



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Agenda - Final Library Board

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Tuesday, April 16, 2019

4:30 PM

225 N. Oneida Street

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[19-0487](#) March 19, 2019 Meeting Minutes

**Attachments:** [March 19 2019 Meeting Minutes.pdf](#)

4. Public Participation and Communication

Establish Order of the Day

### 5. Action Items

[19-0488](#) Bill Register - March 2019

**Attachments:** [March Bill Register.pdf](#)  
[March Expense Report.pdf](#)

[19-0489](#) March 2019 Budget Amendment

[19-0490](#) Request to award single source safety and security services to Star Protection and Patrol for the balance of 2019 in an amount not to exceed \$43,905.

**Attachments:** [Star Protection and Patrol Contract Memo Board.pdf](#)

[19-0501](#) Approval for Children/Teen Summer Library Program Participants' Fines to be Waived

**Attachments:** [SLP Fines Waived.pdf](#)

[19-0497](#) City Policies - Privacy Policy, Conditions of Employment Policy

**Attachments:** [PRIVACY POLICY.pdf](#)  
[CONDITIONS OF EMPLOYMENT.pdf](#)

**6. Information Items****A. Director's Report**

[19-0491](#) Building Process Update

[19-0492](#) APL Staff Recognition Celebration

[19-0493](#) National Library Week and National Library Workers Day

**Attachments:** [NLW-2019-proclamation.docx](#)

[19-0494](#) Imagine Fox Cities Community Conversations

**B. Assistant Director's Report**

[19-0496](#) APL Hiring Process Updates

[19-0498](#) 2019 Annual Survey

**C. Friends Report**

[19-0499](#) Friends Used Book Sale April 26 - April 27, 2019

[19-0500](#) Incoming Friends Board Members

**D. Staff Updates**

[19-0502](#) Childrens Programs and Events

**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.*



# City of Appleton

225 N. Oneida Street  
Appleton WI, 54911

## Meeting Minutes Library Board

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Tuesday, March 19, 2019

4:30 PM

225 N. Oneida Street

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1. Call meeting to order

Vice President Rebecca Kellner called the meeting to order at 4:31 pm

2. Roll call of membership

**Others Present:** Dan Beauvillia, Beth Carpenter, Ann Cooksey, Derik Henken, Tina Krueger, Adriana McCleer, Jessica Miller, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Maureen Ward

**Present:** 8 - Bergman, Looker, Kellner, Exarhos, Bloedow, Scheuerman, Alderperson Croatt and Mann

**Excused:** 2 - Peterson and Hartjes

**Others :** 1 - Panella

3. Approval of minutes from previous meeting

[19-0363](#)

February 19, 2019 Meeting Minutes

**Attachments:** [February 19 2019 Meeting Minutes.pdf](#)

**Bloedow moved, seconded by Scheuerman, that the February 19, 2019 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)**

Public Participation and Communication

[19-0362](#)

Dan Beauvillia - APL Library Assistant

Establish Order of the Day

**Vice President Kellner moved Action Item 19-0368 to the end of the meeting agenda for Closed Session.**

**Vice President Kellner called for a motion to move Action Items 19-0364, 19-0365, 19-0366, 19-0367 and 19-0369 to a Consent Agenda.**

**Looker moved, seconded by Mann to move Action Items 19-0364, 19-0365, 19-0366, 19-0367 and 19-0369 to a Consent Agenda.**

#### 4. Action Items

Looker moved, seconded by Exarhos, that Action Items 19-0364, 19-0365, 19-0366, 19-0367 and 19-0369 be approved. Voice Vote. Motion Carried. (8-0)

##### [19-0364](#)

Bill Register - February 2019

**Attachments:**     [February Bill Register.pdf](#)  
                              [February Expense Report.pdf](#)

This Report Action Item was approved.

##### [19-0365](#)

2018-2019 Carryover

**Attachments:**     [18 - 19 Carryover Request.pdf](#)

This Report Action Item was approved

##### [19-0366](#)

Report of the Personnel and Policy Committee

**Attachments:**     [Personnel and Policy Committee Meeting Minutes 2-25-2019.pdf](#)  
                              [Handouts BB Postings Notices Petitioning Draft March 2019.pdf](#)

This Report Action Item was approved

##### [19-0367](#)

Approve amendments to the amended APL Program Policy

**Attachments:**     [Program Policy Amended 2-26-2019.pdf](#)  
                              [Program Policy Amended \(2\) 3-1-2019.pdf](#)

This Report Action Item was approved

##### [19-0369](#)

2018 Department of Instruction Public Library Annual Report

**Attachments:**     [2018 APL Annual Report.pdf](#)

This Report Action Item was approved

##### [19-0370](#)

Approval of APL Strategic Plan

**Attachments:**     [APL MissionVisionValues 2019.pdf](#)

Scheuerman moved, seconded by Croatt, that the APL Strategic Plan be approved. Voice Vote. Motion Carried. (8-0)

#### 5. Information Items

##### A. Director's Report

[19-0371](#) Update on ILS Merger Exploration Study between OWLS and Winnefox

[19-0372](#) 2018 Collection Agency Report

**Attachments:** [Unique All Time and FY Recovery Report Jan-Dec 2018.pdf](#)

B. President's Report

[19-0373](#) 2019 Trustee Training Topic Discussion

C. Assistant Director's Report

[19-0374](#) APL Hiring Process Updates

[19-0375](#) Report on Staff Training Day and Compassion Resilience

D. Staff Updates

[19-0376](#) Reach Out and Read

[19-0377](#) Fox Cities Reads

**Closed Session**

Scheuerman moved, seconded by Bloedow that the meeting move into Closed Session pursuant to WI Statute 19.85(f)(c) to discuss personnel matters and then resume meeting in open session. Voice Vote. Motion Carried. (8-0)  
Roll Call was taken. The meeting went into closed session at 5:10 pm

Looker moved, seconded by Scheuerman that the meeting resume Open Session. Voice Vote. Motion Carried. (8-0)  
Roll Call was taken. The meeting resumed Open Session at 5:19 pm

[19-0368](#) Approve recommendation of Library Director's established 2019 Goals

Scheuerman moved, seconded by Mann, that the recommendation of Library Director's established 2019 Goals be approved. Voice Vote. Motion Carried. (8-0)

6. Adjournment

Bergman moved, seconded by Exarhos that the meeting be adjourned. Voice Vote. Motion Carried. (8-0)

The meeting was adjourned at 5:22 pm

04/08/2019 13:15  
MillerJJ

City of Appleton  
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/3 TO 2019/3											
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
			Library Administration								
			Training/Conferences								
16010	620100										
001166	RISE LEADERSHIP LLC	7685	0	2019	3	INV P	1,263.92	032019	1982	apl strategic plan	
ACCOUNT TOTAL							1,263.92				
			Office Supplies								
16010	630100										
001583	UNITED STATES POSTAL	8430	0	2019	3	INV P	17.05	pcard		Board Packet Mailin	
002034	OFFICE DEPOT	8429	0	2019	3	INV P	8.48	pcard		Office Supplies	
002034	OFFICE DEPOT	8431	0	2019	3	INV P	40.08	pcard		Office Supplies	
002034	OFFICE DEPOT	8432	0	2019	3	INV P	38.75	pcard		Office Supplies	
							87.31				
ACCOUNT TOTAL							104.36				
			Memberships & Licenses								
16010	630300										
999990	WISCONSIN LIBRARY AS	7873	0	2019	3	INV P	213.70	pcard		WLA annual membersh	
ACCOUNT TOTAL							213.70				
			Awards & Recognition								
16010	630500										
001983	AMAZON	8514	0	2019	3	INV P	14.04	pcard		Bags for NLW Staff	
999990	TARGET.COM *	7991	0	2019	3	INV P	8.00	pcard		Retirement Gift	
ACCOUNT TOTAL							22.04				
			Food & Provisions								
16010	630700										
000763	KWIK TRIP, INC	8500	0	2019	3	INV P	3.59	pcard		POPCORN FOR MOVIE P	
001198	SAM'S CLUB	6738	0	2019	3	INV P	104.69	pcard		Staff Training Food	
ACCOUNT TOTAL							108.28				
			Advertising								
16010	641200										
001983	AMAZON	7840	0	2019	3	INV P	12.99	pcard		Brochure Holder	
999990	FACEBK *2NMJJKEYX2	7839	0	2019	3	INV P	25.00	pcard		Facebook Ad	
999990	CKO*WWW.ISTOCKPHOTO.	7874	0	2019	3	INV P	12.60	pcard		Stock Photos	
999990	CKO*WWW.ISTOCKPHOTO.	7992	0	2019	3	INV P	63.00	pcard		Stock Photos	
							100.60				
ACCOUNT TOTAL							113.59				
			Other Contracts/Obligation								
16010	659900										
000084	APPLETON DOWNTOWN, I	6817	0	2019	3	INV P	3,000.00	031319	1820	washington square g	
001582	UNITED WAY FOX CITIE	8513	0	2019	3	INV P	200.00	pcard		Annual Report to th	

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City of Appleton  
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/3 TO 2019/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
001830	SECURITAS SECURITY S	6815		0	2019	3	INV P	3,380.27	031319	1866 security guard
ACCOUNT TOTAL								6,580.27		
ORG 16010 TOTAL								8,406.16		
16021	Library Children's Services									
16021	630100									
001983	AMAZON	8449		0	2019	3	INV P	5.75	pcard	Baby Sensory Progra
001983	AMAZON	8451		0	2019	3	INV P	26.95	pcard	Baby Sensory Progra
								32.70		
999990	WM SUPERCENTER #2958	7844		0	2019	3	INV P	19.98	pcard	Storage
999990	MILLS FLEET FARM 100	7970		0	2019	3	INV P	33.98	pcard	Early Childhood Are
999990	HOBBY-LOBBY #0193	8447		0	2019	3	INV P	26.40	pcard	Baby Sensory Progra
999990	DOLLARTREE	8448		0	2019	3	INV P	11.00	pcard	Baby Sensory Progra
999990	WM SUPERCENTER #2958	8450		0	2019	3	INV P	9.86	pcard	General Program Sup
								101.22		
ACCOUNT TOTAL								133.92		
ORG 16021 TOTAL								133.92		
16023	Library Public Services									
16023	630100									
000454	FASTSIGNS	8507		0	2019	3	INV P	15.00	pcard	Computer Signage
001034	OUTAGAMIE WAUPACA LI	6816		0	2019	3	INV P	54.00	031319	1857 wplc digital buying
ACCOUNT TOTAL								69.00		
ORG 16023 TOTAL								69.00		
16024	Library Community Partnerships									
16024	630100									
001983	AMAZON	8566		0	2019	3	INV P	18.00	pcard	Gift card for Seed
999990	EAGLE GRAPHICS LLC	7978		0	2019	3	INV P	1,068.80	pcard	Fox Cities Reads T-
ACCOUNT TOTAL								1,086.80		
16024	659900									
999990	SQ *CHAMINADE WOMEN	7843		0	2019	3	INV P	50.00	pcard	Donation for March
999998	Walt Lontkowski	6755		0	2019	3	INV P	275.00	030619	1779 musical performance
999998	Chaminade Women's Ch	6756		0	2019	3	INV P	100.00	030619	1772 women's chorus perf
999998	Erin Krebs	6757		0	2019	3	INV P	100.00	030619	1775 flipside concert
999998	Jessica Haessly	6758		0	2019	3	INV P	200.00	030619	1777 yoga story
999998	COPPER BOX	7234		0	2019	3	INV P	100.00	031319	1852 flipside concert

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City of Appleton  
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/3 TO 2019/3		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
								775.00		
ACCOUNT TOTAL								825.00		
ORG 16024 TOTAL								1,911.80		
Library Building Operations										
16031	641301									
16031	001575 WE ENERGIES	56		0	2019	3	INV P	6,197.59	032719	2093 4835-258-176 Librar
ACCOUNT TOTAL								6,197.59		
Gas										
16031	641302									
16031	001575 WE ENERGIES	56		0	2019	3	INV P	2,942.73	032719	2093 5229-670-389 Public
ACCOUNT TOTAL								2,942.73		
ORG 16031 TOTAL								9,140.32		
Library Materials Management										
Other Reimbursements										
16032	503500									
16032	000042 ALGOMA PUBLIC LIBRAR	7168		0	2019	3	INV P	12.99	031319	1816 lost & paid
	001201 SCANDINAVIA PUBLIC L	7172		0	2019	3	INV P	18.00	031319	1864 lost & paid
	001598 CITY OF NEW LONDON	7171		0	2019	3	INV P	14.99	031319	1831 lost & paid
	001604 VILLAGE OF HORTONVIL	7173		0	2019	3	INV P	6.00	031319	1885 lost & paid
	001615 DOOR COUNTY LIBRARY	7170		0	2019	3	INV P	15.00	031319	1836 lost & paid
	001851 MARINETTE COUNTY	7664		0	2019	3	INV P	24.00	032019	1953 lost & paid
	999998 PETER CAPAUL	7670		0	2019	3	INV P	13.00	032019	1964 lost & paid
	999998 CHRISTOPHER BERES	7672		0	2019	3	INV P	13.00	032019	1961 lost & paid
								26.00		
ACCOUNT TOTAL								116.98		
Office Supplies										
16032	630100									
16032	001034 OUTAGAMIE WAUPACA LI	6816		0	2019	3	INV P	261.65	031319	1857 wplc digital buying
	001983 AMAZON	7875		0	2019	3	INV P	17.59	pcard	3 Disc Jewel Cases
	001983 AMAZON	7994		0	2019	3	INV P	14.99	pcard	CD media cases
								32.58		
999990 SP * ELM USA								1,083.95	pcard	Disc buffer supplie
999990 PREMIUM WATERS INC								187.83	pcard	Distilled water for



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INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/3 TO 2019/3											
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
							1,271.78				
ACCOUNT TOTAL							1,566.01				
16032	631500			Books & Library Materials							
000889	MIDWEST TAPE	6759	0	2019	3	INV P	4,716.42	030619		1771	media
000889	MIDWEST TAPE	6823	0	2019	3	INV P	4,272.30	031319		1849	media
000889	MIDWEST TAPE	7454	0	2019	3	INV P	1,036.24		pcard		
000889	MIDWEST TAPE	7605	0	2019	3	INV P	1,115.80		pcard		
000889	MIDWEST TAPE	7606	0	2019	3	INV P	1,220.21		pcard		
000889	MIDWEST TAPE	8444	0	2019	3	INV P	996.08		pcard		
							13,357.05				
001034	OUTAGAMIE WAUPACA LI	6816	0	2019	3	INV P	23,373.43	031319		1857	wplc digital buying
001402	UNITED PARCEL SERVIC	8526	0	2019	3	INV P	20.43		pcard		
001402	UNITED PARCEL SERVIC	8527	0	2019	3	INV P	24.91		pcard		
							45.34				
001590	STATE BAR OF WISCONS	8008	0	2019	3	INV P	72.35		pcard		
001835	WISCONSIN HISTORICAL	6760	0	2019	3	INV P	198.60	030619		1810	silver halide pos/p
001983	AMAZON	7608	0	2019	3	INV P	108.98		pcard		
001983	AMAZON	7637	0	2019	3	INV P	12.98		pcard		
001983	AMAZON	7638	0	2019	3	INV P	7.99		pcard		
001983	AMAZON	7847	0	2019	3	INV P	13.61		pcard		
001983	AMAZON	7848	0	2019	3	INV P	34.60		pcard		
001983	AMAZON	7849	0	2019	3	INV P	13.24		pcard		
001983	AMAZON	8009	0	2019	3	INV P	38.47		pcard		
001983	AMAZON	8010	0	2019	3	INV P	39.79		pcard		
001983	AMAZON	8011	0	2019	3	INV P	37.60		pcard		
001983	AMAZON	8012	0	2019	3	INV P	33.98		pcard		
001983	AMAZON	8569	0	2019	3	INV P	64.45		pcard		
001983	AMAZON	8572	0	2019	3	INV P	67.55		pcard		
001983	AMAZON	8573	0	2019	3	INV P	41.78		pcard		
001983	AMAZON	8574	0	2019	3	INV P	62.09		pcard		
001983	AMAZON	8575	0	2019	3	INV P	94.93		pcard		
							672.04				
002188	GREY HOUSE PUBLISHIN	6772	0	2019	3	INV P	199.00	030619		1756	subscription
002189	C2ER	6773	0	2019	3	INV P	175.00	030619		1742	media
999990	INGRAM LIBRARY SERVI	7443	0	2019	3	INV P	516.86		pcard		
999990	INGRAM LIBRARY SERVI	7444	0	2019	3	INV P	2,298.72		pcard		
999990	INGRAM LIBRARY SERVI	7445	0	2019	3	INV P	850.19		pcard		
999990	INGRAM LIBRARY SERVI	7446	0	2019	3	INV P	181.28		pcard		

City of Appleton  
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2019/3			TO 2019/3										
ACCOUNT/VENDOR			DOCUMENT	PO	YEAR/PR	TYP	S		CHECK	RUN	CHECK	DESCRIPTION	
999990	INGRAM LIBRARY	SERVI	7447	0	2019	3	INV	P	222.61			pcard	
999990	INGRAM LIBRARY	SERVI	7448	0	2019	3	INV	P	700.01			pcard	
999990	INGRAM LIBRARY	SERVI	7449	0	2019	3	INV	P	310.93			pcard	
999990	INGRAM LIBRARY	SERVI	7450	0	2019	3	INV	P	210.21			pcard	
999990	INGRAM LIBRARY	SERVI	7451	0	2019	3	INV	P	189.67			pcard	
999990	INGRAM LIBRARY	SERVI	7452	0	2019	3	INV	P	225.52			pcard	
999990	OVERDRIVE DIST		7453	0	2019	3	INV	P	2,002.54			pcard	
999990	INGRAM LIBRARY	SERVI	7596	0	2019	3	INV	P	-21.59			pcard	
999990	INGRAM LIBRARY	SERVI	7597	0	2019	3	INV	P	140.63			pcard	
999990	INGRAM LIBRARY	SERVI	7598	0	2019	3	INV	P	359.36			pcard	
999990	INGRAM LIBRARY	SERVI	7599	0	2019	3	INV	P	612.73			pcard	
999990	INGRAM LIBRARY	SERVI	7600	0	2019	3	INV	P	452.48			pcard	
999990	INGRAM LIBRARY	SERVI	7601	0	2019	3	INV	P	2,232.42			pcard	
999990	INGRAM LIBRARY	SERVI	7602	0	2019	3	INV	P	802.44			pcard	
999990	INGRAM LIBRARY	SERVI	7603	0	2019	3	INV	P	218.58			pcard	
999990	INGRAM LIBRARY	SERVI	7604	0	2019	3	INV	P	255.30			pcard	
999990	WIDDERSHINS WIDDERSH		7607	0	2019	3	INV	P	35.99			pcard	
999990	THE PENWORTHY COMPAN		7845	0	2019	3	INV	P	1,591.97			pcard	
999990	RECORDED BOOKS		7846	0	2019	3	INV	P	8,157.11			pcard	
999990	RECORDED BOOKS		8004	0	2019	3	INV	P	248.22			pcard	
999990	RECORDED BOOKS		8005	0	2019	3	INV	P	59.59			pcard	
999990	RECORDED BOOKS		8006	0	2019	3	INV	P	650.84			pcard	
999990	WORLDCHAMBEROF	COMMER	8007	0	2019	3	INV	P	65.00			pcard	
999990	INGRAM LIBRARY	SERVI	8434	0	2019	3	INV	P	694.23			pcard	
999990	INGRAM LIBRARY	SERVI	8435	0	2019	3	INV	P	2,076.16			pcard	
999990	INGRAM LIBRARY	SERVI	8436	0	2019	3	INV	P	684.66			pcard	
999990	INGRAM LIBRARY	SERVI	8437	0	2019	3	INV	P	326.64			pcard	
999990	INGRAM LIBRARY	SERVI	8438	0	2019	3	INV	P	283.87			pcard	
999990	INGRAM LIBRARY	SERVI	8439	0	2019	3	INV	P	335.07			pcard	
999990	INGRAM LIBRARY	SERVI	8440	0	2019	3	INV	P	278.09			pcard	
999990	INGRAM LIBRARY	SERVI	8441	0	2019	3	INV	P	2,217.65			pcard	
999990	INGRAM LIBRARY	SERVI	8442	0	2019	3	INV	P	548.71			pcard	
999990	INGRAM LIBRARY	SERVI	8443	0	2019	3	INV	P	181.15			pcard	
999990	INGRAM LIBRARY	SERVI	8518	0	2019	3	INV	P	-172.01			pcard	
999990	INGRAM LIBRARY	SERVI	8519	0	2019	3	INV	P	245.18			pcard	
999990	INGRAM LIBRARY	SERVI	8520	0	2019	3	INV	P	408.34			pcard	
999990	INGRAM LIBRARY	SERVI	8521	0	2019	3	INV	P	1,869.14			pcard	
999990	INGRAM LIBRARY	SERVI	8522	0	2019	3	INV	P	403.96			pcard	
999990	INGRAM LIBRARY	SERVI	8523	0	2019	3	INV	P	364.20			pcard	
999990	INGRAM LIBRARY	SERVI	8524	0	2019	3	INV	P	370.53			pcard	
999990	INGRAM LIBRARY	SERVI	8525	0	2019	3	INV	P	742.42			pcard	
999990	RECORDED BOOKS		8568	0	2019	3	INV	P	1,126.64			pcard	
999990	THOMSON WEST*TCD		8570	0	2019	3	INV	P	455.12			pcard	
999990	THOMSON WEST*TCD		8571	0	2019	3	INV	P	854.89			pcard	
									37,864.25				
ACCOUNT TOTAL									75,957.06				
16032	659900	Other Contracts/Obligation											
001398	UNIQUE MANAGEMENT SE	7686	0	2019	3	INV	P	358.00	032019			2002 collections	

04/08/2019 13:15  
MillerJJ

City of Appleton  
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/3		TO 2019/3											
ACCOUNT/VENDOR		DOCUMENT		PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION			
				ACCOUNT TOTAL			358.00						
				ORG 16032		TOTAL		77,998.05					
				Library Network Services									
16033	620100			Training/Conferences									
16033	999990	CBT NUGGETS	8468	0	2019	3	INV P	1,198.00	pcard	CBT Nuggets Trainin			
				ACCOUNT TOTAL			1,198.00						
				Miscellaneous Equipment									
16033	632700			2019 3 INV P									
000362	DELL MARKETING L.P.		8433	0	2019	3	INV P	1,041.86	pcard	PERC Card for Power			
001619	CDW GOVERNMENT, INC.		7128	0	2019	3	INV P	417.51	pcard	Wireless Access Poi			
001619	CDW GOVERNMENT, INC.		8515	0	2019	3	INV P	417.51	pcard	Meraki Wireless Acc			
							835.02						
001983	AMAZON		8370	0	2019	3	INV P	329.99	pcard	Intel NUC for digit			
999990	ABCO AND MAJOR VENDI		8359	0	2019	3	INV P	115.81	pcard	Coin changer unit f			
				ACCOUNT TOTAL			2,322.68						
				Equip Repairs & Maint									
16033	641800			2019 3 INV P									
001961	WELLS FARGO FINANCIA		7687	0	2019	3	INV P	419.72	032019	2014 copier lease			
				ACCOUNT TOTAL			419.72						
				ORG 16033		TOTAL		3,940.40					
=====													
FUND 100 General Fund				TOTAL:		101,599.65		=====					
=====													

\*\* END OF REPORT - Generated by Jessica J. Miller \*\*

City of Appleton  
INVOICE LIST BY GL ACCOUNT

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|P      1
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ACCOUNT / VENDOR

DOCUMENT

PO

YEAR/PR	TYP	S
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CHECK RUN CHECK

DESCRIPTION

2550	Library Grants													
2550	630100	Office Supplies												
999990	USPS PO	5602500943	8385	0	2019	3	INV	P	13.65	pcard	ROR, postage			
999990	USPS PO	5602500943	8559	0	2019	3	INV	P	30.65	pcard	ROR, USPS, supplies			
									44.30					
ACCOUNT TOTAL									44.30					
2550	631500	Books & Library Materials												
000690	INTERSTATE	BOOKS4SCH	6747	0	2019	3	INV	P	205.00	pcard	ROR, TC-Peds-App			
000690	INTERSTATE	BOOKS4SCH	8380	0	2019	3	INV	P	396.00	pcard	ROR, TC-Ped-Nee			
000690	INTERSTATE	BOOKS4SCH	8381	0	2019	3	INV	P	38.25	pcard	ROR, Prevea-Sey			
000690	INTERSTATE	BOOKS4SCH	8382	0	2019	3	INV	P	531.50	pcard	ROR, TC Ped Dar			
000690	INTERSTATE	BOOKS4SCH	8383	0	2019	3	INV	P	164.00	pcard	ROR, PrimaryCar			
000690	INTERSTATE	BOOKS4SCH	8452	0	2019	3	INV	P	768.50	pcard	ROR, ASC-Deerwo			
000690	INTERSTATE	BOOKS4SCH	8453	0	2019	3	INV	P	1,269.75	pcard	ROR, ASC-Childr			
000690	INTERSTATE	BOOKS4SCH	8556	0	2019	3	INV	P	451.00	pcard	ROR, TC-Ped-App			
000690	INTERSTATE	BOOKS4SCH	8557	0	2019	3	INV	P	166.00	pcard	ROR, PrimaryCar			
									3,990.00					
999990	ALL ABOUT BOOKS, LLC	8384	0	2019	3	INV	P	573.04	pcard	ROR, TC-Ped-Nee				
999990	ALL ABOUT BOOKS, LLC	8454	0	2019	3	INV	P	1,092.66	pcard	ROR, ASC-Childr				
999990	ALL ABOUT BOOKS, LLC	8558	0	2019	3	INV	P	274.72	pcard	ROR, TC-Ped-App				
									1,940.42					
ACCOUNT TOTAL									5,930.42					
ORG 2550 TOTAL									5,974.72					
=====														
FUND 255 Library Grants									TOTAL:	5,974.72				

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04/08/2019 13:26  
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City of Appleton  
YEAR-TO-DATE BUDGET REPORT

FOR 2019 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
423200 Library Grants & Aids							
<u>16010 423200 Library Grants &amp; Aids</u>	-1,043,692	-1,043,692	-56,432.14	-56,432.14	.00	-987,259.86	5.4%*
TOTAL Library Grants & Aids	-1,043,692	-1,043,692	-56,432.14	-56,432.14	.00	-987,259.86	5.4%
TOTAL REVENUES	-1,043,692	-1,043,692	-56,432.14	-56,432.14	.00	-987,259.86	
480100 General Charges for Service							
<u>16010 480100 General Charges for S</u>	-65,000	-65,000	-11,318.18	-3,063.80	.00	-53,681.82	17.4%*
TOTAL General Charges for Service	-65,000	-65,000	-11,318.18	-3,063.80	.00	-53,681.82	17.4%
TOTAL REVENUES	-65,000	-65,000	-11,318.18	-3,063.80	.00	-53,681.82	
500100 Fees & Commissions							
<u>16031 500100 Fees &amp; Commissions</u>	-1,500	-1,500	-184.38	2.95	.00	-1,315.62	12.3%*
TOTAL Fees & Commissions	-1,500	-1,500	-184.38	2.95	.00	-1,315.62	12.3%
TOTAL REVENUES	-1,500	-1,500	-184.38	2.95	.00	-1,315.62	
501500 Rental of City Property							
<u>16010 501500 Rental of City Proper</u>	-30,000	-30,000	-30,000.00	.00	.00	.00	100.0%
TOTAL Rental of City Property	-30,000	-30,000	-30,000.00	.00	.00	.00	100.0%
TOTAL REVENUES	-30,000	-30,000	-30,000.00	.00	.00	.00	
502000 Donations & Memorials							
<u>16010 502000 Donations &amp; Memorials</u>	0	0	-30.44	-2.88	.00	30.44	100.0%
TOTAL Donations & Memorials	0	0	-30.44	-2.88	.00	30.44	100.0%
TOTAL REVENUES	0	0	-30.44	-2.88	.00	30.44	
503500 Other Reimbursements							



04/08/2019 13:26  
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City of Appleton  
YEAR-TO-DATE BUDGET REPORT

P 2  
glytdbud

FOR 2019 03

503500	Other Reimbursements	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<a href="#">16010 503500 Other Reimbursements</a>		0	0	-8,965.66	.00	.00	8,965.66	100.0%
<a href="#">16021 503500 Other Reimbursements</a>		0	0	-10,800.00	.00	.00	10,800.00	100.0%
<a href="#">16023 503500 Other Reimbursements</a>		-150	-150	-1,128.36	-4.30	.00	978.36	752.2%
<a href="#">16024 503500 Other Reimbursements</a>		0	0	-8,500.00	.00	.00	8,500.00	100.0%
<a href="#">16031 503500 Other Reimbursements</a>		0	0	-112.65	-4.75	.00	112.65	100.0%
<a href="#">16032 503500 Other Reimbursements</a>		0	0	-30,396.44	-2,035.73	.00	30,396.44	100.0%
<a href="#">16033 503500 Other Reimbursements</a>		-18,500	-18,500	-7,336.52	-1,780.09	.00	-11,163.48	39.7%*
<a href="#">2550 503500 Other Reimbursements</a>		-86,086	-86,086	-66,376.00	-58,544.00	.00	-19,710.00	77.1%*
TOTAL Other Reimbursements		-104,736	-104,736	-133,615.63	-62,368.87	.00	28,879.63	127.6%
TOTAL REVENUES		-104,736	-104,736	-133,615.63	-62,368.87	.00	28,879.63	
<hr/>								
610100 Regular Salaries								
<a href="#">16010 610100 Regular Salaries</a>		382,262	382,262	71,063.18	25,794.24	.00	311,198.82	18.6%
<a href="#">16021 610100 Regular Salaries</a>		345,446	345,446	66,744.72	23,883.60	.00	278,701.28	19.3%
<a href="#">16023 610100 Regular Salaries</a>		496,600	496,600	97,334.62	35,489.53	.00	399,265.38	19.6%
<a href="#">16024 610100 Regular Salaries</a>		334,235	334,235	62,064.45	23,413.90	.00	272,170.55	18.6%
<a href="#">16031 610100 Regular Salaries</a>		108,743	108,743	21,885.29	8,074.49	.00	86,857.71	20.1%
<a href="#">16032 610100 Regular Salaries</a>		515,030	515,030	96,917.90	36,930.94	.00	418,112.10	18.8%
<a href="#">16033 610100 Regular Salaries</a>		98,322	98,322	16,652.72	5,940.53	.00	81,669.28	16.9%
<a href="#">2550 610100 Regular Salaries</a>		22,394	22,394	4,757.23	1,813.84	.00	17,636.77	21.2%
TOTAL Regular Salaries		2,303,032	2,303,032	437,420.11	161,341.07	.00	1,865,611.89	19.0%
TOTAL EXPENSES		2,303,032	2,303,032	437,420.11	161,341.07	.00	1,865,611.89	
<hr/>								
610400 Call Time Wages								
<a href="#">16010 610400 Call Time Wages</a>		0	0	9.60	.00	.00	-9.60	100.0%*
TOTAL Call Time Wages		0	0	9.60	.00	.00	-9.60	100.0%
TOTAL EXPENSES		0	0	9.60	.00	.00	-9.60	
<hr/>								
610500 Overtime Wages								
<a href="#">16031 610500 Overtime Wages</a>		0	0	11.59	11.59	.00	-11.59	100.0%*
<a href="#">16033 610500 Overtime Wages</a>		0	0	225.33	225.33	.00	-225.33	100.0%*



04/08/2019 13:26  
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City of Appleton  
YEAR-TO-DATE BUDGET REPORT

P 3  
glytdbud

FOR 2019 03

610500	Overtime Wages	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	TOTAL Overtime Wages	0	0	236.92	236.92	.00	-236.92	100.0%
	TOTAL EXPENSES	0	0	236.92	236.92	.00	-236.92	
610800	Part-Time Wages							
<a href="#">16010 610800</a>	<a href="#">Part-Time Wages</a>	8,646	8,646	1,649.53	744.69	.00	6,996.47	19.1%
<a href="#">16021 610800</a>	<a href="#">Part-Time Wages</a>	30,107	30,107	8,666.58	3,824.91	.00	21,440.42	28.8%
<a href="#">16023 610800</a>	<a href="#">Part-Time Wages</a>	89,079	89,079	18,234.11	7,320.80	.00	70,844.89	20.5%
<a href="#">16024 610800</a>	<a href="#">Part-Time Wages</a>	0	0	4,005.72	1,469.16	.00	-4,005.72	100.0%*
<a href="#">16031 610800</a>	<a href="#">Part-Time Wages</a>	3,892	3,892	834.66	287.20	.00	3,057.34	21.4%
<a href="#">16032 610800</a>	<a href="#">Part-Time Wages</a>	69,179	69,179	21,262.81	8,358.93	.00	47,916.19	30.7%
	TOTAL Part-Time Wages	200,903	200,903	54,653.41	22,005.69	.00	146,249.59	27.2%
	TOTAL EXPENSES	200,903	200,903	54,653.41	22,005.69	.00	146,249.59	
611500	Vacation Pay							
<a href="#">16010 611500</a>	<a href="#">Vacation Pay</a>	0	0	10,319.22	4,380.96	.00	-10,319.22	100.0%*
<a href="#">16021 611500</a>	<a href="#">Vacation Pay</a>	0	0	6,658.11	3,374.01	.00	-6,658.11	100.0%*
<a href="#">16023 611500</a>	<a href="#">Vacation Pay</a>	0	0	6,580.55	3,234.78	.00	-6,580.55	100.0%*
<a href="#">16024 611500</a>	<a href="#">Vacation Pay</a>	0	0	7,738.88	2,461.30	.00	-7,738.88	100.0%*
<a href="#">16031 611500</a>	<a href="#">Vacation Pay</a>	0	0	1,054.70	427.92	.00	-1,054.70	100.0%*
<a href="#">16032 611500</a>	<a href="#">Vacation Pay</a>	0	0	7,651.30	2,520.10	.00	-7,651.30	100.0%*
<a href="#">16033 611500</a>	<a href="#">Vacation Pay</a>	0	0	4,205.50	1,792.27	.00	-4,205.50	100.0%*
<a href="#">2550 611500</a>	<a href="#">Vacation Pay</a>	0	0	149.18	88.48	.00	-149.18	100.0%*
	TOTAL Vacation Pay	0	0	44,357.44	18,279.82	.00	-44,357.44	100.0%
	TOTAL EXPENSES	0	0	44,357.44	18,279.82	.00	-44,357.44	
615000	Fringes							
<a href="#">16010 615000</a>	<a href="#">Fringes</a>	133,160	133,160	29,036.27	10,830.90	.00	104,123.73	21.8%
<a href="#">16021 615000</a>	<a href="#">Fringes</a>	140,683	140,683	27,099.63	10,154.61	.00	113,583.37	19.3%
<a href="#">16023 615000</a>	<a href="#">Fringes</a>	162,911	162,911	33,863.85	12,613.84	.00	129,047.15	20.8%
<a href="#">16024 615000</a>	<a href="#">Fringes</a>	141,506	141,506	32,817.01	12,190.28	.00	108,688.99	23.2%
<a href="#">16031 615000</a>	<a href="#">Fringes</a>	50,549	50,549	10,398.55	3,852.98	.00	40,150.45	20.6%
<a href="#">16032 615000</a>	<a href="#">Fringes</a>	173,312	173,312	34,576.83	12,863.32	.00	138,735.17	20.0%



04/08/2019 13:26  
MillerJJ

City of Appleton  
YEAR-TO-DATE BUDGET REPORT

P 4  
glytdbud

FOR 2019 03

615000 Fringes	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<a href="#">16033 615000 Fringes</a>	41,204	41,204	8,620.18	3,214.47	.00	32,583.82	20.9%
<a href="#">2550 615000 Fringes</a>	367	367	80.01	30.84	.00	286.99	21.8%
TOTAL Fringes	843,692	843,692	176,492.33	65,751.24	.00	667,199.67	20.9%
TOTAL EXPENSES	843,692	843,692	176,492.33	65,751.24	.00	667,199.67	
620100 Training/Conferences							
<a href="#">16010 620100 Training/Conferences</a>	4,920	4,920	3,288.92	1,263.92	.00	1,631.08	66.8%
<a href="#">16021 620100 Training/Conferences</a>	4,405	4,405	1,252.35	.00	.00	3,152.65	28.4%
<a href="#">16023 620100 Training/Conferences</a>	2,565	2,565	.00	.00	.00	2,565.00	.0%
<a href="#">16024 620100 Training/Conferences</a>	4,450	4,450	92.50	.00	.00	4,357.50	2.1%
<a href="#">16031 620100 Training/Conferences</a>	830	830	.00	.00	.00	830.00	.0%
<a href="#">16032 620100 Training/Conferences</a>	3,324	3,324	1,000.00	.00	.00	2,324.00	30.1%
<a href="#">16033 620100 Training/Conferences</a>	2,740	2,740	1,198.00	1,198.00	.00	1,542.00	43.7%
<a href="#">2550 620100 Training/Conferences</a>	2,300	2,300	110.16	18.10	.00	2,189.84	4.8%
TOTAL Training/Conferences	25,534	25,534	6,941.93	2,480.02	.00	18,592.07	27.2%
TOTAL EXPENSES	25,534	25,534	6,941.93	2,480.02	.00	18,592.07	
620600 Parking Permits							
<a href="#">16010 620600 Parking Permits</a>	20,880	20,880	20,489.00	.00	.00	391.00	98.1%
TOTAL Parking Permits	20,880	20,880	20,489.00	.00	.00	391.00	98.1%
TOTAL EXPENSES	20,880	20,880	20,489.00	.00	.00	391.00	
630100 Office Supplies							
<a href="#">16010 630100 Office Supplies</a>	4,635	4,635	487.58	104.36	.00	4,147.42	10.5%
<a href="#">16021 630100 Office Supplies</a>	2,812	2,812	878.39	133.92	.00	1,933.61	31.2%
<a href="#">16021 630100 3954 Office Supplies</a>	0	0	97.00	.00	.00	-97.00	100.0%*
<a href="#">16021 630100 3955 Office Supplies E</a>	0	0	889.95	.00	.00	-889.95	100.0%*
<a href="#">16023 630100 Office Supplies</a>	3,500	3,500	150.52	69.00	.00	3,349.48	4.3%
<a href="#">16024 630100 Office Supplies</a>	2,812	2,812	1,141.15	1,086.80	.00	1,670.85	40.6%
<a href="#">16031 630100 Office Supplies</a>	0	0	28.48	.00	.00	-28.48	100.0%*
<a href="#">16032 630100 Office Supplies</a>	30,522	30,522	4,392.66	1,566.01	.00	26,129.34	14.4%
<a href="#">16033 630100 Office Supplies</a>	1,500	1,500	.00	.00	.00	1,500.00	.0%



04/08/2019 13:26  
MillerJJ

City of Appleton  
YEAR-TO-DATE BUDGET REPORT

FOR 2019 03

630100 Office Supplies	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>2550 630100 Office Supplies</u>	3,000	3,000	2,375.06	44.30	.00	624.94	79.2%
TOTAL Office Supplies	48,781	48,781	10,440.79	3,004.39	.00	38,340.21	21.4%
TOTAL EXPENSES	48,781	48,781	10,440.79	3,004.39	.00	38,340.21	
630300 Memberships & Licenses							
<u>16010 630300 Memberships &amp; License</u>	2,200	2,200	568.70	213.70	.00	1,631.30	25.9%
TOTAL Memberships & Licenses	2,200	2,200	568.70	213.70	.00	1,631.30	25.9%
TOTAL EXPENSES	2,200	2,200	568.70	213.70	.00	1,631.30	
630500 Awards & Recognition							
<u>16010 630500 Awards &amp; Recognition</u>	850	850	22.04	22.04	.00	827.96	2.6%
TOTAL Awards & Recognition	850	850	22.04	22.04	.00	827.96	2.6%
TOTAL EXPENSES	850	850	22.04	22.04	.00	827.96	
630600 Building Maint./Janitorial							
<u>16031 630600 Building Maint./Janit</u>	10,187	10,187	3,221.56	.00	.00	6,965.44	31.6%
TOTAL Building Maint./Janitorial	10,187	10,187	3,221.56	.00	.00	6,965.44	31.6%
TOTAL EXPENSES	10,187	10,187	3,221.56	.00	.00	6,965.44	
630700 Food & Provisions							
<u>16010 630700 Food &amp; Provisions</u>	1,135	1,135	407.76	108.28	.00	727.24	35.9%
<u>16021 630700 3955 Food &amp; Provisions</u>	0	0	121.55	.00	.00	-121.55	100.0%*
TOTAL Food & Provisions	1,135	1,135	529.31	108.28	.00	605.69	46.6%
TOTAL EXPENSES	1,135	1,135	529.31	108.28	.00	605.69	
630902 Tools & Instruments							
<u>16031 630902 Tools &amp; Instruments</u>	150	150	.00	.00	.00	150.00	.0%

04/08/2019 13:26  
MillerJJ

City of Appleton  
YEAR-TO-DATE BUDGET REPORT



P 6  
glytodbud

FOR 2019 03

630902	Tools & Instruments	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	TOTAL Tools & Instruments	150	150	.00	.00	.00	150.00	.0%
	TOTAL EXPENSES	150	150	.00	.00	.00	150.00	
631500 Books & Library Materials								
	<a href="#">16032 631500 Books &amp; Library Mater</a>	597,644	597,644	166,423.39	75,957.06	.00	431,220.61	27.8%
	<a href="#">2550 631500 Books &amp; Library Materi</a>	38,425	38,425	13,675.50	5,930.42	.00	24,749.50	35.6%
	TOTAL Books & Library Materials	636,069	636,069	180,098.89	81,887.48	.00	455,970.11	28.3%
	TOTAL EXPENSES	636,069	636,069	180,098.89	81,887.48	.00	455,970.11	
632001 City Copy Charges								
	<a href="#">16010 632001 City Copy Charges</a>	100	100	.00	.00	.00	100.00	.0%
	TOTAL City Copy Charges	100	100	.00	.00	.00	100.00	.0%
	TOTAL EXPENSES	100	100	.00	.00	.00	100.00	
632300 Safety Supplies								
	<a href="#">16031 632300 Safety Supplies</a>	550	550	.00	.00	.00	550.00	.0%
	TOTAL Safety Supplies	550	550	.00	.00	.00	550.00	.0%
	TOTAL EXPENSES	550	550	.00	.00	.00	550.00	
632700 Miscellaneous Equipment								
	<a href="#">16023 632700 Miscellaneous Equipme</a>	1,000	1,000	.00	.00	.00	1,000.00	.0%
	<a href="#">16031 632700 Miscellaneous Equipme</a>	650	650	112.19	.00	.00	537.81	17.3%
	<a href="#">16033 632700 Miscellaneous Equipme</a>	67,980	67,980	16,842.10	2,322.68	6,720.00	44,417.90	34.7%
	TOTAL Miscellaneous Equipment	69,630	69,630	16,954.29	2,322.68	6,720.00	45,955.71	34.0%
	TOTAL EXPENSES	69,630	69,630	16,954.29	2,322.68	6,720.00	45,955.71	
640400 Consulting Services								
	<a href="#">2550 640400 Consulting Services</a>	4,600	4,600	.00	.00	.00	4,600.00	.0%

04/08/2019 13:26  
MillerJJ

City of Appleton  
YEAR-TO-DATE BUDGET REPORT

FOR 2019 03

640400 Consulting Services	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Consulting Services	4,600	4,600	.00	.00	.00	4,600.00	.0%
TOTAL EXPENSES	4,600	4,600	.00	.00	.00	4,600.00	
640700 Solid Waste/Recycling Pickup							
<u>16031 640700 Solid Waste/Recycling</u>	2,507	2,507	522.00	.00	.00	1,985.00	20.8%
TOTAL Solid Waste/Recycling Pickup	2,507	2,507	522.00	.00	.00	1,985.00	20.8%
TOTAL EXPENSES	2,507	2,507	522.00	.00	.00	1,985.00	
641200 Advertising							
<u>16010 641200 Advertising</u>	1,288	1,288	1,337.27	113.59	.00	-49.27	103.8%*
<u>2550 641200 Advertising</u>	15,000	15,000	.00	.00	.00	15,000.00	.0%
TOTAL Advertising	16,288	16,288	1,337.27	113.59	.00	14,950.73	8.2%
TOTAL EXPENSES	16,288	16,288	1,337.27	113.59	.00	14,950.73	
641301 Electric							
<u>16031 641301 Electric</u>	101,444	101,444	18,472.72	6,197.59	.00	82,971.28	18.2%
TOTAL Electric	101,444	101,444	18,472.72	6,197.59	.00	82,971.28	18.2%
TOTAL EXPENSES	101,444	101,444	18,472.72	6,197.59	.00	82,971.28	
641302 Gas							
<u>16031 641302 Gas</u>	24,676	24,676	9,390.95	2,942.73	.00	15,285.05	38.1%
TOTAL Gas	24,676	24,676	9,390.95	2,942.73	.00	15,285.05	38.1%
TOTAL EXPENSES	24,676	24,676	9,390.95	2,942.73	.00	15,285.05	
641303 Water							
<u>16031 641303 Water</u>	4,996	4,996	1,178.47	.00	.00	3,817.53	23.6%

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City of Appleton  
YEAR-TO-DATE BUDGET REPORT

FOR 2019 03

641303	Water	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	TOTAL Water	4,996	4,996	1,178.47	.00	.00	3,817.53	23.6%
	TOTAL EXPENSES	4,996	4,996	1,178.47	.00	.00	3,817.53	
641304	Sewer							
<a href="#">16031 641304 Sewer</a>		2,083	2,083	490.08	.00	.00	1,592.92	23.5%
	TOTAL Sewer	2,083	2,083	490.08	.00	.00	1,592.92	23.5%
	TOTAL EXPENSES	2,083	2,083	490.08	.00	.00	1,592.92	
641306	Stormwater							
<a href="#">16031 641306 Stormwater</a>		2,781	2,781	727.89	.00	.00	2,053.11	26.2%
	TOTAL Stormwater	2,781	2,781	727.89	.00	.00	2,053.11	26.2%
	TOTAL EXPENSES	2,781	2,781	727.89	.00	.00	2,053.11	
641307	Telephone							
<a href="#">16010 641307 Telephone</a>		3,290	3,290	721.78	249.40	.00	2,568.22	21.9%
	TOTAL Telephone	3,290	3,290	721.78	249.40	.00	2,568.22	21.9%
	TOTAL EXPENSES	3,290	3,290	721.78	249.40	.00	2,568.22	
641308	Cellular Phones							
<a href="#">16010 641308 Cellular Phones</a>		1,428	1,428	237.70	.00	.00	1,190.30	16.6%
	TOTAL Cellular Phones	1,428	1,428	237.70	.00	.00	1,190.30	16.6%
	TOTAL EXPENSES	1,428	1,428	237.70	.00	.00	1,190.30	
641600	Build Repairs & Maint							
<a href="#">16031 641600 Build Repairs &amp; Maint</a>		2,000	2,000	72.35	.00	.00	1,927.65	3.6%



04/08/2019 13:26  
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City of Appleton  
YEAR-TO-DATE BUDGET REPORT

P 9  
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FOR 2019 03

641600	Build Repairs & Maint	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	TOTAL Build Repairs & Maint	2,000	2,000	72.35	.00	.00	1,927.65	3.6%
	TOTAL EXPENSES	2,000	2,000	72.35	.00	.00	1,927.65	
641800	Equip Repairs & Maint							
<a href="#">16023 641800 Equip Repairs &amp; Maint</a>		500	500	.00	.00	.00	500.00	.0%
<a href="#">16031 641800 Equip Repairs &amp; Maint</a>		400	400	.00	.00	.00	400.00	.0%
<a href="#">16032 641800 Equip Repairs &amp; Maint</a>		0	0	576.82	.00	.00	-576.82	100.0%*
<a href="#">16033 641800 Equip Repairs &amp; Maint</a>		84,565	84,565	33,219.36	419.72	.00	51,345.64	39.3%
	TOTAL Equip Repairs & Maint	85,465	85,465	33,796.18	419.72	.00	51,668.82	39.5%
	TOTAL EXPENSES	85,465	85,465	33,796.18	419.72	.00	51,668.82	
642000	Facilities Charges							
<a href="#">16031 642000 Facilities Charges</a>		175,293	175,293	18,191.81	.00	.00	157,101.19	10.4%
	TOTAL Facilities Charges	175,293	175,293	18,191.81	.00	.00	157,101.19	10.4%
	TOTAL EXPENSES	175,293	175,293	18,191.81	.00	.00	157,101.19	
659900	Other Contracts/Obligation							
<a href="#">16010 659900 Other Contracts/Oblig</a>		32,625	32,625	11,214.88	6,580.27	.00	21,410.12	34.4%
<a href="#">16021 659900 Other Contracts/Oblig</a>		4,600	4,600	160.00	.00	.00	4,440.00	3.5%
<a href="#">16023 659900 Other Contracts/Oblig</a>		5,980	5,980	.00	.00	.00	5,980.00	.0%
<a href="#">16024 659900 Other Contracts/Oblig</a>		0	0	3,407.00	825.00	.00	-3,407.00	100.0%*
<a href="#">16032 659900 Other Contracts/Oblig</a>		68,978	68,978	751.80	358.00	.00	68,226.20	1.1%
	TOTAL Other Contracts/Obligation	112,183	112,183	15,533.68	7,763.27	.00	96,649.32	13.8%
	TOTAL EXPENSES	112,183	112,183	15,533.68	7,763.27	.00	96,649.32	
681500	Software Acquisition							
<a href="#">16033 681500 Software Acquisition</a>		8,498	8,498	202.33	.00	.00	8,295.67	2.4%
	TOTAL Software Acquisition	8,498	8,498	202.33	.00	.00	8,295.67	2.4%
	TOTAL EXPENSES	8,498	8,498	202.33	.00	.00	8,295.67	
	GRAND TOTAL	3,466,297	3,466,297	821,730.76	253,474.89	6,720.00	2,637,846.24	23.9%



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City of Appleton  
YEAR-TO-DATE BUDGET REPORT

P 10  
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FOR 2019 03

681500	Software Acquisition	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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\*\* END OF REPORT - Generated by Jessica J. Miller \*\*



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**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**

**FROM: Colleen Rortvedt, Library Director**

**DATE: April 10, 2019**

**RE: Request to award single source safety and security services to Star Protection and Patrol for the balance of 2019 in an amount not to exceed \$43,905.**

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The Appleton Public Library (“library”) contracts with a security company to improve the public and staff perception of safety at the library, attempt to reduce the number of incidents recorded during the year, and allow library staff to focus on their direct work rather than on security functions.

In March 2018 the library contracted with Securitas USA to address security and behavior issues. We are now seeking to make a change for several reasons. The Washington Square collaboration is evaluating a different security service arrangement and Valley Transit will be moving to a different security service, Star Protection and Patrol (“Star”).

Within the library, because of issues with coverage and oversight regarding turnover, communication, gaps in coverage and the struggle to find guards that are a good fit for the library environment, we provided notice that the library will be terminating the contract with Securitas USA. I am requesting approval to sole source the contract to Star.

Star provides comprehensive training, oversight and supervision of their guards and commit to regular in person meetings with clients to ensure needs are being met. They are able to customize our post orders to ensure that guards are aware of the unique needs that the library requires, and they provide unannounced inspections of their guards, back-up officers and regular supervision and inspection of their staff. In addition, having guards from the same company that is providing service at Valley Transit is beneficial. Finally, their hourly rate is \$20.00 an hour.

The budget for security services is paid from the Library Administrations service contracts account (16010.659900) which included budgeted funds of \$32,625 for 2019. The April Budget Amendment includes moving \$20,000 from the Network Service’s budget (16033.641800) into the Library Administration account to support security.

I request approval to award single source safety and security services contract in an amount not to exceed \$43,905 to Star Protection and Patrol due to their customized and comprehensive approach. The contract may commence as soon as Securitas USA ceases service.



**APPLETON PUBLIC LIBRARY**  
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Appleton, WI 54911-4780  
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**TO:** Colleen Rortvedt and Appleton Public Library Board of Trustees

**FROM:** Adriana McCleer and Ann Cooksey, Community Partnerships and Children's Services

**DATE:** April 10, 2019

**SUBJECT:** Approval for Children/Teen Summer Library Program Participants' Fines to be Waived.

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Our goal is to increase access to reading materials over the summer for children/teens whose access might be reduced due to fines. Secondary goals include providing an incentive for Summer Library Program signup and encouraging children/teens to use library materials during the summer months.

We request approval to waive fines (not bills) for children/teens who register for the Summer Library Program.

Upon registration, children 0-17 will be given a coupon to take to a service desk. Any staff member will be able to waive their fines. Staff will write the amount of fines waived on the coupon and save it so we can estimate the total amount of fines waived at the end of the summer. Coupons will be made with care to avoid duplication, and they will have an expiration date.



CITY OF APPLETON PERSONNEL POLICIES		TITLE: <b>PRIVACY</b>	
ISSUE DATE:	LAST UPDATE: <u>20122019</u>	SECTION: Human Resources	
POLICY SOURCE: Human Resources Department	AUDIENCE: All City of Appleton Employees	TOTAL PAGES: 3	
Reviewed by Attorney's Office Date: August 2000 May 2007 October 2008 July 2012	Committee Approval Date: August 31, 2000 June 27, 2007 December 10, 2008 September 24, 2012	Council Approval Date: September 6, 2000 July 5, 2007 December 17, 2008 October 3, 2012	

#### I. PURPOSE

To respect the privacy rights of the City of Appleton and its employees while maintaining a safe and professional workplace.

#### II. POLICY

All City of Appleton facilities and equipment are to be used for City related business. All information or materials stored on City of Appleton premises is presumed to be related to City business. The City reserves the right to inspect and monitor any documents, computer data/history, electronic media or devices, social media or third party applications, voice mail messages, facsimiles, mail, packages, desks, offices, lockers, general working areas and City provided vehicles and equipment at any time and without notice. Employees found to be in violation of this policy will be subject to disciplinary action up to and including discharge.

#### III DISCUSSION

- A. The City of Appleton may search/inspect facilities, desks, lockers, or equipment without prior notice or work-related justification.
- B. The City of Appleton reserves the right to use video equipment to monitor areas of its facilities. Images, electronic media or devices may be monitored as a security measure to ensure employee compliance with City policies.
- C. Employees should not have any expectations of privacy with respect to passwords, combinations, desk drawers, key locks, lockers, etc. Employees will be required to provide supervisors with passwords and keys upon request. Employees may only use personal locks on City of Appleton property if approved by their department's supervisor/department head.
- D. Employees will be required to immediately comply with a request from management to inspect or access any City facility or City property.
- E. The City of Appleton Human Resources Department will maintain personnel files for all employees. Supervisors may have access to such records only on a "need-to-know" basis. Any supervisor who has access to these files will maintain this information in confidence. Information in the City of Appleton personnel and medical files may be used for business purposes subject to any limitations by applicable Federal or State law. As outlined in the Privacy Act of 1986, information contained in an employee's medical file will be strictly confidential and will not be used in any manner which could discriminate towards an employee.

The City has an obligation to comply with State laws protecting access to records of library use by patrons. Access to library records should be requested through Library Administration.

- F. Personal belongings such as wallets, purses, cell phones and electronic devices, pockets, coats, etc. will be subject to inspection if reasonable suspicion exists. Employees should limit the amount of personal belongings that are carried or kept on City of Appleton premises.
- G. All personal mail and e-mail should be directed to the employee's residence or private accounts unless an emergency exists. Employees will be allowed to make and receive a reasonable amount of personal phone calls or e-mails during breaks and standby times.
- H. A supervisor may access any documents, computer data/history, electronic media or device, social media or third party applications, voice mail messages, facsimiles, mail, packages, desks, offices, lockers, general working areas or City provided vehicles/equipment to locate work related materials needed, including during an employee's absence.

#### IV. PROCEDURE

- A. An inspection or search may be initiated due to an investigation or may simply occur if a supervisor is attempting to locate materials related to City business that are believed to be in the area being searched. A supervisor may also periodically inspect locker rooms, work areas and materials, or electronic files.
- B. The City has an obligation to comply with open records requests. This means information regarding an employee may have to be disclosed pursuant to Wisconsin Statute section 19.35. Employees who share City related files in a personal hard drive/home computer or any other personal electronic device (e.g. cell or Smartphone) may be subjecting their personal computers/devices to an open records request inspection.
- C. Refusal to cooperate in a search or inspection, or obstructing or preventing access to facilities, equipment or property, may lead to disciplinary action up to and including discharge, or the involvement of the appropriate authorities. Employees will be offered an opportunity to explain their actions.
- D. To protect the privacy interest of individuals who use a locker room, only authorized investigators may enter and remain in the locker room to interview or seek information from any individual in the locker room.
- E. When others are present, audio recording devices may be used in the locker room when conducting an investigation. If no person other than the investigators are present, then audio/visual recording devices may not be used.
- F. No person may use a cell phone or recording devices to capture, record or transfer images in the locker room.
- G. Supervisory Responsibilities
  1. Periodically complete a visual inspection of work areas and materials.
  2. Contact Human Resources or the City Attorney's Office prior to beginning a search of any documents, computer data/history, computer disks, voice mail messages, facsimiles, mail, packages, desks, offices, locker rooms/lockers, general working areas or City provided vehicles/equipment.

H. Employee Responsibilities

1. Cooperate fully in any request to inspect or search any documents, data/history, computer disks, voice mail messages, facsimiles, mail, packages, desks, offices, lockers, cell phones/electronic devices, general working areas, or City provided vehicles/equipment.
2. Provide combinations, keys, and pass codes for City electronic systems to their supervisors or Information Services staff upon request. If a password is so provided or compromised in any fashion, it should immediately be reported to Information Services.
3. Contact Human Resources if this policy has not been followed in the course of a search or inspection.

CITY OF APPLETON PERSONNEL POLICIES	TITLE: <b>CONDITIONS OF EMPLOYMENT</b>	
ISSUE DATE: July 18, 2002	LAST UPDATE: July 2002; April 24, 2006; November 4, 2010; August 2012; June 2014 (clarification to “at will statement”); January 2017; <b>February 2019</b>	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: All employees. All employees ( <i>last section as noted applies only to employees not covered by a CBA</i> )	TOTAL PAGES: 5
Reviewed by Legal Services Date: June 2002 October 2010	Committee Approval Date: July 10, 2002 December 12, 2011 February 20, 2017	Council Approval Date: July 17, 2002 December 21, 2011 March 1, 2017

## I. PURPOSE

The purpose of this policy is to outline the Conditions of Employment for City of Appleton employees.

## II. POLICY

It is the policy of the City of Appleton to treat employees consistently and fairly in matters affecting the conditions of their employment.

A Collective Bargaining Agreement with more specific language than what is in the policy shall be the language applied.

## III. DISCUSSION

The City of Appleton shall enforce all conditions of employment as outlined in this policy. Failure to comply with this policy may result in corrective action up to and including discharge.

### Hours of Work

The normal work week for City employees shall be forty hours per week, except in those departments where the nature of work requires more than forty hours. Each Department Director/ or designee shall determine the hours based on the needs of the department.

### Paid Breaks and Clean up time

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Paid Breaks: Employees may be allowed up to 30 minutes for break(s) per 8 hour shift based on supervisory approval. Breaks not taken are lost. Breaks cannot be accumulated or used to shorten the work day, unless approved by a supervisor in advance and on an infrequent basis. Break times are to be arranged between the employee and their supervisor or Department Director provided time permits. It is the Department Director's responsibility to assure that adequate staff coverage is provided if breaks are scheduled.

Clean up time may be approved based on the needs of the department and supervisory approval.

Review Period

Original appointments to regular positions will normally be made with a review period of 3 and 5 months, and annually thereafter. Employees may be subject to periodic reviews and goal setting after the completion of the initial review period.

Auto Insurance

The City does not provide insurance coverage for an employee's privately owned vehicle, with the exception that all Valley Transit employees are covered by Transit Mutual Insurance when using personal vehicles while conducting Valley Transit business. Employees who use non-City-owned vehicles for City business should confirm that their personal auto insurance policy provides coverage for this use.

All employees who drive non-City-owned vehicles for City business shall be required to purchase (at their own expense) and maintain auto insurance at a level that meets one of the following minimum standards:

- (a) Single limit of liability - \$200,000 for bodily injury and property damage.

OR

- (b) Split limit of liability with limits of; \$100,000 each person bodily injury, \$300,000 each accident bodily injury, \$50,000 property damage

Inclement Weather

If, during periods of inclement weather, conditions begin to reach the stage where travel may become extremely hazardous, the Mayor may deem it appropriate to allow non-essential personnel to return home for their own safety. The time lost for any employee who chooses to leave or not come in to work shall be without pay. An employee may use compensatory time, paid leave such as vacation, PTO or floating holiday pay, or may request approval of their department director to make the time up within the payroll period.

Lay-Offs

Lay-off plans shall be approved by the Human Resources Director before they are implemented and shall be based on the needs of the organization. Any layoffs for budgetary reasons shall

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first go through the committee of jurisdiction and are subject to final council approval before they are implemented. Lay-offs as a result of elimination of grant funding will be reported as information to the Committee of Jurisdiction.

### Complaint Procedure

Employees who have work-related concerns are encouraged to discuss them with their supervisor as soon as possible after the event(s) that cause the concern. If the concern is not resolved with the employees' supervisor, the employee may bring the issue to Human Resources. Human Resources will mediate and facilitate towards a workable solution. Any complaint of harassment or discrimination shall be covered under the City's Harassment and Discrimination in the Workplace policy and complaints involving employee discipline, employee termination and workplace safety shall be covered under the City's Grievance Procedure policy.

### Position Elimination

No position will be eliminated from the table of organization without the approval of Council. Individual(s) in the eliminated position will remain in service until the change to the table of organization is approved by Council.

### Corrective Action

The purpose of corrective action is to correct job behavior and performance problems of employees. Employees shall be informed of standards of conduct and performance by their respective departments and such rules and standards shall be consistently applied. All copies of documented verbal reprimands, written reprimands, suspensions, demotions, and terminations shall be provided to the employee, employees' supervisor, Department Director and Human Resources Director, and kept in the employee's Personnel File located in Human Resources. Demotions and suspensions shall be discussed with the Department Director and Human Resources Director before such action is taken. Terminations shall be discussed with the Department Director, Human Resources Director and the City Attorney. In the event that immediate action is required and the Human Resources Director or City Attorney cannot be reached, the employee can be placed on administrative leave with pay pending investigation. Employees shall have access to the City's grievance procedure provided the issue is related to discipline, termination or safety reasons. A complaint procedure will be available for issues not covered by the grievance procedure.

### Return of City Equipment

Employees leaving City employment must return uniforms, cell phones, pagers, keys, key cards, credit cards or procurement cards, tools and equipment on or before their last day of work. It will be the supervisor's responsibility to ensure that all City property is returned.

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#### Outside Forms of Compensation

All fees, gratuities, witness fees, honorarium or any other form of compensation for outside service's performed while being paid by the City shall be turned over to the City and any such activities for which such compensation is paid shall be reported to their Department Director. This subsection shall not be construed to apply to situations which result from a non work related situation, while an employee is on a bona fide vacation, PTO day, taking floating or other holidays, or to part-time employees except during those times when they are actually performing services to the City, and it shall not apply to the reimbursement of actual and necessary expenses occurring under such circumstances.

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#### Police and Fire Protective employees reaching age 55

Protective employees who reach age 55 are required to complete an annual physical, determined by the City with the City's Occupational Health provider. The NFPA physical for Fire employees shall suffice for this requirement provided they are deemed Fit for Duty by the City's Occupational Health provider.

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#### ***THE SECTIONS LISTED BELOW APPLY TO ALL EMPLOYEES WHO ARE NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT.***

#### Outside Services or Employment

The City's policy on outside duties or employment shall be as follows:

- (a) City employees may not engage in outside employment which conflicts with or affects the performance of their duty with the City.
- (b) No person shall hold more than one full or part-time City position at the same time without the Department Director and Human Resources Director approval.

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#### Severance Pay

The Human Resources Director, City Attorney and Mayor shall be responsible for developing and offering severance packages if applicable. The accepted package shall be reported to the Human Resources Committee in a closed session.

#### Transfers

Employees may apply for transfer to another vacant City position for which they are qualified. Such application should be made to the Human Resources Department. If the employee is selected and if the work performance of the transferred employee is not regarded as satisfactory, the Department Director involved may agree to the return of the employee to their former

department if a vacancy is available.

**Resignations**

Employees in pay grades B-J of the Compensation Plan wishing to leave City employment shall submit a resignation in writing to their Department Director at least two weeks in advance of their planned departure. Employees in pay grades K through T of the Compensation Plan shall submit a resignation in writing to their Department Director or the Mayor whichever is appropriate at least four weeks in advance of their planned departure. All other employees shall submit a resignation in writing to their Department Director at least two weeks in advance of their planned departure. All notices shall be exclusive of any accrued paid time off taken unless for unavoidable circumstances, or if prior approval is obtained from the Department Head. Employees who give the above noted notice shall be paid out for accrued benefits owed them. It is expected that employees will give as much notice as possible in order to facilitate recruitment and orientation of new staff members.

**Last Day of Work**

Employees retiring or resigning from their position may not extend their final date of employment using unused paid time off (ie: vacation, PTO, Floating Holiday, Sick). The employee's last day of employment shall be defined as the last day the employee is physically at work unless special circumstances exist where the employee is unable to return to work due to an FMLA qualifying event or other medical condition.

**At-will Status**

Employment with the City is strictly "at-will" unless you are a non-probationary employee covered under a collective bargaining agreement, department director or the terms of your employment are subject to a written contract or other express legal authority. As an at-will employee, you may terminate your employment at any time for any or no reason at all. Likewise, the City has the right to terminate your employment at any time, with or without notice, and for any or no reason at all.

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**National Library Week 2019  
Proclamation**

**WHEREAS**, today's libraries are not just about books but what they do for and with people;

**WHEREAS**, libraries of all types are at the heart of cities, towns, schools and campuses;

**WHEREAS**, libraries have long served as trusted and treasured institutions where people of all backgrounds can be together and connect;

**WHEREAS**, libraries and librarians build strong communities through transformative services, programs and expertise;

**WHEREAS**, libraries, which promote the free exchange of information and ideas for all, are cornerstones of democracy;

**WHEREAS**, libraries promote civic engagement by keeping people informed and aware of community events and issues;

**WHEREAS**, librarians and library workers partner with other civic organizations to make sure their community's needs are being met;

**WHEREAS**, libraries and librarians empower their communities to make informed decisions by providing free access to information;

**WHEREAS**, libraries are a resource for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status, by offering services and educational resources that transform lives and strengthen communities;

**WHEREAS**, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

**NOW, THEREFORE**, be it resolved that I [*name, title of official*] proclaim National Library Week, April 7-13, 2019. I encourage all residents to visit the library this week and explore what's new at your library and engage with your librarian. Because of you, Libraries Transform.