



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, August 20, 2019

4:30 PM

225 N. Oneida Street

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[19-1206](#) July 16, 2019 Meeting Minutes

Attachments: [July 16 2019 Meeting Minutes.pdf](#)

4. Public Participation and Communications

Establish Order of the Day

5. Action Items

- [19-1207](#) July 2019 Bill Register

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

- [19-1208](#) Capital Improvement Project Safety and Security Funds:

Action Item: Request to Award a Contract for the 2019 Library Security Upgrades Project (Door Monitoring/Lockdown and Radio Communications) to Nielson Communications Inc. in the amount of \$55,736.40 plus a 10% contingency of \$5,574 for a total not to exceed a cost of \$61,310.40

Action Item: Request to Award a Contract for the 2019 Library Security Upgrades Project (Door Access Control Additions) to Faith Technologies in the amount of \$30,665 plus a 10% contingency of \$3,066 for a total not to exceed a cost of \$33,731

Attachments: [2019 Library Security Upgrades Gazza Memo Final\(2\).pdf](#)

[19-1209](#) Report of the Nominating Committee

Attachments: [Nominating Committee Meeting Minutes 7-18-2019.pdf](#)

[19-1210](#) City Travel Policy

Attachments: [SUMMARY OF MAJOR CHANGES TO THE CITY OF APPLETON TRAVEL PC Revised Travel Policy Final Revisions with TS SM Comments2.pdf](#)

[19-1211](#) Safety and Security Policy

Attachments: [Safety and Security Policy \(Draft August 2019\).pdf](#)

[19-1212](#) Report of the Personnel & Policy Committee

Attachments: [Personnel and Policy Committee Meeting Minutes 8-7-2019.pdf](#)

[19-1224](#) Library Director's 2019 Mid-Year Evaluation

6. Information Items

A. Director's Report

[19-1213](#) Inclusive Services Assessment and Guide for Wisconsin Public Libraries

Attachments: [Inclusive Services Assessment and Guide for Wisconsin Public Libraries_2](#)

[19-1214](#) Appycademy Presentation - Community Partnerships and Children's Services

[19-1215](#) Outagamie County Library Planning Committee

[19-1216](#) 2019 Mid-Year Collaborative Efforts List

Attachments: [2019 Library Mid-Year Collaborative Cooperative Agreements LIBRARY.pdf](#)

[19-1217](#) Hiring Process Updates

[19-1218](#) Safety and Security Update: Camera Upgrades and Security Guard Station Technology

Attachments: [Security Camera Board Letter Final.pdf](#)

[19-1225](#) 2019 WLA Conference

B. President's Report

[19-1219](#) WLA Trustee Training Week Webinars

C. Friends Report

[19-1220](#) Next Generation Friends of APL

D. Staff Updates

[19-1221](#) Job Connections

[19-1222](#) National Library Card Sign-Up Month

[19-1223](#) Tween Space and Programming

Closed Session

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

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

Tuesday, July 16, 2019

4:30 PM

225 N. Oneida Street

1. Call meeting to order

President Patricia Exarhos called the meeting to order at 4:31pm

2. Roll call of membership

Others Present: Amanda Abshire, Beth Carpenter, Ann Cooksey, Derik Henken, Tina Krueger, Adriana McCleer, Jessica Miller, Michael Nitz, Colleen Rortvedt, Tasha Saecker, Maureen Ward

John Peterson arrived at 4:33pm

Rebecca Kellner arrived at 4:35pm

Present: 10 - Bergman, Peterson, Exarhos, Bloedow, Scheuerman, Alderperson Croatt, Hartjes, Mann, Looker and Kellner

Others : 1 - Panella

3. Approval of minutes from previous meeting

[19-0966](#)

June 18, 2019 Meeting Minutes

Attachments: [June 18 2019 Meeting Minutes.pdf](#)

Alderperson Croatt moved, seconded by Bloedow, that the June 18, 2019 Meeting Minutes be approved. Voice Vote. Motion Carried. (8-0)

Public Participation and Communications

Establish Order of the Day

President Exarhos called for a motion to move Action Items 19-0967 and 19-0969 to a Consent Agenda.

Bergman moved, seconded by Hartjes that Action Items 19-0967 and 19-0969 be moved to a Consent Agenda. Voice Vote. Motion Carried. (10-0)

4. Action Items

Scheuerman moved, seconded by Bloedow, that the Consent Agenda items 19-0967 and 19-0969 be approved. Voice Vote. Motion Carried. (10-0)

[19-0967](#)

Bill Register - June 2019

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

This Report Action Item was approved

[19-0969](#)

City Policies: Emergency and Evacuation Procedures - City Hall Policy, Personal Protective Equipment (PPE) Policy

Attachments: [Evacuation Procedures2019.pdf](#)
 [Personal Protective Equipment \(PPE\)2019.pdf](#)

This Report Action Item was approved

[19-0980](#)

July Budget Amendment

Attachments: [July Budget Amendment amended.pdf](#)

Mann moved, seconded by Looker, that the July Budget Amendment be approved as amended. Voice Vote. Motion Carried. (10-0)

[19-0968](#)

Report of the Finance Committee

Attachments: [Finance Committee Meeting Minutes 7-8-2019.pdf](#)
 [2020 Budget for Library Board.pdf](#)
 [2020 Library.pdf](#)
 [2020 Security Guard Addition amended.pdf](#)
 [2020 HVAC Systems CIP.pdf](#)
 [2020 Interior Finishes and Furniture CIP.pdf](#)
 [2020 Lighting Upgrades CIP.pdf](#)
 [2020 Roof Replacement CIP.pdf](#)
 [2020 Library Self Check CIP.pdf](#)
 [2020 Safety Security CIP.pdf](#)
 [2020 Library Grants.pdf](#)

Exarhos moved, seconded by Alderperson Croatt, that the Report of the Finance Committee be approved. Voice Vote. Motion Carried. (10-0)

5. Information Items

A. Director's Report

[19-0970](#)

State of Wisconsin Biennial Budget

[19-0971](#) 2019 2nd Quarter Friends Grant Funded Program Summaries

Attachments: [Friends Grant Funded Program Summaries 2nd Quarter 2019 Final.pdf](#)

[19-0972](#) Library Board Terms and Officers

[19-0973](#) Upcoming Library Board Committee Meetings

[19-0974](#) August Trustee Webinars

Attachments: [Trustee Training Week 2019 brochure.pdf](#)

B. President's Report

[19-0975](#) Safety and Security Update

Attachments: [City Council Finance Committee Library Security Improvements.pdf](#)
[SafetySecurity_Final.pdf](#)

[19-0976](#) Trustee Training - Review and Discussion on Trustee Essentials Chapter 5 and Chapter 6: Hiring a Library Director and Evaluating the Director

Attachments: [TE05.pdf](#)
[TE06.pdf](#)

C. Staff Updates

[19-0977](#) Children's Programs Update

6. Adjournment

**Mann moved, second by Bergman that the meeting be adjourned. Voice Vote.
Motion Carried. (10-0)**

The meeting was adjourned at 5:33pm

08/05/2019 14:57
MillerJJ

City of Appleton
INVOICE LIST BY GL ACCOUNT



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YEAR/PERIOD: 2019/7 TO 2019/7		ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16010										Library Administration
16010	630100									Office Supplies
	001441	VERITIV OPERATING CO	14865		0	2019	7 INV P	226.40	072419	539028 copy paper
	002034	OFFICE DEPOT	14300		0	2019	7 INV P	8.20	pcard	Legal Pads
							ACCOUNT TOTAL	234.60		
16010	641200									Advertising
	999990	FACEBK *RC9BDM6YX2	14775		0	2019	7 INV P	5.29	pcard	Facebook Ads
							ACCOUNT TOTAL	5.29		
16010	659900									Other Contracts/Obligation
	002229	STAR PROTECTION AND	14067		0	2019	7 INV P	1,200.00	070319	538721 security guard
	002229	STAR PROTECTION AND	14077		0	2019	7 INV P	1,200.00	070319	538721 security guard
	002229	STAR PROTECTION AND	14078		0	2019	7 INV P	1,200.00	070319	538721 security guard
	002229	STAR PROTECTION AND	14079		0	2019	7 INV P	1,200.00	070319	538721 security guard
	002229	STAR PROTECTION AND	14688		0	2019	7 INV P	1,200.00	071719	538891 security guard
	002229	STAR PROTECTION AND	14689		0	2019	7 INV P	1,131.60	071719	538891 security guard
	002229	STAR PROTECTION AND	14690		0	2019	7 INV P	880.00	071719	538891 security guard
	002229	STAR PROTECTION AND	14691		0	2019	7 INV P	970.00	071719	538891 security guard
	002229	STAR PROTECTION AND	14692		0	2019	7 INV P	1,200.00	071719	538891 security guard
	002229	STAR PROTECTION AND	14975		0	2019	7 INV P	1,200.00	072419	538998 security guard
								11,381.60		
							ACCOUNT TOTAL	11,381.60		
							ORG 16010 TOTAL	11,621.49		
16021										Library Children's Services
16021	630100									Office Supplies
	001441	VERITIV OPERATING CO	14865		0	2019	7 INV P	226.40	072419	539028 copy paper
							ACCOUNT TOTAL	226.40		
16021	630700 3955									Food & Provisions ELL
	999990	WM SUPERCENTER #2958	13982		0	2019	7 INV P	141.55	pcard	Walmart ELL Food &
	999990	PICK'N SAVE #187	13983		0	2019	7 INV P	69.97	pcard	PICK'N SAVE ELL DIN
								211.52		
							ACCOUNT TOTAL	211.52		
16021	659900									Other Contracts/Obligation
	999998	STEVE KELLER	14978		0	2019	7 INV P	600.00	072419	538974 SUMMER LIBRARY PROG
							ACCOUNT TOTAL	600.00		
							ORG 16021 TOTAL	1,037.92		

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City of Appleton
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/7 TO 2019/7	ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION
16023								Library Public Services
16023	620100							Training/Conferences
001492	WEST BEND MUTUAL INS	14687	0	2019	7 INV P	20.00	071719	538899 surety bond notary
					ACCOUNT TOTAL	20.00		
16023	630100							Office Supplies
001034	OUTAGAMIE WAUPACA LI	14068	0	2019	7 INV P	54.00	070319	538712 receipt paper
001441	VERITIV OPERATING CO	14865	0	2019	7 INV P	226.40	072419	539028 copy paper
					ACCOUNT TOTAL	280.40		
					ORG 16023 TOTAL	300.40		
16024								Library Community Partnerships
16024	630100							Office Supplies
001441	VERITIV OPERATING CO	14865	0	2019	7 INV P	226.40	072419	539028 copy paper
					ACCOUNT TOTAL	226.40		
16024	659900							Other Contracts/Obligation
000511	FOX CITIES BOOK FEST	14686	0	2019	7 INV P	2,000.00	071719	538856 fox cities book fes
999998	BILL STOKES	14069	0	2019	7 INV P	145.00	070319	538696 POW camp presentor
999998	KAYLA GERRITS	14976	0	2019	7 INV P	300.00	072419	538973 ARTIST IN RESIDENCE
999998	STORYCATCHERS	14977	0	2019	7 INV P	300.00	072419	538975 SUMMER LIBRARY PROG
999998	FEATHER AND BONE	14979	0	2019	7 INV P	100.00	072419	538972 SUMMER LIBRARY PROG
						845.00		
					ACCOUNT TOTAL	2,845.00		
					ORG 16024 TOTAL	3,071.40		
16031								Library Building Operations
16031	641301							Electric
001575	WE ENERGIES	512	0	2019	7 INV P	9,359.22	072419	539035 4835-258-176 Librar
					ACCOUNT TOTAL	9,359.22		
16031	641302							Gas
001575	WE ENERGIES	512	0	2019	7 INV P	864.25	072419	539035 5229-670-389 Public
					ACCOUNT TOTAL	864.25		
					ORG 16031 TOTAL	10,223.47		
16032								Library Materials Management
16032	503500							Other Reimbursements
000278	CITY OF KAUKAUNA	14619	0	2019	7 INV P	45.00	071719	538848 lost & paid



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City of Appleton
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2019/7 TO 2019/7									
ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP S	CHECK RUN	CHECK	DESCRIPTION		
001446 VILLAGE OF KIMBERLY	14618	0	2019 7	INV P	19.00	071719	538895 lost & paid		
001446 VILLAGE OF KIMBERLY	14961	0	2019 7	INV P	25.00	072419	539029 lost & paid		
					44.00				
999998 ANN KOEHNKE	14630	0	2019 7	INV P	9.00	071719	538871 lost & paid		
999998 KARI LATHROP CAPAUL	14631	0	2019 7	INV P	9.00	071719	538874 lost & paid		
					18.00				
				ACCOUNT TOTAL	107.00				
16032 630100				Office Supplies					
001441 VERITIV OPERATING CO	14865	0	2019 7	INV P	226.40	072419	539028 copy paper		
001983 AMAZON	14790	0	2019 7	INV P	73.16	pcard	Book stands for Ret		
002259 DEMCO SOFTWARE	14789	0	2019 7	INV P	407.61	pcard	Tape for spine labe		
				ACCOUNT TOTAL	707.17				
16032 631500				Books & Library Materials					
000797 LEXIS NEXIS	14786	0	2019 7	INV P	2,608.83	pcard			
000836 MANGO LANGUAGES of C	14980	0	2019 7	INV P	4,929.44	072419	538964 media		
001583 UNITED STATES POSTAL	14796	0	2019 7	INV P	7.70	pcard			
001590 STATE BAR OF WISCONS	14311	0	2019 7	INV P	214.94	pcard	STATE BAR OF WISCON		
001983 AMAZON	14312	0	2019 7	INV P	42.51	pcard			
001983 AMAZON	14313	0	2019 7	INV P	54.57	pcard			
001983 AMAZON	14314	0	2019 7	INV P	6.94	pcard			
001983 AMAZON	14315	0	2019 7	INV P	24.36	pcard			
001983 AMAZON	14784	0	2019 7	INV P	33.17	pcard			
001983 AMAZON	14785	0	2019 7	INV P	24.99	pcard			
001983 AMAZON	14787	0	2019 7	INV P	73.03	pcard			
001983 AMAZON	14788	0	2019 7	INV P	13.36	pcard			
001983 AMAZON	14797	0	2019 7	INV P	107.69	pcard			
					380.62				
002162 INFORMATION TODAY, I	14063	0	2019 7	INV P	301.53	070319	538679 subscription		
999990 RECORDED BOOKS	14308	0	2019 7	INV P	218.64	pcard			
999990 RECORDED BOOKS	14309	0	2019 7	INV P	89.60	pcard			
999990 RECORDED BOOKS	14310	0	2019 7	INV P	71.77	pcard			
999990 PAYPAL *KAOKALIAYAN	14792	0	2019 7	INV P	17.50	pcard			
999990 RECORDED BOOKS	14793	0	2019 7	INV P	1,325.06	pcard			
999990 RECORDED BOOKS	14794	0	2019 7	INV P	63.22	pcard			
999990 RECORDED BOOKS	14795	0	2019 7	INV P	864.60	pcard			

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City of Appleton
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/7 TO 2019/7		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
								2,650.39				
999998	AMOS PITSCH	14070	0	2019	7	INV	P	100.00	070319	538693	music license	agree
999998	ANDREW MCNAMARA	14071	0	2019	7	INV	P	100.00	070319	538695	music license	agree
999998	KURT GUNN	14072	0	2019	7	INV	P	100.00	070319	538701	music license	agree
999998	COREY PALKOWSKI	14073	0	2019	7	INV	P	100.00	070319	538698	music license	agree
999998	DANEN KANE	14074	0	2019	7	INV	P	100.00	070319	538699	music license	agree
999998	AMOS PITSCH	14075	0	2019	7	INV	P	100.00	070319	538694	music license	agree
999998	ADRIA RAMOS	14076	0	2019	7	INV	P	100.00	070319	538692	music license	agree
999998	IAN PROSSER	14632	0	2019	7	INV	P	100.00	071719	538872	MUSIC LICENSE	AGREE
999998	LEVI BESAW	14633	0	2019	7	INV	P	100.00	071719	538875	MUSIC LICENSE	AGREE
								900.00				
ACCOUNT TOTAL								11,993.45				
16032	659900	Other Contracts/Obligation										
001398	UNIQUE MANAGEMENT SE	14863	0	2019	7	INV	P	304.30	072419	539011	collections	
ACCOUNT TOTAL								304.30				
ORG 16032 TOTAL								13,111.92				
16033	Library Network Services											
16033	641800	Equip Repairs & Maint										
001961	WELLS FARGO FINANCIA	14864	0	2019	7	INV	P	839.46	072419	539036	copier lease	
ACCOUNT TOTAL								839.46				
ORG 16033 TOTAL								839.46				
=====												
FUND 100 General Fund				TOTAL:				40,206.06				
=====												

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

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City of Appleton
YEAR-TO-DATE BUDGET REPORT

JULY 2019



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FOR 2019 07

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
160 Library							
16010 Library Administration							
16010 423200 LIB GRANT	-1,043,692	-1,043,692	-587,303.90	.00	.00	-456,388.10	56.3%*
16010 480100 CHG SVC	-65,000	-65,000	-26,159.71	-2,923.25	.00	-38,840.29	40.2%*
16010 501500 PROP RENT	-30,000	-30,000	-30,012.50	.00	.00	12.50	100.0%
16010 502000 DONATION	0	0	-142.07	-86.88	.00	142.07	100.0%
16010 503500 OTHR REIM	0	-9,366	-14,665.66	-5,300.00	.00	5,299.66	156.6%
16010 610100 REG SAL	382,262	382,262	180,629.36	13,164.59	.00	201,632.64	47.3%
16010 610400 CALL TIME	0	0	9.60	.00	.00	-9.60	100.0%*
16010 610800 PART TIME	8,646	8,646	4,371.55	247.92	.00	4,274.45	50.6%
16010 611400 SICK	0	0	4,429.04	.00	.00	-4,429.04	100.0%*
16010 611500 VACATION	0	0	17,024.86	1,923.01	.00	-17,024.86	100.0%*
16010 615000 FRINGES	133,160	133,160	72,374.58	5,418.67	.00	60,785.42	54.4%
16010 620100 TRAINING	4,920	8,920	3,678.92	.00	.00	5,241.08	41.2%
16010 620600 PRKG PRMIT	20,880	20,880	20,729.00	.00	.00	151.00	99.3%
16010 630100 OFFICE SUP	4,635	4,801	1,541.71	234.60	.00	3,259.29	32.1%
16010 630300 LICENSES	2,200	3,000	1,842.92	.00	.00	1,157.08	61.4%
16010 630500 AWARDS	850	1,350	472.73	.00	.00	877.27	35.0%
16010 630700 FOOD	1,135	2,135	1,920.66	.00	.00	214.34	90.0%
16010 632001 COPY CHGS	100	100	.00	.00	.00	100.00	.0%
16010 632002 OUTSIDE PRT	0	540	827.57	.00	.00	-287.57	153.3%*
16010 641200 ADVERTISING	1,288	1,788	1,580.31	5.29	.00	207.69	88.4%
16010 641307 TELEPHONE	3,290	3,290	1,719.05	246.52	.00	1,570.95	52.3%
16010 641308 CELL PHONE	1,428	1,428	739.18	.00	.00	688.82	51.8%
16010 659900 OTH CONTR	32,625	54,125	33,590.02	11,381.60	.00	20,534.98	62.1%
TOTAL Library Administration	-541,273	-521,633	-310,802.78	24,312.07	.00	-210,830.22	59.6%
16021 Library Children's Services							
16021 503500 OTHR REIM	0	-10,800	-31,600.00	-20,800.00	.00	20,800.00	292.6%
16021 610100 REG SAL	345,446	345,446	166,666.47	12,946.75	.00	178,779.53	48.2%
16021 610800 PART TIME	30,107	31,107	20,123.85	1,647.64	.00	10,983.15	64.7%
16021 611500 VACATION	0	0	13,528.34	682.06	.00	-13,528.34	100.0%*
16021 615000 FRINGES	140,683	140,733	67,350.98	5,073.45	.00	73,382.02	47.9%
16021 620100 TRAINING	4,405	4,405	2,677.35	.00	.00	1,727.65	60.8%
16021 630100 OFFICE SUP	2,812	20,875	3,785.03	226.40	.00	17,089.97	18.1%



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City of Appleton
YEAR-TO-DATE BUDGET REPORT

JULY 2019

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FOR 2019 07

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16021 630300 LICENSES	0	300	.00	.00	.00	300.00	.0%
16021 630700 FOOD	0	1,200	658.08	211.52	.00	541.92	54.8%*
16021 659900 OTH CONTR	4,600	10,100	4,400.00	600.00	.00	5,700.00	43.6%
TOTAL Library Children's Services	528,053	543,366	247,590.10	587.82	.00	295,775.90	45.6%
<hr/> 16023 Library Public Services							
16023 503500 OTHR REIM	-150	-1,250	-8,249.75	-7,080.88	.00	6,999.75	660.0%
16023 610100 REG SAL	496,600	496,600	226,195.76	16,191.74	.00	270,404.24	45.5%
16023 610800 PART TIME	89,079	89,079	47,005.75	2,465.42	.00	42,073.25	52.8%
16023 611500 VACATION	0	0	22,335.00	1,625.38	.00	-22,335.00	100.0%*
16023 615000 FRINGES	162,911	162,911	80,865.00	6,111.86	.00	82,046.00	49.6%
16023 620100 TRAINING	2,565	2,565	1,640.00	820.00	.00	925.00	63.9%
16023 630100 OFFICE SUP	3,500	4,300	1,426.34	280.40	.00	2,873.66	33.2%
16023 632700 MISC EQ	1,000	1,000	.00	.00	.00	1,000.00	.0%
16023 641800 EQUIP REPR	500	500	.00	.00	.00	500.00	.0%
16023 659900 OTH CONTR	5,980	6,280	6,834.00	.00	.00	-554.00	108.8%*
TOTAL Library Public Services	761,985	761,985	378,052.10	20,413.92	.00	383,932.90	49.6%
<hr/> 16024 Library Community Partnerships							
16024 503500 OTHR REIM	0	-8,500	-17,500.00	-9,000.00	.00	9,000.00	205.9%
16024 610100 REG SAL	334,235	334,235	146,436.20	9,881.25	.00	187,798.80	43.8%
16024 610800 PART TIME	0	20,000	10,055.60	690.06	.00	9,944.40	50.3%
16024 611500 VACATION	0	0	18,395.86	1,277.96	.00	-18,395.86	100.0%*
16024 615000 FRINGES	141,506	146,506	79,084.92	5,841.71	.00	67,421.08	54.0%
16024 620100 TRAINING	4,450	4,450	1,149.42	284.40	.00	3,300.58	25.8%
16024 630100 OFFICE SUP	2,812	6,334	2,913.38	226.40	.00	3,420.62	46.0%
16024 630300 LICENSES	0	500	.00	.00	.00	500.00	.0%
16024 659900 OTH CONTR	0	5,500	7,177.00	2,845.00	.00	-1,677.00	130.5%*
TOTAL Library Community Partnersh	483,003	509,025	247,712.38	12,046.78	.00	261,312.62	48.7%
<hr/> 16031 Library Building Operations							
16031 500100 COMMISSION	-1,500	-1,500	-628.59	-101.05	.00	-871.41	41.9%*



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City of Appleton
YEAR-TO-DATE BUDGET REPORT

JULY 2019

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FOR 2019 07

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16031 503500 OTHR REIM	0	0	-109.55	.00	.00	109.55	100.0%
16031 610100 REG SAL	108,743	108,743	51,915.78	3,484.04	.00	56,827.22	47.7%
16031 610500 OT	0	0	40.07	22.68	.00	-40.07	100.0%*
16031 610800 PART TIME	3,892	3,892	1,772.43	57.44	.00	2,119.57	45.5%
16031 611500 VACATION	0	0	5,033.83	767.17	.00	-5,033.83	100.0%*
16031 615000 FRINGES	50,549	50,549	25,811.90	1,927.80	.00	24,737.10	51.1%
16031 620100 TRAINING	830	830	.00	.00	.00	830.00	.0%
16031 630100 OFFICE SUP	0	0	28.48	.00	.00	-28.48	100.0%*
16031 630600 BLDG SUPPL	10,187	10,187	8,157.67	.00	.00	2,029.33	80.1%
16031 630902 TOOLS	150	150	.00	.00	.00	150.00	.0%
16031 632300 SFETY SUPL	550	550	74.39	.00	.00	475.61	13.5%
16031 632700 MISC EQ	650	650	112.19	.00	.00	537.81	17.3%
16031 640700 WASTE P/U	2,507	2,507	1,128.00	.00	.00	1,379.00	45.0%
16031 641301 ELECTRIC	101,444	101,444	49,071.06	9,359.22	.00	52,372.94	48.4%
16031 641302 GAS	24,676	24,676	14,175.49	864.25	.00	10,500.51	57.4%
16031 641303 WATER	4,996	4,996	2,135.53	.00	.00	2,860.47	42.7%
16031 641304 SEWER	2,083	2,083	880.74	.00	.00	1,202.26	42.3%
16031 641306 STORMWTR	2,781	2,781	1,504.60	.00	.00	1,276.40	54.1%
16031 641600 BLDG REPR	2,000	2,000	595.19	.00	.00	1,404.81	29.8%
16031 641800 EQUIP REPR	400	400	.00	.00	.00	400.00	.0%
16031 642000 FMD CHG	175,293	175,293	48,383.33	.00	.00	126,909.67	27.6%
TOTAL Library Building Operations	490,231	490,231	210,082.54	16,381.55	.00	280,148.46	42.9%
16032 Library Materials Management							
16032 503500 OTHR REIM	0	-24,800	-40,568.82	-4,943.92	.00	15,768.82	163.6%
16032 610100 REG SAL	515,030	515,030	235,340.25	17,097.92	.00	279,689.75	45.7%
16032 610800 PART TIME	69,179	69,179	51,690.34	4,150.50	.00	17,488.66	74.7%
16032 611500 VACATION	0	0	24,931.59	1,811.69	.00	-24,931.59	100.0%*
16032 615000 FRINGES	173,312	173,312	84,768.92	5,911.89	.00	88,543.08	48.9%
16032 620100 TRAINING	3,324	3,324	1,000.00	.00	.00	2,324.00	30.1%
16032 630100 OFFICE SUP	30,522	30,522	15,572.35	707.17	.00	14,949.65	51.0%
16032 631500 BOOKS	597,644	644,134	297,481.30	11,993.45	.00	346,652.70	46.2%
16032 659900 OTH CONTR	68,978	68,978	65,947.00	304.30	.00	3,031.00	95.6%
TOTAL Library Materials Managemen	1,457,989	1,479,679	736,162.93	37,033.00	.00	743,516.07	49.8%
16033 Library Network Services							
16033 503500 OTHR REIM	-18,500	-21,000	-15,659.98	-3,794.65	.00	-5,340.02	74.6%*



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City of Appleton
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 07

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16033 610100 REG SAL	98,322	98,322	42,114.80	2,213.89	.00	56,207.20	42.8%
16033 610500 OT	0	0	225.33	.00	.00	-225.33	100.0%*
16033 611500 VACATION	0	0	7,823.39	1,464.43	.00	-7,823.39	100.0%*
16033 615000 FRINGES	41,204	41,204	21,077.34	1,563.33	.00	20,126.66	51.2%
16033 620100 TRAINING	2,740	2,740	1,198.00	.00	.00	1,542.00	43.7%
16033 630100 OFFICE SUP	1,500	1,500	25.62	.00	.00	1,474.38	1.7%
16033 632700 MISC EQ	67,980	70,480	35,198.18	.00	13,440.00	21,841.82	69.0%
16033 641800 EQUIP REPR	84,565	64,565	54,146.19	839.46	.00	10,418.81	83.9%
16033 681500 SOFTWARE	8,498	8,498	202.33	.00	.00	8,295.67	2.4%
TOTAL Library Network Services	286,309	266,309	146,351.20	2,286.46	13,440.00	106,517.80	60.0%
2550 Library Grants							
2550 503500 OTHR REIM	-86,086	-86,086	-71,376.00	-1,250.00	.00	-14,710.00	82.9%*
2550 599900 FUND BAL	0	-79,139	.00	.00	.00	-79,139.00	.0%*
2550 610100 REG SAL	22,394	22,394	10,851.29	530.88	.00	11,542.71	48.5%
2550 611500 VACATION	0	0	1,266.24	353.92	.00	-1,266.24	100.0%*
2550 615000 FRINGES	367	367	197.66	14.55	.00	169.34	53.9%
2550 620100 TRAINING	2,300	2,300	209.46	39.67	.00	2,090.54	9.1%
2550 630100 OFFICE SUP	3,000	3,000	2,932.80	.00	.00	67.20	97.8%
2550 631500 BOOKS	38,425	117,564	28,092.33	.00	.00	89,471.67	23.9%
2550 640400 CONSULT	4,600	4,600	1,800.00	1,800.00	.00	2,800.00	39.1%
2550 641200 ADVERTISNG	15,000	15,000	164.00	.00	.00	14,836.00	1.1%
TOTAL Library Grants	0	0	-25,862.22	1,489.02	.00	25,862.22	100.0%
TOTAL Library	3,466,297	3,528,962	1,629,286.25	114,550.62	13,440.00	1,886,235.75	46.5%
TOTAL REVENUES	-1,244,928	-1,381,133	-843,976.53	-55,280.63	.00	-537,156.47	
TOTAL EXPENSES	4,711,225	4,910,095	2,473,262.78	169,831.25	13,440.00	2,423,392.22	
GRAND TOTAL	3,466,297	3,528,962	1,629,286.25	114,550.62	13,440.00	1,886,235.75	46.5%

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

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City of Appleton
YEAR-TO-DATE BUDGET REPORT

JULY 2019



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REPORT OPTIONS

	Field #	Total	Page Break	
Sequence 1	3	Y	N	Year/Period: 2019/ 7
Sequence 2	9	Y	N	Print revenue as credit: Y
Sequence 3	0	N	N	Print totals only: N
Sequence 4	0	N	N	Suppress zero bal accts: Y

Report title:
YEAR-TO-DATE BUDGET REPORT
JULY 2019

Print Full or Short description: S
Print MTD Version: Y
Print Revenues-Version headings: N
Format type: 1
Print revenue budgets as zero: N
Include Fund Balance: N
Include requisition amount: N
Multiyear view: D

Carry forward code: 1
Print journal detail: N
From Yr/Per: 2018/12
To Yr/Per: 2018/12
Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1

Find Criteria
Field Name Field Value

Org
Object
Project
Rollup code
Account type
Account status



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

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Library Board

FROM: Dean R. Gazza

DATE: 8/20/2019

RE: Action Item: Award a Contract for the 2019 Library Security Upgrades Project (Door Monitoring/Lockdown and Radio Communications) to Nielson Communications Inc. in the amount of \$55,736.40 plus a 10% contingency of \$5,574 for a total not to exceed a cost of \$61,310.40.

Action Item: Award a Contract for the 2019 Library Security Upgrades Project (Door Access Control Additions) to Faith Technologies in the amount of \$30,665 plus a 10% contingency of \$3,066 for a total not to exceed a cost of \$33,731.

This memo requests to award two contracts for security upgrades at the Library. On August 7, 2019, the Common Council approved \$175,000 to upgrade security at the library. These upgrades are a result of a security analysis of the current library which included the Appleton Police Department, Milwaukee Library Security Manager, library staff and myself. In addition, we have reached out to an architect and vendors to learn more about current solutions to areas we have determined are in need of improvement.

The 2019 Capital Improvement Plan (CIP) includes \$5,000,000 for planning for the library. While the planning has been paused as various details are finalized for the various developments, the current Library continues to operate and needs improvements. Many improvements have been deferred as it was anticipated that a new Library would be constructed soon. Based on the information we know today, it appears it will be several years to complete agreements, design and construction before a new Library would be completed.

Based on the analysis, upgrades identified included improving egress from two secluded areas, upgrading door alarms/auto-locks, adding additional access control to employee areas, increasing camera coverage and improved communication systems. It is important to note that some of the upgrades would be able to be transferred to a new Library.

Note that both contracts are sole-sourced for the following reasons. The system provided by Nielson Communications Inc. has been selected because of its wireless capabilities. The wireless

allows for an easy install which is essential in the existing library. In addition, the system is transferable to a new location. The access control upgrades by Faith Technologies are an extension of our current system thus must remain the same.

In addition to these two contracts requiring Library Board approval per policy, smaller expenditures will include the addition of cameras, security guard stations, doors and door hardware upgrades. We request to move forward with these security upgrades immediately versus deferring to the 2020 Capital Improvement Plan.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Thursday, July 18, 2019

4:00 PM

225 N. Oneida Street

Nominating Committee

1. Call meeting to order

Chairperson Greg Hartjes called the meeting to order at 4:05pm

2. Roll call of membership

Others Present: Colleen Rortvedt

Present: 2 - Bergman and Hartjes

Excused: 1 - Mann

3. Action Items

[19-0965](#)

Selection of Nominees for Board President, Vice President and Secretary

Hartjes moved, seconded by Bergman, that the nomination of Rebecca Kellner for Library Board President be recommended for approval. Voice Vote. Motion Carried. (2-0)

Hartjes moved, seconded by Bergman, that the nomination of Brian Looker for Library Board Vice - President be recommended for approval. Voice Vote. Motion Carried. (2-0)

Bergman moved, seconded by Hartjes, that the nomination of Greg Hartjes for Library Board Secretary be recommended for approval. Voice Vote. Motion Carried. (2-0)

4. Adjournment

Bergman moved, seconded by Hartjes that the meeting be adjourned. Voice Vote. Motion Carried. (2-0)

The meeting was adjourned at 4:40pm

SUMMARY OF MAJOR CHANGES TO THE CITY OF APPLETON TRAVEL POLICY

Below is a summary of the primary changes to the City's Travel Policy:

- **Purpose:** modified to reflect that travel is seen as an investment in our employees (versus just a business expense).
- **Pre-approval:** previously, only the supervisor had to pre-approve any travel/training expenses. It was modified to add the Department Director's pre-approval prior to incurring any expense. The Library Board would still approve any Library employee expenses.
- **Airline Travel:** employees are now expected to search for the lowest overall cost to travel, including the expectation that they search out fares from all major airlines within a 120-mile radius (not just what is most convenient for the employee).
- **Rental Vehicles:** vehicle rentals are only allowed under extenuating circumstances (e.g., if the training class is too far away for a shuttle and there is no other way to get to the training). To reduce liability, employees must purchase the auto liability insurance from the rental company.
- **Mileage Reimbursement:** was clarified to allow reimbursement for travel beyond a 15-mile radius of the employees' usual work facility or residence (whichever is closer). The monthly mileage reimbursement was reinstated for those employees who regularly drive for their positions and who do not have regular access to a City vehicle. Department Directors would identify these positions. Department Directors and Deputy Directors are not eligible for this allowance without pre-approval from the Mayor.
- **Lodging:** reimbursement for lodging is now available when the employee travels beyond 60 miles for training/travel which requires an overnight stay (the previous standards was 120 miles).
- **Meal Reimbursement:** instead of using the IRS Standard Per Diem which varied by state and city, employees are now eligible to receive the CONUS meal and incidental rate when travelling overnight.
- **Parking and Transportation:** receipts are only needed for single transactions of more than \$50.
- **Spousal/Guest Travel:** employees should advise their supervisor if they are bringing a guest with them when traveling for City business.
- **Training Evaluations:** training evaluations (or equivalent documentation) are now required for training/travel events that incur more than \$1000 expense (previously \$500).
- **Training Form:** modified to include the current CONUS and mileage reimbursement amounts (to mitigate the employee needing to search for the amounts each time) and to reinforce the need to provide the required documentation prior to being reimbursed.

CITY OF APPLETON POLICY		TITLE: TRAVEL POLICY	
ISSUE DATE: Original Policy Date Unknown	LAST UPDATE: 5/6/04, 5/16/05 9/9/05, 11/1/05 6/2/06, 12/6/06, 2/8/07, 7/19	SECTION: Finance	FILE NAME: Travel Policy
POLICY SOURCE: Finance Department			TOTAL PAGES: 3+attachments
Reviewed by Attorney's Office Date: 5/7/04, 12/6/06		Finance Committee Approval Date: 5/12/04, 11/22/06, 2/14/07	Council Approval Date: 5/19/04, 12/6/06, 2/21/07

I. Purpose

To provide guidelines for employees for the reimbursement of training and travel incurred during the conduct of City business.

II. Policy

The City believes in investing in employees to help them grow. The City will reimburse employees for reasonable travel costs incurred while on official authorized City business. Employees, in turn, are asked to respect and value this investment, and travel at the lowest reasonable cost.

III. Guidelines

- A. **Pre-Approval:** All travel is required to be approved by the employee's supervisor and Department Director or designee prior to registration or incurring any expense. Out-of-state travel must have the Mayor's approval prior to incurring any expense. (Library Board President approves Library expenses.)
- B. **Post-Approval:** Supervisors are required to review and approve all expense reimbursement requests before sending the reimbursement request form to the Department Director or Mayor.
- C. **Use of Procurement Card:** City-issued procurement cards can be used for travel related expenses other than meals. When using City-issued procurement cards, the card should be used to pay for only the employee's own expenses. The employee should attach copies of all supporting documentation ~~on~~ to his/her travel report for all procurement card charges.
- D. **Out-of-State Travel:** All out-of-state travel is required to be approved by the Mayor or Library Board (for Library Personnel) prior to registration or incurring any expense.

Non-exempt employees who travel out-of-state for training are paid for their travel time based on-air travel time (unless stated differently in the employee's bargaining contract). If the employee chooses another means of transportation, any resulting additional time required for travel shall be charged to the employee's paid leave.

- E. **Airline Travel:** Employees are expected to travel coach class; to search for the lowest available overall cost for flight, mileage, paid time (for non-exempt staff), and airport parking fees, including from all major airlines within a 120-mile radius; and to reserve as far in advance as practical. Baggage fees are reimbursable for one suitcase and one carry-on bag. The cost of cancelling and/or rebooking of flights is not reimbursable unless it can be shown that it was necessary or required for legitimate business reasons (e.g., a changed meeting date) or extraordinary circumstances.

- F. **Rental Vehicles:** Rental vehicles are not eligible for reimbursement except under extenuating circumstances (see below). For transportation to/from the training, etc., employees should use other means such as shuttles, taxi cab, etc.

If extenuating circumstances necessitate the need for a rental car while traveling, the employee should obtain approval of their Department Director prior to renting the vehicle. The employee may use a City-issued procurement card to rent the vehicle and must purchase the auto liability insurance from the rental company.

- G. **Mileage Reimbursement:** Mileage reimbursement is available for employees who do not have regular access to a City vehicle and who travel beyond a 15-mile radius from the employee's usual work facility or residence (whichever is closer) for City business (the total round trip would be 30 miles or more). Mileage reimbursement for the use of the employee's vehicle is based on the standard IRS mileage rate in effect. The mileage reimbursement should be calculated as the difference between the training/travel event location and the employee's usual City work facility or residence (if driving to training/travel event directly from home), whichever is less. Commuting expenses between an employee's residence and his/her normal place of business are not eligible.

For positions that are expected to use their personal vehicle to travel for work on a regular basis, Department Directors may designate these positions to receive a \$30 monthly local mileage allowance (prorated for positions that work less than full-time). Directors and Deputy Directors are not eligible for this allowance without pre-approval from the Mayor. This per diem is subject to payroll taxes according to IRS regulations. For all other positions, mileage incurred within the City limits or between City facilities is not reimbursable.

- H. **Lodging:** Training classes/Events within 60 miles of City Hall are not eligible for overnight lodging. For travel/training more than 60 miles away, overnight lodging for the night before the conference up to and including the night before the last day of the conference is reimbursable at a single, standard room rate.
- I. **Meal Reimbursement:** Employees are eligible to receive up to the Wisconsin U.S. General Services Administration (GSA) Standard Continental United States (CONUS) meal and incidental rate for meals they consume when traveling overnight for approved City training/travel. Employees are not eligible for meal reimbursement for any meals that are included in the training/program or provided by the hotel, or meals that are not purchased/consumed by the employee. This per diem is not subject to payroll taxes according to IRS regulations.
- J. **Parking and Transportation:** The cost of parking fees, tolls and taxis, shuttles, and rideshares to/from the training is reimbursable. Receipts will be required for expenses that are more than \$50 per single transaction.
- K. **Tips:** Tips for meals are included in the meal and incidental rate in I above. All other tips are not reimbursable.
- L. **Spousal/Guest Travel:** Any additional costs incurred due to a spouse/guest traveling with the employee is not eligible for reimbursement. If an employee is bringing a guest (e.g., spouse, family, friend) with them, the employee should advise his/her supervisor before traveling.
- M. **Fines:** Fines (e.g., traffic or parking) resulting from traveling on City business are not reimbursable.
- N. **Miscellaneous Expenses:** There may be other miscellaneous reimbursable expenses from time to

time. Examples include books or supplies needed for a conference and telephone calls for City business. Miscellaneous expense reimbursements are subject to review for reasonableness by the Department Director and for City-wide consistency by the Finance Director.

- O. **Policy Exceptions:** Any exception to this policy must have the approval of the employee's supervisor and Department Director (Department Directors would need Mayor's approval). Requests for the exception should document extenuating circumstances or proposed overall savings to the City.

IV. Procedure

- A. A separate "City of Appleton Travel Report" will be completed for each employee and each event (Appendix A).
- B. Travel expense reimbursements to employees will be incorporated into their payroll payments. Since these payments will represent reimbursement of business expenses, no payroll taxes will be withheld.
- C. For any training event incurring over \$1,000 total expense, a Training Evaluation form (or equivalent documentation) must be completed within 30 days after the training. See Appendix B.

1. TO BE FILLED OUT COMPLETELY BEFORE REGISTRATION OR INCURRING COSTS

Employee/Department Requesting Travel: _____ / _____

Title of Training or Purpose of Travel (**must attach brochure/agenda**): _____**City/State of Training/Event** (Mayor approval required for **all** employees' out-of-state travel): _____

Dates (time) request to be out of the office: _____ / ____ (____ AM/PM) through _____ / ____ (____ AM/PM)

Are there other City employees attending this training/event as well? If so, why?
_____Estimated Costs (*variance of more than \$100 need to be explained on reverse side upon return)

		Details (e.g. vendor name, specific expenses)
Registration Fee:	\$ _____	_____
Lodging:	\$ _____	_____
Airfare:	\$ _____	_____
Meals (based on per diem rate):	\$ _____	_____
Other (e.g. rental car, mileage):	\$ _____	_____
Overtime for your attendance:	\$ _____	_____
Overtime to cover your vacancy:	\$ _____	_____
TOTAL:	<u>\$ _____</u>	<i>*If the total equals \$1000 or more, attendees must complete and submit an evaluation form upon return.</i>

How does this training/travel help meet your individual, departmental or organizational goals?

Date Submitted to Supervisor: _____ / _____ / _____

SUPERVISOR'S RESPONSE:

Authorized Date of Departure and Return: _____ - _____ Budget Account: _____

I authorize this employee to register for this training and incur these travel-related expenses (as detailed above).

Supervisor Signature_____
Date_____
Mayor Signature_____
Date(for **all** out-of-state training and Department Director's requests)_____
Department Director Signature_____
Date**2. REGISTRATION PAYMENT IN ADVANCE. IF USING PROCUREMENT CARD, CHECK BOX AND SKIP TO SECTION 3.**

- ☐ Paid with procurement card. Skip to Section 3.
- ☐ Please pay my registration in advance (submit this form to Finance).

Amount: \$ _____ (enter on lines 7 & 11 in Section 3)

Due to Vendor by: _____ / _____ / _____

Vendor: _____

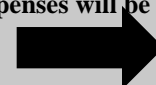
Attn: _____

Address: _____

City/State/Zip: _____

Note: Advance payments will be made for registration only. All other items should either be charged on a procurement card (if eligible) or will be reimbursed.

Complete reverse side upon completion of travel, or if no other expenses will be incurred.



**3. ACTUAL EXPENSES: EMPLOYEE MUST COMPLETE UPON RETURN (SUBMIT TO FINANCE).
TRAINING BROCHURE AND REQUIRED DOCUMENTATION MUST BE SUBMITTED PRIOR TO REIMBURSEMENT.**

Current 2019 per diem rate: Breakfast (\$14.30); Lunch (\$15.40); and Supper (\$25.30)

Date	M	T	W	R	F	S	S	
1. Lodging:	\$	\$	\$	\$	\$	\$	\$	\$
2. Breakfast:	\$	\$	\$	\$	\$	\$	\$	(no receipts required) \$
3. Lunch:	\$	\$	\$	\$	\$	\$	\$	(no receipts required) \$
4. Dinner:	\$	\$	\$	\$	\$	\$	\$	(no receipts required) \$
5. Parking/Tolls/Taxi (receipts only required for single transactions of more than \$50):								\$
6. Airfare/Taxis:								\$
7. Registration:								\$
8. Other:								\$
9. Mileage								\$
*Mileage within 15 miles of the employee's usual work facility is not eligible for reimbursement								
10. TOTAL EXPENSES (Trip Total):								\$
11. Less Section 2 Advance Registration Payments								\$ ()
12. Less Procurement Card Charges:								\$ ()
13. Less Vendor Refunds								\$ ()
14. AMOUNT DUE TO (FROM) EMPLOYEE								\$

This is to certify that the above is a true and correct statement of travel expenses incurred in the conduct of City business. I have attached all supporting documentation (e.g., training brochure, airline receipt, etc.) and I acknowledge I may be personally responsible for any expenses I incurred for which I do not have supporting documentation (except for meals, mileage and transportation expenses of less than \$50 in a single transaction).

_____ Employee Signature	_____ Mayor:
_____ Supervisor Signature	_____ Department Director Signature
	_____ Finance:

Training/Travel Evaluation

(please complete and return within 30 days after training/travel)

Appendix B

Employee Name: _____

Today's Date: _____ Date(s) of Travel: _____

Source of Training (if seminar/conference): _____

1. What are the three greatest learnings that you took away from this training/travel? (Please attach documentation that may be beneficial to share with others.)
2. Describe two ways that you plan to apply what you learned during your training/travel to benefit your department and/or the City.

Training Program Only

3. This training course:
☐ Exceeded my expectations ☐ Met my expectations ☐ Did not meet my expectations
4. The instructor of the course:
☐ Exceeded my expectations ☐ Met my expectations ☐ Did not meet my expectations
5. Would you recommend this training class to others?
☐ Yes
☐ No

Please explain: _____

Explanation of Variances

Please explain variances of \$100 or more than the estimated costs (from Section 1):

Registration: _____

Lodging: _____

Airfare: _____

Meals: _____

Other: _____

SAFETY AND SECURITY POLICY

I. PURPOSE

The purpose of this policy is to maintain a safe, welcoming and secure environment for all Appleton Public Library (“APL” or “library”) users and staff, as well as ensure equitable access to materials and services for all library users in accordance with the library’s Rules of Conduct Policy.

II. POLICY

1. Overview. The library welcomes all and is dedicated to free and equal access to information. The library is in a unique position to educate and serve as a gathering place for the community.

In order to facilitate an environment conducive to the library’s mission, patrons shall be engaged in activities typically associated with the use of a public library while in the building. No individual may engage in inappropriate conduct on library premises. Inappropriate conduct includes any individual or group activity which is unreasonably disturbing to other individuals lawfully using library facilities, materials, equipment and/or premises or is otherwise inconsistent with activities such as reading, studying, properly using library materials and other similar conduct typically associated with a public library.

When possible, staff will first educate individuals about the applicable policies before taking stronger measures to enforce those policies. In situations where library staff members feel that the health, safety or security of library users or staff members are threatened, they may take any and all appropriate action including, but not limited to, calling the police for assistance.

2. Monitoring. Library staff will monitor public behavior using staff and security equipment, subject to provisions of Wis. Stat. § 43.30 and the library’s Privacy Policy. The library reserves the right to inspect bags, briefcases, backpacks or other personal items.

3. Enforcement. Enforcement of this policy is the responsibility of all library staff. Staff members are expected to address any inappropriate behavior they encounter. Supervisors, professional librarians and ~~operations clerks~~ security guards are expected to have a greater awareness of this policy and exhibit a willingness to step in and serve as a resource in helping other staff deal with problems.

a. Asking for Help. Staff members have the right to ask other staff members, security and/or the police for assistance and should provide assistance to other staff when able and requested.

b. Contacting Police. Staff members may contact the Appleton Police Department (“APD”) at any time to preserve their own safety, the safety of the public, and to request assistance in enforcing this policy and preserving the library environment as defined by the policies adopted by the library Board of Trustees (“library board”).

c. Using Judgment. Staff members who have acted with reasonable judgment in addressing violations of library policies and any other law, rule or regulation will be supported by their supervisor, the librarian in charge and the administration.

4. Responses to Inappropriate Behavior. Inappropriate behavior will be addressed with a response proportionate to the severity of the behavior.

a. Eviction. The library reserves the right at all times to immediately evict a patron that is dangerous or in any way threatening library staff or other patrons. Additionally, all staff have the ability to evict patrons for the remainder of the day should patrons ignore staff requests to comply with library policies.

Staff also may ask a patron to leave to address a problem. This response may be used in situations where once the issue is remedied, the patron is welcome to return immediately. For example, in the case of wearing inappropriate attire, addressing body odor or bringing animals inside the building that are not service animals.

b. Restriction. The library board delegates authority to restrict people from the library to the library director and assistant director. If the director and assistant director are unavailable, a supervisor may restrict an individual for up to fourteen (14) consecutive days. The library board may also restrict individuals from entering the library for a specified limited time, indefinitely, pending some specified legal condition or ruling, or permanently.

i. Length. The length of a restriction will be proportionate to the severity of the offense, whether there are prior offenses, and the safety of staff and patrons, as applicable, though other factors may be considered.

ii. Notice. The patron and the APD must be notified within 2 business days of the decision to restrict. The notice must include the duration of the restriction. The notice may be delivered by the library director, assistant director, security guard, the librarian in charge, the police, or delivered by certified mail and the information must be made available to library staff. ~~Should a restricted patron return to the library in violation of the restriction, staff should contact the APD and the individual may be cited for trespassing.~~ [CR2]

iii. Documentation. The notice of restriction and all related records will be maintained in accordance with the library's Privacy Policy and Records Retention Schedule.

iv. Scope of Authority. This policy refers to restrictions and consequences imposed by the library but does not preclude or supersede other consequences or penalties that may be imposed by federal, state or local law.

v. Juvenile Patrons. If a juvenile patron violates this policy, or any other rule or regulation, staff may contact their parent/guardian.

1. As an alternative to restricting a juvenile, they may be restricted from independent use of the library for a specified period of time depending on the severity of the violation. During this time the juvenile whose library use is restricted may use the library only when the juvenile is accompanied by a responsible parent or guardian.

2. The juvenile's parent or guardian must be notified of the restriction via certified mail or the notice may be delivered by the APD. Failure to abide by the restriction may lead to restricting the juvenile from the library completely and they may be cited for trespassing by the APD.

- c. Use of Equipment. Staff members may stop a patron from using library ~~equipment,~~
~~or equipment or~~ may contact a supervisor about a patron's use of equipment, if the use violates a rule or policy. Supervisors may restrict patrons from using public access computers for 30 days if a violation is found. Should the violation warrant, the library director or assistant director may determine to restrict a patron from using the library in its entirety. Misuse or abuse of computers or internet access may result in suspension of internet access, restriction from the library in its entirety as described in this policy and may also be subject to prosecution by local, state or federal authorities.
- d. Warnings. Staff members may issue a verbal warning or may refer a problem to ~~operations~~
~~staff~~the security guard, the librarian in charge or a supervisor unless it involves a Class 1 offense pursuant to sections 6(a) herein, in which case the APD must be contacted.
- e. Identification. Staff members are authorized to request identification from library patrons as necessary and appropriate for safety and security, or when library rules have been violated. Refusal to identify oneself under these circumstances may be grounds for contacting the APD.
- f. Communication. Library staff will communicate disciplinary actions with one another, including reports to the supervisor, ~~operations staff~~the security guard or the librarian in charge. All disciplinary actions must be documented by library staff.

5. Video Surveillance and Photography. Security cameras are used to enhance the safety and security of library users and staff to discourage violations of this policy, to assist library staff in preventing the occurrence of violations and when necessary, to provide law enforcement assistance in the investigation of a criminal occurrence on library property and in prosecuting criminal activity.

- a. Video cameras may be located in indoor or outdoor locations where individuals lack a reasonable expectation of privacy. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy such as private offices or restrooms.
- b. The City of Appleton ("City") may mount cameras on the exterior of the library building that provide surveillance of public spaces. These cameras are not library cameras and are not covered by this policy.
- c. Video footage and photographs are used in accordance with the library's Privacy Policy and Records Retention Schedule.
- d. Cameras are not continuously monitored. Personal safety is the responsibility of the individual and the City is not responsible for lost or stolen property.
- e. Staff members have the right to take photographs of patrons as needed to identify them for security purposes.

6. Classes of Behavior and Response. No policy can list all prohibited behaviors. Therefore, the guiding principle for acceptable behavior is:

Everyone has the right to use the Appleton Public Library without being disturbed by others. Disruptive, unsafe, illegal or damaging behavior is not allowed.

a. Class 1 - Serious Danger or Overt Criminal Behavior. Staff response must include calling the APD and may result in the patron being immediately restricted from the library. Violating federal, state or city ordinance is not allowed in the library. Examples include, but are not limited to:

- i. Fighting or combative behavior,
- ii. Exhibitionism,
- iii. Any sexual behavior regardless of if it is unwelcome or consensual,
- iv. Threats,
- v. Refusal to leave when asked,
- vi. Physical abuse,
- vii. Stalking,
- viii. Possession of illegal drugs,
- ix. Possession of firearms or other weapons that pose a threat to staff or the public,
- x. Child pornography,
- xi. Theft, including theft of library materials,
- xii. Vandalism, or
- xiii. Intentional entry into restricted areas of the building or tampering with any library security equipment.

b. Class 2 - Potentially Serious Behavior. Staff response will vary according to the severity of the disruption or threat, ranging from a warning to calling the APD to immediate restriction from the library. Examples include, but are not limited to:

- i. Alcohol or drug intoxication,
- ii. Possession of weapons that do not fall into Class 1,
- iii. Possession of alcohol, except as part of an approved program,
- iv. Verbal abuse of staff or other patrons,
- v. Loitering in a manner that interferes with others,
- vi. Excessively emotional, hostile, threatening or uncontrolled behavior,
- vii. Use of loud profanity, obscenity or obscene gestures,
- viii. Panhandling,
- ix. Using another person's card without permission to check out materials,
- x. Using another person's card to use the internet computers,
- xi. Leaving bags and other personal items unattended, or
- xii. Harassing and intrusive behavior, including staring at, stalking or following staff or patrons with the intent to annoy or harass, violating privacy, or interfering with staff performance of duties or patrons' use of the library.

c. Class 3 – ~~Annoying or~~ Disruptive Behavior. Staff response will vary according to the severity of the disruption, ranging from tolerance to warning. In severe or repeated cases, eviction, calling the APD or a library restriction may follow. Examples include, but are not limited to:

- i. Bodily hygiene which is so offensive that it is a nuisance to patrons and staff,
- ii. Loudness,
- iii. Monopolizing the time of staff or otherwise interfering with staff members' performance of duties. This includes engaging in conversation or behavior that monopolizes the attention of a staff member for an inappropriate amount of time, making inappropriate personal comments or refusing to comply with staff requests,
- iv. Inappropriate public displays of affection,

- v. Blocking the library entry, sidewalk in front of the building or otherwise interfering with free passage of APL staff or users,
- vi. Loud profanity or obscenity in front of the building or in the parking lot,
- vii. Bringing in more than three bags, backpacks, boxes or wheeled conveyances. Personal belongings cannot exceed 32 by 18 by 15 inches individually or collectively. Exceptions are made for wheelchairs, strollers and musical instruments that do not violate library policies. Bedrolls, pillows, sleeping bags, shopping carts and garbage bags are not allowed. Exceptions are also made for items used in conjunction with programs or events.
- viii. Sleeping, napping or dozing in or on library premises,
- ix. Unhygienic behavior such as spitting or changing diapers in public areas,
- x. Bathing, shaving, washing hair or washing clothing,
- xi. Use of any cellphones or other communication or entertainment devices at a volume that disturbs others, with or without headphones,
- xii. Vaping and use of tobacco products in violation of the Smoking and Tobacco Use Policy,
- xiii. Entering the library without being fully clothed or in just a swimsuit. Garments must cover the upper and lower torso of their bodies. Shoes ~~and shirt~~ must also be worn at all times. Babies that are not able to walk are the exception,
- xiv. Neglecting to clean up any personal trash,
- xv. Visible presence of pests on person, belongings or library materials,
- xvi. Rearranging furniture or utilizing it in a manner other than it was designed for. Furniture is limited to the number of people it was designed for, or
- xvii. Other violations of library policies.

7. Unattended Children. The library welcomes and encourages children to use materials and services and strives to provide a welcoming and safe environment.

- a. Monitoring. Responsibility for the welfare and the behavior of children using the library rests with the parent, guardian, or responsible caregiver. While staff will always respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended.
- b. Supervision of children.
 - i. Children under age 8 must be accompanied by an adult or a caregiver who is able to supervise them. Children 8 years of age and over who do not require additional supervision may use the library more independently but parents or caregivers of children under 8 are expected to remain in the library while children are attending library programs.
 - ii. Children 8 years of age and over who are able to maintain proper library behavior may use the library unattended, otherwise they should be adequately supervised by a parent, guardian, or responsible caregiver. All parents, guardians and caregivers are encouraged to use the library with their children.
 - iii. The City assumes no liability with regard to unattended children. Parents, guardians and caregivers acknowledge the risk of leaving a child unattended in the library and release the City from all claims which they may have.
- c. Response.
 - i. Staff may, as needed, notify parents, guardians, or responsible caregivers whose children need additional supervision or contact authorities such as the police either to assist with the enforcement of discipline in the library or to ensure the safety of an unattended child.

ii. Staff will make a reasonable effort to assure that children leave the library comfortably and safely at closing time. At least two staff members will remain in the library if a minor child is in the building after closing. If any children remain at the library 15 minutes after closing, staff will contact the APD to ensure safe transport.

8. Appeals.

a. Individuals who are restricted from the library or from using library equipment may submit a written request for reconsideration of their restriction to: Library Director, Appleton Public Library, 225 N. Oneida Street, Appleton, WI 54911. The written request must describe the reasons for reconsideration of the restriction and include a return mailing address.

b. For juveniles restricted, at the request of the parent or guardian, the library director may consider allowing the juvenile patron access to the library when in the direct supervision of a designated parent or guardian. The library director must approve the adult that will provide supervision.

c. The library director will respond to the reconsideration request in writing via certified mail within fourteen (14) regular business days. The length of the restriction from the library shall remain as stated in the "Restriction from Library" notice unless the director issues a written determination altering the terms of the restriction.

d. If the person wishes to contest the decision of the library director, he/she may appeal to the library board pursuant to the library board's Bylaws.

e. Patrons may not enter the building without permission of the library director during the appeals process.

9. Non-Compliance with restriction – Trespassing. If a restricted individual enters the library before the return date listed on the "Restriction from Library" notice, APD will be called and the individual may be cited for trespassing under Appleton City Ordinance AC 10-26.

Approved: 5/02. Amended: 4/05; 6/07; 8/16; 12/16; 11/17; 12/18; 8/19



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Minutes Library Board

Wednesday, August 7, 2019

11:00 AM

225 N. Oneida Street

Personnel & Policy Committee

1. Call meeting to order

Chairperson Nancy Scheuerman called the meeting to order at 11:00am

2. Roll call of membership

Present: 4 - Bloedow, Scheuerman, Kellner and Peterson

Others : 1 - Rortvedt

3. Action Items

Scheuerman called for a motion to move Action items 19-1124, 19-1125, 19-1126, 19-1127, 19-1128 and 19-1129 to a Consent Agenda.

Bloedow moved, seconded by Kellner that Action items 19-1124, 19-1125, 19-1126, 19-1127, 19-1128 and 19-1129 be moved to a Consent Agenda. Voice Vote. Motion Carried. (4-0)

Peterson moved. seconded by Bloedow that Action items 19-1124, 19-1125, 19-1126, 19-1127, 19-1128 and 19-1129 be recommended for approval. Voice Vote. Motion Carried. (4-0)

[19-1124](#)

Salary Administration Policy

Attachments: [Salary Administration Policy July 2019.pdf](#)

This Report Action Item was recommended for approval

[19-1125](#)

Volunteer Policy

Attachments: [Volunteer Policy - Draft Changes.pdf](#)

This Report Action Item was recommended for approval

[19-1126](#)

Lockout Tagout Policy

Attachments: [Lockout Tagout Policy2019.pdf](#)

This Report Action Item was recommended for approval

[19-1127](#)

Fleet Safety Policy

Attachments: [Fleet Safety Policy2019.pdf](#)

This Report Action Item was recommended for approval

[19-1128](#)

APL Gifts and Donations Policy

Attachments: [Gifts and Donations Policy Draft July 2019.pdf](#)

This Report Action Item was recommended for approval

[19-1129](#)

APL Meeting Room and Study Room Use Policy

Attachments: [Meeting and Study Room Policy update 8-2019 DRAFT.pdf](#)

This Report Action Item was recommended for approval

Closed Session

Kellner moved, seconded by Bloedow that the Committee meet in Closed Session pursuant to WI statute 19.85(f)(c) to discuss personnel matters. Voice Vote. Motion Carried. (4-0)

Roll Call was taken.

The meeting moved into Closed Session at 11:17am

Kellner moved, seconded by Bloedow that the Committee resume Open Session. Voice Vote. Motion Carried. (4-0)

Roll Call was taken

The meeting resumed Open Session at 11:54am

[19-1130](#)

Library Director's 2019 Mid-Year Performance Review

Peterson moved, seconded by Kellner, that the Library Director's 2019 Mid-Year Performance Review be recommended for approval. Voice Vote. Motion Carried. (4-0)

4. Adjournment

Bloedow moved, seconded by Kellner that the meeting be adjourned. Voice Vote. Motion Carried. (4-0)

The meeting adjourned at 11:57am



The Inclusive Services Assessment and Guide **FOR WISCONSIN PUBLIC LIBRARIES**

Wisconsin Department of Public Instruction
Carolyn Stanford Taylor, State Superintendent

The Inclusive Services Assessment and Guide **FOR WISCONSIN PUBLIC LIBRARIES**

Produced by the Wisconsin Department of
Public Instruction Public Library Development
Team and the participants in the 2018
Inclusive Services Institute.



Wisconsin Department of Public Instruction
Carolyn Stanford Taylor, State Superintendent
Madison, Wisconsin

This publication is available from:

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<https://dpi.wi.gov/pld/inclusive-services>

June 2019 Wisconsin Department of Public Instruction

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Inclusive Services in Wisconsin Public Libraries

1

The Inclusive Services Statement

Wisconsin public libraries are places where everyone should be safe, welcomed, and respected in experiences such as (but not limited to):

- Arrival at the building (transportation, physical accessibility, signage, hours of service, greetings by library staff)
- Intersections with library policies (getting a library card, using a computer, paying a fine)
- Perusal, use, and request of library materials (navigating the aisles, accessing wifi, individual [privacy](#), [diversity](#) of collection)
- Participation in library-sponsored or library-located events (marketing of events, time and location, transportation, registration, room set-up, novice-friendly vs. designed for frequent users)
- Interactions with library staff (body language, tone, [diversity](#) of library staff, proactive/reactive engagement)
- Passive and virtual interactions through library signage, webpages, displays, and marketing (readability, tone, [diversity](#), accommodations)

The Division for Libraries and Technology interprets Statute 43.24(2) (k) "Promotion and facilitation of library service to users with special needs" to encompass inclusive services. Inclusive library services are [holistic](#), spanning library policies, collections, space, and services. Inclusive services reflect [equity](#) and accessibility for all members of the community. [Diverse](#) communities are strengthened by libraries that intentionally develop and deliver services to individuals or groups for whom accessing and using the library is difficult, limited, or minimized.

The library director and board of trustees should provide awareness and leadership concerning the concept and implementation of inclusive services to library staff and [stakeholders](#). Regional library systems should both support member libraries in matters of compliance, and communicate such efforts through annual system plans and reports. The state library agency will provide consulting and collaborate with libraries and systems regarding inclusive services. Wisconsin public

Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community.

libraries serve everyone, and it is the duty of everyone in the service of Wisconsin public libraries to foster inclusivity.

The practice of providing inclusive services requires continuous reflection and ongoing dialog with and between library administration, staff, and members of the community, with particular emphasis on including the voices of those who are underserved, [underrepresented](#), and underrecognized within the community. Efforts should respond to the assets and needs of non-library users and users alike. Attention to actual, versus perceived, assets and needs is paramount; i.e., a barrier perceived by library staff may or may not be an actual barrier experienced by the user.

On a concrete level, inclusive services should be visibly incorporated into all library services. The concept that libraries are for everyone should be evident through every point of access or interaction with the library. A person's race, ethnicity, age, citizenship, literacy level, ability, family structure, income level, health status, [gender identity](#), [sexuality](#), style of dress, familiarity with public libraries - or any other [dimension of identity](#) - should neither negatively influence nor interfere with access to library services.

When libraries honor the full [diversity](#) of their communities, communities thrive. First and foremost, inclusive library services should be developed locally with and for all community members. Wisconsin public library systems and state library staff should facilitate coordinated regional and statewide inclusive services training and consulting. Our common goal is to improve life and learning opportunities for all Wisconsin residents.

The Inclusive Services Institute

The Inclusive Services Institute was a professional development and workgroup opportunity for Wisconsin public library and public library system staff committed to making Wisconsin libraries more inclusive to all community members and potential library users. The Institute offered reflective learning experiences on topics of [equity](#) and social justice. Participants worked on small teams to develop statewide resources. *The Inclusive Services Statement* from the Division for Libraries and Technology provides the foundation for the Institute content and workgroup efforts.

The Inclusive Services Institute was funded by a Library Services and Technology Act (LSTA) grant from the Institute for Museum and Library Services administered by the Public Library Development Team at the Wisconsin Department of Public Instruction.

The concept that libraries are for everyone should be evident through every point of access or interaction with the library.

Authors

We thank the 2018 Inclusive Services Institute cohort for their time, talent, and commitment in developing the Inclusive Services Assessment and Guide.

Institute Participants:

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Introduction

The *Inclusive Services Assessment and Guide* was designed by Wisconsin public library and public library system staff for Wisconsin public library directors, staff, and boards with the intent to foster inclusive library environments where everyone is safe, welcomed, and respected. This resource was developed to support libraries in implementing the Inclusive Services Statement. In addition, this resource intentionally complements the 2018 Wisconsin Public Library Standards.

How to Use the Inclusive Services Assessment and Guide

Institutional Use and Reflection

This resource was designed to be used by individuals and groups as an ongoing reflection tool. Inclusion is not a one-size-fits-all concept, nor a complete-and-move-on challenge. The checklist and supporting resources are meant to help individual libraries evaluate current services as well as plan for the future. Ultimately, changes and improvements depend on the leadership of library administration.

The comprehensive nature of the considerations asked within the Inclusive Services Assessment and Guide is overwhelming. All communities are unique and therefore each library will use this guide differently. This tool might be used as an annual reflection, or utilized more often. The tool might be used as a whole, or by prioritizing sections. First and foremost, the Inclusive Services Assessment and Guide is meant to assist the library in better understanding how it considers inclusion as an institution. Each library needs to determine how to connect with the tool and process the reflections it provokes. In addition, each library will determine how to best share its efforts.

Checklist Responses

The checklist is organized by areas of library service identified in the Wisconsin Public Library Standards. Each section provides a straightforward checklist that can be answered with Yes, No, In Progress, or Not Applicable. Each statement is subjective to the institution and the perspectives of those completing the checklist. The assessment will yield clearer results when Yes/No responses are selected; In Progress is intended as an “almost yes.” Not Applicable should be selected sparingly and for rare circumstances.

2

Inclusion is not a one-size-fits-all concept, nor a complete-and-move-on challenge. The checklist and supporting resources are meant to help individual libraries evaluate current services as well as plan for the future.



Key to Checklist:

Yes (Y)

This response indicates that the library is currently executing the checklist statement. *Example - "Yes; the library displays pictograms at the entrances of the restrooms"*

No (N)

This response indicates that the library is NOT currently executing the checklist statement. *Example - "No; the library does not display pictograms at the entrances of the restrooms"*

In Progress (IP)

This response indicates that the library is currently developing the checklist statement. *Example - "In Progress; the library is in the process of installing pictograms at the entrances of the restrooms"*

Not Applicable (NA)

This response indicates that the checklist statement is factually irrelevant to the library. *Example - "Not Applicable; The library does not have public restrooms because it is a bookmobile."*

Scoring

Scoreable responses to each checklist will provide a snapshot of current levels of inclusion. The reflection worksheet offers individual libraries a way to evaluate existing assets and opportunities for growth and change.

A Note About Language

In developing the *Inclusive Services Assessment and Guide*, attention was given to language and sensitivities of groups and individuals. Terms and phrasing used in this document will likely need to be updated in response to evolution of language and society.



Who Is Responsible

3

The checklist is organized by areas of library service identified in the Wisconsin Public Library Standards. Each section provides a straightforward checklist that can be answered with Yes, No, In Progress, or Not Applicable. Use the [Scoring Rubric](#) to score each topic/section. See [How to Use the Inclusive Services Assessment and Guide](#) for examples.

Governance

1. Library board has read and discussed DPI's Inclusive Services Statement , an interpretation of Wis. Stat. sec. 43.24(2)(k) "Promotion and facilitation of library service to users with special needs"	Y	N		
2. Does the library board reflect the demographics of the community?	Y	N	IP	NA
3. Is the need for diversity (ie. dimensions of identity) among library trustees communicated to the municipal governing body who makes trustee appointments (e.g. mayor/city council, village president/board, county executive, etc)?	Y	N	IP	NA
4. Are the bylaws available in the languages used by the community, including ASL and braille if necessary?	Y	N	IP	NA
5. Are the bylaws written in gender neutral language?	Y	N	IP	NA
6. Do the bylaws have language on equity and inclusion being foundational to the purpose of the library?	Y	N	IP	NA
7. Does the library regularly review all policies to determine if they are creating unnecessary barriers?	Y	N	IP	NA
8. Are policies regularly updated to reflect the needs of the community the library serves?	Y	N	IP	NA
9. Are the policies accessible to all members of the community, including languages used, reading ability, etc.?	Y	N	IP	NA
10. Do the policies refer to users in a respectful, gender neutral , unbiased way?	Y	N	IP	NA
11. Does the library offer meeting space at the library for a variety of community group meetings to take place?	Y	N	IP	NA
12. Does the library budget reflect the values of the community?	Y	N	IP	NA
13. When creating or revising the library director position description, are members of the community who reflect the population demographics included?	Y	N	IP	NA

14. Is the library director position description gender neutral ?	Y	N	IP	NA
15. Is the library director position description translated into the languages used by the community, including braille if necessary?	Y	N	IP	NA
16. Is community demographic information included in the library director job advertisement?	Y	N	IP	NA
17. Does the library director job advertisement include a description of the accessibility of the library facility/facilities in accordance with the Americans with Disabilities Act (ADA)?	Y	N	IP	NA
18. Do library director candidates have an opportunity to meet community members who reflect the population demographics?	Y	N	IP	NA
19. Are members of the community included in the decision-making process of choosing the new library director?	Y	N	IP	NA
20. Upon hire, are there opportunities for the new director to meet members of the community not just at the library, but through invitations to events or places of the community's choosing? (e.g. a PrideFest celebration, a Hindu service, the local Irish bar, a rehab center, etc.)	Y	N	IP	NA
21. Does the library director's evaluation tool ask how they interact with members and organizations reflecting the demographics of the community?	Y	N	IP	NA
22. Does the evaluation instrument ask how the library director is interacting with members and organizations reflecting the demographics of the community?	Y	N	IP	NA
23. Are salaries equitable for all staff?	Y	N	IP	NA
24. Are part-time staff salaries equitable with salaries for those working full-time in similar positions?	Y	N	IP	NA
25. When the library board begins to develop its strategic plan, are community members that reflect the demographics of the community invited to participate?	Y	N	IP	NA
26. Are inclusive services goals and objectives included in the strategic plan to meet the community's needs?	Y	N	IP	NA
TOTAL				

Administration

1.	Has the library director ensured that the Inclusive Services Statement is shared with new board members when they are appointed to the library board?	Y	N	IP	NA
2.	Do written procedures include the library's primary commitment to equitable service to all users?	Y	N	IP	NA
3.	Does the library director make the library board and/or trustees aware of upcoming library-related continuing education related to inclusive services?	Y	N	IP	NA
4.	Does the library director present updates to the library board of services, programs, and issues related to inclusive services?	Y	N	IP	NA
5.	Has the library director studied and shared the impact of fines on low-income individuals and families with the board?	Y	N	IP	NA
6.	Has the library director had an open discussion with the library board, management team and staff to be assured that they understand the importance of funding for a range of trainings, programs and collections?	Y	N	IP	NA
7.	Do the library director and department heads (if any) actively engage with a variety of community groups?	Y	N	IP	NA
8.	Do the library director and department heads (if any) attend community meetings that address the needs of underrepresented members of the community?	Y	N	IP	NA
9.	Do the library director and department heads (if any) have opportunities to participate in professional activities such as continuing education?	Y	N	IP	NA
10.	Do the library director and department heads (if any) integrate inclusivity practices into recruiting, screening, hiring, and retaining staff?	Y	N	IP	NA
11.	Are the library director and department heads (if any) aware of professional development opportunities in relation to inclusive services for self and staff?	Y	N	IP	NA
12.	Do the library director and department heads (if any) encourage active staff participation in their library system's inclusivity programming?	Y	N	IP	NA
13.	Do the library director and department heads (if any) promote inclusive services planning at the county and system level?	Y	N	IP	NA
14.	Do the library director and department heads (if any) consider inclusive services in the technology plan?	Y	N	IP	NA

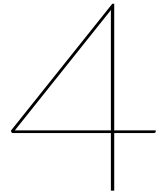
TOTAL

Staffing

1. Library staff has read and discussed DPI's Inclusive Services Statement , an interpretation of Wis. Stat. sec. 43.24(2)(k) "Promotion and facilitation of library service to users with special needs"	Y	N		
2. Are all library staff able to explain library policies to the public?	Y	N	IP	NA
3. Are all library staff well trained in procedures required by their positions?	Y	N	IP	NA
4. Do library staff project an image of competence and courtesy?	Y	N	IP	NA
5. Do library staff communicate and work effectively with other staff?	Y	N	IP	NA
6. Do library staff evaluate and measure the effectiveness of library programs and services?	Y	N	IP	NA
7. Do library staff assist in library planning efforts?	Y	N	IP	NA
8. Do library staff use current and emerging technologies ?	Y	N	IP	NA
9. Do library staff participate in the political and social structure of the community?	Y	N	IP	NA
10. Are all library staff trained in emergency protocols and procedures?	Y	N	IP	NA
11. Are all library staff, volunteers, and trustees trained in user privacy and confidentiality ?	Y	N	IP	NA
12. Do library staff actively engage with a variety of community groups?	Y	N	IP	NA
13. Do library staff attend community meetings that address the needs of underrepresented members of the community?	Y	N	IP	NA
14. Do library staff have opportunities to participate in professional activities such as continuing education?	Y	N	IP	NA
15. Do library staff integrate inclusivity practices into recruiting, screening, hiring, and retaining staff?	Y	N	IP	NA
16. Are library staff aware of professional development opportunities in relation to inclusive services?	Y	N	IP	NA
17. Do library staff participate in their library system's inclusivity programming?	Y	N	IP	NA
18. Do library staff promote inclusive services planning at the county and system level?	Y	N	IP	NA
19. Do library staff consider inclusive services in the technology plan?	Y	N	IP	NA

TOTAL

What the Library Has to Offer



The checklist is organized by areas of library service identified in the Wisconsin Public Library Standards. Each section provides a straightforward checklist that can be answered with Yes, No, In Progress, or Not Applicable. Use the [Scoring Rubric](#) to score each topic/section. See [How to Use the Inclusive Services Assessment and Guide](#) for examples.

Collections

A person's ethnicity, age, citizenship, immigration status, literacy or education level, ability, family structure, income level, [gender identity](#), [sexuality](#), housing status, [neurodiversity](#), style of dress, military status, or any other [dimension of identity](#) should neither negatively influence nor interfere with access to the library collection.

This checklist applies to all collection areas of the library.

1. Does the collection development policy have a statement about inclusion?	Y	N	IP	NA
2. Are the library board and staff aware of the non-inclusive aspects of library classification systems and controlled vocabulary (e.g. the weight given to Christianity in Dewey Decimal Classification)?	Y	N	IP	NA
3. Does the collection reflect the community's tastes, beliefs, or attitudes?	Y	N	IP	NA
4. Does the collection challenge the community's tastes, beliefs, or attitudes?	Y	N	IP	NA
5. Is the community involved in building and advising on the content of the collection?	Y	N	IP	NA
6. Are multiple sources, representative of a variety of communities, consulted while building the collection?	Y	N	IP	NA
7. Does the collection include storylines and characters by and from a range of groups (e.g. racial, ethnic, gender identity , sexuality , disability, veteran status, education level, etc.)?	Y	N	IP	NA
8. Does the collection include accurate, respectful, and current information by and about different groups as fact, characters in a storyline, or settings and contexts (e.g. racial, ethnic, gender identity , sexuality , disability, veteran status, education level, etc.)?	Y	N	IP	NA
9. Does the collection include resources for furthering education (e.g. GED , ACT/SAT test prep, etc.)?	Y	N	IP	NA
10. Does the collection include titles for self-improvement in skills?	Y	N	IP	NA
11. Does the collection provide materials for people of varied education levels and literacy/English language skills?	Y	N	IP	NA

12. Does the library subscribe to or offer materials for language learning?	Y	N	IP	NA
13. Is the collection in multiple formats, for example: books, audio books, large print, graphic formats, materials in braille , braille and print combination, narrated TV programs and movies, tangible materials (e.g. toys, tools, and sensory items), and audiovisual?	Y	N	IP	NA
14. Is the collection accessible to people with sensory, ambulatory , social , emotional , and intellectual differences ?	Y	N	IP	NA
15. Are databases and other e-resources accessible through alternative means (e.g. screen readers , magnification , closed captioning , and assistive devices)?	Y	N	IP	NA
16. Does the collection contain items in languages other than English?	Y	N	IP	NA
17. Are instructions provided in languages other than English for how to search for items in languages other than English?	Y	N	IP	NA
18. Does the collection include titles for “ hi-low ” readers, such as adults who read at a middle school level?	Y	N	IP	NA
19. Does the library offer various audiobook formats, such as CDs, downloadable audiobooks, and eBooks?	Y	N	IP	NA
20. Does the library offer audio-described movies and television programs (formatted to include a narration of events for which there isn’t a dialogue) on DVD?	Y	N	IP	NA
21. Are high-interest materials considered for purchase even if they are not reviewed by mainstream library journals (e.g., popular urban fiction titles)?	Y	N	IP	NA
22. Does the library’s collection development policy allow for the repurchase of items that have higher rates of disappearance?	Y	N	IP	NA
23. Does the library use alternate vendors to purchase non- mainstream materials?	Y	N	IP	NA

TOTAL

Programming

Programming may include policies, planning, and execution of educational, recreational, informational and cultural programs.

1.	Does the library have a written programming policy?	Y	N	IP	NA
2.	Does the programming policy include a diversity or inclusivity statement?	Y	N	IP	NA
3.	Does the library offer programming at different times of day and various days of the week, including nights and weekends?	Y	N	IP	NA
4.	Are efforts made to make library programs accessible in languages other than English (e.g. movies with subtitles, Spanish/English versions of the same program, etc.) ?	Y	N	IP	NA
5.	Are people able to participate in library programming whether or not they have a library card?	Y	N	IP	NA
6.	Does the library include an inclusivity statement on promotional materials?	Y	N	IP	NA
7.	Does the library include a variety of community members in the development of programs?	Y	N	IP	NA
8.	Does the library plan programs based on community needs and interest?	Y	N	IP	NA
9.	Does the library collaborate with established community organizations when planning and promoting programs?	Y	N	IP	NA
10.	Are the library board and staff aware of ADA compliance in a public library setting and what constitutes reasonable accommodation?	Y	N	IP	NA
11.	Does the library provide a clear procedure for persons (attendees and presenters) to request ADA accommodations that will enable them to participate fully in library programs?	Y	N	IP	NA
12.	Are there multiple avenues available for program attendees to provide feedback?	Y	N	IP	NA
13.	Does the library offer programming targeting multiple dimensions of personal identity , including, but limited to: race, ethnicity, age, citizenship, literacy level, ability, family structure, income level, health status, gender identity , sexuality , style of dress, familiarity with public libraries?	Y	N	IP	NA
14.	Does the library contract with performers, authors, and presenters reflecting multiple dimensions of personal identity ?	Y	N	IP	NA
15.	Does the library regularly evaluate programming practices to determine if individuals or groups are potentially excluded (e.g. excluding adults with cognitive disabilities on the basis of age from sensory storytimes targeting children)?	Y	N	IP	NA

16. Does the library offer free programs related to work and life skills development, as well as cultural and recreational presentations through local partnerships, volunteers, or contracted performers for people of all ages?	Y	N	IP	NA
17. Are there free classes for people who want to learn and improve their English or literacy skills?	Y	N	IP	NA
18. Does the library offer programs that celebrate a wide variety of heritages and cultural events?	Y	N	IP	NA

TOTAL

Services

Services may include physical resources/equipment that allow individuals to make use of the library or they may be the intrinsic way that staff interact with users.

1. Does the library use programs, literature, and publicity in creative ways and in a variety of settings to attract those for whom libraries are not part of their life experience?	Y	N	IP	NA
2. Does the library provide programs and services about gender identity and sexuality ?	Y	N	IP	NA
3. Does the library avoid asking about gender on forms, or segregating activities based on gender ?	Y	N	IP	NA
4. Does the library create pathfinders, subject guides or reader's advisory bookmarks related to topics of interest to a variety of communities (e.g. LGBTQ , immigrants, neurodiverse people, etc.)?	Y	N	IP	NA
5. Do library displays regularly include materials by and about people with various dimensions of identity ?	Y	N	IP	NA
6. Does the library offer discreet information, such as shortcuts to local services on computer desktops, about PTSD and other sensitive topics?	Y	N	IP	NA
7. Are resources available for all community members?	Y	N	IP	NA
8. Does the library provide visual schedules of library events or due dates of materials?	Y	N	IP	NA
9. Does the library provide visual timers for program or computer scheduling?	Y	N	IP	NA
10. Does the library provide touch screen devices for internet or communication purposes?	Y	N	IP	NA

11. Does the library provide adaptive technologies, such as screen readers, text to speech software, adaptive mice, and magnifiers?	Y	N	IP	NA
12. Does the library provide fidgets (e.g. small manipulatives, such as soft balls, that fit safely and comfortably in the hand) for neurodiverse users?	Y	N	IP	NA
13. Does the library provide sensory storytimes or programs for children?	Y	N	IP	NA
14. Does the library provide inclusive seating options, such as the option to sit at the front of the room, space for wheelchairs, or space to stand, during library programs and activities?	Y	N	IP	NA
15. Does the library offer personal FM or other listening devices during presentations?	Y	N	IP	NA
16. Does the library help non-English speaking immigrants understand and interact with the culture, government, and educational system of the United States, via resources and services offered?	Y	N	IP	NA
17. Is there information on free legal assistance and financial counseling for people interested in citizenship and information on free legal services for immigrants?	Y	N	IP	NA
18. Do programs and services reflect local immigrant community needs and offer a variety of print materials, media, and online resources in the language(s) used by the population?	Y	N	IP	NA
19. Are there programs and resources readily available for teen parents?	Y	N	IP	NA
20. Are there multigenerational family literacy programs for children and their parents, grandparents, and caregivers?	Y	N	IP	NA
21. Are programs and materials presented in both English and other prevailing languages within the community?	Y	N	IP	NA
22. Is there a community space/meeting room that all groups are welcomed to reserve?	Y	N	IP	NA
23. Does the library have a feedback mechanism to provide insight on the needs of specific service populations (e.g., teen advisory board, ex-officio member of the library board representing the Latinx community)?	Y	N	IP	NA

TOTAL

Where the Interactions Take Place

5

The checklist is organized by areas of library service identified in the WI Public Library Standards. Each section provides a straightforward checklist that can be answered with Yes, No, In Progress, or Not Applicable. Use the [Scoring Rubric](#) to score each topic/section. See [How to Use the Inclusive Services Assessment and Guide](#) for examples.

Facility

Outdoor Spaces

1. Does public library parking meet the requirements of the ADA ?	Y	N	IP	NA
2. Is the parking area well lit?	Y	N	IP	NA
3. Is library parking free?	Y	N	IP	NA
4. Is parking convenient to library's entrances?	Y	N	IP	NA
5. Are bicycle racks convenient to the building entrances?	Y	N	IP	NA
6. Does the book return meet the requirements of the ADA ?	Y	N	IP	NA
7. Is the book return accessible 24/7?	Y	N	IP	NA
8. Does the book return accommodate access by cars and pedestrians, including pedestrians using wheelchairs?	Y	N	IP	NA
9. Does the outdoor signage meet the requirements of the ADA ?	Y	N	IP	NA
10. Does the library have wayfinder signs with pictograms ?	Y	N	IP	NA
11. Is the entrance signage in languages used by the community, as well as pictograms?	Y	N	IP	NA
12. Do the library walkways meet the requirements of the ADA ?	Y	N	IP	NA
13. Are walkway surfaces safe and uniform?	Y	N	IP	NA
14. Are the library's outdoor spaces easily accessible, and if there is outdoor equipment (e.g. picnic tables, playground equipment) is it wheelchair accessible?	Y	N	IP	NA
15. If there are signs/activities/etc. for outdoor spaces, are they welcoming to all?	Y	N	IP	NA
16. Do all entrances and exits meet the requirements of the ADA ?	Y	N	IP	NA

17. Does the library entrance have an electronic door opener?	Y	N	IP	NA
18. Do all emergency exits meet state/municipal building codes?	Y	N	IP	NA
19. Do all entrance and interior doors have adequate clearance?	Y	N	IP	NA
20. Are the security gates wide enough to accommodate a wheelchair?	Y	N	IP	NA
21. Does the entryway have level, clear and slip-resistant flooring?	Y	N	IP	NA
TOTAL				

Indoor Spaces (General)

1. Is there an elevator when the facility is on multiple levels?	Y	N	IP	NA
2. Does the elevator meet ADA requirements and state/municipal building codes?	Y	N	IP	NA
3. Are elevator signs and controls in multiple languages, including braille ?	Y	N	IP	NA
4. Does the elevator have auditory signals?	Y	N	IP	NA
5. Does emergency/safety equipment meet ADA requirements and state/municipal building codes?	Y	N	IP	NA
6. Is there a visual indicator for emergency alarms?	Y	N	IP	NA
7. Are points of service easily identified?	Y	N	IP	NA
8. Is the equipment in public spaces accessible?	Y	N	IP	NA
9. Does the library provide a variety of options for quiet study and privacy ?	Y	N	IP	NA
10. Are floors carpeted (rather than hard floors) to reduce noise from moving chairs/furniture?	Y	N	IP	NA
11. Are carpets appropriately secured to the floor?	Y	N	IP	NA
12. Is the library free of obstructions for those with mobility aids?	Y	N	IP	NA
13. Are all levels of the library connected via an accessible route of travel?	Y	N	IP	NA
14. Are sight lines adequate throughout?	Y	N	IP	NA
15. Are there adequate outlets?	Y	N	IP	NA
16. Are youth spaces designed to be considerate of size and usage?	Y	N	IP	NA

17. Does the library identify a private, secure space for people who are nursing/pumping?	Y	N	IP	NA
18. Are there measures in place for users and staff sensitive to overstimulation?	Y	N	IP	NA
19. Are there measures in place for users and staff sensitive to scents?	Y	N	IP	NA
20. Is there space that can be used for prayer or meditation?	Y	N	IP	NA
21. Is it clear that service animals are welcome in the library?	Y	N	IP	NA
22. Are gallery spaces and display cases accessible?	Y	N	IP	NA
23. Is there adequate lighting throughout the library space?	Y	N	IP	NA
24. Is there adequate seating throughout the library space?	Y	N	IP	NA
25. Are the service desks the appropriate height for adults, children, and wheelchair access?	Y	N	IP	NA
26. Are there assistive technologies available?	Y	N	IP	NA
27. Is there self-checkout, accessible by wheelchair?	Y	N	IP	NA
28. If there is a self-checkout, does it display instructions in multiple languages?	Y	N	IP	NA
29. Is seating available for customer/staff consultation?	Y	N	IP	NA
30. Is adequate space allowed for customer use of reference materials?	Y	N	IP	NA
31. Do the service desks provide separate or acoustically isolated spaces for the following services: Interlibrary loan, database searches, general information, customer interviews, photocopiers?	Y	N	IP	NA
32. Are there technologies available to make it easier to hear in meeting/event spaces (e.g. microphones, sound systems, hearing loops)?	Y	N	IP	NA
33. Are assistive technologies available in meeting/event spaces?	Y	N	IP	NA
34. Is there adequate and adjustable lighting in meeting/event spaces?	Y	N	IP	NA
35. Is there comfortable adult seating for use while adults are sharing books with children?	Y	N	IP	NA
36. Is the floor a single level to allow for flexibility in programming and accessibility, as well as to avoid injuries?	Y	N	IP	NA

37. Has sufficient space been allowed for easy access by children if materials are checked out or returned at the children's desk?	Y	N	IP	NA
38. If children's and adult circulation counters are separated, is there lower counter space set aside for children, visibly marked by large graphics?	Y	N	IP	NA
39. Although there should be imaginative pieces of furniture, cheerful colors, etc. is there a space for individuals who require less stimuli?	Y	N	IP	NA
40. Is there a quiet corner where children can retreat from the program without leaving the room?	Y	N	IP	NA
41. Is there a separate programming area out of the traffic flow?	Y	N	IP	NA
42. Is there secure and adequate space to store teen gear such as skateboards and backpacks?	Y	N	IP	NA
43. Are there physical resources available to use when the library is closed (e.g. wifi, drinking fountain, outlets, public phone, restroom)?	Y	N	IP	NA

TOTAL

Meeting Room/Event Space

1. Is the meeting room entry close to the main entrance? If not, is the path clear for ease of access?	Y	N	IP	NA
2. Are there window coverings in the meeting room/event space?	Y	N	IP	NA
3. Can the meeting room area be closed off from the remainder of the library such that audio, visual, and other interruptions are limited?	Y	N	IP	NA
4. Are there blackboards and/or white marker boards?	Y	N	IP	NA
5. Are the chairs and tables light enough to be moved and maneuvered by users and staff?	Y	N	IP	NA

TOTAL

Computers and Technology

1. Are assistive technologies available?	Y	N	IP	NA
2. Are video transcripts available?	Y	N	IP	NA
3. Does the library have wheelchair accessible tables and computer workstations?	Y	N	IP	NA
4. Are laptops available to use in the library?	Y	N	IP	NA
5. Are keyboards ergonomically designed?	Y	N	IP	NA
6. Are high contrast keyboards available?	Y	N	IP	NA
7. Are computer monitors shielded from direct sunlight or glare?	Y	N	IP	NA
8. Does the library have print-to-speech scanners?	Y	N	IP	NA
9. Are braille embossers available?	Y	N	IP	NA
10. Are talking book readers available?	Y	N	IP	NA
11. Are low tech options available (e.g. magnifier sheets, magnifying glasses, flashlights, table lamps, etc.)?	Y	N	IP	NA
12. Are written transcripts of tutorials and videos on the library website available for both English speakers and others?	Y	N	IP	NA
13. Are apps available that can provide conversation practice?	Y	N	IP	NA
14. Does the library provide internet access and personal computing applications to users free of charge and regardless of library card status?	Y	N	IP	NA
15. Does the library provide workspaces that offer users the opportunity to use online services?	Y	N	IP	NA
16. Does the library provide free wireless internet access?	Y	N	IP	NA
17. Is the library flexible with time restrictions on computer use to allow users to complete desired tasks?	Y	N	IP	NA
18. Does the library avoid restricting activities users can engage in on the computers that may impact their ability to complete desired tasks?	Y	N	IP	NA
19. Can users borrow mobile wifi units?	Y	N	IP	NA
20. Can users borrow mobile devices?				

21. Does the library avoid restrictions or limits on printing or making copies that may impact users' ability to complete desired tasks?	Y	N	IP	NA
22. Are written transcripts of tutorials and videos on the library website available in simplified language (i.e. not children's version)?	Y	N	IP	NA
23. Can users adjust the reading level of information?	Y	N	IP	NA
24. Are workstations staggered to enhance noise control?	Y	N	IP	NA
25. Does the library provide ergonomic workstations/ chairs for users and staff?	Y	N	IP	NA
26. Is a staff member managing upgrades to software to ensure products contain the latest accessibility tools?	Y	N	IP	NA
27. Are there apps available that assist with social skills?	Y	N	IP	NA
28. Are there lightweight and/or portable devices offered as alternatives to workstations?	Y	N	IP	NA
29. Are strategies in place to assist users with using the library's wireless network?	Y	N	IP	NA
30. Can users bring their own adaptive devices and/or check out adaptive technology equipment for home use?	Y	N	IP	NA
31. Are alternative mice or touch pads available (e.g. senior mouse , jelly bean switch , etc.)?	Y	N	IP	NA
32. Are workstations staggered to enhance privacy ?	Y	N	IP	NA

TOTAL

Collection Spaces

1. Are there a variety of display options (sloping shelves, spinners, etc.)?	Y	N	IP	NA
2. Are there no more than eight 36-inch sections of shelving without a break?	Y	N	IP	NA
3. Does length of shelving and width of aisles take traffic patterns and accessibility into consideration?	Y	N	IP	NA
4. Is there a method for accessing high shelves for those unable to reach?	Y	N	IP	NA
5. Are shelving units sturdy (e.g. braced or anchored)?	Y	N	IP	NA
6. Are all stacks and shelves clearly labelled?	Y	N	IP	NA
7. Are stack labels large enough to be seen?	Y	N	IP	NA
8. Are there braille shelf markers?	Y	N	IP	NA
9. Are there special features like built-in lighting?	Y	N	IP	NA
10. Is there a clear distinction between floors and walls to assist the visually impaired?	Y	N	IP	NA
11. Are any stacks labelled in any non-English languages?	Y	N	IP	NA
12. Have visual cues (photos, illustrations) been used to identify stack contents?	Y	N	IP	NA
13. Are shelving units smoothly finished with no sharp edges?	Y	N	IP	NA
14. Are there accessories to display and house a variety of material types (e.g. compact discs, oversized and miniature materials, odd-shaped items, etc.)?	Y	N	IP	NA
15. Is there a minimum of 36 inches between stacking shelves?	Y	N	IP	NA

TOTAL

Restrooms

1.	Are restrooms marked with inclusive text and pictograms (e.g., single or multiple stalls, amenities such as changing stations, wheelchair accessibility, etc.)?	Y	N	IP	NA
2.	Is a gender neutral restroom available?	Y	N	IP	NA
3.	Do single/family occupancy restroom facilities use gender neutral signage?	Y	N	IP	NA
4.	Do restrooms and drinking fountains accommodate differing abilities (e.g. footstool, drinking cups, etc.)?	Y	N	IP	NA
5.	Do all of the restrooms include an area for changing diapers?	Y	N	IP	NA
6.	Are adult changing stations available?	Y	N	IP	NA

TOTAL

Staff Areas

1.	Do library staff have access to hearing aid and volume control telephones?	Y	N	IP	NA
2.	Is there an area with reduced distractions for staff to work?	Y	N	IP	NA
3.	Are white noise or environmental sound machines acceptable or available for use?	Y	N	IP	NA
4.	Does the library provide ergonomic workstations for staff?	Y	N	IP	NA
5.	Are counters/tables at a comfortable height as to avoid injury from lifting?	Y	N	IP	NA
6.	Are there secure spaces for staff's professional and personal use (e.g. lockers)?	Y	N	IP	NA
7.	Are employee posters clearly posted in languages used by the staff?	Y	N	IP	NA

TOTAL

Access

Location, Hours, and Services

1.	Is the library located near public transportation and community services?	Y	N	IP	NA
2.	Are library hours fixed and prominently posted?	Y	N	IP	NA
3.	Are open hours based on community need?	Y	N	IP	NA
4.	Do library hours cater to the different employment hours of users (e.g. third shift)?	Y	N	IP	NA

TOTAL

Library Card Registration

1.	Are written materials available with step-by-step instructions to assist users with new library card registration?	Y	N	IP	NA
2.	Is there an accessible work surface/work space for users when registering for a library card?	Y	N	IP	NA
3.	Does the library provide training for staff to assist with individual's needs when registering for a library card (e.g. visual impairment, foster care family, low literacy)?	Y	N	IP	NA
4.	Are library card applications printed in languages used by community members?	Y	N	IP	NA
5.	Are library cards and replacement cards free?	Y	N	IP	NA
6.	Does the library accept a non-photo ID as proof of identity and offer to send a postcard as proof of address?	Y	N	IP	NA
7.	Does the library card application form avoid a binary gender identification requirement?	Y	N	IP	NA
8.	Does the library card registration application allow users provide a preferred name (e.g. individual transitioning)?	Y	N	IP	NA

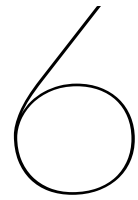
TOTAL

Online Access (Website and Catalog)

1.	Is the library website ADA compliant?	Y	N	IP	NA
2.	Are there captions for any video content?	Y	N	IP	NA
3.	Can content be converted to large print, braille , speech, symbols?	Y	N	IP	NA
4.	Can content be converted to simpler language and multiple languages?	Y	N	IP	NA
5.	Is information displayed in simple layouts and menus (i.e. not communicated solely by structure, color or graphic design)?	Y	N	IP	NA
6.	Is the library website free of flickers and an excess of color?	Y	N	IP	NA
7.	Does the library website contain welcoming language for all dimensions of identity ?	Y	N	IP	NA
8.	Are there textual descriptions for any photographic content or graphic images?	Y	N	IP	NA
9.	Does the web content work with different devices?	Y	N	IP	NA
10.	Can the information be accessed through keyboard only (i.e. no mouse required)?	Y	N	IP	NA

TOTAL

How the Library Engages with the Community



The checklist is organized by areas of library service identified in the WI Public Library Standards. Each section provides a straightforward checklist that can be answered with Yes, No, In Progress, or Not Applicable. Use the [Scoring Rubric](#) to score each topic/section. See [How to Use the Inclusive Services Assessment and Guide](#) for examples..

Marketing

1.	Do the graphics on library promotional materials include people from a range of ethnicities, genders, religions and abilities?	Y	N	IP	NA
2.	Does the library follow social media related to a wide array of populations and create content for the same populations?	Y	N	IP	NA
3.	Do library social media profiles or accounts include content that would be beneficial to all people?	Y	N	IP	NA
4.	If the library provides accommodations for those with disabilities, do promotional materials communicate that, along with a clear path for requesting accommodation?	Y	N	IP	NA
5.	Does the library place marketing materials where people from different backgrounds are likely to see them?	Y	N	IP	NA
6.	Is the content of the library's marketing materials accessible to a wide range of populations?	Y	N	IP	NA

TOTAL

Community Engagement

1.	Does the library regularly analyze the demographics of the community in which it is located?	Y	N	IP	NA
2.	Does the library involve users, residents, local businesses and other key organizations and stakeholders when preparing the strategic plan?	Y	N	IP	NA
3.	Has the library identified the needs and issues of specific groups in the community?	Y	N	IP	NA
4.	Does the library have multiple formats for receiving feedback from a variety of community groups concerning potential barriers?	Y	N	IP	NA
5.	Is the library responsive to the feedback from groups and individuals in underrepresented communities?	Y	N	IP	NA

6.	Does the library work with community ambassadors to help promote the library?	Y	N	IP	NA
7.	Does the library have meaningful engagement and collaboration with neighborhoods, local organizations, schools, and businesses, with a set of shared priorities for the library and community?	Y	N	IP	NA
8.	Does the library seek out and engage with underrepresented communities to make sure that everyone feels welcome at the library?	Y	N	IP	NA
9.	Does the library work with community organizations to facilitate reciprocal sharing of information about programs, collections/materials and resources to the a range of populations in the community (e.g. PFLAG , NAMI , ADRC , food pantries, housing assistance, schools, etc.)?	Y	N	IP	NA
10.	Does the library send staff to represent the library at meetings and events held by the various organizations in the community (e.g. county /city youth coalitions, health or human services coalitions, Pride celebrations, heritage festivals, etc.)?	Y	N	IP	NA
11.	Does the library collaborate with other institutions to ensure library service for people who have difficulty visiting the library (e.g. senior housing, assisted living, juvenile or adult detention, shelters/ transitional housing, etc.)?	Y	N	IP	NA
12.	Does the library offer resources for people who are reintegrating into the community after incarceration?	Y	N	IP	NA
13.	Does the library work with other organizations (e.g. Lion's Club, Friends group, Community Center, etc.) to provide free food at library events, or summer food programs?	Y	N	IP	NA

TOTAL

Funding

1.	Does the library budget include funds for cultural competency and anti-bias training for library staff and volunteers?	Y	N	IP	NA
2.	Does the library budget include funds for cultural competency and anti-bias training for the board of trustees, Friends board members and foundation board members?	Y	N	IP	NA
3.	Does the budget include funds for programming geared to a range of groups in the community?	Y	N	IP	NA
4.	Does the budget include funds for purchasing materials for the collection that reflect numerous dimensions of identity ?	Y	N	IP	NA

5.	Does the budget allow for staff hours to spend outside the library connecting and providing services with a breadth of groups and populations?	Y	N	IP	NA
6.	Does the budget include funds for recruitment efforts necessary to attract staff and volunteers reflective of the community (e.g. online ads, job fairs, etc.)?	Y	N	IP	NA
7.	Does the budget include funds to offer culturally relevant digital resources that have been reviewed and evaluated by peer reviewers?	Y	N	IP	NA
8.	Does the library seek out supplemental funding via grants, foundations and a Friends group to cover the costs of trainings, programs and special collections?	Y	N	IP	NA
9.	Does the library have a list of community members who will advocate for the library and its inclusive efforts?	Y	N	IP	NA

TOTAL

Self Care for Library Workers

In order for library workers to provide consistent, empathetic, and sustainable service to their community, they must be able to attend to their own needs. Library administration needs to value the importance of creating an expectation of self-care among staff, as well as for themselves.

1.	Is library staff encouraged to take breaks during their shifts?	Y	N	IP	NA
2.	Is library staff encouraged to take time away from the library?	Y	N	IP	NA
3.	Is library staff encouraged to create healthy boundaries between work and home life?	Y	N	IP	NA
4.	Does library administration respect staff work and home boundaries?	Y	N	IP	NA
5.	Is library staff encouraged to take breaks from programming or on-going services?	Y	N	IP	NA
6.	Is library staff encouraged to take time to reflect on programming and ongoing services?	Y	N	IP	NA
7.	Is library staff encouraged to take time to reflect on or process library incidents or stressors?	Y	N	IP	NA
8.	Does library administration support self care behaviors of library staff?	Y	N	IP	NA

TOTAL

Inclusive Culture at the Library

The library culture is integral to providing inclusive services. These considerations provide ways to enrich culture and foster professional development as individuals and as an organization.

1.	Do library staff have an understanding of what inclusivity means to the members of their community?	Y	N	IP	NA
2.	Does library administration have conversations with staff about being an inclusive library?	Y	N	IP	NA
3.	Are staff members trained to serve all members of the community (e.g. teens, individuals with mobility issues, veterans)?	Y	N	IP	NA
4.	Do staff adhere to core values of creating an inclusive environment at their library?	Y	N	IP	NA
5.	Are staff empowered to put the user first?	Y	N	IP	NA
6.	Are staff tasks focused on providing the best possible service?	Y	N	IP	NA
7.	Is there a teamwork mentality in creating an inclusive environment at the library?	Y	N	IP	NA
8.	Is there an atmosphere of respect among staff members and members in the community?	Y	N	IP	NA
9.	Does everyone respect the decisions and choices made by the board and administration regarding community engagement and inclusivity at the library?	Y	N	IP	NA
10.	Do staff make thoughtful decisions in dealing with users and members of the community as part of their daily work routine?	Y	N	IP	NA
11.	Is there a measurement in place to track outcomes regarding community engagement and relationship building in their community?	Y	N	IP	NA

TOTAL

Scoring Rubric

7

1. To score each topic, give each answer the following number **value**:
 - Give each “Y” circled in the section a score of 1
 - Give each “N” circled in the section a score of 0
 - Give each “IP” circled in the section a score of 0.5
 - Give each “NA” circled in the section a score of 1
2. While the scoring of “NA” seems counterintuitive, a score of “1” is necessary for the purpose of the scoring formula. Value-wise, the rare “NA” score seemingly should not be worthy of points. However, formula-wise, “NA” cannot be zero or negative because it would offset the “Y” and “N” scores. Therefore, the “NA” is essentially point-neutral in the formula.
3. Add up the score for each **topic**. For example, add up the points for each of the responses in "Governance." Because there are 26 consideration statements for this topic, there is a maximum score of 26.
4. When you have scored all the topics of a **section**, you can calculate the section total. For example, the combined scores of Governance, Administration, and Staffing will give you a score for Section 1: Who is Responsible.
5. Continue this process until all sections are scored.
6. Use the static scoring rubric on 33 to record your scores, or download a dynamic (editable) Excel worksheet on the PLD Inclusive Services webpage.

Remember that this is a self-evaluation tool. The scoring rubric is designed to help libraries to identify areas of strength, and areas that may require some focus. One library may determine that a comparatively low score in the “Facility” section is worth the investment of time and money, while another library may choose to focus on a lower score in an area that requires less costly improvements, such as "Governance." Only the local library board and staff can make that determination. This scoring rubric is intended as a prioritization aid.



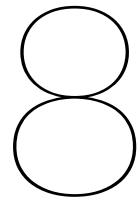
Static Scoring Rubric

INCLUSIVE SERVICES ASSESSMENT SCORING RUBRIC					
SECTION/TOPIC	YOUR SCORE		MAXIMUM SCORE		YOUR TOPIC %
SECTION 1: WHO IS RESPONSIBLE					
1 Governance	-----	÷	26	* 100 =	-----
2 Administration	-----	÷	14	* 100 =	-----
3 Staffing	-----	÷	19	* 100 =	-----
SECTION 2: WHAT THE LIBRARY HAS TO OFFER					
1 Collections	-----	÷	23	* 100 =	-----
2 Programming	-----	÷	18	* 100 =	-----
3 Services	-----	÷	23	* 100 =	-----
SECTION 3: WHERE THE INTERACTIONS TAKE PLACE					
1 Outdoor Spaces	-----	÷	21	* 100 =	-----
2 Indoor Space (General)	-----	÷	43	* 100 =	-----
3 Meeting Room/Event Space	-----	÷	5	* 100 =	-----
4 Computers & Technology	-----	÷	32	* 100 =	-----
5 Collection Spaces	-----	÷	15	* 100 =	-----
6 Restrooms	-----	÷	6	* 100 =	-----
7 Staff Areas	-----	÷	7	* 100 =	-----
8 Location, Hours, and Services	-----	÷	4	* 100 =	-----
9 Library Card Registration	-----	÷	8	* 100 =	-----
10 Online Access (Website & Catalog)	-----	÷	10	* 100 =	-----
SECTION 4: HOW THE LIBRARY ENGAGES WITH THE COMMUNITY					
1 Marketing	-----	÷	6	* 100 =	-----
2 Community Engagement	-----	÷	13	* 100 =	-----
3 Funding	-----	÷	9	* 100 =	-----
4 Self Care	-----	÷	8	* 100 =	-----
5 Inclusive Culture at the Library	-----	÷	11	* 100 =	-----
OVERALL SCORE:					

To Use This Static Scoring Rubric Sheet:

1. Enter your scores in the appropriate row of the "Your Score" column.
2. Divide each of your scores by the maximum score; multiply that number by 100.
3. Enter these results in the appropriate spaces in the "Your Topic %" column.
4. Calculate your section % by adding the "Your Topic %" in each section, then dividing by the number of topics in that section.
5. Calculate your overall score by totalling the "Your Topic %" and dividing by 21.

Reflection Worksheet



Area of Concern:_____

1. Describe the area of concern as it exists right now:
2. How do you want the area of concern to exist in the future?
3. Why is this important to your library and community?

4. What steps need to be taken?

What assets do you have to work on this topic?

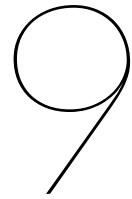
What information do you have or need to work on this topic? E.g., demographic data, anecdotal data, survey results, acknowledging invisible populations?

What is a realistic timeline?

How will you measure the outcome(i.e. how will change be visible)?

5. To whom will you report the reflection on this area of concern, ie. this worksheet?
How and when?

Glossary of Terms and Acronyms



ACT A set of standardized college admissions tests.

ADA American Disabilities Act.

ADRC Aging and Disability Resource Center.

ASL American Sign Language.

Assistive devices Equipment designed or intended to assist disabled persons.

Binary A division into two groups or classes that are considered diametrically opposite.

Braille A system of writing for the blind that uses characters made up of raised dots.

Closed caption One of a series of subtitles to a television program, accessible through a decoder.

Confidentiality The state of keeping or being kept secret or private.

Differences, ambulatory Differences in the ability to walk or move from place to place.

Differences, emotional Differences in the expression of emotions; variance may be influenced by many factors, such as culture, gender, age, neurobiology, etc.

Differences, intellectual Differences in the capacity for knowledge.

Differences, sensory Many people on the autism spectrum have difficulty processing everyday sensory information. Any of the senses may be over- or under-sensitive, or both, at different times. These sensory differences can affect behavior and can have a profound effect on a person's life.

Differences, social Differences based on social, economic and racial inequality.

Dimension of identity Any aspect of an individual that distinguishes personal identity such as race, ethnicity, age, citizenship, literacy level, ability, family structure, income level, health status, gender identity, sexuality, style of dress, familiarity with public libraries, etc.

Diverse Differing from one another.

Diversity The inclusion of different types of people, such as people of different races or cultures, in a group or organization.

DLT Division for Libraries and Technology, a division of the DPI.

DPI Wisconsin Department of Public Instruction.

Emerging technologies Technical innovations which represent progressive developments within a field for competitive advantage.

Equality Giving everyone the same to be successful.

Equitable Dealing fairly and justly with all concerned.

Equity Giving everyone what they need to be successful.

GED General Equivalency Diploma; used for educational testing services designed to provide a high school equivalency credential.

Gender identity A person's perception of having a particular gender, which may or may not correspond with their sex assigned at birth. Transgender does not imply any specific sexuality; therefore, transgender people may identify as straight, gay, lesbian, bisexual, etc.

Gender neutral Denoting a word or expression that cannot be taken to refer to a specific gender.

Hi-low Refers to books of high interest and low reading level.

Holistic Relating to or concerned with complete systems rather than with parts.

IMLS Institute of Museum and Library Services; federal granting institution of LSTA funds.

Jelly bean switch An assistive device that provides auditory and tactile feedback.

Latinx A gender neutral term used in lieu of Latino or Latina; plural is Latinxs.

LGBTQ Initialism stands for lesbian, gay, bisexual, transgender, queer; also referred to as the gay community, which generally celebrates pride, diversity, individuality, and sexuality.

LSTA Library Services and Technology Act; a federal grant program administered by the IMLS.

Magnifications Assistive equipment that visually enlarges in object.

Mainstream The ideas, attitudes, or activities that are regarded as normal or conventional; the dominant trend in opinion, fashion, or the arts.

NAMI National Alliance on Mental Illness.

Neurodiversity An approach to learning and disability that argues diverse neurological conditions are the result of normal variations in the human genome; includes conditions like ADHD, Autism, and Dyslexia.

PFLAG An organization of parents, families, and friends of lesbians and gays.

Preferred Gender Pronoun A preferred gender pronoun is a pronoun or set of pronouns that an individual would like others to use when talking to or about that individual.

Pictogram A visual language developed for people with limited or no ability to speak, read and write.

Privacy Freedom from unauthorized intrusion.

PTSD Post-Traumatic Stress Disorder.

SAT A set of standardized college admissions tests.

Screen reader A form of assistive technology designed for use by individuals who are blind, visually impaired, illiterate, or have a learning disability.

Senior mouse A computer mouse designed for use by individuals with upper extremity disabilities, neurological disabilities, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy and carpal tunnel syndrome; also helpful for those who have difficulty using or are unable to use a standard mouse.

Sexuality An individual's sexual preference; formerly referred to as sexual orientation.

Stakeholder An individual with an interest or concern in something, especially a business; may include employees, users, vendors, community members.

Transitioning The process of permanently adopting the outward or physical characteristics of the gender one identifies with, as opposed to those associated with the sex assigned at birth.

Underrepresented Provided with insufficient or inadequate representation; represented in numbers that are disproportionately low.



Collaborative/Cooperative Agreements

*Library
2019 Mid-Year*

Maintained Agreements	
Other Governments	
Black Creek Public Library	Reach Out and Read
City of Appleton Diversity & Inclusion	Programs, Display
City of Appleton Health Department	Display, Program
City of Appleton Human Resources	Student Leadership Event,
City of Appleton Mayor's Office	Appycademy - outreach program
City of Appleton Police Department	APL staff training, Summer of Service, Summer Library Program
City of Appleton Parks & Rec	TSLP program, Summer Library Program, Display
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
Muehl Public Library	Reach Out and Read
Neenah 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 Restorative Justice	Volunteer program
Outagamie Waupaca Library System	16 municipalities
OWLSnet	consortium
Valley Transit	Read & Ride
School Districts	
AASD	Outreach Visits & 3-5 yr old Screenings, Hmong American programs
AASD	4K-12th grade
AASD	Birth to 5 programs
AASD Appleton Bilingual	Regularly scheduled visits, Hispanic Heritage Celebration
AASD Columbus Elementary	SLP, regular field trips
AASD Appleton Public Montessori	Monthly field trips
AASD ELL Teachers	ELL Club
AASD McKinley School	ELL and Appleton Ready to Read (ARTR)
AASD Title 1	Appleton Ready to Read (ARTR)
St. Frances Xavier Catholic School System	School age visits and outreach, FCBF Programs
Community Early Learning Center	Outreach Visits and community events, field trips to library, ARTR
Appleton North High School	Go Valley Kids Resource Fair, Fox Cities Reads
Home School Hub	Group visits and programming
Lutheran Schools	Celebration Lutheran, Riverview Lutheran, Mt. Olive, Saint Paul and Saint Peter
Valley New School	Volunteers
Non-Profit Organizations	
AARP	Tax Aide
African Heritage Inc.	Juneteenth
American Association of University Women (AAUW)	STEM essay contest
Appleton Downtown Inc.	Rhythms of the World program, Marketing committee, Summer Library Program, Flipside programming, Farmer's Market outreach
Appleton Downtown Rotary	Rhythms of the World program
Appleton Fox Cities Kiwanis Club	Fox Cities, Kidz Expo, Outreach program
Appleton Historical Society	Board membership, Display, Research support
Boys & Girls Club	ELL Club & SLP Outreach
Building for Kids	multiple collaborations based on exhibits, Children's Parade and special events, Reach Out & Read (ROR) Fox Cities, Artist In Residence
Casa Hispana	Interagency meetings and grant support - Latino Fest, Scholarship reviewer
Celebrate Diversity Fox Cities	Programs

Children's Hospital of Wisconsin	Reach Out and Read
E.S.T.H.E.R.	Program
Even Start	Outreach & ARTR, Programs
Fox Arts Network - participating organizations: Appleton Boy choir, ADI Inc., Attic Theater, Bergstrom Mahler Museum of Glass, Building For Kids Children's Museum, Fox Cities Performing Arts Center, Fox Valley Aires, Fox Valley Chorus of Sweet Adeline International, Fox Valley Symphony, Fox Wisconsin Heritage Parkway, History Museum at the Castle, Lawrence Academy of Music, Lawrence Academy Girl Choir Program, Lawrence University, MacDowell Male Chorus, Makaroff Youth Ballet, newVoices, New Horizons Band, Paper Discovery Center, Trout Museum of Art, YMCA Fox Cities	FAN Pass
Family Roots - Wisconsin	Organization membership, program marketing
Forward Services	ELL Job Club Outreach, RISE program, work experiences, Appleton Ready to Read
Fox Cities Book Festival	Author committee membership, programs, APL volunteers
Fox Cities Housing Coalition	Monthly meetings
Fox Valley Memory Project	Memory Café programs
Fox Cities Performing Arts Center	Various programs based on current shows and programs
Fox Cities Reads	Committee membership, programs, Display
Fox Valley Symphony	Symphony Storytime
Fox Valley Literacy Council	Outreach Specialists Refer Families, Board and committee membership, Appleton Ready to read
Fox Valley Technical College	Outreach, volunteer Recruitment
Fox Valley Warming Shelter	Fox Cities READS
Goodwill Industries	Fox Cities Reads
Habitat for Humanity	Fox Cities Reads
Harbor House	Work experience
Headstart	ARTR (Appleton Ready To Read), Outreach, Programming
Hearthstone Historic House Museum	Program marketing
History Museum at the Castle	SLP, Hmong American programs, local history reference, ELL Club
Hmong American Partnership	Hmong American Day, Hmong New Year support
Homeless Connections	Fox Cities READS, book collections
Lawrence University	ELL Pollinator Project, LU volunteer program, D&I Advisory board, Display
League of Woman Voters	Registration table, program
Little Chute Historical Society	Program marketing
NAMI	Outreach & Represent Library on Committee, programs
Outagamie County Master Gardeners	Programs
Paper Discovery Center	ELL Club
POINT - US Venture	Fox Cities Reads
Project RUSH	Fox Cities Reads
Riverview Gardens	Job Service Table in Library
Reach Out and Read	Wisconsin
Reach Out and Read	National
Salvation Army	Translate for large events, Appleton Ready to Read
Sexual Assault Crisis Center	Display
Sierra Club - Fox Valley Group	Program
St. Joe's Food Program	RISE
United Way	Reach Out and Read, 211 Display
UW Extension	ELL Club, program planning
UW Oshkosh Head Start	Outreach
Volunteer Fox Cities	RSVP volunteers
World Relief Fox Valley	Refugee resettlement, monthly meetings
Winnebagoland Genealogical Society	Membership, program marketing
YMCA	ELL Clubs, Summer Library Program

Other	
Acension	Reach Out and Read
Appleton Retirement Community	Outreach programs
Aurora Health System	Reach Out and Read
B.A.B.E.S.	SLP Outreach
Bellin Health	Reach Out and Read
BMO Harris Bank	ELL Sponsor
Brookdale Senior Living	Outreach-service
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,
Family Care Fox Cities	Reach Out and Read
Fox Valley Lutheran Home	Outreach programs, outreach service
Fox Valley Technical College	Library Card drive
Go Valley Kids	Fox Cities Kidz Expo
IndUS of Fox Valley	Rhythms of the World, program planning
La Revista Hispana (Magazine)	Free Marketing for Hispanic Heritage Event
Lawrence University Music Academy	ELL Club
Mile of Music	Programs, Display
Mosaic Family Health	Reach Out and Read
Northeastern Wisconsin Throwers	ELL Club and Skill Toy Club
New Fusion Dance and Performing Arts	Programs
Paper Valley Garden Club	Display
Partnership Community Health Center	Reach Out and Read
Pfefferle Management	Appleton Ready to Read (ARTR)
Pillars	Fox Cities Reads, APL staff training, Outreach
Prevea Health	Reach Out and Read
Primary Care Associates of Appleton	Reach Out and Read
Thedacare Health System	Reach Out and Read
Thedacare Mommy & Me	Outreach
The Fire	ELL Outreach, programs
The Seed Guild	Appleton Seed Library, Programs
Trout Museum	ELL Club, Light Up Appleton outreach
Valley Packaging	ARTR Outreach, programs
WHBY	Outreach
Wisconsin Timber Rattlers	Summer Library Program
Young Space	Hmong Exhibit Program
New Agreements	
Other Governments	
Appleton Housing Authority	Outreach, committee membership
Outagamie County Mentoring Program	Program
Wisconsin Digital Archives	online initiative
Wisconsin Department of Veterans Affairs - Wisconsin Veterans Museum	Program
School Districts	
Fox Valley Lutheran High School	Fox Cities Reads
Valley New School	Program
Non-Profit Organizations	
Aktion Club	Outreach program
Alzheimer's Association of Greater WI	Display
Appleton Community Blood Center	Display
Appleton Visually Impaired Support Group	Outreach program
Appleton Y Service Club	Outreach program
Attic Theater	in process
Autism Society of the Fox Valley	APL staff training, program
Best Friends of Neenah Menasha	Program
CAP Services	Program planning, Fox Cites Reads, program
Chaminade Women's Chorus	Program
Community Blood Center	Display

Daughters of the American Revolution	Program, Display
The Draw	Hmong Exhibit Program
Five Stones	Display
Fox Cities Community Council	Board membership, outreach
Fox Cities Muslim Women Group	Program
Fox Cities Resource Provider Group	Program
Girlscouts	Appleton Ready to Read (ARTR)
Goodwill Prosperity Center	Outreach
Heckrodt Nature Preserve	MakerQuest
Hispanic Center of the Fox Valley	Programs
Lawrence University Diversity Center	Outreach
Mosquito Hill Nature Center	Program
Multiple Sclerosis Awareness	Display
NaNoWriMo - Fox Cities Region	Programs
Salvation Army Life Skills Program	Outreach program
The Space LGBTQ+ Teens	Outreach programs
Storycathers	Program
St. Vincent De Paul Next Step Program	Outreach program
United Hmong American Association	Outreach
Wisconsin Women's Business Initiative Corporation (WWBIC)	Outreach
Youth Worker Coalition	Outreach program
Other	
Active Minds Community	Outreach program
Bergstrom-Mahler Museum of Glass	Outreach
Emily Bowles	Artist in Residence Display
Century Oaks Assisted Living	Outreach service
Fox Valley Humane Association	Display
Green Lake Festival of Music	Children's Program
Heid Music	ELL Club, outreach program
The Heritage	Outreach service, Walking Books
Tyla Hilfrich	Artist in Residence Display
Homeschool Hub Teen Group	Program
Hortonville Robotics team	Program
Imagine Fox Cities	Committee membership, programs
Innovative Services	Outreach programs
KISS FM	Program
Lawrence University Music Academy	ELL Club
Long Cheng Market Place	Outreach
Mosquito Hill Nature Center	ELL Club
NL Photography	Hmong Special
Oneida Heights (Appleton Housing Authority)	Outreach service program
The Personal Past	Program
Ridgeview Highlands Community	Outreach service
The Atrium Post Acute Care	Outreach service
Wisconsin Historical Society Press	Program
Wriston Art Galleries	Hmong Exhibit Program
Yoga Story	Programs
Yoga Teacher Leela Peebles	Children's Yoga Program



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: Derik Henken

DATE: 8/20/2019

RE: Information about camera system upgrades not to exceed \$19,000

The Appleton Public Library (“library”) is upgrading the existing security camera system as part of the wider security capital improvement plan. This is an informational update as the complete cost of these upgrades will not exceed \$19,000.

The library currently utilizes Camera Corner Connecting Point (“CCCP”) as a vendor for hardware, licensing, and software support. The existing system consists of a server and storage device as well as 48 individually licensed cameras. The current camera system server is running a software solution called ExacqVision. CCCP currently charges the library a yearly maintenance fee of \$3,483 for the service of performing software upgrades as well as cleaning and refocusing the cameras. This service fee does not include labor for installing new cameras and does not cover hardware unless already covered by a manufacturer warranty. By utilizing library owned hardware, the library will still be covered by manufacturer warranties on all equipment while eliminating the yearly support cost.

A summary of the camera system upgrades are as follows:

The library will add ten additional cameras for \$3,481, obtaining an additional storage appliance and drives for \$3,581.03, licensing a new software solution for \$8,468, and purchasing a 30-hour support block from CCCP for \$3,125.

The additional cameras will be used for providing coverage to blind spots that were identified during a recent security assessment. The additional storage appliance will be used to provide offsite data replication for video footage. The current system does not have any way of backing up footage. Placing an additional storage device at Fox Valley Technical College will allow the recovery of footage in the event of damage to the on-site storage device.

A 30-hour support block is being purchased from CCCP in lieu of paying a yearly support contract. Based on the number of on-site visits the library has received as part of our current yearly agreement, it will be more cost effective to purchase a support block which does not expire and can be used over the course of several years if needed.

The software solution proposed is xProtect by Milestone Software. This software was recently installed and ran in a trial environment by library Network Services. It was decided upon as it offered several key improvements over our existing solution most notably the ability to navigate through cameras in a geographical manner rather than by camera name only. This method of browsing allows security staff who may not be familiar with the names given to different locations to follow an incident on camera in a more efficient way. Of the \$8,468 required to license this

software \$1,254 would be a yearly recurring fee which would enable the library to obtain software updates. This yearly recurring fee would come out of the Network Services annual operating budget.

This work is being sole-sourced because CCCP is familiar with the existing camera infrastructure. In addition, the additional cameras and related software and equipment must be interoperable with the existing cameras.