

March 26, 2003

Library Board
841 W. Wisconsin Ave.

Re: Common Council File No. 021778
Reappointment of Sue Riordan

Dear Sir or Madam:

In accordance with Common Council resolution File Number 65-2210, adopted November 30, 1965, all reappointments are to be referred to an appropriate standing committee.

Under this policy, the appropriate committee is to be informed in writing of the incumbent's attendance record during his/her last term of service.

Please provide the following required information and return immediately to our office for consideration at Finance and Personnel meeting on April 9, 2003.

Number of meetings held 41
Number of meetings attended 30
Number of excused absences 11

Please return this information to Kathleen M. Marquardt, Staff Assistant, City Clerk's Office, Room 205, City Hall.

Very truly yours,

RONALD D. LEONHARDT
City Clerk

KMM:tjm
[reappt]