



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, July 19, 2022

4:30 PM

100 N. Appleton Street
6th Floor Council Chambers 6 A/B

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[22-0885](#) May 17, 2022 Meeting Minutes

Attachments: [May 17 2022 Board Meeting Minutes.pdf](#)

4. Public Participation & Communications

[22-0887](#) Trustee Re-Appointments - Rebecca Kellner and Brian Looker

Attachments: [Appointments Memo 6'15'2022.pdf](#)

[22-0888](#) AASD Trustee Appointment - Nanette Bunnow

Establish Order of the Day

5. Action Items

[22-0889](#) Bill Register - May 2022

Attachments: [Bill Register-May-2022.pdf](#)

[APL Financial Cash Flow-May-2022.pdf](#)

[22-0890](#) Bill Register - June 2022

Attachments: [Bill Register June 2022.pdf](#)

[APL Financial Cash Flow Jan-June-2022.pdf](#)

[Friends Project Summary Report-2nd Quart.pdf](#)

[22-0891](#) City Policies - Code of Conduct, Critical Incident

Attachments: [Code of Conduct 2021.pdf](#)
[CISD Policy SB 2022.pdf](#)

[22-0892](#) Appointment of Trustee John Keller as Chair of The Finance Committee
Due to Departure of Greg Hartjes from the Library Board

6. Information Items

A. Administrative Report

[22-0893](#) Library Building Project Updates - June and July

Attachments: [Building Project Update June 2022.pdf](#)
[Building Project Update July 2022 \(1\).pdf](#)
[Spotlight on safeguards for keeping library project within budget update July 2022.pdf](#)

[22-0894](#) Temporary Library Update

[22-0895](#) End of Year 2021 Collaborative Efforts List with New Criteria Key
Performance Indicators

Attachments: [Library 2021 Year End Collaborative Cooperative Agreements FINAL.pdf](#)
[Collaborative ' Cooperative Agrmts Criteria.pdf](#)

B. President's Report

[22-0901](#) Upcoming Committee Meetings - Nominating Committee, Personnel &
Policy, Finance

[22-0896](#) Trustee Development Part 2 of "What Does FOR ALL Mean?"

Attachments: [LBOR_FTR statement_print ready_NEW_0.pdf](#)
[WLA Statement on the Freedom to Read and Intellectual Freedom.pdf](#)

C. Friends Report

[22-0897](#) Capital Campaign Planning Update

D. Staff Updates

[22-0899](#) Children's Program Updates

[22-0900](#) Community Partnerships Updates

7. 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.



Meeting Minutes
Library Board

Tuesday, May 17, 2022

4:30 PM

225 N. Oneida Street

1. Call meeting to order

President Scheuerman called the meeting to order at 4:31pm

2. Roll call of membership

Others Present: Owen Anderson, Robert Edwards, Darrin Glad, Tina Krueger, Dan McGinnis, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Kara Sullivan, Maureen Ward

Present: 10 - Hartjes, Looker, Kellner, Exarhos, Scheuerman, Mann, Nett, Van Zeeland, Keller and Brozek

Others : 1 - Sivasamy

3. Approval of minutes from previous meeting

[22-0664](#)

April 19, 2022 Meeting Minutes

Attachments: [April 19 2022 Library Board Meeting Minutes.pdf](#)

Exarhos moved, seconded by Mann that the April 19, 2022 Meeting Minutes be approved. Voice Vote. Motion Carried. (10-0)

4. Public Participation & Communications

Establish Order of the Day

President Scheuerman called for a motion to place Action Items 22-0665, 22-0666, 22-0667, 22-0668 and 22-0669 on a Consent Agenda.

Kellner moved, seconded by Mann that Action Items 22-0665, 22-0666, 22-0667, 22-0668 and 22-0669 be placed on a Consent Agenda. Voice Vote. Motion Carried. (10-0)

5. Action Items

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

[22-0665](#)

Bill Register - April 2022

Attachments: [Bill Register-042022.pdf](#)
[APL Financial Cash Flow-Apr-2022-MTD.pdf](#)
[APL Financial Cash Flow April 2020-YTD.pdf](#)

This Report Action Item was approved

[22-0666](#)

May 2022 Budget Amendment

Attachments: [May Budget Amendment Request-52022.pdf](#)

This Report Action Item was approved

[22-0667](#)

City of Appleton General Safety Policy

Attachments: [General Safety Policy \(with updates\).pdf](#)

This Report Action Item was approved

[22-0668](#)

Naming Opportunities Approach

Attachments: [Naming Opportunities Memo FINAL 5-11-2022.pdf](#)

This Report Action Item was approved

[22-0669](#)

Nominating Committee

Attachments: [President Scheuerman Nominating Committee Memo 2022.pdf](#)

6. Information Items

A. Administrative Report

[22-0670](#)

Library Building Project Update

Attachments: [Building Project Update May 2022 FINAL \(002\).pdf](#)
[Spotlight on Library Property and Items of Significance May 2022.pdf](#)
[Plans and Permitting Requirements 5-17-2022 FINAL.pdf](#)
[Spotlight on capital campaign 5-17-2022 FINAL.pdf](#)

[22-0671](#)

Temporary Library Update

B. President's Report

[22-0672](#) Trustee Development: Trustee Presentation "What does FOR ALL mean in APL's Strategic Pillars?"

C. Friends of Appleton Public Library Report

[22-0673](#) Capital Campaign Planning Update

D. Staff Updates

[22-0674](#) Children's Program Updates

Attachments: [Childrens Svcs. May Board Report.pdf](#)

[22-0675](#) Community Partnerships Updates

Attachments: [2022-05 Board Report - CP.pdf](#)

7. Adjournment


Exarhos moved, seconded by Hartjes that the meeting be adjourned. Voice Vote. Motion Carried. (10-0)

The meeting was adjourned at 5:19pm



"...meeting community needs...enhancing quality of life."

OFFICE OF THE MAYOR
Jacob A. Woodford
100 North Appleton Street
Appleton, Wisconsin 54911-4799
Phone: (920) 832-6400
Email: Mayor@Appleton.org

TO: Members of the Common Council
FROM: Mayor Jacob A. Woodford 
DATE: June 10, 2022
RE: Confirmation of Appointments

It is with pleasure that I present the following reappointments for your confirmation at the June 15, 2022, Common Council meeting.

LIBRARY BOARD – Reappointment

Rebecca Kellner	3-year Term	Term Expires June 2025
Brian Looker	3-year Term	Term Expires June 2025

LIBRARY BOARD – New Appointment

Nanette Bunnow	Remaining Term	Term Expires June 2024
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Nanette is Assistant Superintendent for the Appleton Area School District. Wisconsin law requires that there be a School District representative, either the superintendent or the superintendent's designee per Wis. Stat. §43.54(1)(c). Incoming Superintendent of Schools Greg Hartjes will resign his Library Board position upon commencing his role on July 1, 2022.

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/5 TO 2022/5	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
16010									Library Administration
16010	620100								Training/Conferences
999990	LINKEDIN-783*3113884	78470	0	2022	5	INV P	42.19	pcard	LINKEDIN LEARNING T
							42.19		ACCOUNT TOTAL
16010	630100								Office Supplies
001583	UNITED STATES POSTAL	77674	0	2022	5	INV P	10.92	pcard	Board Packets Maili
001983	AMAZON	77113	0	2022	5	INV P	10.99	pcard	Mouse Pad
002034	OFFICE DEPOT	78567	0	2022	5	INV P	93.58	pcard	Laminating Pouches
002034	OFFICE DEPOT	78568	0	2022	5	INV P	17.22	pcard	ID / Badge Reels
002034	OFFICE DEPOT	78569	0	2022	5	INV P	70.58	pcard	Id/ Badge Reels
002034	OFFICE DEPOT	78570	0	2022	5	INV P	17.98	pcard	Junior Legal Pads
							199.36		
							221.27		ACCOUNT TOTAL
16010	630500								Awards & Recognition
999990	LAUTENBACHS ORCHARD	78442	0	2022	5	INV P	33.90	pcard	ADMIN PROF DAY LAUT
999990	CRUMBL	78443	0	2022	5	INV P	10.00	pcard	ADMIN PROF DAY 2
							43.90		
							43.90		ACCOUNT TOTAL
16010	630700								Food & Provisions
000835	MANDERFIELD'S BAKERY	77171	0	2022	5	INV P	80.75	pcard	Donuts Staff Mtg
999990	SQ *AUTHOR'S KITCHEN	78060	0	2022	5	INV P	220.88	pcard	Leadership Team Mee
999990	TST* BOWL NINETY-ONE	78513	0	2022	5	INV P	61.71	pcard	WORKING MEETING PRE
999990	TROPICAL SMOOTHIE CA	78571	0	2022	5	INV P	43.09	pcard	Lunch Meeting SOM
999990	TARGET	000124 78572	0	2022	5	INV P	37.57	pcard	Beverages - Meeting
999990	TST* BOWL NINETY-ONE	78573	0	2022	5	INV P	110.39	pcard	Lunch Meeting SOM
							473.64		
							554.39		ACCOUNT TOTAL
16010	641200								Advertising
001573	4IMPRINT, INC.	77091	0	2022	5	INV P	363.38	pcard	Outreach Logo Banne
999990	DRI*SIGNS	77672	0	2022	5	INV P	996.89	pcard	Building Project Si
999990	AMZN MKTP US*1L29E4V	78041	0	2022	5	INV P	89.36	pcard	Building Project Di
							1,086.25		
							1,449.63		ACCOUNT TOTAL
16010	641308								cellular Phones

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/5 TO 2022/5		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
999990	CELLCOM-WEB		78464	0	2022	5	INV P	166.00		pcard	CELLCOM-WEB
ACCOUNT TOTAL								166.00			
16010	659900	Other Contracts/Obligation									
000281	CITY OF NEENAH		78073	0	2022	5	INV P	160.00	060122		553981 Grand Piano Tuning
002229	STAR PROTECTION AND		77213	0	2022	5	INV P	4,387.80	051822		553834 Security Guard
002229	STAR PROTECTION AND		77215	0	2022	5	INV P	3,568.95	051822		553834 Security Guard
002229	STAR PROTECTION AND		77219	0	2022	5	INV P	1,854.00	051822		553834 Security Guard
								9,810.75			
999990	WWW.FOXVAL* TICKETS		78059	0	2022	5	INV P	225.00		pcard	Faces of Literacy T
999990	EB ANBA-ANNUAL MEETI		78458	0	2022	5	INV P	10.00		pcard	ANBA MEETING
999990	PAYPAL *LEAGUEWOMEN		78471	0	2022	5	INV P	32.00		pcard	LWV MEETING AWARD -
999990	PAYPAL *LEAGUEWOMEN		78472	0	2022	5	INV P	32.00		pcard	LWV MEETING AWARD -
999990	PAYPAL *LEAGUEWOMEN		78473	0	2022	5	INV P	32.00		pcard	LWV Meeting Award -
								331.00			
ACCOUNT TOTAL								10,301.75			
ORG 16010 TOTAL								12,779.13			
16021	Library Children's Services										
16021	630100	Office Supplies									
999990	AMZN MKTP US*1Q55839		77895	0	2022	5	INV P	17.44		pcard	Amazon Outreach Sup
999990	AMAZON.COM*1Q3AE2UN2		77896	0	2022	5	INV P	14.36		pcard	AMAZON.COM*1Q3AE2UN
999990	AMZN MKTP US*133FF3Z		78013	0	2022	5	INV P	31.99		pcard	amazon breakroom su
								63.79			
ACCOUNT TOTAL								63.79			
ORG 16021 TOTAL								63.79			
16023	Library Public Services										
16023	630100	Office Supplies									
001034	OUTAGAMIE WAUPACA LI		77205	0	2022	5	INV P	128.00	051822		553817 Receipt Paper
001034	OUTAGAMIE WAUPACA LI		77210	0	2022	5	INV P	64.00	051822		553817 Receipt Paper
								192.00			
ACCOUNT TOTAL								192.00			
ORG 16023 TOTAL								192.00			
16024	Library Community Partnerships										
16024	620100	Training/Conferences									
999990	DELTA AIR		00621583 78493	0	2022	5	INV P	497.20		pcard	YALSA 2022 Symposi

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/5 TO 2022/5		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
ACCOUNT TOTAL							497.20	
16024	630100	Office Supplies						
001983	AMAZON	78457		0	2022 5	INV P	3.74 pcard	Teen SLP Outdoor Mo
999990	AMZN MKTP US*1Q6WX2G	78454		0	2022 5	INV P	52.50 pcard	Fabric scissors for
999990	AMZN MKTP US*131LU2P	78455		0	2022 5	INV P	11.99 pcard	Fabric markers for
999990	FESTIVAL FOODS	78456		0	2022 5	INV P	25.99 pcard	Teen Program SLP su
							90.48	
ACCOUNT TOTAL							94.22	
ORG 16024 TOTAL							591.42	
16031	Library Building Operations							
16031	630600	Building Maint./Janitorial						
999990	ARAMARK UNIFORM	78466		0	2022 5	INV P	258.91 pcard	ARAMARK UNIFORM
999990	AMZN MKTP US*1R3OH18	78546		0	2022 5	INV P	664.78 pcard	AMZN MKTP US*1R3OH1
							923.69	
ACCOUNT TOTAL							923.69	
16031	640700	Solid waste/Recycling Pickup						
999990	GFL ENVIRONMENTAL IN	77534		0	2022 5	INV P	450.00 pcard	April recycling
999990	GFL ENVIRONMENTAL IN	77535		0	2022 5	INV P	82.88 pcard	April trash
999990	GFL ENVIRONMENTAL IN	77587		0	2022 5	INV P	450.00 pcard	May 22 recycling
999990	GFL ENVIRONMENTAL IN	77588		0	2022 5	INV P	157.88 pcard	May 2022 trash
							1,140.76	
ACCOUNT TOTAL							1,140.76	
16031	641301	Electric						
001575	WE ENERGIES	544		0	2022 5	INV P	6,742.43 050422	553646 00262
ACCOUNT TOTAL							6,742.43	
16031	641302	Gas						
001575	WE ENERGIES	544		0	2022 5	INV P	2,956.09 050422	553646 00162
ACCOUNT TOTAL							2,956.09	
ORG 16031 TOTAL							11,762.97	
16032	Library Materials Management							
16032	503500	Other Reimbursements						
001447	VILLAGE OF LITTLE CH	78064		0	2022 5	INV P	30.00 060122	554025 Damaged Material Re
002885	CITY OF RHINELANDER	77826		0	2022 5	INV P	9.20 060122	553982 Patron Material Re

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/5 TO 2022/5		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
ACCOUNT TOTAL							39.20	
16032	631500			Books & Library Materials				
	002396	INGRAM LIBRARY SERV	78511	0	2022 5 INV P	3,833.49	pcard	59483140
	002396	INGRAM LIBRARY SERV	78512	0	2022 5 INV P	1,388.97	pcard	59571486
							5,222.46	
	002830	KANOPY, INC	77823	0	2022 5 INV P	188.10	060122	554002 Inv. 296498
	999990	BARCHART.COM, INC	78449	0	2022 5 INV P	249.00	pcard	2022Barchart
	999990	VIDEOLIBRARIAN.COM	78450	0	2022 5 INV P	50.00	pcard	1197
	999990	THOMSON WEST*TCD	78463	0	2022 5 INV P	1,076.05	pcard	846281474
	999990	THOMSON WEST*TCD	78491	0	2022 5 INV P	557.54	pcard	846371664
							1,932.59	
ACCOUNT TOTAL							7,343.15	
16032	659900			Other Contracts/Obligation				
	001398	UNIQUE MANAGEMENT SE	78465	0	2022 5 INV P	477.03	pcard	WWW.UNIQUELIBRARY.C
ACCOUNT TOTAL							477.03	
ORG 16032 TOTAL							7,859.38	
16033					Library Network Services			
16033	632700			Miscellaneous Equipment				
	999990	CDW GOVT #X252353	78062	0	2022 5 INV P	170.95	pcard	CDW GOVT #X252353
ACCOUNT TOTAL							170.95	
16033	641800			Equip Repairs & Maint				
	000428	ENVISIONWARE, INC.	77220	0	2022 5 INV P	725.00	052522	553891 Renewal Maintenance
	001161	RFID LIBRARY SOLUTIO	77765	0	2022 5 INV P	7,200.00	052522	553932 Dis-Assembly, Move
	001961	WELLS FARGO FINANCIA	77224	0	2022 5 INV P	421.73	052522	553964 Copier Lease 3/24/
	001961	WELLS FARGO FINANCIA	77322	0	2022 5 INV P	421.73	052522	553964 Copier Lease 4/24/2
	001961	WELLS FARGO FINANCIA	77323	0	2022 5 INV P	421.73	052522	553964 Copier Lease 5/24/2
							1,265.19	
	999990	AMZN MKTP US*1L1YB95	78494	0	2022 5 INV P	24.43	pcard	AMZN MKTP US*1L1YB9
	999990	CDW GOVT #X058483	78495	0	2022 5 INV P	16.92	pcard	CDW GOVT #X058483
	999990	CDW GOVT #X200768	78496	0	2022 5 INV P	11.45	pcard	CDW GOVT #X200768
	999990	CDW GOVT #X200788	78497	0	2022 5 INV P	11.45	pcard	CDW GOVT #X200788
							64.25	
ACCOUNT TOTAL							9,254.44	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/5 TO 2022/5	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
			ORG 16033	TOTAL		9,425.39	
	FUND 100	General Fund		TOTAL:		42,674.08	

** END OF REPORT - Generated by Robert L. Edwards **



Appleton Public Library Cash Flow Report-2022 Year to Date

				JAN	FEB	MAR	APR	MAY
GL Account	DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
423200	Library Grants & Aids	\$1,063,001.00	\$1,063,001.00	\$0.00	\$0.00	\$0.00	\$0.00	\$576,312.50
480100	General Charges for Ser	\$0.00	\$0.00	\$52.85	\$100.88	\$198.51	\$281.80	\$313.60
500100	Fees & Commissions	\$600.00	\$600.00	\$121.97	\$117.87	\$230.65	\$258.52	\$292.88
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,440.00	\$6,440.00
502000	Donations & Memorials	\$0.00	\$0.00	\$0.32	\$80.67	\$81.37	\$82.87	\$82.87
503500	Other Reimbursements	\$43,900.00	\$107,629.00	\$1,766.70	\$4,476.90	\$46,391.27	\$75,347.88	\$76,569.84
	Total Revenue	\$1,107,501.00	\$1,171,230.00	\$1,941.84	\$4,776.32	\$46,901.80	\$82,411.07	\$660,011.69
Expense								
610100	Regular Salaries	(\$2,322,874.00)	(\$2,322,874.00)	(\$83,283.51)	(\$252,259.83)	(\$499,751.88)	(\$672,583.49)	(\$846,789.42)
610400	Call Time Wages	\$0.00	\$0.00	(\$200.00)	(\$200.00)	(\$200.00)	(\$200.00)	(\$200.00)
610500	Overtime Wages	\$0.00	\$0.00	\$0.00	\$0.00	(\$258.30)	(\$258.30)	(\$258.30)
610800	Part-Time Wages	(\$191,499.00)	(\$197,499.00)	(\$9,318.19)	(\$28,257.66)	(\$58,222.55)	(\$72,225.73)	(\$74,689.08)
611000	Other Compensation					\$0.00	\$0.00	\$0.00
611400	Sick Pay	\$0.00	\$0.00	(\$3,180.97)	(\$4,445.41)	(\$4,975.07)	(\$5,430.53)	(\$6,448.93)
611500	Vacation Pay	\$0.00	\$0.00	(\$4,628.74)	(\$13,252.67)	(\$33,113.28)	(\$41,409.42)	(\$48,105.62)
615000	Fringes	(\$819,743.00)	(\$819,743.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
615100	FICA	\$0.00	\$0.00	(\$12,389.47)	(\$24,842.91)	(\$44,015.67)	(\$56,639.83)	(\$69,071.77)
615200	Retirement	\$0.00	\$0.00	(\$10,921.04)	(\$21,862.84)	(\$38,333.42)	(\$49,473.05)	(\$60,578.56)
615301	Health Insurance	\$0.00	\$0.00	(\$19,454.35)	(\$57,239.56)	(\$95,046.79)	(\$133,139.72)	(\$172,072.88)
615302	Dental Insurance	\$0.00	\$0.00	(\$1,535.97)	(\$4,501.02)	(\$7,466.06)	(\$10,450.74)	(\$13,455.76)
615400	Life Insurance	\$0.00	\$0.00	(\$72.70)	(\$147.00)	(\$221.30)	(\$295.60)	(\$374.60)
	Personnel Services	(\$3,334,116.00)	(\$3,340,116.00)	(\$144,984.94)	(\$407,008.90)	(\$781,604.32)	(\$1,042,106.41)	(\$1,292,044.92)

Expense		JAN	FEB	MAR	APR	MAY		
620100	Training/Conferences	(\$23,234.00)	(\$26,234.00)	(\$364.76)	(\$397.35)	(\$609.94)	(\$3,909.15)	(\$5,194.39)
620200	Mileage Reimbursement	\$0.00	\$0.00	(\$180.00)	(\$360.00)	(\$540.00)	(\$732.00)	(\$1,014.00)
620600	Parking Permits	(\$12,000.00)	(\$12,000.00)	(\$1,820.00)	(\$1,820.00)	(\$3,640.00)	(\$5,495.00)	(\$6,755.00)
630100	Office Supplies	(\$39,676.00)	(\$56,551.00)	(\$372.04)	(\$1,273.21)	(\$4,124.63)	(\$4,457.22)	(\$5,028.50)
630300	Memberships & Licenses	(\$2,200.00)	(\$2,200.00)	(\$175.00)	(\$775.00)	(\$1,175.00)	(\$1,175.00)	(\$1,175.00)
630500	Awards & Recognition	(\$850.00)	(\$1,850.00)	(\$72.53)	(\$87.53)	(\$148.48)	(\$248.48)	(\$292.38)
630600	Building Maint./Janitor	(\$7,000.00)	(\$7,000.00)	\$0.00	\$0.00	(\$263.09)	(\$1,144.95)	(\$2,068.64)
630700	Food & Provisions	(\$1,135.00)	(\$3,071.00)	(\$12.00)	(\$12.00)	(\$242.20)	(\$1,046.15)	(\$1,600.54)
630902	Tools & Instruments	(\$150.00)	(\$150.00)	\$68.99	\$0.00	\$0.00	\$0.00	\$0.00
631500	Books & Library Materia	(\$475,000.00)	(\$513,429.00)	(\$38,459.36)	(\$87,008.61)	(\$107,947.32)	(\$133,241.82)	(\$140,584.97)
632001	City Copy Charges	(\$100.00)	(\$100.00)			\$0.00	\$0.00	\$0.00
632002	Outside Printing	\$0.00	(\$1,200.00)	\$0.00	\$0.00	(\$479.63)	(\$673.95)	(\$673.95)
632300	Safety Supplies	(\$550.00)	(\$550.00)	\$0.00	\$0.00	\$0.00	(\$110.00)	(\$110.00)
632700	Miscellaneous Equipment	(\$53,630.00)	(\$94,368.00)	\$0.00	(\$3,195.04)	(\$7,550.80)	(\$7,550.80)	(\$7,721.75)
640700	Solid Waste/Recycling P	(\$4,125.00)	(\$4,125.00)	\$0.00	\$0.00	(\$665.76)	(\$1,398.64)	(\$2,539.40)
641200	Advertising	(\$1,288.00)	(\$19,288.00)	(\$251.84)	(\$350.84)	(\$480.84)	(\$1,841.06)	(\$3,290.69)
641301	Electric	(\$24,778.00)	(\$24,778.00)	(\$6,742.00)	(\$6,742.00)	(\$20,367.90)	(\$20,367.90)	(\$27,110.33)
641302	Gas	(\$4,283.00)	(\$4,283.00)	(\$4,462.50)	(\$4,462.50)	(\$12,670.81)	(\$12,670.81)	(\$15,626.90)
641303	Water	(\$5,125.00)	(\$5,125.00)	\$0.00	\$0.00	(\$703.62)	(\$703.62)	(\$1,516.08)
641304	Sewer	(\$2,114.00)	(\$2,114.00)	\$0.00	\$0.00	(\$356.93)	(\$356.93)	(\$794.93)
641306	Stormwater	(\$3,700.00)	(\$3,700.00)	\$0.00	\$0.00	(\$793.97)	(\$793.97)	(\$1,570.68)
641307	Telephone	(\$2,948.00)	(\$2,948.00)	(\$295.55)	(\$295.55)	(\$869.47)	(\$1,156.31)	(\$1,441.23)
641308	Cellular Phones	(\$1,600.00)	(\$1,600.00)	(\$97.96)	(\$97.96)	(\$290.47)	(\$290.47)	(\$456.47)
641600	Build Repairs & Maint	(\$2,000.00)	(\$2,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
641800	Equip Repairs & Maint	(\$79,953.00)	(\$79,953.00)	(\$18,518.84)	(\$18,780.28)	(\$20,790.44)	(\$22,044.40)	(\$31,298.84)
642000	Facilities Charges	(\$100,000.00)	(\$160,825.00)		(\$12,912.06)	(\$60,593.83)	(\$60,593.83)	(\$60,593.83)
	Leases	(\$258,663.00)	(\$492,910.00)			\$0.00	\$0.00	\$0.00
659900	Other Contracts/Obligat	(\$87,605.00)	(\$139,555.00)	(\$6,933.85)	(\$13,644.50)	(\$106,271.64)	(\$107,171.64)	(\$117,968.42)
681500	Software Acquisition	(\$4,498.00)	(\$4,498.00)	(\$2,039.50)	(\$7,779.81)	(\$7,859.81)	(\$8,642.31)	(\$8,642.31)
	Operating Expense	(\$1,198,205.00)	(\$1,666,405.00)	(\$80,728.74)	(\$159,994.24)	(\$359,436.58)	(\$397,816.41)	(\$445,069.23)
	Personnel Services	(\$3,334,116.00)	(\$3,340,116.00)	(\$144,984.94)	(\$407,008.90)	(\$781,604.32)	(\$1,042,106.41)	(\$1,292,044.92)
	Operating Expense	(\$1,198,205.00)	(\$1,666,405.00)	(\$80,728.74)	(\$159,994.24)	(\$359,436.58)	(\$397,816.41)	(\$445,069.23)
	Total Expense	(\$4,532,321.00)	(\$5,006,521.00)	(\$225,713.68)	(\$567,003.14)	(\$1,141,040.90)	(\$1,439,922.82)	(\$1,737,114.15)
	Total Revenue	\$1,107,501.00	\$1,171,230.00	\$1,941.84	\$4,776.32	\$46,901.80	\$82,411.07	\$660,011.69

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/6 TO 2022/6		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN CHECK	DESCRIPTION
16010								Library Administration
16010	630100							Office Supplies
	001983	AMAZON	80434	0	2022	6 INV P	156.53	pcard Bulletin Board
	002034	OFFICE DEPOT	80363	0	2022	6 INV P	-17.22	pcard Return - retractabl
	002034	OFFICE DEPOT	80431	0	2022	6 INV P	295.47	pcard Bulletin Boards, Re
	002034	OFFICE DEPOT	80432	0	2022	6 INV P	25.77	pcard Pocket Notebooks
	002034	OFFICE DEPOT	81030	0	2022	6 INV P	-253.24	pcard Return - Damaged Bu
							50.78	
	002035	SEARS APPLIANCE	80433	0	2022	6 INV P	31.91	pcard Sharpies, id holder
	999990	WALGREENS #5102	80362	0	2022	6 INV P	10.98	pcard Greeting Cards
							ACCOUNT TOTAL	250.20
16010	632002							Outside Printing
	999990	COMPLIANCE SIGNS.COM	80413	0	2022	6 INV P	36.19	pcard Staff Only Sign
							ACCOUNT TOTAL	36.19
16010	641200							Advertising
	999990	AMZN MKTP US*1X2732F	80274	0	2022	6 INV P	217.26	pcard Advertising Signage
	999990	AMZN MKTP US*CX0CE9F	80275	0	2022	6 INV P	23.54	pcard Advertising Signage
	999990	VISTAPRINT	80276	0	2022	6 INV P	53.49	pcard FlipSide Business C
							294.29	
							ACCOUNT TOTAL	294.29
16010	659900							Other Contracts/Obligation
	000544	FRIENDS OF APPLETON	80360	0	2022	6 INV P	250.00	pcard I Love My Library /
	001582	UNITED WAY FOX CITIE	80364	0	2022	6 INV P	60.00	pcard Annual Report to Co
	002229	STAR PROTECTION AND	80161	0	2022	6 INV P	1,987.90	062922 554467 Security services
							ACCOUNT TOTAL	2,297.90
							ORG 16010 TOTAL	2,878.58
16021								Library Children's Services
16021	620100							Training/Conferences
	999990	AMERLIBASSOC ECOMMER	80992	0	2022	6 INV P	399.00	pcard ALSC Registration
							ACCOUNT TOTAL	399.00
16021	630100							Office Supplies
	000526	FOX STAMP, SIGN & SP	80277	0	2022	6 INV P	24.89	pcard Sia Chang Name Tag
	999990	WAL-MART #2958	80284	0	2022	6 INV P	67.06	pcard Mystery Seeds

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/6 TO 2022/6		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
999990	AMZN MKTP US*R920M5N	80329		0	2022	6	INV P	40.81	pcard	Amazon Book Club Su
999990	AMZN MKTP US*MX4PK5X	80330		0	2022	6	INV P	9.98	pcard	Amazon Book Club Su
999990	AMAZON.COM*OW0507523	80331		0	2022	6	INV P	3.99	pcard	Amazon Book Club Su
999990	DOLLARTREE 000007987	80369		0	2022	6	INV P	60.00	pcard	DOLLAR TREE
999990	PICK'N SAVE #187	80388		0	2022	6	INV P	4.98	pcard	PICK'N SAVE #187 Bo
999990	AMZN MKTP US*SL8YE0D	80405		0	2022	6	INV P	140.75	pcard	Amazon Roaming Ruck
999990	DOLLARTREE 000007987	80440		0	2022	6	INV P	22.50	pcard	DOLLAR TREE
999990	AMZN MKTP US*NH5ET5N	80897		0	2022	6	INV P	4.95	pcard	Summer Celebration
999990	AMZN MKTP US*Z11FU7A	80898		0	2022	6	INV P	10.58	pcard	Summer Celebration
999990	AMZN MKTP US*BE9K973	80993		0	2022	6	INV P	18.99	pcard	Butterfly Festival
999990	AMZN MKTP US*B75FA7S	81095		0	2022	6	INV P	13.99	pcard	Outreach Bookmark C
								398.58		
ACCOUNT TOTAL								423.47		
16021	630100 3954									Office Supplies
999990	BUILDING FOR KIDS	80409		0	2022	6	INV P	180.00	pcard	BUILDING FOR KIDS
ACCOUNT TOTAL								180.00		
16021	630700 3955									Food & Provisions ELL
999990	PICK'N SAVE #187	80985		0	2022	6	INV P	35.81	pcard	PICK'N SAVE #187
ACCOUNT TOTAL								35.81		
ORG 16021 TOTAL								1,038.28		
16023										Library Public Services
16023	630100									Office Supplies
001198	SAM'S CLUB	80435		0	2022	6	INV P	109.80	pcard	T- Shirt bags
ACCOUNT TOTAL								109.80		
ORG 16023 TOTAL								109.80		
16024										Library Community Partnerships
16024	630100									Office Supplies
001983	AMAZON	80931		0	2022	6	INV P	102.66	pcard	Community Powered I
001983	AMAZON	80932		0	2022	6	INV P	252.76	pcard	Community Powered I
001983	AMAZON	80933		0	2022	6	INV P	104.97	pcard	Community Powered I
001983	AMAZON	80934		0	2022	6	INV P	369.99	pcard	Community Powered I
001983	AMAZON	81052		0	2022	6	INV P	148.52	pcard	Community Powered I
								978.90		
999990	AMZN MKTP US*079PC8A	80371		0	2022	6	INV P	19.79	pcard	3D pen refill TSLP
999990	AMAZON.COM*DD4RP20V3	80372		0	2022	6	INV P	199.94	pcard	TSLP grand prizes
999990	B&H PHOTO MOTO	80829		0	2022	6	INV P	299.99	pcard	Community Powered I
999990	B&H PHOTO MOTO	80830		0	2022	6	INV P	704.91	pcard	Community Powered I
999990	B&H PHOTO MOTO	80831		0	2022	6	INV P	625.97	pcard	Community Powered I
999990	B&H PHOTO MOTO	80832		0	2022	6	INV P	1,991.38	pcard	Community Powered I

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/6 TO 2022/6		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
999990	GUITARCENTER.COM CAL	80833		0	2022	6	INV P			Community Powered I
										17.97 pcard
										3,859.95
										ACCOUNT TOTAL 4,838.85
16024	659900									Other Contracts/Obligation
002911	HOUA LOR	80485		0	2022	6	INV P			100.00 070622 554524 SLP Adult Programmi
										ACCOUNT TOTAL 100.00
										ORG 16024 TOTAL 4,938.85
16031										Library Building Operations
16031	640700									Solid waste/Recycling Pickup
001593	PFEFFERLE COMPANIES	80452		0	2022	6	INV P			100.00 062922 554457 Kensington Trash Re
001593	PFEFFERLE COMPANIES	80453		0	2022	6	INV P			400.00 062922 554458 Kensington Trash-Ju
										500.00
999990	GFL ENVIRONMENTAL IN	80872		0	2022	6	INV P			157.88 pcard Trash pickup - June
999990	GFL ENVIRONMENTAL IN	80873		0	2022	6	INV P			227.03 pcard June recycling 22
										384.91
										ACCOUNT TOTAL 884.91
16031	641301									Electric
001575	WE ENERGIES	545		0	2022	6	INV P			7,469.70 060822 554148 00262
001593	PFEFFERLE COMPANIES	80455		0	2022	6	INV P			5,425.41 062922 554460
										ACCOUNT TOTAL 12,895.11
16031	641302									Gas
001575	WE ENERGIES	545		0	2022	6	INV P			2,962.30 060822 554148 00162
001593	PFEFFERLE COMPANIES	78632		0	2022	6	INV P			2,864.81 060822 554109 Gas Service-3/1-3/1
001593	PFEFFERLE COMPANIES	80454		0	2022	6	INV P			2,864.81 062922 554459 Kensington Gas Mar-
										5,729.62
										ACCOUNT TOTAL 8,691.92
16031	650200									Leases
001593	PFEFFERLE COMPANIES	80450		0	2022	6	INV P			12,500.00 062922 554456 Kensington Rent-Jun
										ACCOUNT TOTAL 12,500.00
										ORG 16031 TOTAL 34,971.94

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/6 TO 2022/6										
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
16032									Library Materials Management	
16032	503500								Other Reimbursements	
000287	CLINTONVILLE PUBLIC	79497	0	2022	6	INV	P	16.99	062222	554296 Patron Material Rei
								ACCOUNT TOTAL		16.99
16032	630100								office supplies	
001393	ULINE	80365	0	2022	6	INV	P	90.33	pcard	CD Jewel Cases
001983	AMAZON	80436	0	2022	6	INV	P	117.37	pcard	Task Lighting
001983	AMAZON	80437	0	2022	6	INV	P	133.97	pcard	Task Lighting
001983	AMAZON	80438	0	2022	6	INV	P	-66.38	pcard	Task Lighting Retur
001983	AMAZON	81049	0	2022	6	INV	P	-50.99	pcard	Task Lighting Retur
001983	AMAZON	81050	0	2022	6	INV	P	36.79	pcard	Task Lighting for J
								170.76		
999990	KAPCO-ONLINE	79283	0	2022	6	INV	P	356.69	pcard	Book jacket covers
								ACCOUNT TOTAL		617.78
16032	631500								Books & Library Materials	
000889	MIDWEST TAPE	80279	0	2022	6	INV	P	488.61	pcard	502183402
001983	AMAZON	80370	0	2022	6	INV	P	31.43	pcard	114-7713620-2957832
001983	AMAZON	81059	0	2022	6	INV	P	33.86	pcard	111-1563994-4280260
001983	AMAZON	81060	0	2022	6	INV	P	59.99	pcard	111-5683870-1185802
001983	AMAZON	81061	0	2022	6	INV	P	239.90	pcard	111-2427928-9409047
001983	AMAZON	81062	0	2022	6	INV	P	119.98	pcard	111-7043983-7227413
001983	AMAZON	81063	0	2022	6	INV	P	340.17	pcard	111-3037139-0121060
								825.33		
002396	INGRAM LIBRARY SERV	80280	0	2022	6	INV	P	-69.87	pcard	59736916
002396	INGRAM LIBRARY SERV	80281	0	2022	6	INV	P	555.86	pcard	59721043
002396	INGRAM LIBRARY SERV	80282	0	2022	6	INV	P	297.82	pcard	59744450
002396	INGRAM LIBRARY SERV	80283	0	2022	6	INV	P	1,092.58	pcard	59795813
								1,876.39		
002583	BLACKSTONE PUBLISHIN	78640	0	2022	6	INV	P	157.20	060822	554045 Inv. 2045289 / CusI
002583	BLACKSTONE PUBLISHIN	78641	0	2022	6	INV	P	378.71	060822	554045 Inv. 2042687 / CusI
002583	BLACKSTONE PUBLISHIN	79489	0	2022	6	INV	P	847.05	062222	554288 Inv. 2047792 / CusI
002583	BLACKSTONE PUBLISHIN	79491	0	2022	6	INV	P	345.30	062222	554288 Inv. 2047362 / CusI
								1,728.26		
999990	MIDWEST TAPE- LLC	80354	0	2022	6	INV	P	295.34	pcard	502216635 50221663
999990	MIDWEST TAPE- LLC	80355	0	2022	6	INV	P	8,096.18	pcard	502191952
999990	INGRAM LIBRARY SERVI	80356	0	2022	6	INV	P	194.09	pcard	59837907
999990	INGRAM LIBRARY SERVI	80357	0	2022	6	INV	P	734.11	pcard	59847529

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/6 TO 2022/6		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
999990	INGRAM LIBRARY SERVI	80358	0	2022	6	INV	P	1,126.13	pcard	59897052	
999990	MIDWEST TAPE- LLC	80415	0	2022	6	INV	P	244.53	pcard	502239592 50223959	
999990	INGRAM LIBRARY SERVI	80416	0	2022	6	INV	P	372.60	pcard	59943520	
999990	INGRAM LIBRARY SERVI	80417	0	2022	6	INV	P	281.06	pcard	59943519	
999990	INGRAM LIBRARY SERVI	80418	0	2022	6	INV	P	537.29	pcard	59976346	
999990	INGRAM LIBRARY SERVI	80419	0	2022	6	INV	P	486.74	pcard	59965395	
999990	INGRAM LIBRARY SERVI	80420	0	2022	6	INV	P	417.59	pcard	70021668	
999990	INGRAM LIBRARY SERVI	80421	0	2022	6	INV	P	1,066.32	pcard	70009833	
999990	INGRAM LIBRARY SERVI	80422	0	2022	6	INV	P	502.62	pcard	70031568	
999990	INGRAM LIBRARY SERVI	80423	0	2022	6	INV	P	443.53	pcard	70031569	
999990	RDA*COUNTRY BOOKS	80441	0	2022	6	INV	P	35.98	pcard	1068	
999990	MIDWEST TAPE- LLC	81014	0	2022	6	INV	P	608.02	pcard	502283110 50228221	
999990	INGRAM LIBRARY SERVI	81015	0	2022	6	INV	P	-14.57	pcard	70049834	
999990	INGRAM LIBRARY SERVI	81016	0	2022	6	INV	P	652.99	pcard	70074435	
999990	INGRAM LIBRARY SERVI	81017	0	2022	6	INV	P	161.77	pcard	70083773	
999990	INGRAM LIBRARY SERVI	81018	0	2022	6	INV	P	578.25	pcard	70083772	
999990	INGRAM LIBRARY SERVI	81019	0	2022	6	INV	P	361.36	pcard	70131672	
999990	INGRAM LIBRARY SERVI	81020	0	2022	6	INV	P	1,733.56	pcard	70116548	
999990	INGRAM LIBRARY SERVI	81021	0	2022	6	INV	P	305.85	pcard	70139906	
999990	OVERDRIVE DIST	81022	0	2022	6	INV	P	2,008.57	pcard	00669C022201910	
999990	THOMSON WEST*TCD	81056	0	2022	6	INV	P	557.54	pcard	846533400	
999990	THOMSON WEST*TCD	81057	0	2022	6	INV	P	1,076.05	pcard	846443525	
999990	MULTI MEDIA CHANNELS	81058	0	2022	6	INV	P	118.00	pcard	2022-3001804, 2022-	
								22,981.50			
ACCOUNT TOTAL								27,900.09			
ORG 16032 TOTAL								28,534.86			
16033	Library Network Services										
16033	641800	Equip Repairs & Maint									
001961	WELLS FARGO FINANCIA	78695	0	2022	6	INV	P	421.73	060822	554150 Copier Leases-wells	
ACCOUNT TOTAL								421.73			
ORG 16033 TOTAL								421.73			
FUND 100 General Fund								TOTAL:	72,894.04		

** END OF REPORT - Generated by Robert L. Edwards **



Appleton Public Library Cash Flow Report-2022 Year to Date				JAN	FEB	MAR	APR	MAY	JUNE
GL Account	DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
423200	Library Grants & Aids	\$1,063,001.00	\$1,063,001.00	\$0.00	\$0.00	\$0.00	\$0.00	\$576,312.50	\$0.00
480100	General Charges for Ser	\$0.00	\$0.00	\$52.85	\$48.03	\$97.63	\$83.29	\$31.80	\$56.00
500100	Fees & Commissions	\$600.00	\$600.00	\$121.97	(\$4.10)	\$112.78	\$27.87	\$34.36	(\$3.82)
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,440.00	\$0.00	\$0.00
502000	Donations & Memorials	\$0.00	\$0.00	\$0.32	\$80.35	\$0.70	\$1.50	\$0.00	\$0.01
503500	Other Reimbursements	\$43,900.00	\$107,629.00	\$1,766.70	\$2,710.20	\$41,914.37	\$28,956.61	\$1,221.96	\$1,327.81
Total Revenue		\$1,107,501.00	\$1,171,230.00	\$1,941.84	\$2,834.48	\$42,125.48	\$35,509.27	\$577,600.62	\$1,380.00

Expense		JAN	FEB	MAR	APR	MAY			
610100	Regular Salaries	(\$2,322,874.00)	(\$2,322,874.00)	(\$83,283.51)	(\$168,976.32)	(\$247,492.05)	(\$172,831.61)	(\$174,205.93)	(\$166,871.46)
610400	Call Time Wages	\$0.00	\$0.00	(\$200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
610500	Overtime Wages	\$0.00	\$0.00	\$0.00	\$0.00	(\$258.30)	\$0.00	\$0.00	\$0.00
610800	Part-Time Wages	(\$191,499.00)	(\$197,499.00)	(\$9,318.19)	(\$18,939.47)	(\$29,964.89)	(\$14,003.18)	(\$2,463.35)	(\$15,617.47)
611400	Sick Pay	\$0.00	\$0.00	(\$3,180.97)	(\$1,264.44)	(\$529.66)	(\$455.46)	(\$1,018.40)	(\$173.08)
611500	Vacation Pay	\$0.00	\$0.00	(\$4,628.74)	(\$8,623.93)	(\$19,860.61)	(\$8,296.14)	(\$6,696.20)	(\$13,849.64)
615000	Fringes	\$0.00	(\$819,743.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
615100	FICA	(\$819,743.00)	\$0.00	(\$12,389.47)	(\$12,453.44)	(\$19,172.76)	(\$12,624.16)	(\$12,431.94)	(\$12,514.65)
615200	Retirement	\$0.00	\$0.00	(\$10,921.04)	(\$10,941.80)	(\$16,470.58)	(\$11,139.63)	(\$11,105.51)	(\$11,040.61)
615301	Health Insurance	\$0.00	\$0.00	(\$19,454.35)	(\$37,785.21)	(\$37,807.23)	(\$38,092.93)	(\$38,933.16)	(\$38,648.48)
615302	Dental Insurance	\$0.00	\$0.00	(\$1,535.97)	(\$2,965.05)	(\$2,965.04)	(\$2,984.68)	(\$3,005.02)	(\$2,984.58)
615400	Life Insurance	\$0.00	\$0.00	(\$72.70)	(\$74.30)	(\$74.30)	(\$74.30)	(\$79.00)	(\$81.40)
Personnel Services		(\$3,334,116.00)	(\$3,340,116.00)	(\$144,984.94)	(\$262,023.96)	(\$374,595.42)	(\$260,502.09)	(\$249,938.51)	(\$261,781.37)

Expense		JAN	FEB	MAR	APR	MAY	JUNE		
620100	Training/Conferences	(\$23,234.00)	(\$26,234.00)	(\$628.76)	(\$152.59)	(\$92.59)	(\$3,399.21)	(\$1,273.54)	(\$399.00)
620200	Mileage Reimbursement	\$0.00	\$0.00	(\$180.00)	(\$180.00)	(\$180.00)	(\$192.00)	(\$282.00)	(\$282.00)
620600	Parking Permits	(\$12,000.00)	(\$12,000.00)	(\$1,820.00)	\$0.00	(\$1,820.00)	(\$1,855.00)	(\$1,260.00)	(\$1,540.00)
630100	Office Supplies	(\$39,676.00)	(\$56,551.00)	(\$785.39)	(\$1,665.33)	(\$1,673.91)	(\$332.59)	(\$1,895.10)	(\$6,420.10)
630300	Memberships & Licenses	(\$2,200.00)	(\$2,200.00)	(\$475.00)	(\$300.00)	(\$400.00)	\$0.00	\$0.00	\$0.00
630500	Awards & Recognition	(\$850.00)	(\$1,850.00)	(\$87.53)	(\$60.95)	\$0.00	(\$100.00)	(\$43.90)	\$0.00
630600	Building Maint./Janitor	(\$7,000.00)	(\$7,000.00)	\$0.00	(\$78.68)	(\$184.41)	(\$881.86)	(\$923.69)	\$0.00
630700	Food & Provisions	(\$1,135.00)	(\$3,071.00)	(\$12.00)	\$0.00	(\$230.20)	(\$803.95)	(\$578.21)	(\$35.81)
630902	Tools & Instruments	(\$150.00)	(\$150.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
631500	Books & Library Materia	(\$475,000.00)	(\$513,429.00)	(\$42,557.13)	(\$48,877.14)	(\$16,513.05)	(\$25,294.50)	(\$12,828.34)	(\$27,900.09)
632001	City Copy Charges	(\$100.00)	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
632002	Outside Printing	\$0.00	(\$1,200.00)			(\$479.63)	(\$194.32)	(\$39.22)	(\$36.19)
632300	Safety Supplies	(\$550.00)	(\$550.00)	\$0.00	0	\$0.00	(\$110.00)	\$0.00	\$0.00
632700	Miscellaneous Equipment	(\$53,630.00)	(\$94,368.00)	\$0.00	(\$3,250.57)	(\$4,300.23)	\$0.00	(\$380.90)	\$0.00
640700	Solid Waste/Recycling P	(\$4,125.00)	(\$4,125.00)	\$0.00	(\$665.76)	\$0.00	(\$732.88)	(\$1,140.76)	(\$884.91)
641200	Advertising	(\$1,288.00)	(\$19,288.00)	(\$350.84)	\$0.00	(\$130.00)	(\$1,360.22)	(\$1,449.63)	(\$294.29)
641301	Electric	(\$24,778.00)	(\$24,778.00)	(\$6,742.00)	\$0.00	(\$13,625.90)	\$0.00	(\$6,742.43)	(\$12,895.11)
641302	Gas	(\$4,283.00)	(\$4,283.00)	(\$4,462.50)	\$0.00	(\$8,208.31)	\$0.00	(\$2,956.09)	(\$8,691.92)
641303	Water	(\$5,125.00)	(\$5,125.00)	\$0.00	(\$703.62)	\$0.00	\$0.00	(\$812.46)	\$0.00
641304	Sewer	(\$2,114.00)	(\$2,114.00)	\$0.00	(\$356.93)	\$0.00	\$0.00	(\$438.00)	\$0.00
641306	Stormwater	(\$3,700.00)	(\$3,700.00)	\$0.00	(\$793.97)	\$0.00	\$0.00	(\$776.71)	\$0.00
641307	Telephone	(\$2,948.00)	(\$2,948.00)	(\$295.55)	(\$288.12)	(\$285.80)	(\$286.84)	(\$284.92)	(\$286.79)
641308	Cellular Phones	(\$1,600.00)	(\$1,600.00)	(\$206.72)	\$0.00	(\$83.75)	\$0.00	(\$166.00)	\$0.00
641600	Build Repairs & Maint	(\$2,000.00)	(\$2,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
641800	Equip Repairs & Maint	(\$79,953.00)	(\$79,953.00)	(\$18,518.84)	(\$261.44)	(\$2,010.16)	(\$1,253.96)	(\$9,254.44)	(\$421.73)
642000	Facilities Charges	(\$100,000.00)	(\$160,825.00)	(\$12,912.06)	(\$12,862.62)	(\$34,819.15)	(\$15,419.51)	(\$44,129.05)	\$0.00
	Leases	(\$258,663.00)	(\$492,910.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$12,500.00)
659900	Other Contracts/Obligat	(\$87,605.00)	(\$139,555.00)	(\$6,933.85)	(\$27,133.27)	(\$72,204.52)	(\$900.00)	(\$10,796.78)	(\$2,397.90)
681500	Software Acquisition	(\$4,498.00)	(\$4,498.00)	(\$2,039.50)	(\$5,780.31)	(\$40.00)	(\$782.50)	\$0.00	\$0.00
	Operating Expense	(\$1,198,205.00)	(\$1,666,405.00)	(\$99,007.67)	(\$103,411.30)	(\$157,281.61)	(\$53,899.34)	(\$98,452.17)	(\$74,985.84)
	Personnel Services	(\$3,334,116.00)	(\$3,340,116.00)	(\$144,984.94)	(\$262,023.96)	(\$374,595.42)	(\$260,502.09)	(\$249,938.51)	(\$261,781.37)
	Operating Expense	(\$1,198,205.00)	(\$1,666,405.00)	(\$99,007.67)	(\$103,411.30)	(\$157,281.61)	(\$53,899.34)	(\$98,452.17)	(\$74,985.84)
	Total Expense	(\$4,532,321.00)	(\$5,006,521.00)	\$243,992.61	(\$365,435.26)	(\$531,877.03)	(\$314,401.43)	(\$348,390.68)	(\$336,767.21)
	Total Revenue	\$1,107,501.00	\$1,171,230.00	\$1,941.84	\$2,834.48	\$42,125.48	\$35,509.27	\$577,600.62	\$1,380.00

MAJOR PROJECT TITLE

***** Library - Friends of the Library

PROJECT TITLE

LIB-FRIENDLibrary - Friends of the Library

BEGINNING BALANCE -21,469.20

FUNDING SOURCES	TITLE	AMOUNT
LIB-FRIEND.CHILDSERV .OTHREIMB .	Children's Services	-18.85
LIB-FRIEND.LIBADMIN .OTHREIMB .	Library Administration	-39,000.00
LIB-FRIEND.MATERIALS .OTHREIMB .	Materials Management	-150.00
LIB-FRIEND.NETWORK .OTHREIMB .	Network Services	-1,946.14
FUNDING SOURCE TOTAL		-41,114.99

EXPENSE STRINGS	TITLE	AMOUNT
LIB-FRIEND.CHILDSERV .OTHCONTR .	Children's Services	995.00
LIB-FRIEND.CHILDSERV .SUPPLIES .	Children's Services	2,970.22
LIB-FRIEND.COMMPART .OTHCONTR .	Community Partnerships	2,418.00
LIB-FRIEND.COMMPART .PTWAGES .	Community Partnerships	9,540.60
LIB-FRIEND.COMMPART .SUPPLIES .	Community Partnerships	5,034.71
LIB-FRIEND.LIBADMIN .ADVERTISNG.	Library - Friends advertising	2,595.70
LIB-FRIEND.LIBADMIN .AWARDREC .	Library Administration	148.48
LIB-FRIEND.LIBADMIN .FOOD/PROV .	Library Administration	132.63
LIB-FRIEND.LIBADMIN .OTHCONTR .	Library Administration	310.00
LIB-FRIEND.LIBADMIN .OUTPRINT .	Library Administration	749.36
LIB-FRIEND.LIBADMIN .SUPPLIES .	Library Administration	107.21
LIB-FRIEND.LIBADMIN .TRAIN/CONF.	Library Administration	240.00
LIB-FRIEND.MATERIALS .BOOKS/MATS.	Materials Management	803.10
EXPENSE TOTAL		26,045.01

ENDING BALANCE -36,539.18

******* TOTALS**

BEGINNING BALANCE	-21,469.20
FUNDING SOURCE	-41,114.99
EXPENSE	26,045.01
ENDING BALANCE	-36,539.18

REPORT TOTAL: -36,539.18

** END OF REPORT - Generated by Robert L. Edwards **

CITY OF APPLETON POLICY	TITLE: CODE OF CONDUCT	
ISSUE DATE: November 2, 2000	LAST UPDATE: June 2002 September 10, 2003 February 16, 2006 October 15, 2010 June 2013; February 2020 November 2021	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: Applies to all employees and volunteers	TOTAL PAGES: 7
Reviewed by Legal Services Date: September 2000 June 2002 September 2003 February 16, 2006 October 14, 2010 June 23, 2013 February 2014 April 14, 2020	Committee Approval Date: October 2000 September 2003 February 22, 2006 December 8, 2010 July 15, 2013 February 10, 2014 June 10, 2020	Council Approval Date: November 2000 October 2003 March 1, 2006 December 15, 2010 July 24, 2013 February 19, 2014 June 2020 (informationally)

I. PURPOSE

The purpose of this policy is to provide guidelines regarding expectations for the conduct of employees and volunteers while working for or representing the City of Appleton.

II. POLICY

It is the policy of the City of Appleton that all City employees and volunteers act in an ethical manner when working with other employees, volunteers, elected officials or outside publics. Each employee, elected official and volunteer has a responsibility to the City of Appleton and its citizens to place loyalty to the laws and ethical principles above private gain or personal preference. To ensure that every citizen can have complete confidence in the integrity of the government of the City of Appleton, each employee, elected official and volunteer shall respect and adhere to the principles of the code of conduct set forth in this policy.

Any violations of these expectations will not be tolerated and will be subject to discipline, up to and including termination. While specific examples are offered to illustrate various situations, these examples are not all-inclusive.

A. Ethical Standards and Expectations

1. Harassment and Discrimination

- a. **Harassment:** Per its Harassment and Discrimination Policy, the City of Appleton will not tolerate any form of sexual harassment. All violations of this policy should be immediately reported to the Human Resources Department, the Legal Services

Department, any supervisor, or any state or federal agency (as outlined in the policy).

- b. **Discrimination:** It is the official policy of the City of Appleton to provide equal employment opportunities for all qualified and qualifiable persons without regard to race, color, creed, religion, national origin, ancestry, age, sex/gender, handicap or disability, arrest/conviction record, marital status, sexual orientation, gender identity and gender expression, political affiliation, results of genetic testing, honesty testing, pregnancy or childbirth, military service, disabled veteran or covered veteran status service in the U.S. Armed Forces, the State Defense force, National Guard of any state, or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification or substantially relate to the circumstances of a particular job or licensed activity, and with proper regard for privacy and constitutional rights as citizens. This equal employment opportunity is applicable to all phases of employment including job restructuring, reasonable accommodation for disabled individuals, recruitment, selection, promotion, transfer, compensation, lay-off, re-call, training and development, corrective action, demotion, termination and all other components of the City of Appleton Human Resources system.

2. **Drug and Alcohol Use**

The manufacture, possession, distribution, dispensation, sale or use of alcohol, drugs and/or other controlled substances by employees or volunteers on City premises is prohibited. No employee may show up for work while under the influence of alcohol, illegal drugs or other controlled substances. If an employee is taking prescription drugs that could interfere with the employee's work performance, the employee should notify the employee's supervisor in writing by using the form in the Drug and Alcohol policy. For additional information refer to the City of Appleton Drug Free Workplace Policy.

3. **Use of City property**

The City of Appleton expects that employees and volunteers will not:

- a. Obtain, use or divert City of Appleton property, including records, for personal use and/or benefit.
- b. Materially alter or destroy City of Appleton property or records without proper authorization.
- c. Borrow or use City of Appleton property, unless for City work-related use. Any removal of City of Appleton property for personal non-work related use is not permissible, with or without prior supervisory approval. Borrowing and use of electronic communications is outlined in the Privacy and Electronic Communications Policies.

If an employee volunteers on their own time to make a presentation, conduct a demonstration, or conduct public education involving their department's purpose and responsibilities, the employee may borrow City of Appleton equipment with the prior approval of their supervisor.

d. **Disposal of Property from Public**

Property obtained from the public (for example: disposal at the Municipal Services

Building) shall be considered City property. Once City property, the guidelines from c above will apply.

4. Workplace Safety

All employees and volunteers are expected to follow and adhere to safety policies (as outlined in the City Safety Policies) to ensure a safe work environment for all employees.

5. Firearms-weapons

City of Appleton employees are prohibited from bringing firearms or weapons into any City-owned or occupied building or facility, or carrying firearms or weapons in/on any City-owned vehicle or City equipment during the course of their job duties unless a weapon is part of the standard equipment required for the job. If a City employee chooses to bring a firearm in their personal vehicle on to City grounds, the firearm must be unloaded and stored out of sight in the vehicle.

Notes: Employees may carry pepper spray or other similar legal products for purposes of personal protection. With the Department Director's authorization, members of the Appleton Fire Department, Appleton Police Department and Parks, Recreation and Facilities Management Department Operations staff may carry a non-household purpose knife with a blade up to 4" long to assist in performing their job responsibilities.

6. Attendance/Appropriate Use of Paid Leave

Attendance is an essential requirement of every job to ensure we can provide the best service to our customers every day. In order to provide these services, employees are expected to use paid leave appropriately and communicate effectively when not expected to be available for work.

Sick leave is defined as paid time away from work that is used to care for yourself, domestic partner or immediate family member living in an employee's residence due to an illness or injury. It can also be used to attend doctors' appointments as defined in City policy, collective bargaining agreement or Family Medical Leave Act (FMLA) requirements.

If an employee is sick or desires to use leave for an absence, they should use their department's call-in procedure and call in each time they are absent. Employees should also be conscientious of patterns of leave (e.g., sick leave taken each Thursday).

Employees are also expected to report to work regularly, physically and mentally fit to perform their job. Employees are expected to take only authorized absences (e.g., pre-approval from supervisor). If an employee does not show or call for one day (job abandonment) or chooses to take an unauthorized absence, they will only be able to substitute paid leave for this time if extenuating circumstances exist (e.g., car accident or unexpected hospitalization). An employee will be considered to have abandoned their job if they are a no-call, no-show for more than one working day or as outlined in the employee's collective bargaining agreement.

7. Accurate books and records

All City employees and volunteers must:

- a. Not intentionally include any false or misleading entries in any City books or records.
- b. Not intentionally destroy City records or information without prior consent from their supervisor.
- c. Not create or participate in the creation of any records which are intended to conceal anything improper.
- d. Volunteer knowledge of any untruthful or inaccurate statements or records whether intentionally or unintentionally made.
- e. Bring to the attention of a supervisor, transactions that do not seem to serve a legitimate purpose or that appear questionable.
- f. Immediately correct and record all errors and adjustments when discovered
- g. Honestly and fairly record information about job responsibilities, including attendance, time records and expense reports.
- h. Not make financial arrangements for themselves or other City employees with a customer or supplier (for example: over-invoicing).
- i. Not falsify records.
- j. Not disclose confidential records or information protected by State and Federal law.

8. Expense Reimbursement

The City of Appleton reimburses its employees for expenses incurred when conducting City business with supervisory approval. City employees should use caution when incurring business expenses and be fiscally responsible when choosing accommodations (for example: expensive hotel accommodations or accommodations for family members not related to City business). Supervisors have the responsibility to judge the reasonableness of expenses incurred by employees.

9. City of Appleton Logo

The City of Appleton logo should be used per standards set by the Mayor's office (for example: color). The logo or the City's identity should not be used for personal gain (for example: because of your association with the City, you receive a discount on a personal purchase). When wearing a City-logoed uniform or approved business apparel, the employee represents the image of the City whether or not the employee is on work time and should not engage in unbecoming behavior.

10. Gifts

No staff member should solicit gifts, awards, rewards or favors. However, the City recognizes that periodically, unsolicited gifts or favors are often offered to City employees and volunteers as a token of appreciation.

Per section 19.59 Wisconsin Statue and Chapter ER-MRS 24 Wisconsin Administrative Code, the following guidelines shall be adhered to regarding accepting gifts, "No employee may solicit or accept from any person or organization, directly or indirectly, money or anything of value if it could reasonably be expected to influence such employee's official actions or judgement, or could reasonably be considered as a

reward for any official action or inaction on the part of such employee.”

Should such an influential gift or favor be offered, provided or delivered to someone who has direct authority over business decisions with the vendor/gift source, a legal determination shall be made on whether or not such item or reward may be accepted or utilized. Employees should refer each case to the Legal Services Department for determination.

The City realizes, particularly during the holiday season, departments or individuals may receive gifts as tokens of appreciation from outside sources. If the recipient has direct authority over business decisions with the giving party/vendor and the gift is substantial or significant the recipient should consult with the Legal Services Department on what action to take regarding the gift.

11. Employee Participation in Political Affairs

The City of Appleton respects the right of all employees and volunteers as individuals to become involved in civic affairs and participate in the political process.

While employees may volunteer their services for political purposes, such services must be rendered on their own time and at their own expense. Should an employee choose to speak on political issues, the employee must make it clear that the comments or statements made are the employee’s own, and not of the City of Appleton. Solicitation of political support must not be done during City hours of operation (for example: collecting signatures for nomination during hours of operation on City premises).

12. Improper Advantage

City of Appleton employees should avoid taking advantage of their official position for private or personal benefit. Public duties shall be carried out objectively and without consideration of personal or financial gain. Information not in the public domain, that is obtained in the course of official duties, should not be turned to private advantage, even after leaving public office. By the same token, public property or services must not be used for personal gain.

13. Personal Business

Conducting personal business for profit (for example: selling Mary Kay) during City operating hours is not permissible. Any solicitation for non-City purposes (for example: selling candy bars for your son’s school class) must have prior approval from the employee’s supervisor.

14. Gambling

Gambling for personal or monetary gain is not permitted on City premises.

15. Nepotism

A supervisor shall not appoint a person who is a relative or significant other of themselves to a position that is funded by the supervisor’s budget or to a position that operates under the supervisor’s direct or indirect supervision (unless in non-routine, emergency situations or conditions). For purposes of this policy, the term “relative” shall include the supervisor’s spouse, registered or unregistered domestic partner, or

any one of the following: parent, child, uncle, aunt, brother, sister, niece, nephew, or any of the same relatives of the supervisor's spouse. The term "significant other" shall include a person with whom the supervisor cohabits or with whom the supervisor maintains an intimate relationship.

If, during employment, a supervisor and subordinate become spouses, registered or unregistered domestic partners, or develop a "significant other relationship," one of the parties must either transfer to a position in another department/division or terminate employment within six months of the marriage or the beginning of the "significant other" or domestic partner relationship.

If the supervisor becomes a relative of a subordinate as the result of a marriage or domestic partnership within the supervisor's family, the relationship must be reported to the supervisor's supervisor and the Director of Human Resources within 30 days of marriage. The individual's supervisor and the Director of Human Resources may meet with the supervisor and subordinate to determine an appropriate employment continuation agreement.

When an applicant is a relative of a staff person involved in the selection process, the relationship must be revealed by the staff person to the Human Resources Director in advance of the final selection process. The staff person is not allowed to participate in the final selection decision.

This section of the policy does not exist for the purpose of depriving any citizen of an equal opportunity for City employment. It serves to eliminate the possibility of preferential treatment given in favor of relatives or significant others in employment decisions.

16. Improper Acts of Conduct

- a. Any act that is subject to prosecution under criminal or civil codes of law is prohibited.
- b. Dishonesty, theft or destruction of City equipment or property.
- c. Work stoppage such as strike or slowdown.
- d. Violation of policy or department work rules.
- e. Incarceration or unavailability for work.
- f. Unbecoming conduct on or off-duty where such conduct results in one of the following:
 - ❑ Injury or damage to the employer's reputation or business;
 - ❑ The employee's substantial inability to report to work;
 - ❑ The employee's unsuitability for continued employment;
 - ❑ Co-workers refusal to work with the off-duty offender or danger to other employees.
- g. Insubordination (an act of deliberately disobeying a directive, unless the directive is illegal or violates City safety policy)

~~17. Bidding on City property on eBay or any other City run auction site~~

~~When the City sells surplus items on eBay, City employees, elected officials or volunteers shall not directly bid on the items. This activity called shill bidding is~~

~~prohibited in the eBay User Agreement and can result in loss of the City's use of eBay as a selling tool. City employees, elected officials and volunteers may use eBay purchase options such as Buy It Now that do not involve bidding.~~

17. Bidding on City Property

When the City sells surplus items (e.g. through GovDeals), City employees, elected officials or volunteers shall:

- a. Not bid when have knowledge about the item that is not available to the general public.
- b. Not bid when they have been involved in the decision to sell the item as surplus, or they are directly involved in the selling process.
- c. Follow all provisions of the Procurement and Contract Management policy.

B. Responsibilities

1. Supervisory Responsibilities

Supervisors shall be responsible for ensuring an ethical, positive, productive and safe workplace. This responsibility includes the following:

- a. Monitoring the work environment for signs of inappropriate behavior;
- b. Informing employees on the types of behavior prohibited and informing employees about the City's expectations and procedures for reporting inappropriate behavior;
- c. Stopping any observed behavior that may be considered unethical or inappropriate and taking appropriate steps to intervene and report the behavior to the department director, Human Resources Department, Legal Services Department or Mayor's office, whether or not the involved employees are within the supervisor's line of supervision; and
- d. Assisting any employee of the City who comes to that supervisor with a concern of inappropriate behavior in documenting and filing a complaint with the Human Resources Department, Legal Services Department, Mayor's Office or other reporting authority as designated by the City.
- e. Taking immediate action to prevent retaliation toward the complaining party and to eliminate any similar conduct where there has been a complaint of inappropriate behavior, pending investigation. If a situation requires separation of the parties, care shall be taken to avoid actions that appear to negatively impact the complainant. Transfer or reassignment of any of the parties involved shall be voluntary if possible and, if non-voluntary, shall be temporary pending the outcome of the investigation.
- f. Failing to carry out these responsibilities will be considered in any performance evaluation or promotional decisions and may be grounds for discipline, up to and including discharge.

2. Employee and Volunteer Responsibilities

- a. Each employee and volunteer, including supervisors, of the City is responsible for assisting in the prevention of inappropriate behavior by taking the following steps:
 1. Refraining from participation in, or encouragement of, actions that could be perceived as inappropriate; and
 2. Reporting to a supervisor any inappropriate or unsafe behavior;
 3. Employees are expected to cooperate fully in any investigation, whether or not they are directly involved in the alleged inappropriate behavior.

Any employee or volunteer who fails to comply with this policy or who withholds information during the course of an investigation regarding possible violations of this policy is subject to discipline up to and including discharge. Depending on the nature of the non-compliance, the City of Appleton may report the non-compliance to the appropriate authorities.

For questions regarding this policy, please contact the Human Resources Department or Legal Services Department.

CITY OF APPLETON POLICY		TITLE: CISD – Critical Incident Stress Debriefing (non-public safety)	
ISSUE DATE: November 2013	LAST UPDATE: June 2016 <u>March 2022</u>	SECTION: Human Resources	
POLICY SOURCE: Human Resources Department	AUDIENCE: City Departments	TOTAL PAGES:	
Reviewed by Legal Services Date: November 2013	Committee Approval Date: June 9, 2014	Council Approval Date: June 18, 2014	

DELETE THIS POLICY AND CREATE PROCEDURE FOR THESE INCIDENTS

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I. PURPOSE

The purpose of this policy is to ensure that the City of Appleton provides the necessary resources and support to employees who have had to respond to emergency situations. The prevention and effective management of post-emergency situations and critical incidents can assist to minimize the negative impact of an unexpected event.

II. POLICY

Emergencies and critical incidents in the workplace can affect people physically and psychologically. It is the policy of the City of Appleton to provide necessary assistance to our employees when there is a likelihood that they could become personally distressed under extraordinary circumstances.

III. DISCUSSION/PROCEDURES

a. Examples of extraordinary circumstances covered by this policy:

1. A serious injury or unexpected death of a co-worker.
2. A serious injury or death of a civilian resulting from City operations.
3. Loss of life following extraordinary or prolonged expenditure of physical or emotional energy.
4. A case involving a departmental employee that attracts an unusual amount of attention from the news media.

5. An incident that can be considered a serious physical or psychological threat to the personnel involved.
 6. An incident that exposes personnel to graphic or unsettling duties.
- b. Signs, symptoms or characteristics of psychological distress may include:
1. Being unable to talk about the event and the feelings associated with it.
 2. Feeling detached and withdrawn and keeping emotional distance from family and friends.
 3. Avoiding activities that are reminders of the incident.
 4. Experiencing recurring and intruding memories, feelings or dreams about the incident.
 5. Feeling preoccupied and experiencing impaired memory and concentration that results in difficulty completing tasks.
 6. Difficulty sleeping, feeling hyper, alert, startling easily, headaches, nausea, fatigue, diarrhea and appetite changes.
 7. Increased use and/or abuse of alcohol, medications or other drugs.
- c. Supervisory Response to Critical Incidents/Circumstances:
1. Intervention should generally occur within 48-72 hours after the incident.
 2. The Department Director or designee may initiate this process by contacting ComPsych at 1-844-393-4982.
 3. Debriefing may include individual and group counseling, the type of counseling will be at the discretion of the ComPsych. The aim of these sessions is to:
 - a. Decrease feelings of isolation
 - b. Provide people affected by the incident with a facilitated session to assist them to normalize their thoughts and feelings. Groups assist people to identify and express their thoughts and feelings.
 - c. Provide an opportunity to identify internal and external resources.
 4. To ensure the safety of employees there may be times when a Department Director may require attendance at sessions coordinated by ComPsych. A mandatory referral shall also require prior approval of the Human Resources Director and the City Attorney.
 5. In extreme cases, the City of Appleton may elect to involve additional professional assistance for employees.



APPLETON PUBLIC LIBRARY
225 North Oneida Street
Appleton, WI 54911-4780
(920) 832-6170 | FAX: (920) 832-6182

**TO: Members of the Appleton Public Library Board of Trustees
Members of the City of Appleton Common Council**
**FROM: Dean Gazza, Director of Parks Recreation and Facilities Management
Colleen Rortvedt, Library Director**
DATE: June 28, 2022
RE: June Library Building Project Update

City staff continue to work with architects Skidmore, Owings and Merrill (SOM) on the library project. The past month has seen many important milestones and progress on both the move to the temporary library as well as the design for the new library. The following progress has been made in the past month:

Property update

Auctioning of library items has completed. APL kicked off the library surplus auction in March 2022 utilizing GovDeals.com and ended the last week in May 2022. There were over 121 auction lots offered on the auction, which features a 5-7 day reviewing period for items on the online auction site and a 10-day period to pick up items. The buyers were a diverse group, with most buyers being local or from within the state of Wisconsin. We had a few individuals from as far away as Arkansas and Texas. The auction process was also a fantastic opportunity to connect with the community about the current remodeling plans of the library, the services that the library offers and location of the temporary library.

Boldt will be working with Habitat for Humanity to salvage remaining items including fixtures, hardware, and casework.

Temporary Library

The temporary library opened May 23. That first week we were very busy with over 16,000 items returned and over 9,300 items checked out. Our door count was over 2,500 and we captured over 4,300 holds for eager returning patrons. We also saw 115 new patrons register and nearly 300 update their library cards.

We celebrated our Grand Opening on a rainy June 6 with rock painting and seed planting that were popular despite the weather. That single day had over 3500 books checked out, a door count of over 1100 and 50 new patrons.

We continue to have new patrons find us in our new neighborhood. We are so pleased to be able to offer services to patrons, both new and old.

Design Update

Staff continue to work on more detailed design. A senior designer/architect in interiors from SOM spent two days in Appleton at the end of May working through the details of every collection to understand how patrons and staff access and use these materials to make decisions about locations and identify the best types of shelving. Extensive work is being done by architects, staff, and cost estimators to ensure that we have the best information we can as we prepare to go to bid as we are nearing the end stages of design work.

Timeline

The current timeline is as follows. Please remember that the schedule will be impacted by many factors including lead time for products, supply chain, weather, etc.

8/1/2022 – Anticipated Bid Date

8/19/2022 – Anticipated Bids Due

9/12/2022 – Finance Committee (request approval of construction contract)

9/21/2022 – Common Council (request approval of construction contract)

9/28/2022 – Construction Start

11/10/2023 – Anticipated Substantial Completion

Communication

A display of building project renderings has been installed in the temporary library. It's located in a high-traffic area near the self-checks.

We continue to promote our building project webpage – apl.org/building - as a place for community members to find information related to the project. The webpage includes news, renderings, project FAQs, project spotlights (such as parking, plans and permits, etc.), and an area to provide feedback/questions.

Additional Site Assessment Updates

The soil management plan was approved by the DNR. This plan addresses any contaminated soils to ensure proper handling and disposal.

Capital Campaign

Friends continues to move the quiet phase of the capital campaign forward. The Capital Campaign Committee has met twice and is now ready to contact potential donors to make the case for philanthropic support of the project. The campaign logo, theme and case statement have been finalized with A2Z Design. We anticipate the first round of donor meetings to begin in mid-July. The public phase will begin when the campaign has reached 80% of its goal, standard practice for a capital campaign of this kind.

Stay up to date on the library building project or sign up for email updates by visiting apl.org/building.



APPLETON PUBLIC LIBRARY
225 North Oneida Street
Appleton, WI 54911-4780
(920) 832-6170 | FAX: (920) 832-6182

**TO: Members of the Appleton Public Library Board of Trustees
Members of the City of Appleton Common Council**
**FROM: Dean Gazza, Director of Parks Recreation and Facilities Management
Colleen Rortvedt, Library Director**
DATE: July 14, 2022
RE: July Library Building Project Update

City staff continue to work with architects Skidmore, Owings and Merrill (SOM) on the library project. The following progress has been made in the past month:

Property update

We identified additional items that will be auctioned via govdeals.com. Boldt will be working with Habitat for Humanity to salvage remaining items including fixtures, hardware and casework. The Dancing Curves Sculpture located outside the front door will be stored and returned to the new library in a location to be determined.

Temporary Library

We continue to have community members find us in our new neighborhood. We are receiving a lot of positive feedback about the temporary location.

We have had several inquiries about keeping a satellite location at Kensington Drive. Previous studies have not recommended branches due to the increased operational costs. For a community the size of Appleton, a centrally located library is still the best option for serving the community's needs.

Design Update

Staff are working with SOM designers to finalize furnishing decisions as we prepare the bid documents. The design team has been on-site several times with samples of textiles, materials and furnishings. Materials are being selected that have the appropriate durability and cleanability for their locations.

The color approach reflects the Wisconsin landscape throughout the seasons. Colors will be strategically mapped out to reinforce wayfinding. As illustrated in the image below, a variety of color gradients and textures are being used. This approach will be advantageous in the long-term because when we need to

replace individual items, it will be easy to find items that fit within the color palette. The image is an example of inspiration we were provided to select from, not necessarily what will appear in the final project:



We are wrapping up the value engineering phase of the project and will have complete design documents to go to out for bids in August. City Council will receive a project update Wednesday, August 3.

Timeline

The current timeline is as follows. Please remember the schedule may be impacted by many factors including lead time for products, supply chain, weather, etc.

8/1/2022 – Anticipated Bid Date

8/19/2022 – Anticipated Bids Due

9/12/2022 – Finance Committee (request approval of construction contract)

9/21/2022 – Common Council (request approval of construction contract)

Fall 2022 – Construction Starts

Fall 2023 – Anticipated Substantial Completion

Early 2024 – Opening Day

Communication

We continue to promote our building project webpage – apl.org/building - as a place for community members to find information related to the project. The webpage includes news, renderings, project FAQs, project spotlights (such as parking, plans and permits, etc.), and an area to provide feedback/questions.

Capital Campaign

Friends continues to work with the Capital Campaign Committee to cultivate private philanthropic support for the library building project. The committee has been meeting and members will begin meeting donors

this month. Donor cultivation will continue through the end of 2022. The quiet phase of the capital campaign will be complete when approximately 80% of the campaign goal of \$12 million is achieved. The public phase of the capital campaign will likely launch in February or March 2023.

A2Z Design completed the case statement, naming opportunities menu, pledge form and other marketing materials. Capital Campaign Committee members will share these materials with donors during these meetings. Next steps include building out a website, developing materials for a direct mailing and strategizing social media exposure, all to be implemented during the public phase of the campaign.

Stay up to date on the library building project or sign up for email updates by visiting apl.org/building.

SPOTLIGHT ON SAFEGUARDS FOR KEEPING THE LIBRARY PROJECT WITHIN BUDGET
UPDATE JULY 2022

Below is an update on the project approach that is being utilized to keep the library project within budget.

While every project will have circumstances that cannot be anticipated, this is a unique time based on the realities of the current economic situation. Issues outside of our control such as supply chain, labor shortages and inflation require us to be even more diligent than ever before. Since the beginning of this project, we have been proactive in planning a strategic multifaceted approach to minimizing risk and controlling project costs.

Our project approach remains proactive. We are taking steps to anticipate cost fluctuations by performing consistent estimates, speaking with local contractors, analyzing recent projects and by monitoring lead times. As a result of these market challenges, we thoughtfully delayed bidding to continue with value engineering (VE) analysis with our architects (SOM) and our construction manager (Boldt).

VE is a systematic process used to analyze value by looking at maximizing function while minimizing cost. We viewed VE decisions through the lens of prioritizing library operations and in many cases these changes will be completely invisible to the staff and library users. Examples include utilizing one material over another because it is less costly and/or more readily available and does not affect quality and/or ensuring we utilize materials that many vendors are able to bid resulting in more competitive bidding. In one case, we did have to reduce the project scope and have unfortunately eliminated the occupied roof terrace. However, staff and architects are hopeful that in future years we will be able to add that feature to the facility.

Another aspect of our approach that should help in managing the project costs is that we are bidding out each sub-component rather than issue one bid package. Most often municipalities issue bidding documents and request a single bid from a general contractor. If overbid, the municipality is faced with either accepting or denying the bid. Denying the bid and returning to design can be costly as well as take much time. We will request separate bids for each discipline, therefore if a bid comes back high in one area or another, we can move forward with the project, while we analyze why this area is higher than anticipated and adjust accordingly.

SOM and Boldt have been working with the City as a team throughout the design process and ~~were~~ have been able to identify alternative approaches, materials, and equipment, digging deep into the project and identify changes that could be made with without affecting function and project goals. The project team including SOM, Boldt and staff will provide an update to the Council on August 3 that will go into this in more detail.

Please refer to the May spotlight on this topic for more information about our approach to managing project costs.

Collaborative/Cooperative Agreements

Library
2021 YEAR END

Maintained Agreements	
Other Governments	
Black Creek Public Library	Reach Out and Read
City of Appleton	Program
City of Appleton Health Department	Vaccination Clinics
City of Appleton Police Department	Cops and Kids
City of Appleton Parks & Rec	Summer Library Program, Display, Story Walk
Gerald H. Van Hoof Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
Hortonville Public Library	Reach Out and Read
James J Siebers Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
Kaukauna Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
Menasha Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read, Latino Fest
Muehl Public Library	Reach Out and Read
Neeah Public Library	Fox Cities Book Festival, Fox Cities READS, Reach Out and Read
New London Public Library	Reach Out and Read
Outagamie Birth-3 Early Intervention	Appleton Ready to Read (ARTR)
Outagamie County Mentoring Program	Program
Outagamie County Restorative Justice	Volunteer program
Outagamie Waupaca Library System	16 municipalities
OWLSnet	Consortium
Wisconsin Department of Vocational Rehabilitator	Work Experience Volunteer
Wisconsin Digital Archives	online initiative
School Districts	
AASD	Outreach Visits & 3-5 yr old Screenings, Fox Cities Book Festival, Fox Cities Reads Program & Committee Member
AASD	4K-12th grade
AASD	Birth to 5 programs
Community Early Learning Center	ARTR
AASD Diversity, Equity & Inclusion Department	Program
Lutheran Schools	Celebration Lutheran, Riverview Lutheran, Mt. Olive, Saint Paul and Saint Peter
St. Frances Xavier Catholic School System	School age visits and outreach
Non-Profit Organizations	
American Library Association	Grant, program
American Association of University Women (AAUW)	STEM essay contest
Appleton Downtown Inc.	Rhythms of the World program, Summer Library Program, Story Walk
Appleton Downtown Rotary	Rhythms of the World program
Appleton Fox Cities Kiwanis Club	Fox Cities, Outreach program
Appleton Historical Society	Board membership,-Research support, program marketing
Boys & Girls Club	ELL Club & SLP Outreach, programs
Brigade Neenah	ELL Club Programs
Building for Kids	multiple collaborations based on exhibits, special events, Reach Out & Read (ROR) Fox Cities, Rhythms of the World
CAP Services	Program
Casa Hispana	Interagency meetings and grant support - Latino Fest, Scholarship reviewer
Children's Hospital of Wisconsin	Reach Out and Read
Community Foundation for the Fox Valley	Committee Member
Daughters of the American Revolution	Display
Diverse & Resilient	Program
Even Start	Outreach & ARTR
Feeding America	Program
Forward Services	ELL Club, Appleton Ready to Read
Fox Cities Book Festival	Author committee membership, Fox Cities Reads, programs, APL volunteers
Fox Cities Housing Coalition	Monthly meetings
Fox Cities Performing Arts Center	North East Wisconsin Professional Advisory Committee (NEW PAC) membership
Fox Cities Resource Provider Group	Program
Fox Valley Symphony	Program
Fox Valley Literacy Council	Outreach Specialists Refer Families, Board and committee membership, Appleton Ready to read
Girls Who Code	Program
Headstart	ARTR (Appleton Ready To Read), Outreach, Programming
Heid Music	ELL Club, outreach program

History Museum at the Castle	SLP, Hmong American programs, local history reference, ELL Club, display
Imagine Fox Cities	Committee membership, programs
Independence Public Library	Program
Kairos Alive!	Program, Program Presenter
Lawrence University	ELL Pollinator Project, LU volunteer program, D&I Advisory board, Display, 5th Ensemble, University Archives Presenter
League of Woman Voters	Registration table, program promotion
Outagamie County Extension 4H	Program
Reach Out and Read	Wisconsin
Reach Out and Read	National
Salvation Army Life Skills Program	Outreach program
St. Joe's Food Program	Program
St. Vincent De Paul Next Step Program	Outreach program
Thriving Libraries	Committee, training
United Hmong American Association	Outreach, program promotion
United Way	Reach Out and Read
UW Madison Extension	ELL Club, program planning, programs
UW Oshkosh Head Start	Outreach
World Relief Fox Valley	Program
WUCMAA- Wisconsin United Coalition of Mutual Assistance Associations	Program promotion
YMCA	ELL Clubs, Summer Library Program
Youth Worker Coalition	Outreach program
Other	
10th Frame Bowling Alley	Program
Ascension	Reach Out and Read
ACOCA Coffee	StoryWalk
Appleton Beer Factory	StoryWalk
Aurora Health System	Reach Out and Read
B.A.B.E.S.	SLP Outreach
Bagelicious	StoryWalk
Barlow Planetarium	Program
Beatnik Betty's Resale Butik	StoryWalk
Bellin Health	Reach Out and Read
BMO Harris Bank	ELL Sponsor
Bowl 91	Hmong New Year, StoryWalk
Braids Unlimited Salon and Barbershop	Take and Create Drop Off
Casting On	StoryWalk
Child care providers	Apple Tree Connections, Child's Choice Learning Center, Creative Child, Celebration Children's Center, FVTC Child Care Center, Growing Together, KinderCare (Metro,
Crazy Sweet	StoryWalk
Dance	StoryWalk
Digital Readiness Community of Practice	Committee Membership
Doughlicious	StoryWalk
Eco Candle Co.	StoryWalk
Family Care Fox Cities	Reach Out and Read
Float Light Float Center	StoryWalk
Fox Valley Technical College - Venture Center	Outreach
Fox Valley Technical College	Program
The Heritage	Outreach service, Walking Books
Hoot & Company	StoryWalk
IndUS of Fox Valley	Rhythms of the World, program planning
Inspire Spa	StoryWalk
Lillian's of Appleton	StoryWalk
Local Voices Network	Service and collection offering
Long Cheng Market Place	Outreach
Mosaic Family Health	Reach Out and Read
Murray Photo & Video	StoryWalk
NEW Hmong Professionals	Committee membership, programs
Oneida Heights (Appleton Housing Authority)	Outreach service program
Partnership Community Health Center	Reach Out and Read, Community Outreach at APL
Pfefferle Management	Appleton Ready to Read (ARTR)
Pixel Pro Audio	StoryWalk
Prevea Health	Reach Out and Read
Primary Care Associates of Appleton	Reach Out and Read
Recollection Wisconsin	Project, Committee Member, Program Presenter
Joe Slezak	Program
Thedacare Health System	Reach Out and Read

Trout Museum	ELL Club, Light Up Appleton outreach, StoryWalk
Valley Packaging	ARTR Outreach, programs
WHBY	Outreach
Wisconsin Historical Society	Program Presenter
New Agreements	
Other Governments	
Outagamie Health and Human Services, Children and Families Division	Program
Valley Transit	Program
Wisconsin Department of Public Instruction	Committee, training
School Districts	
AASD Title I	Appleton Ready to Read (ARTR)
Non-Profit Organizations	
Appleton Podcast Co-Op	Program
Bergstrom Mahler Museum	Program
CIT Community Advisory Team	Committee Member
Colorbold Business Association	Programs
Door County Alpaca Ranch	Program
ESTHER	Program
Fox Cities Muslim Group	Program
Fox Valley Food Security Effort	Committee Member
Fox Valley Memory Project	Program
Junior Achievement	Program
Life Tools Foundation	Program
National History Day	Program Judge
Oconto County Historical Society	Program Presenter
SCORE	Program Support
Sierra Club Fox Valley	Program
University of Wisconsin - Oshkosh	Program
Wild Ones Natural Landscaping	Program
WISCSIBS	ELL Club
Wisconsin Health Literacy	Program
Wisconsin Humanities	Program
Wisconsin Society of Mayflower Descendants	Program
Wisconsin State Genealogical Society	Board Membership, Research support, program marketing, Board Member
Wisconsin Veterans Museum	Program
Wisconsin Women's Business initiative Corporation (WWBIC)	Program
Other	
Maddie Corum	ELL Club
Family Search Community	Program Promotion
Fika Tea Bar	StoryWalk
Flower Mill, LLC	Program
Hearthstone	Program
Hmong Grocery Store	Take and Create Drop Off
Lisa Gardiner - Baker	ELL Club
Lisa Nett - Tree Expert	ELL Club
Oriental Food Market	Take and Create Distribution
National Railroad Museum	Program
Northeast Ambassadorial Advisory Council	Program
Paper Discovery Center	Program
Porter's Patch	Program
Post Crescent	Collection materials
Red Cross	Program
Scooter G's	StoryWalk
Taperz Barbershop	Program
Timber Rattlers	Program
Isaac Yang	Program
Tou Long Yang	Program
University of Wisconsin Green Bay	Program, Committee Member
University of Wisconsin Madison iSchool	Program Presenter
The Vintage Garden	StoryWalk

Totals

Department	Agreement	Maint.	New
Library	Other Govts	20	3
	School Dist	7	1
	Non-Profits	48	24
	Other	46	23

**Yearly External Collaborative/Cooperative Agreements (new and maintained)
Key Performance Indicator (KPI) Guidelines**

Use the following criteria to help decide whether to log a Collaborative/Cooperative Agreement toward this KPI.

Did you.....?	Log Toward KPI	Maintain Department List Only
<i>Develop, draft, deliver a program, presentation, or other event with an external organization/individual</i>	X	
<i>Enter a Memorandum of Understanding (MOU)</i>	X	
<i>Serve on a governing board, task force, ad hoc committee, or any other body in service of another organization or agency</i>	X	
<i>Deliver an external service that was beyond the scope of ordinary or statutorily required cooperation</i>	X	
<i>Participate in a consortium or coalition of organizations/agencies/governments/counterparts</i>	X	
<i>Collaborate with another organization in which costs and/or responsibility are shared? (For example: Partner with an organization to hire a consultant for a project to benefit both organizations; share the consulting costs.)</i>	X	
<i>Develop, participate in, conduct a research study with an institution, researcher, or other organization</i>	X	
<i>Deliver a presentation to a group, organization, committee</i>		X
<i>Lease or rent space in your facility for an organization or program (but did not participate in development or delivery of program, nor sponsor the event)</i>		X
<i>Contract for paid services from a third-party provider for services rendered to the City</i>		X

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Library BILL of RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and **enlightenment of all people** of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information **presenting all points of view** on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should **challenge censorship** in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with **resisting abridgment of free expression and free access to ideas**.
- V. **A person's right to use a library should not be denied** or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such **facilities available on an equitable basis**, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a **right to privacy and confidentiality in their library use**. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

THE

Library BILL of RIGHTS

& THE

Freedom to Read STATEMENT

BROUGHT TO YOU BY THE

ALA American Library Association

 OFFICE FOR
Intellectual Freedom
American Library Association



OFFICE FOR
Intellectual Freedom
American Library Association

THE

Freedom to Read STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension.

Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended

discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

To read the full Freedom to Read Statement, visit ala.org/intellectualfreedom



WISCONSIN
LIBRARY
ASSOCIATION

Wisconsin Library Association Statement on the Freedom to Read and Intellectual Freedom

The Wisconsin Library Association affirms its support of personal liberty, the freedom to read, and intellectual freedom for people across Wisconsin.

The Freedom to Read

Over 130 years ago, the Wisconsin Library Association (WLA) formed to support the establishment of public libraries in the state. Today, our membership represents a wide range of libraries that serve a variety of communities – from college campuses to corporations, rural villages to urban areas, and more. Just as our state motto is “Forward,” WLA and Wisconsin libraries are steadfast in supporting our communities as they move forward in education, business, and life enrichment.

Libraries have grown and changed since the 1800s, but their primary mission remains the same: to ensure all people can exercise their right to intellectual freedom and the freedom to read. The First Amendment’s right to freedom of expression encompasses intellectual freedom, which includes an individual’s right to receive information on a wide range of topics from a variety of viewpoints. Publicly funded libraries play an important role in facilitating this free and open access to information. ¹

We know that our families and community members have varying interests, hobbies, and beliefs. What one person selects to use from their local library for themselves, or for their family, is an exercise of their personal liberty, their freedom to read, and their intellectual freedom. To meet the broad and varied needs of Wisconsinites, libraries and library staff work diligently to build exceptional collections that represent the stories and interests of all Wisconsinites.

Supporting the Freedom to Read with Policies and Standards

Every library in Wisconsin should have a materials selection policy, approved by their administrating body, which includes a formal process for the reconsideration of library materials. We remind administrators, boards, municipal leadership, librarians, and communities that the reconsideration and removal of library materials must be done in accordance with

¹ J. Haydel, ‘Libraries and Intellectual Freedom’, *The First Amendment Encyclopedia*, 2009, <https://www.mtsu.edu/first-amendment/article/1125/libraries-and-intellectual-freedom>, (access 7 JUNE 2022)

administratively approved policies. Such formal processes promote the Constitutional values of transparent governance and free speech and ensure local control over community institutions.

When someone requests that a library item be reconsidered, libraries should follow the approved policies for completing an objective review of the material. The removal of library materials without due process inhibits libraries' ability to provide comprehensive and inclusive collections for their full community. Banning, removing, or censoring material violates the community's right to intellectual freedom and the freedom to read.

The Wisconsin Library Association recommends that libraries, boards, and other decision makers:

- Follow library-approved policies when responding to requests to reconsider library materials.
- Consult with their library administrators and librarians when reviewing requests for reconsideration.
- Utilize the expertise of their librarians and library professionals in making collection decisions that will impact all library users.

As we have for over 130 years, WLA and its members will continue to support personal liberty, the freedom to read, and intellectual freedom for people across Wisconsin.

For additional resources and more information about the Wisconsin Library Association, please visit <https://www.wisconsinlibraries.org>.