eviction, contacting the APD, or a library restriction. Examples include, but are not limited to:

1. Bodily hygiene which is so offensive that it is a nuisance to patrons and staff,
2. Loudness,
3. Interfering with staff duties by monopolizing their time, engaging in prolonged or inappropriate conversations, making personal comments, or refusing to comply with staff requests,
4. Inappropriate public displays of affection,
5. Blocking the library entry, sidewalk in front of the building or otherwise interfering with free passage of APL staff or users,
6. Loud profanity or obscenity in front of the building or in the parking lot,

7. Patrons may bring up to three bags or personal items, each no larger than 32x18x15 inches.
 - a. Exceptions include wheelchairs, strollers, musical instruments, and items for library programs or events.
8. Bedrolls, pillows, sleeping bags, shopping carts, and garbage bags,
9. Sleeping, napping or dozing in or on library premises,
10. Unhygienic behavior such as spitting or changing diapers in public areas,
11. Bathing, shaving, washing hair or washing clothing,
12. Using cellphones or other devices at a volume that disturbs others, whether with or without headphones,
13. Violation of the Smoking and Tobacco Use Policy,
14. Patrons must wear clothing that covers the upper and lower torso, as well as shoes at all times. Exceptions apply to non-walking infants.
15. Failing to clean up personal trash,
16. Visible presence of pests on person, belongings or library materials,
17. Rearranging or misusing furniture beyond its intended design or capacity, or
18. Other violations of library policies.

Transparency: ChatGPT 4o, an AI language tool, was used in [this-the 12/2024](#) policy update to ensure clarity, consistency, and user-friendliness. The final content was reviewed and approved by library staff.

Approved: 5/02. Amended: 4/05; 6/07; 8/16; 12/16; 11/17; 12/18; 8/19; 12/2024; [Pending Approval 7/2025](#)

CIRCULATION POLICY - Amended

PURPOSE

A core service of the Appleton Public Library (“Library”) is the loan of materials to individuals in the community. The Library does this by maintaining a database of registered borrowers and giving patrons in good standing access to the collections of the Library, OWLSnet, and through interlibrary loan. The Library promotes the use of materials, ensures the rights of borrowers and protects Library property to safeguard the collection and make materials available to as many people as possible.

POLICY

1. Borrower Eligibility
 - a. Patrons registered at an OWLSnet library are eligible to borrow materials and all Wisconsin residents are eligible for a library card. The Library participates in the OWLSnet shared automation network and works cooperatively with other OWLSnet libraries to maintain borrowers' records and lend materials.
 - b. Library staff will require those applying for library cards to present documentation sufficient to establish their identity and place of residence. There shall be no charge for issuing or renewing a card.
 - c. Individuals residing in temporary housing or unable to provide sufficient evidence of residence may only be eligible for cards with limited or no borrowing privileges.
 - d. Patrons must provide evidence of a physical address; PO BOX and General Delivery addresses are not sufficient.
2. Borrower Responsibilities
 - a. Patrons applying for library cards will sign a responsibility statement on their library card and/or digitally which reads as follows: "I accept the responsibility for all use of this library card including fines incurred and lost, damaged, and stolen material until this card is reported lost or stolen. A fee may be charged for a replacement card."
 - b. The Library will require that a parent or guardian sign the card and/or digital application form for their child under age 16.
 - c. Parents or guardians are responsible for their minor children's use of library material, including payment of any bills or charges incurred by their children.
 - d. Each parent or guardian shall have the right and responsibility to set standards for their own children; standards applied to their child shall not be imposed on anyone else's child.
 - e. APL will not assert the rights of a minor child **under age 16** over the rights of that child's parent(s) or guardian(s). The Library will comply with a parent(s) or

guardian's written request restricting their minor child's access to specific collections at checkout.

3. Confidentiality of Records

- a. In compliance with Wisconsin Statute 43.30, all identifying library records are confidential and cannot be disclosed to others except as provided by law.
- b. Exceptions are detailed in the Library's Privacy Policy as well as to custodial parents or guardians of children under the age of 16 as follows:
 - i. A parent or guardian requesting such records may be asked to provide proof that they are a custodial parent and have not been denied periods of physical placement under s. 767.24 (4).
 - ii. Examples of such proof include possession of the child's library card number, a valid library card or other government issued photo ID showing the same address as the child, or any other set of documents that demonstrate to the Library staff's satisfaction that the requestor is the custodial parent or guardian of the child whose records have been requested.
 - iii. Requests will be complied with as soon as practicable and without delay. Requestors who are denied access may appeal the decision following the appeals process described in the bylaws.

4. Circulation Rules

- a. The Library staff shall set loan periods and limits on the number of materials which can be borrowed and borrowing periods for various collections appropriate for the proper use of materials.
- b. The Library is not responsible for any damage caused to playback equipment by audiovisual materials.
- c. The Library may charge a fee or recover costs for the following situations:
 - i. Lost library card replacement
 - ii. Damaged items
 - iii. Replacement of items not returned
 - iv. Recovery charge for accounts referred to a collection agency
 - v. Photocopies/document delivery.
- d. Library staff may deny borrowing to cardholders
 - i. Not presenting their card or other identification
 - ii. With a significant number of overdue materials not yet returned
 - iii. With bills for unreturned or damaged material
 - iv. Whose place of residence is no longer confirmed due to mail notices being returned.

5. Recovery of Materials

- a. The Library reserves the right to
 - i. Take measures up to and including legal action to recover materials not returned
 - ii. Utilize a collection agency to recover items and/or funds.

Approved: 8/97. Amended: 7/04; 4/10; 11/21; Pending Approval 7/25

Note about 7/25 revision for approval: Content has been reorganized into headings to improve clarity. Additions are highlighted in yellow. Amendment highlighted in turquoise.

Bylaws—Organizing the Board for Effective Action

3

Bylaw Basics

Library board bylaws are the rules established by the library board that govern the board's own activities. Well-crafted bylaws help provide for the smooth and effective functioning of a library board.

Library board bylaws must comply with all relevant statutes. The sample bylaws attached to this *Trustee Essential* note the state laws that are relevant to library board operation. Wisconsin Statutes Chapter 43 includes rules for board appointments, board terms, election of board officers, board quorum, etc. (See [Trustee Essential #18: Library Board Appointments and Composition](#).) In addition, all board meetings and board committee meetings must comply with Wisconsin's Open Meetings Law (see [Trustee Essential #14: The Library Board and the Open Meetings Law](#)). State and federal laws supersede any local library bylaw provisions.

At a minimum, library board bylaws should spell out:

1. The library board officers to be elected, how they are elected, and the powers and responsibilities of each officer.
2. When meetings are held, and how meetings are conducted.
3. What committees are appointed, how they are appointed, and what they do.
4. How the bylaws are amended.

A Few Specific Legal Requirements

As mentioned above, state and federal laws supersede any local library bylaw provisions. Below are some of the provisions of Chapter 43 you should be aware of as you review your board bylaws.

Generally, no compensation may be paid to the members of a library board for their services. However, board members may be reimbursed for their actual and necessary expenses incurred in performing duties *outside* the municipality if so authorized by the library board. In addition, members may receive per diem, mileage, and other necessary expenses incurred in performing their duties *within* the municipality if so authorized by the library board *and* the municipal governing body (county board for a consolidated county public library board).

Normally, a majority of the membership of a library board constitutes a quorum, but the library board may, in your bylaws, legally provide that three or more members constitutes a quorum. For library boards in First Class Cities, seven members constitute a quorum.

Annually, within 60 days after the date of the beginning of local library board terms, your library board must hold an organizational meeting and elect one of

In This Trustee Essential

- Why up-to-date bylaws are needed for effective library board operation
- How your board can develop or update their bylaws

your members as board president and also elect any other officers provided for in your bylaws.

Crafting Your Library Board's Bylaws

Because bylaws are so fundamental to effective (and legal) library board operations, great care must be taken when developing new bylaws or amending existing bylaws. Bylaw language must be clear and unambiguous. Imprecise language can result in confusion and disorder.

For example, confusion can result if it is unclear who has the authority to make decisions for the library. Library board bylaws should make clear that actions by board committees are advisory only. A library board committee cannot act on behalf of the full board—only actions by the full board have legal authority. Likewise, individual board members and board officers can perform official actions on behalf of the board only with specific authorization from the full board.

If your board wants to develop new bylaws or amend existing bylaws, it is recommended that a special committee be appointed to develop drafts for full board review. To change your bylaws, you must follow any procedures required by your current bylaws. Library system staff may be available to review drafts of new or amended bylaws.

Discussion Questions

1. Can our board bylaws provide for library board membership to individuals who are not appointed according to the relevant provisions of Chapter 43?
2. Can our board bylaws provide for term limits for library board members? What are the pros and cons of library board member turnover?
3. How can your board encourage good meeting attendance?
4. What could you do if a board member regularly misses board meetings?

Sources of Additional Information

- *Sample Wisconsin Public Library Bylaws* (attached; also available online at <http://dpi.wi.gov/pld/boards-directors/sample-board-bylaws>)
- *Robert's Rules of Order* (chapter on the development and amendment of bylaws) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis

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

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Sample Board Bylaws

Below are sample library board bylaws that can be adapted to local library use. (Note: Material in brackets is for purposes of explanation and should be removed from the final bylaws approved by the board.) A Microsoft Word version is available at <http://dpi.wi.gov/sites/default/files/imce/pld/doc/bylaws.doc>.

Article I. Identification

This organization is the Board of Trustees of the _____ Library, located in _____ Wisconsin, established by the Wisconsin municipality [or municipalities, and/or county] of _____, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 [for municipal and joint libraries], 43.57 [for consolidated county public libraries], and 43.60 [for additional appointments by the county, based on the level of county funding].

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Article III. Officers

[**Note:** Wisconsin Statutes Section 43.54(2), requires the Board only to elect a president “and such other officers as they deem necessary.”]

[**Note:** Wisconsin Statutes Section 43.58(7), allows a library board to elect annually a “financial secretary” who may be given the authority to invest library gift, bequest, devise or endowment funds as permitted under Wisconsin Statutes Section 112.10. The library board must require a bond from the financial secretary to the library board of a dollar amount at least equal to the value of property held by the financial secretary. The bond must be in substantially the same form as the bond required from the treasurer of the municipality or county. By statute, the financial secretary must make an annual report to the Board showing in detail the amount, investment, income, and disbursements from the funds in his or her charge. The Board may wish to require, in the Bylaws, monthly or quarterly reports in addition to the annual report.]

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in

office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 7. The treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

Article IV. Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in _____ (month) of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of _____ members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of _____ members of the Board attending the meeting. [For municipal and joint libraries, see the requirements of Wisconsin Statutes Section 43.54(1)(e). For consolidated county public libraries, see the requirements of Wisconsin Statutes Section 43.57(5)(c).]

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin’s open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *Robert’s Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Committees

Section 1. Standing Committees. The following committees: _____, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items. [Examples of possible standing committees are Personnel, Budget, Building, and Policy.]

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts. [Examples of possible ad hoc committees are Planning and Automation.]

Section 4. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the _____ Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries and Technology, and the [city council, village board, town board, county board, and/or any other governing body].

Article VII. Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII. Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the _____ Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (_____) of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the _____ Library
on the _____ day of _____

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BOARD OF TRUSTEES - BYLAWS

ARTICLE I. IDENTIFICATION

This organization is the Board of Trustees (“Library Board”) of the Appleton Public Library (“library”), located in Appleton, Wisconsin, as established by the Wisconsin municipality of the City of Appleton (“city”) according to the provisions of Chapter 43 of the Wisconsin State Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statutes.

ARTICLE II. MISSION

The library’s mission is “learn, know, gather, grow – your center of community life” with a vision of “where potential is transformed into reality.” The library accomplishes this through a set of strategies identified in the library’s strategic plan, as well as those within the City of Appleton’s strategic plan with inclusion and equity being foundational to the purpose of the library.

ARTICLE III. MEMBERSHIP

1. Appointments. The library board shall consist of nine (9) members, one (1) of whom must be the Appleton Area School District administrator or the administrator’s representative. All members must be appointed by the mayor of Appleton with the approval of the common council. Not more than one (1) member of the common council shall at any time be a member of the library board.

A county chairperson, with the approval of the county board, may also appoint members to the library board pursuant to Wis. Stat. § 43.60.

2. Teen Representative. A teen representative aged 13-18 may serve as an ad hoc member of the library board for a three (3) year term. The teen representative must be appointed by the mayor of Appleton with the approval of the common council. The teen representative shall not be an official member of the board and shall not have voting rights but shall serve in an advisory capacity and is encouraged to contribute to the discussion of any matter that comes before the board. The teen representative shall be excluded from any closed sessions. The teen representative may be removed from this advisory position by a majority vote of the library board.

3. Term. The regular term of office shall be three (3) years.

ARTICLE IV. OFFICERS

1. Officers. The officers of the library board shall be the president and vice president, each elected from among the library board members at the organizational meeting described in Article IV, Paragraph 1.

2. Terms of Office. Officers shall take office at the close of the organizational meeting, described below in Article IV, Section 1, at which they are elected and shall serve from the close of that organizational meeting until the close of the subsequent organizational meeting at which their successors are duly elected. No officer may serve more than two consecutive terms in a given office nor hold more than one (1) office at a time. If a vacancy occurs in any office, a successor shall be elected and remain in office until the next annual election.
3. Nominating Committee. A nominating committee, and a chair thereof, shall be appointed by the president three (3) months prior to the organizational meeting and shall present a slate of officers at the organizational meeting. Additional nominations may be made from the floor during the organizational meeting by any library board member or officer.
4. Duties of the President. The principal duties of the president shall be to preside at all meetings of the library board, authorize calls for special meetings, and execute all documents as authorized by the board. The president appoints library board members to committees and such other special duties as may occur and may be an ex officio voting member of all committees except the Nominating Committee.
5. Duties of the Vice President. The vice president shall discharge the duties of the president in the event of the absence or disability of the president, or of a vacancy in that office, and, in addition, any other duties as designated by the library board. The vice president shall also sign bill registers when the library board has approved expenditures and execute all documents as authorized. In the absence of the vice president at any meeting, the president may appoint another library board member to sign the bill register.

ARTICLE V. MEETINGS

1. Organizational Meeting. The organizational meeting, which shall be for the purpose of electing officers as described above in Article III, Sec. 2, shall be held within 60 calendar days after the date of the beginning of board members' terms, and no later than the regular meeting in August.
2. Regular Meetings. Regular meetings shall be held once each calendar month, the date and hour to be set up to one (1) year in advance by the library board at the first regular meeting following the organizational meeting. Meeting times and dates may be changed as need arises by a majority vote of the board. The president may reschedule a meeting should a regular meeting not achieve a quorum.
3. Agendas and Notices. Library board and committee meeting agendas and notices shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting. The library director or designee shall send written notice and the agenda of each regular board meeting to the library board members at least 48 hours in advance of the meeting. A copy of the previous library board meeting minutes shall be provided to each member prior to the meeting date.
4. Special Meetings. Special meetings may be called by the president at any time deemed warranted by the president, or upon written request to the president by at minimum of three (3) board members, for the transaction of business as stated in the call. Except in cases of emergency, at least 48 hours' notice shall be given to the board members of the special

meeting. In no cases shall less than two hours' notice be given. Notice may be by mail, phone, or email.

5. Quorum. A quorum for transaction of business at any library board meeting shall consist of a simple majority.
6. Minutes. Minutes of all meetings shall, at a minimum, indicate library board members and officers present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.
7. Parliamentary Authority. Robert's Rules of Order, latest edition, shall govern the parliamentary procedure of the library board meetings, including in all cases where there are inconsistencies with these bylaws and/or any applicable statutes.
8. Open Meetings Law Compliance. Library board meetings shall be held in compliance with Wisconsin's open meetings laws (Wis. Stats. §§ 19.81 to 19.98).
9. Voting. An affirmative vote of the majority of all members and officers of the library board physically present at any legally constituted meeting shall be necessary to approve any action before the library board.
10. Attendance. Board members and officers shall be expected to attend all library board meetings except as prevented by a valid reason.

ARTICLE VI. COMMITTEES

1. Standing Committees. The following standing committees and chairs of the committees shall be appointed by the president at the first regular meeting following the annual meeting:
 - a. Personnel and Policy Committee: Makes recommendations to the library board on personnel matters, proposed revisions in bylaws, policies, rules and regulations; annually reviews any proposed salary adjustments and presents their recommendations to the library board; annually reviews the performance of the library director and works with the president to communicate this review to the director.
 - b. Planning Committee: Makes recommendations to the library board on library goals and future library development.
 - e. Finance Committee: Makes recommendations to the library board on the annual budget and other financial concerns including financial concerns related to capital projects. The common council representative on the library board shall serve on the finance committee.
2. Nominating Committee. See Article III, Section 3.
3. Library System Board Appointment. The President shall designate the appointment of one (1) board member to represent the Appleton Public Library on the Outagamie Waupaca Library System Board with formal election by the Outagamie County Board of Supervisors.

4. Friends of the Appleton Public Library Board Appointment. The President shall recommend one (1) board member to serve as a director of Friends of Appleton Public Library Board, with formal election by the Friends Board.
5. Ad Hoc Committees. The president shall appoint ad hoc committees and a chair of the ad hoc committees for such specific purpose as the business of the library board may require. These committees may include staff, members of the public and/or outside experts. Ad hoc committees shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the library board.
6. Authority. No committee shall have other than advisory powers.
7. Appointment. All library board members and officers shall be appointed to at least one (1) committee.
8. Time, Location and Agenda. The time, date and location of committee meetings shall be determined by the chair of the committee.
9. Quorum. A quorum for transaction of business at any committee meeting shall consist of a simple majority.
10. Minutes. Minutes are not required to be taken at committee meetings.
11. Parliamentary Authority. Robert's Rules of Order, latest edition, shall govern the parliamentary procedure of committee meetings, including in all cases where there are inconsistencies with these bylaws and/or any applicable statutes.
12. Open Meetings Law Compliance. Committee meetings shall be held in compliance with Wisconsin's open meetings laws (Wis. Stats. §§ 19.81 to 19.98).
13. Attendance. Board members and officers shall be expected to attend their assigned committee meetings except as they are prevented by a valid reason.

ARTICLE VII. DUTIES OF THE LIBRARY BOARD

1. Responsibility. The library board shall determine the policies, plans and services of the library. This includes bylaws, service policies, mission statement, long range plan, significant changes in levels or types of service, and changes in library hours.
2. Library Director. The library board shall select and appoint a properly certified and competent library director.
3. Duties and Compensation. The library board shall determine the duties and compensation of all library employees.
4. Budget and Audit. The library board shall advise in the preparation of the budget, approve the budget and make sure that adequate funds are provided to finance the approved budget. The board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library and shall approve all bill registers. The library is

audited within the city's annual audit, and it is the responsibility of the library board to ensure the annual audit of the library is clean.

5. Community Relations. The library board shall cooperate with other public officials and boards and maintain vital public relations. The library board represents the library to the community and the community to the library.
6. Legislation. The library board shall study and support legislation that will benefit library patrons. The library board will remain up to date on proposed changes and implemented changes to legislation that may affect the library.
7. Annual Report. The library board shall approve and submit the required annual report to the appropriate division within the State of Wisconsin's Department of Public Instruction.
8. Appeals. A person directly affected by and dissatisfied with a decision made by the library director as it relates to the library's Art, Circulation, Collection Development, Displays, Piano, Program or the Safety and Security Policies may appeal the decision to the library board. Appeal requests must be made in writing whenever possible and must be received by the library board within thirty (30) business days after the date the decision was made by the library director. The library board must hear the appeal within thirty (30) business days of receiving the appeal unless the library board and the person requesting the appeal agree to an alternative date. The person requesting the appeal will be notified in writing by the library director of the date and time the library board will hear the appeal or will be provided with an explanation for why the library board will not hear the appeal (e.g., request filed too late, person requesting appeal has no grounds, etc.). At the appeal, the person requesting the appeal may appear in person to be heard on the issue or he/she may ask the library board to consider the merits of the appeal based on a written statement signed and dated by the person filing the appeal. Third party statements and testimony, as well as unauthenticated evidence, will be allowed at the discretion of the president. The decision of the library board shall be final.

ARTICLE VIII. DUTIES OF THE LIBRARY DIRECTOR

1. Appointment and Term. The library director shall be appointed by the library board for an indefinite term and shall be responsible to the library board.
2. Duties. The library director shall be the executive and administrative officer of the library under review and direction of the library board. The director shall be responsible for operating within policies approved by the library board including, but not limited to:
 - a. Appointing and specifying duties and compensation of other library employees,
 - b. Providing proper direction, training and supervision of the library staff,
 - c. Serving as technical advisor to the library board,
 - d. Recommending policies, budget, changes in hours or services,
 - e. Recommending changes in the library's mission and long-range plan,
 - f. Ensuring the care and maintenance of library property,
 - g. Ensuring the adequate and proper selection of materials,
 - h. Ensuring the efficiency of library service to the public,
 - i. Overseeing financial operations and management of the budgeted appropriation and such other funds as may accrue to the library, and

- j. Advocate on behalf of the library and represent the library at the local, state, and national level.
3. Meetings. The library director shall attend all library board meetings as a participant but shall have no vote. The director may be excused from closed sessions at the discretion of the library board. The director may designate another library staff member to attend in the event of the director's absence.
4. Appeals. The library director shall hear all requests for reconsideration made by citizens pertaining to and according with the library's Art, Circulation Policy, Displays Policy, Piano, Program, Collection Development Policy and Safety and Security Policy and Article VII, #8.

ARTICLE IV. CONFLICT OF INTEREST

1. Private Capacity. Library board members and officers shall not in their private capacity negotiate, bid for, or enter into a contract with the library in which they have or may have direct or indirect financial interest.
2. Recusal. Library board members and officers shall withdraw from any and all library board meeting and committee meeting discussions and/or deliberations in which the library board member or officer, or an immediate family member thereof, or an organization with which the library board member or officer is associated with, has or may have a substantial financial interest. Library board members and officers shall not vote on any matter in which he or she has withdrawn. The library board member or officer is not required to disclose the reasons for their withdrawal or the nature of the conflict of interest.
3. Remuneration. Library board members and officers shall not accept anything of value that could reasonably be expected or implied to influence their vote or other official action.
4. Compensation. No compensation or expenses shall be paid to the members of the library board.

ARTICLE X. GENERAL

1. Amendments. These bylaws may be amended by the majority vote of all members of the library board provided that the change had been proposed by a library board member or the library director at the preceding regular meeting, and that the proposed amendment is included as a separate attachment to the agenda of the meeting at which it is to be acted upon.
2. Rule Suspension. Any rule or resolution of the library board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two thirds of the members of the library board shall be present and two thirds of those present shall so approve.

Approved: 6/97. Amended: 10/04; 11/15; 2/17; 2/19; 5/2023.