AGENDA

1. Call to Order.

2. Approval of Agenda.

3. Public Input/Correspondence.

4. Approval of Minutes of April 19, 2021.

5. Reports –
   A. Board President – New Board Member – S. Wiederanders – City Council
      Events – May Programs, Summer Reading Program
      Staff – Update
      General – Strategic Plan Update
      Announcements.
      Events.
   D. Archives Report.

6. Old Business (Review/Action)
   A. Library Access Changes.
   B. Renovation/Facilities Planning Study.

7. New Business (Review/Action)
   A. Position Refill and Subsequent Vacancy.
   B. Technical Services Budget – 2022.
   C. Non-CIP Budget – 2022.
   D. Request for Reconsideration Policy.
   E. Officer Elections.

8. Donations.


10. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.


In light of the declared state of emergency and to mitigate the impact of COVID-19 this meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely.

To attend the meeting via computer:
Join Zoom Meeting
https://us02web.zoom.us/j/83404836501?pwd=ZTVoS0Y2ZWJ1MGt2cUJRQRmErdd09
Meeting ID: 834 0483 6501
Passcode: 302207
Or
Dial by your location
+1 312 626 6799 US (Chicago)
Use above Meeting ID and Passcode.
April 19, 2021

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 5:00 P.M. by Library Board President Bob Dickson. Seven Library Board Members appeared virtually – Bob Dickson, Helen Bacon, Megan Lundahl, Mary L. Jackson, Spencer Gustafson, Nissa Norton, and Bridget Bowers. Library Director Tina Kakuske, County Administrator Ken Pabich, and Administrative Assistant Kay Jensen appeared virtually. Laura Damon-Moore and Melissa McLimans of WiLS facilitated the Strategic Planning part of the meeting.

Motion by Dickson, second by Bowers for APPROVAL OF AGENDA. Motion carried.

PUBLIC PARTICIPATION/CORRESPONDENCE: There was no PUBLIC PARTICIPATION or CORRESPONDENCE.

Motion by Dickson, second by Norton, for APPROVAL OF THE MINUTES OF THE MEETING of March 15, 2021. Motion carried.

REPORTS:
• DIRECTOR’S REPORT – LIBRARY OPERATIONS: Kakuske reported on the activities and issues of the library.
  • Kakuske reported on the special events that took place during National Library Week which focused on promoting social media.
  • Kakuske reported that the Door County branch libraries and staff were featured in a Peninsula Pulse article for National Librarian Day.
  • Kakuske informed the board that the Assistant Museum Curator position has been posted and interviews will be held soon.
  • Kakuske let the board know that a Community Choice Contest has just started for the community to offer book suggestions for Door County Reads 2022. The contest will run through May 15th.
  • Kakuske reported that Library Express is going well and anticipates that starting May 1, we will be increasing occupancy and browse time.
  • Kakuske informed the board that the Door County Historical Museum will be opening for the season on May 1st.

• MILLER ART MUSEUM (MAM) REPORT:
  • Meissner-Gigstead’s MAM Report was provided prior to the meeting in the agenda packet.

• ARCHIVES REPORT
  • Steve Rice’s ARCHIVES Report was provided prior to the meeting in the agenda.

ALL STAFF MEETING: Kakuske recommended an extension of the past approval for an All Staff Meeting which was unable to take place in 2020. Motion by Norton, second by Jackson to
These minutes have not been approved by the oversight committee and are subject to approval or revision at the next regular committee meeting.

DOOR COUNTY LIBRARY BOARD MINUTES

approve an All Staff Meeting to be held on September 9, 2021, and that all Door County branch libraries be closed that day for the meeting in order for all staff to attend. Motion Carried.

Motion by Dickson second by Jackson to accept the MONETARY DONATIONS received in March 2021 for $1,327.00. Motion Carried.

VOUCHERS REVIEW AND APPROVAL. Having reviewed this month’s voucher summary; the library board members agreed to the approval of all library expenditures. Treasurer Lundahl’s signature to be secured per by-law.

Motion by Jackson, second by Bowers to APPROVE MEMORIAL BILLS for April 2021 in the amount of $ 3,169.75 as presented. Motion carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm on Monday, May 17, 2021, and will be held virtually.

STRATEGIC PLAN – BOARD CONVERSATION: Laura Damon-Moore and Melissa Mclimans of WiLS facilitated a Strategic Plan discussion with the Library Board. The discussion involved the strategic planning process and identifying the strengths, current or future opportunities, and challenges of the Door County community and the Door County Library.

Per Diem code for this meeting is 419.

Motion by Dickson, second by Bacon for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:50 pm.
Event Details

ALL OF MAY
Screen-Free Craft Bag
All branches
Stop in at any Door County Library to pick up a bag with a bird nest craft, flower craft, and a bookmark. For ages 4K – 2nd grade.

Bird Craft
Forestville Library
Pick up all of the fixings to make a bird paper craft. For toddlers and young children.

Mother’s Day Craft
Forestville Library
Pick up all of the fixings to make a button heart. For toddlers and young children.

Weekdays starting May 6
Chapter-a-Day
4:00 p.m.
Sturgeon Bay Library
Listen to “When You Trap a Tiger” by R.L. Stine being read aloud in our Facebook Read-aloud Group by Miss Beth from the Sturgeon Bay Library. The 2021 Newbery Metal winner, the novel tells the story of a biracial girl, Lily, who learns about her heritage when her family moves in with Lily’s Korean grandmother.

Virtual Program
Create a Butterfly Garden
Wednesday, May 5 @ 2:00 PM, Egg Harbor Library
Join Zoom Meeting:
https://villageofeggharbor.zoom.us/j/92987908076
Join by Phone: (312) 626-6799
Meeting ID: 929 8790 8076

Would you like to see more butterflies in your garden? Karen Newbern, will take you through some basic guidelines that will attract an array of butterflies and other pollinators.

Book Sales!
See details inside.

History Book Discussion with John Harris
Th., May 13 @ 2:00 PM
Zoom ID: 823 4526 1010
Passcode: 100972

STURGEON BAY LIBRARY
Discuss the book by Jon Meacham, this season’s bi-annual history book discussion focus.

Creating the Schoolhouse in Namur
Monday, May 10 @ 2:00 PM
Zoom ID: 826 6782 9838
Passcode: 907105

Join members of the Belgian Heritage Center to learn more about plans to renovate the old schoolhouse in Namur to recreate the school as it appeared in the early 1900’s.

BOOKS ARE AVAILABLE ON INFOSOUP.ORG

VIRTUAL BOOK CLUBS

WINTER BOOK CLUB
Ephraim - 11:15 am
MAY 4 – ‘Invisible Man’ by Ralph Ellison. Invisible Man is a novel that addresses many of the social and intellectual issues faced by the African Americans in the early twentieth century, including black nationalism, the relationship between black identity and Marxism, and the reformist racial policies of Booker T. Washington, as well as issues of individuality and personal identity.

Bitter-Sweet Bookies
Fish Creek
2nd Mondays, 7:00 pm
MAY 10 – ‘Mrs. Lincoln’s Sisters’ by Jennifer Chiaverini. Mary Todd Lincoln is the heroine in this compelling story of love, loss, and sisterhood rich with history and suspense.

READERS RAMPANT
Sister Bay-Liberty Grove
2nd Tuesdays, 2:30 pm

Between the Pages
Egg Harbor
4th Thursdays, 10:30 am

Baileys Book Club
Baileys Harbor
1st Wednesdays, 7:00 pm
MAY 5 – ‘Lillian Booxfish Takes a Walk’ by Kathleen Rooney, a novel set in 1984 where 85-year-old Lillian Booxfish walks the length of Manhattan and encounters a vibrant cross-section of fellow urbanites and recollects an eventful life.

Books are available on Infosoup.org

Sturgeon Bay Library
4:00 p.m.
Sturgeon Bay – 2nd grade.

Informed. Instructed. Inspired!
### May 2021

**MAY 2021 AT THE DOOR COUNTY LIBRARY**

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tr>
<td>3</td>
<td>4</td>
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<td>7</td>
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<tr>
<td>Craft Bag Pickup Starts in Forestville</td>
<td>10:30 Story Time (Mothers)</td>
<td>Creating a Butterfly Garden</td>
<td>Genealogy Club</td>
<td>9:30 Stories &amp; Fun (Mother’s Day)</td>
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<td>Bittersweet Bookies</td>
<td>Readers Rampant Book Club</td>
<td>Chapter-a-Day: When You Trap a Tiger</td>
<td>Genealogy Club</td>
<td>9:30 Therapy Dog Storytime</td>
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<td>14</td>
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<tr>
<td>Preservation: Belgian Heritage Center Schoolhouse</td>
<td>2:30 Readers Rampant Book Club</td>
<td>9:30-11:30 Friends Book Sale</td>
<td>History Book Discussion with John Harris</td>
<td>10:30 Therapy Dog Storytime</td>
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<td>4 Chapter-a-Day: When You Trap a Tiger</td>
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<td>Chapter-a-Day: When You Trap a Tiger</td>
<td>Genealogy Club</td>
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<td>28</td>
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<td>Chapter-a-Day: When You Trap a Tiger</td>
<td>Chapter-a-Day: When You Trap a Tiger</td>
<td>Chapter-a-Day: When You Trap a Tiger</td>
<td>10:30 Between the Pages Book Club</td>
<td>Therapy Dog Storytime</td>
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<td>2019</td>
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<tr>
<td>31</td>
<td>June 1</td>
<td>31</td>
<td>31</td>
<td>31</td>
</tr>
<tr>
<td>Holiday/Memorial Day: All branches CLOSED</td>
<td>June 1</td>
<td>Summer Hours Start</td>
<td>4:00 p.m. Sturgeon Bay</td>
<td>9:30-11:30 Friends Book Sale</td>
</tr>
</tbody>
</table>

**JUNE 1 – AUG 31**

**TAILS and TALES**

**Learn more:** [DoorCountyLibrary.org/Summer](http://DoorCountyLibrary.org/Summer)

Win prizes by reading, adventuring and enjoying the library! ALL AGES ARE ELIGIBLE — Pick up reading slips at your local branch or download the Beanstack App to track your progress.

- Earn virtual badges (on the Beanstack app)
- Pick up free craft projects
- Checkout our Saturday Destination Adventure videos and learn about local places to discover as a family.

**Most events are virtual, except the book sales.**

**VIRTUAL STORY TIMES**

**Tuesdays**
10:30 a.m. Sturgeon Bay (only 1st Tues in May)

**1st & 3rd Friday**
9:30 a.m. Forestville

**2nd & 4th Friday**
10:30 a.m. Egg Harbor

**Daily**
4:00 p.m. Sturgeon Bay

Facebook.com/groups/VirtualLibraryStoryTime
Event Details

ALL OF MAY

Screen-Free Craft Bag

All branches

Stop in at any Door County Library to pick up a bag with a bird nest craft, flower craft, and a bookmark. For ages 4K – 2nd grade.

Bird Craft

Forestville Library

Pickup all of the fixings to make a bird paper craft. For toddlers and young children.

Mother’s Day Craft

Forestville Library

Pickup all of the fixings to make a button heart. For toddlers and young children.

Weekdays starting May 6

Chapter-a-Day

May 6

4:00 p.m.

Sturgeon Bay Library

Listen to “When You Trap a Tiger” by Tae Keller being read aloud in our Facebook Read-aloud Group by Miss Beth from the Sturgeon Bay Library. The 2021 Newbery Metal winner, the novel tells the story of a biracial girl, Lily, who learns about her heritage when her family moves in with Lily’s Korean grandmother.

Virtual Book Clubs

WINTER BOOK CLUB

Ephraim - 11:15 am

MAY 4 - ‘Invisible Man’ by Ralph Ellison. Invisible Man is a novel that addresses many of the social and intellectual issues faced by the African Americans in the early twentieth century, including black nationalism, the relationship between black identity and Marxism, and the reformist racial policies of Booker T. Washington, as well as issues of individuality and personal identity.

BITTER-SWEET BOOKIES

Fish Creek

2nd Mondays, 7:00 pm

MAY 30

‘Mrs. Lincoln’s Sisters’ by Jennifer Chiaverini. Mary Todd Lincoln is the heroine in this compelling story of love, loss, and sisterhood rich with history and suspense.

MULTI-CULTURAL

Sturgeon Bay

1st Tuesdays, 1:00 pm

MAY 4 - ‘Hamnet’ by Maggie O’Farrell. A fictional account of Shakespeare’s son, Hamnet, who died at age 11 in 1596. The novel won the Women’s Prize for Fiction, and in December 2020, Emily Temple of Literary Hub reported that the novel had made 15 lists of the best books of 2020.

READERS RAMPANT

Sister Bay

Liberty Grove 2nd Tuesdays, 2:30 pm


BETWEEN THE PAGES

Egg Harbor

4th Thursdays, 10:30 am


Books ARE AVAILABLE ON INFOSOUP.ORG

Free Events County-wide

MAY 2021 Full Calendar Inside!

History Book Discussion

with John Harris

STURGEON BAY LIBRARY

Th., May 13 @ 2:00 PM

Zoom ID: 823 4526 1010

Passcode: 100972

Discuss the book by Jon Meacham, this season’s bi-annual history book discussion focus.

Door County Historic Preservation

St. Mary’s School/Convent & the Door County Granary

Monday, May 10 @ 2:00 PM

Zoom ID: 826 6782 9838 Passcode: 907105

Join members of the Belgian Heritage Center to learn more about plans to renovate the old schoolhouse in Namur to recreate the school as it appeared in the early 1900’s.

Thursday, May 27 @ 2:00 PM

Zoom ID: 890 4735 8137 Passcode: 547509

Join Beth Renstrom, Executive Director of the Sturgeon Bay Historical Foundation Granary Project, to learn more about the preservation and future of the Door County Granary.
### 1st Qtr 2020 vs 1st Qtr 2021 - OverDrive

<table>
<thead>
<tr>
<th>Branch</th>
<th>1st Qtr 2020 E Book Uses</th>
<th>1st Qtr 2021 E Book Uses</th>
<th>Difference</th>
<th>% Inc/Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAI</td>
<td>689</td>
<td>749</td>
<td>60</td>
<td>8.71%</td>
</tr>
<tr>
<td>EGG</td>
<td>352</td>
<td>350</td>
<td>(2)</td>
<td>-0.57%</td>
</tr>
<tr>
<td>EPH</td>
<td>142</td>
<td>141</td>
<td>(1)</td>
<td>-0.70%</td>
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<tr>
<td>FIS</td>
<td>472</td>
<td>548</td>
<td>76</td>
<td>16.10%</td>
</tr>
<tr>
<td>FOR</td>
<td>184</td>
<td>287</td>
<td>103</td>
<td>55.98%</td>
</tr>
<tr>
<td>SIS</td>
<td>1,335</td>
<td>1,798</td>
<td>463</td>
<td>34.68%</td>
</tr>
<tr>
<td>STR</td>
<td>4,072</td>
<td>4,640</td>
<td>568</td>
<td>13.95%</td>
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<tr>
<td>WSH</td>
<td>267</td>
<td>330</td>
<td>63</td>
<td>23.60%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>7,513</strong></td>
<td><strong>8,843</strong></td>
<td><strong>1,330</strong></td>
<td>17.70%</td>
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<table>
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<tr>
<th>Branch</th>
<th>1st Qtr 2020 Audio Book Uses</th>
<th>1st Qtr 2021 Audio Book Uses</th>
<th>Difference</th>
<th>% Inc/Dec</th>
</tr>
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<tbody>
<tr>
<td>BAI</td>
<td>304</td>
<td>371</td>
<td>67</td>
<td>22.04%</td>
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<tr>
<td>EGG</td>
<td>213</td>
<td>300</td>
<td>87</td>
<td>40.85%</td>
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<tr>
<td>EPH</td>
<td>139</td>
<td>164</td>
<td>25</td>
<td>17.99%</td>
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<tr>
<td>FIS</td>
<td>148</td>
<td>248</td>
<td>100</td>
<td>67.57%</td>
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<tr>
<td>FOR</td>
<td>55</td>
<td>68</td>
<td>13</td>
<td>23.64%</td>
</tr>
<tr>
<td>SIS</td>
<td>933</td>
<td>899</td>
<td>(34)</td>
<td>-3.64%</td>
</tr>
<tr>
<td>STR</td>
<td>2,100</td>
<td>2,926</td>
<td>826</td>
<td>39.33%</td>
</tr>
<tr>
<td>WSH</td>
<td>165</td>
<td>171</td>
<td>6</td>
<td>3.64%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>4,057</strong></td>
<td><strong>5,147</strong></td>
<td><strong>1,090</strong></td>
<td>26.87%</td>
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### 1st Qtr 2020 vs 1st Qtr 2021 - Hoopla

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<th>Branch</th>
<th>1st Qtr 2020 Circs</th>
<th>1st Qtr 2021 Circs</th>
<th>Difference</th>
<th>% Inc/Dec</th>
</tr>
</thead>
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<tr>
<td>All Branches</td>
<td>3,252</td>
<td>3,897</td>
<td>645</td>
<td>19.83%</td>
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</table>
**Request to Refill Position**

**Title:** Library Custodian

<table>
<thead>
<tr>
<th>Date Created</th>
<th>Date Revised</th>
<th>Please reference the most current copy of the Door County Employee Handbook and Administrative Manual.</th>
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<tbody>
<tr>
<td>11/19/2014</td>
<td>01/23/2019</td>
<td></td>
</tr>
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**DEPT. HEAD TO COMPLETE:**

- **Department:** Library
- **Position Title:** Library Custodian

<table>
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<tr>
<th>Position Status</th>
<th>Date Vacant: 5/2/2021</th>
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<tr>
<td>☑ Currently vacant</td>
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<tr>
<td>☐ Will be vacant</td>
<td></td>
</tr>
<tr>
<td>☐ Full Time</td>
<td></td>
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<tr>
<td>☑ Part Time</td>
<td></td>
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<tr>
<td>☐ New position</td>
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</table>

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<tr>
<th>Hours per week</th>
<th>10</th>
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</thead>
</table>

**Reason for Vacancy:**

- ☐ Termination
- ☐ Transfer
- ☐ Retirement
- ☑ Resignation

**Transfer:** Why is the new position more attractive to employee than current one? N/A

**Name of Current / Most Recent Incumbent:** Daniel Miller

**Reviewed, updated, and submitted to Human Resources:**

- ☑ Job Analysis Questionnaire (not to be included in the agenda packet)
- ☑ Job Description

**Completed by:** Tina Kakuske Date 5/2021

**Financial Information:**

- **Salary Range:** 14.28 to 16.32
- **Is the Position Budgeted:** ☑ Yes ☐ No
- **Funding Source:** ☑ Levy ☐ Grant Funded ☐ Other ☑ Fiscal Impact, from Finance Department, completed and attached

**HR TO COMPLETE:**

<table>
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<tr>
<th>EEO</th>
<th>FLSA Status</th>
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<tr>
<td></td>
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<tr>
<td>☐ Human Resources has performed a position review?</td>
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<tr>
<td>☐ The Job Description has been updated and signed?</td>
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</table>

**Approval:**

- **County Administrator** Date
- **Library Board President** Date
- **Administrative Committee Chair** Date
**Disclaimer:** This Fiscal Impact does not include Step 2 $14.69, Step 3 $16.10, Step 4 $15.50, and Step 5 $15.91.

This Fiscal Impact is an example illustration of what the costs would be for this position/position change. It is based on estimates and assumptions provided by the Human Resources Department and the department in which this position works. Because these estimates and assumptions may change, or may be different than the actual circumstances at the time this Fiscal Impact is filed or if the position is filled or filled by the position change takes place, there may be a difference between the costs projected in this Fiscal Impact and the actual costs.

<table>
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<tr>
<th>FTE@Rate</th>
<th>Salary</th>
<th>Benefits</th>
<th>Total</th>
<th>Position Title</th>
<th>Department</th>
<th>Effective Date</th>
<th>Rate</th>
<th>Job Class Step 1</th>
<th>Job Title</th>
<th>Step</th>
<th>Change FTE/Hours From</th>
<th>To</th>
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<tbody>
<tr>
<td>0.25</td>
<td>$18.77</td>
<td>9.787</td>
<td>9.495</td>
<td>Library Custodian Grade B - Step Control Point</td>
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<tr>
<td>0.25</td>
<td>$14.28</td>
<td>7.446</td>
<td>8.309</td>
<td>Library Custodian Grade B - Step 1</td>
<td>Library</td>
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**Department:** Library

**Effective Date:**

**Rate:**

**Job Class:**

**Step:**

**Change FTE/Hours From:**

**To:**

**Position Title:** Library Custodian

**Step:** 6

**Sub Dept:**

**Total Salary and Benefits:**

**Library Custodian Grade B - Step Control Point:**

**Library Custodian Grade B - Step 1:**

**Date:**

**Sign:**

**Finance Director:**

**Statement:**

**Library Custodian Grade B - Step Control Point:**

**Library Custodian Grade B - Step 1:**

**Sign:**

**Library Custodian Grade B - Step Control Point:**

**Library Custodian Grade B - Step 1:**

**Sign:**

**Library Custodian Grade B - Step Control Point:**

**Library Custodian Grade B - Step 1:**

**Sign:**

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**Library Custodian Grade B - Step 1:**

**Sign:**

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**Library Custodian Grade B - Step 1:**

**Sign:**

**Library Custodian Grade B - Step Control Point:**

**Library Custodian Grade B - Step 1:**

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**Library Custodian Grade B - Step Control Point:**

**Library Custodian Grade B - Step 1:**

**Sign:**
County of Door
Custodian Library

<table>
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<tr>
<th>Job Title</th>
<th>Custodian Library</th>
<th>Last Revision</th>
<th>09/17/2015</th>
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<tr>
<td>Department</td>
<td>Library</td>
<td>HR Reviewed</td>
<td>01/01/2017</td>
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<tr>
<td>Division</td>
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<td>FLSA Status</td>
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<tr>
<td></td>
<td></td>
<td>EEO Code</td>
<td>08 – Service/Maintenance</td>
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General Summary

This position is responsible for general cleaning and custodial duties to maintain library building and grounds in a neat, clean and orderly manner. Sets up furniture in meeting rooms. Closes the library at end of shift. The assistant will also work additional hours in the custodian's absence. Regular attendance and punctuality along with being prepared to commence work at designated work locations, on the assigned or scheduled days and hours is expected.

Duties and Responsibilities

Essential Job Functions

1. Snow blowing, snow shoveling, raking and mowing.
2. Cleans restrooms, replacing paper towels, soap and other supplies as necessary.
3. Sets up meeting rooms with tables and chairs arranged for meeting requirements.
5. Empties wastebaskets.
6. Dusts.
7. Replaces light bulbs and cleans fixtures.
8. Washes windows and glass doors.

General Job Functions

1. Performs a variety of other custodial tasks as required.

Requirements

Training and Experience

1. Experience in custodial work.
2. High school diploma or equivalent.
3. One (1) year of responsible work experience; or an equivalent combination of training and experience desirable.
4. Current valid Wisconsin driver's license required.
County of Door
Custodian - Library

Knowledge, Skills and Abilities Required

1. Ability to work independently without direct supervision and follow verbal or written instructions.
2. Ability to get along with others.
3. Good knowledge of custodial and maintenance methods and in the use of supplies and equipment.
4. Ability to be thorough and dependable with custodial responsibilities and in good physical condition.
5. Ability to operate basic cleaning equipment: Heavy duty vacuum cleaner, carpet cleaner, snow blower.
6. Ability to lift and move tables, chairs and/or equipment needed to set up meeting rooms.
7. Ability to manipulate rakes and shovels.
8. Ability to bend, twist, reach to clean areas of the library.
9. Ability to climb a tall ladder to replace light bulbs in the main library and to wash high windows.
10. Ability to use tact and courtesy in maintaining an effective working relationship with department employees, county supervisors, county officials, and general public.
11. Ability to read, comprehend, and communicate, both verbally and in writing as well as effectively administer by written, and verbal communications.

Physical & Working Conditions

Most duties in a normal workplace environment or outside in pleasant weather. However, in winter when the library is open the custodian must keep walks and entry clear of snow whatever the temperature or weather.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 323.14 Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

Kristine M. Kakuske, Library Director

Kelly A. Hendee, Human Resources Director

5/2/21 7/3/17

Date Date
<table>
<thead>
<tr>
<th>Requesting Dept</th>
<th>Person Requesting</th>
<th>Description of Hardware, Software or Technical Service Needed</th>
<th>Additional Comments</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Library</td>
<td>Shauwn Rosendale</td>
<td>14 - Desktops (4 Staff, 10 Public), 6 - Public Laptop</td>
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<tr>
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<td>Library</td>
<td>Shauwn Rosendale</td>
<td>Webcams, Headsets for Programming/Meetings</td>
<td>2 - Webcams, 1 - Monitor Soundbar (New)</td>
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<td>Library</td>
<td>Shauwn Rosendale</td>
<td>2 Printers for Cataloging Staff</td>
<td>1 - Epson TM-T88V, 1 - Zebra TLP2824 Plus (New)</td>
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<td>Library</td>
<td>Shauwn Rosendale</td>
<td>1 Staff Printer (STR - OWLS Network)</td>
<td>HP LaserJet Pro M454dn (Replacement)</td>
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<td>Library</td>
<td>Shauwn Rosendale</td>
<td>22 Office E3 License Seats</td>
<td>Purchased via OWLS</td>
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<td>Library</td>
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<td>Adobe Creative Cloud Suite Annual Subscription</td>
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<td>Library</td>
<td>Shauwn Rosendale</td>
<td>LogMeIn Rescue</td>
<td>Included in Technology Services Budget</td>
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<tr>
<td>Library</td>
<td>Shauwn Rosendale</td>
<td>Contigency</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Department</td>
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**Total Department Cost:** $17,747.00
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<tr>
<th>Qty</th>
<th>Item</th>
<th>Description</th>
<th>Cost Per Item</th>
<th>Extended Amount</th>
<th>Priority Rank 1,2,3 etc.</th>
<th>Oversight Approved X</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1</td>
<td>Blown In Insulation</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>1</td>
<td>X</td>
<td>Re-insulate Attic</td>
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<tr>
<td>1</td>
<td>Front Entrance Doors To Vestibule</td>
<td>7,548.00</td>
<td>7,548.00</td>
<td>2</td>
<td></td>
<td></td>
<td>Install front entrance doors</td>
</tr>
<tr>
<td>1</td>
<td>Retro-Fit with LED Lighting</td>
<td>6,121.00</td>
<td>6,121.00</td>
<td>3</td>
<td></td>
<td></td>
<td>Retro fit office and 2nd Floor mezzanine with LED lighting</td>
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* We expect "Blown In Insulation" quote by Monday's meeting

Total Capital Outlay $5,000-$50,000: 13,669.00
Quotation #AE030321 for:
STOREFRONT ENTRANCE DOORS
Door County Library

Quotation To:
Door County Library
107 S. 4th Ave
Sturgeon Bay, WI 54235

March 3, 2021
mnielson@co.door.wi.us

ENTRANCE TECHNOLOGIES INC. is pleased to quote To Supply and Install the following:

Aluminum Storefront Entrances: Two (2) Single exterior with Fixed Mullion and Book End Sidelites.

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<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
</tr>
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<tbody>
<tr>
<td>2</td>
<td>3'0&quot; X 7'0&quot; Exterior Single, Wide stile storefront door, 1 HRSO and 1 HLSO (Doors to Mimic Pair with fixed center mullion, Doors will have Jackson Rim panic Hardware, With 1&quot; Insulated Clear Tempered glass. Finish to be Clear Anodized.</td>
</tr>
<tr>
<td>1</td>
<td>Exterior storefront frame with fixed center mullion, approximately 90&quot; X 86&quot; with 1&quot; Insulated Clear Tempered glass. Finish to be Clear Anodized.</td>
</tr>
</tbody>
</table>

Doors will have standard offset wire pull handles, 10" bottom rails, butt hinges, keyed cylinder outside at active leaf only, weather seals, sweeps and thresholds.

Existing doors and frames will be removed and disposed of. New doors will be installed.

Existing Automatic Operator will be removed and reinstalled onto new door Programed and tested. Glass and Caulking will be included.

Existing activation push plates will be reused.

ENTRANCE TECHNOLOGIES, LLC. Proposes to Supply and Install for the Sum of $7,548.00

Important: Prices good for acceptance & shipment within thirty (30) days only, unless such time is extended in writing.

NOTES:

- Existing power to operator will be reused.
- No: Drywall, Painting, Carpentry, Masonry, Flooring, Security Systems, Keying of Cylinders - All by Others
- Unless expressly listed above, NO Access Control Hardware is Included, nor any Relays or Modules to Operate any Electrical
- Assumes work to be performed during Regular Business Hours.

ENTRANCE TECHNOLOGIES INC. is not liable for acts of God, strikes, accidents or delays beyond our control. The Owner is to carry all necessary Insurance and obtain any necessary permits.

The above prices and conditions are acceptable, and I hereby authorize you to proceed with the work. I promise to pay all costs of collecting the amount owed under this agreement. These costs will include reasonable attorney fees, court costs or any collection agency fee and all costs permitted under state law.

Submitted by: Al Epperson
a.epperson@entrancetech.com

Accepted By: __________________________

Date: __________________________
May 7 2020
Mark Nielson
Door County Library, Sturgeon Bay Branch
107 S. 4th Ave. Sturgeon Bay, WI 54235
Reference: LED upgrade project for 1st floor offices and Mezzanine

Mark,
Per your request Innovative LED Solutions is pleased to submit this proposal for your consideration.

1. Retrofit existing fluorescent fixtures in the first Office area with Ballast
   By-pass (UL-TYPE B) retrofit tubes.
   1a. Exits and “Frog-Eye emergency lighting are omitted from this scope.
   1b. Integral Under Cabinet Lighting in office furniture is omitted from this scope.
   1c. Existing fluorescent ballasts to remain in fixtures.
   1d. Owner to recycle existing fluorescent tubes.
   1e. Please see attached scope of work for exact counts & quantities

2. Retrofit existing fluorescent fixtures on the 2nd floor mezzanine area with Ballast
   By-pass (UL-TYPE B) retrofit tubes.
   1a. Exits and “Frog-Eye emergency lighting are omitted from this scope.
   1b. Existing fluorescent ballasts to remain in fixtures.
   1c. Owner to recycle existing fluorescent tubes.
   1d. Please see attached scope of work for exact counts & quantities

3. Complete and submit Focus on Energy paperwork on Be-half of the Door County Government Center.

COST TO RETROFIT 1ST FLOOR OFFICE AREA $2,283.45
COST TO RETROFIT 2ND FLOOR MEZZANINE AREA $3,837.77
COST TO COMPLETE FOCUS ON ENERGY INCENTIVE APPLICATION $0.00 exempt
State & County Sales Tax .055%

TOTAL JOB COST $6,121.22

This Proposal is confidential between the Door County Library and Innovative LED Solutions, for the express purpose of Design & project budgeting. This proposal should not be used as a specification or design for other solicitations.

Respectfully submitted,
Innovative LED Solutions
Mike Cuculi

This proposal is good for 90 days.
If this proposal is older than 90 days please contact Innovative LED Solutions for current pricing.
DOOR COUNTY LIBRARY
Policies & Procedures

Subject: REQUEST FOR RECONSIDERATION POLICY
Effective Date: TBD
Source/Date: LIBRARY BOARD / TBD

Purpose

The purpose of this document is to outline the circumstances under which library materials may be reviewed and reconsidered for placement in the Door County Library (DCL) collection.

Definition

DCL defines “Request for Reconsideration” as the process through which concerns or objections about specific library materials are brought to the attention of library staff.

Philosophy

DCL’s motto is to inform, instruct, and inspire. DCL assures free access to both physical and virtual materials that reflect diverse community interests and multiple points of view. Library users are free to select or reject materials for themselves.

Policy

The library collection reflects DCL’s mission as outlined in the Materials Management Policy.

Library users may express concerns about library materials in the collection to staff. DCL staff will attempt to resolve the material concerns as they occur. If necessary, staff will proceed with the request for reconsideration process by giving the concerned individual a Request for Reconsideration packet.

Completed Request for Reconsideration Forms are submitted to the Library Director for review.

The Library Director reviews requests for reconsideration and contacts the individual with a resolution. If the situation remains unresolved, it may be appealed to the Library Board. Library Board decisions are final.

DCL does not withdraw or restrict access to materials without following the request for reconsideration process. Materials under review will continue to circulate until a final decision has been made.
Thank you for bringing your concerns to our attention.

This packet contains information describing Door County Library’s service philosophy, Materials Management Policy, and a Request for Reconsideration Form.

We recommend reading through the documents in this packet. To begin the formal Request for Reconsideration process, please fill out the included form. We require a fully completed form before the review process begins.

Please return this form to any Door County Library service desk in person or via postal mail to the Library Director at:

Request for Reconsideration
c/o Library Director
107 S 4th Avenue
Sturgeon Bay, WI 54235

The Library Director will review the completed form and inform you of their decision regarding this item. A decision may be appealed to the Library Board. Library Board decisions are final.

Please do not hesitate to contact the Door County Library Director with any questions at (920) 743-6578 or str@doorcountylibrary.org.
DOOR COUNTY LIBRARY
Request for Reconsideration Form

Contact information:

Name: __________________________________________

Address: _________________________________________

_________________________________________________

Phone: ____________________________________________

Email: ____________________________________________

Do you represent:
☐ Yourself
☐ An organization
☐ Other group (name): _______________________________

Description of the item concerned:

☐ Book  ☐ Movie/TV Series  ☐ Music
☐ Magazine/Newspaper  ☐ Audiobook  ☐ Other (describe) __________________________

Title: _____________________________________________

Author/Artist: ______________________________________

Questions about the item:

Please describe your general concern about the item:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________
What parts are of concern? Please be as specific as you can.

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

How did you become aware of this item?

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Why do you think this item should be reconsidered for the Door County Library collection?

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Signature: ________________________ Date: ________________________

INTERNAL USE ONLY
DATE RECEIVED: __________ RECEIVED BY: ________________________
STATUS NOTES:

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________
STAFF REQUEST FOR RECONSIDERATION PROCEDURE

Procedure
- Staff listens carefully to the objection to obtain full understanding of the issue and begins Library Issues Form
- Staff assesses level of patron complaint
  - Is the patron only venting?
    ▪ Does venting resolve the concern for the patron?
  - Is the patron requesting action?
    ▪ Staff offers to convey concerns to the Library Director via the Library Issues Form
    or
    ▪ Staff offers Request for Reconsideration (RFR) Packet
- Staff completes Library Issues Form within 24 hours.
- Returned RFR forms are given to the Library Director within 24 hours.

Process
- Materials subject to reconsideration will remain in circulation for the duration of the reconsideration process.
- Library Director reviews Library Issues Forms and RFRs
- Library Director consults with the appropriate selector
- Library Director will reply to the patron with a resolution or decision, in writing, in a timely manner
- Patron may inform Library Director that they want to appeal the resolution or decision
  - Library Director takes appeals to Library Board
- Library Board will review appeals at a Library Board meeting and issue a decision
- Library Board decision is final

Associated Documents: Request for Reconsideration Policy, Request for Reconsideration Packet
DOOR COUNTY LIBRARY

Policies & Procedures

Subject : MATERIALS MANAGEMENT POLICY
Effective Date : March 16, 2020
Source/Date : LIBRARY BOARD / 3-16-2020

Purpose
This document defines the philosophy, responsibilities, selection criteria, and maintenance of library materials at the Door County Library ("DCL" or "Library"). For the purpose of this policy, DCL defines Materials Management as the continual process of assessing materials to determine their inclusion or retention in the library’s holdings. Procedures for selecting and maintaining specific materials are outlined in the Door County Library Materials Management Procedures ("Materials Management Procedures").

Philosophy
This policy has been designed to support DCL’s mission to inform, instruct, and inspire. DCL strives to connect its users with the resources they seek for educational and enrichment purposes by being a physical and virtual hub for information, ideas, and knowledge.

Policy

Access to Library Materials
The Library is committed to the principles of public access to information as documented in the American Library Association’s Library Bill of Rights, Freedom to Read Policy, Freedom to View Statement, and Resolution on Free Access to Accurate Information.

DCL provides free access to library materials to ensure all library users have the opportunity to select or reject any item in the collection for themselves. Responsibility for the use of library materials by minors rests with their parents or legal guardians.

Objections to specific items may be brought to the attention of designated library staff. The Door County Library Request for Reconsideration Policy is available if an objection is not resolved.

Access to some materials may be controlled at the discretion of the library due to rarity, physical condition, or value.

Responsible
Funds for materials are allocated and approved by the Door County Library Board. The Library Director has final authority on materials selection and retention, including revision of the Materials Management Procedures. Responsibility for materials selection is delegated to library staff.

Selection and Maintenance Criteria
Selection and review of library materials is carried out in accordance with the procedures detailed in the Materials Management Procedures. Recommendations from the public are considered and purchases made when appropriate. The removal of worn, unused, superseded, obsolete, or unnecessarily duplicated materials is outlined in the Materials Management Procedures.

All acquisitions are considered in terms of, but not limited to the following:

- Budgetary needs
- Physical constraints of the library facilities
- Format and construction of materials
- Availability of material through consortial borrowing and interlibrary loan
• Need for up-to-date materials
• Need for materials in specific subject areas
• Accessible formats and languages
• Supporting the philosophy outlined in this policy

DCL accepts donations of library materials and funds to purchase library materials with the understanding that donations will be subject to the materials management standards outlined in the *Materials Management Procedures*, and the *Door County Library Gifts and Donations Policy*. Return of materials or funds is not guaranteed once the donation has been accepted.

**Review of this Policy**

This policy will be reviewed on a regular basis. Any changes to this policy are to be approved by the Door County Library Board. Associated procedures referenced here will be reviewed by library staff, changed in conjunction with this policy, and approved by the Library Director.

**Policy Revision History**

Collection Development / Materials Selection Policy : approved 10/19/2009

Collection Development / Materials Selection Policy : approved 12/21/2015

Materials Management Policy : approved 3/16/2021
Library Bill of Rights

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.


Inclusion of “age” reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (http://www.ala.org/advocacy/intfreedom/librarybill/interpretations).
The Freedom to Read Statement

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

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

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

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

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

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

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

We therefore affirm these propositions:
1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.


*A Joint Statement by:*
American Library Association (ILA)
Association of American Publishers (http://www.publishers.org/)

Subsequently endorsed by:

American Booksellers for Free Expression (http://www.bookweb.org/abfe)
The Association of American University Presses (http://www.aaupnet.org/)
The Children's Book Council (http://www.cbcbooks.org/)
Freedom to Read Foundation (http://www.ftrf.org)
National Association of College Stores (http://www.nacs.org/)
National Coalition Against Censorship (http://www.ncac.org/)
National Council of Teachers of English (http://www.ncte.org/)
The Thomas Jefferson Center for the Protection of Free Expression
Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

(loffices/oif)
Resolution on Access to Accurate Information

Whereas the American Library Association recognizes the contribution of librarianship in informing and educating the general public on critical problems facing society (Policy A.1.1);

Whereas the mission of ALA is to provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all (Policy A.1.2);

Whereas ALA has as one of its officially stated goals that it is the leading advocate for the public’s right to a free and open information society (Policy A.1.3);

Whereas ALA opposes any use of governmental power to suppress the free and open exchange of knowledge and information (Policy B.8.5.1);

Whereas in 2005 ALA adopted a Resolution on Disinformation, Media Manipulation and the Destruction of Public Information (2004-2005 ALA CD #64);

Whereas inaccurate information, distortions of truth, deliberate deceptions, excessive limitations on access and the removal or destruction of information in the public domain are anathema to the ethics of librarianship and to the functioning of a healthy democracy;

Whereas some governments, organizations, and individuals use disinformation in pursuit of political or economic advantage to thwart the development of an informed citizenry;

Whereas the exponential growth in the use of disinformation and media manipulation constitutes a critical problem facing our society and includes:

- the distribution of fake news via websites, social media, and traditional media under the guise of independent journalism;
- the increased potency of disinformation due to the confirmation bias effect of personalized newsfeeds, social media sharing, and web search algorithms (i.e. the filter bubble);
- propaganda campaigns and cyberwarfare operations conducted by governments and non-state actors to influence or disrupt the domestic affairs of adversaries;
- the use of paid political partisans as commentators and analysts on news networks and publications; the rise of branded content that are advertisements masquerading under the guise of legitimate reporting in many publications;
- the suppression or removal of scientific studies and data that disagree with possible policy positions, for example, the human effects on climate change;
- the removal of public information from U.S. depository libraries and the libraries of government agencies;
- the unreasonable delay or denial of public records and Freedom of Information Act (FOIA) requests and heightened assaults on constitutional rights under the guise of national security;
- attacks on the reputation of news organizations and intimidation of journalists; and

Whereas freedom of the press and freedom of speech is protected by the First Amendment of the United States Constitution and affirmed by the United Nations’ Universal Declaration of Human Rights;
Whereas access to accurate information, not censorship, is the best way to counter disinformation and media manipulation; now, therefore, be it

Resolved, the American Library Association, on behalf of its members:

1. reaffirms the resolution on Disinformation, Media Manipulation and the Destruction of Public Information approved in 2005 (2005 ALA CD #64).
2. opposes the use of disinformation, media manipulation, and other tactics that undermine access to accurate information;
3. encourages its members to help raise public consciousness regarding the many ways in which disinformation and media manipulation are used to mislead the public;
4. urges librarians and library workers to actively seek and provide sources of accurate information that counter disinformation;
5. supports the critical role of librarians and library workers in all types of libraries in teaching information literacy skills that enable users to locate information and evaluate its accuracy;
6. will pursue partnerships with news organizations, journalism institutions, and other allies to promote access to accurate information and defend the role of journalists and the free press in American society.

Adopted January 24, 2017, by the ALA Council
CURRENT SLATE OF DOOR COUNTY LIBRARY BOARD OFFICERS:

- Bob Dickson - President
- Bridget Bowers - Vice President
- Megan Lundahl - Treasurer
- Mary L Jackson - Secretary
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Run by Kay Jensen on 04/21/2021 03:06:47 PM
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<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
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<td>04/21/2021</td>
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<td>$4,366.20</td>
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</tbody>
</table>

36 Library

Grand Totals | Invoices | 8 | $4,366.20

Run by Kay Jensen on 04/21/2021 03:06:47 PM
## Accounts Payable Invoice Report

**G/L Date Range** 05/06/21 - 05/06/21  
**Report By Department - Batch - Vendor - Invoice**  
**Summary Listing**

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
</table>
| Department 36 - Library  
Batch Number 2021-000000279  
Vendor 7150 - DEMCO  
Sub-Department 36 Library | operating supplies & Memorials | Edit | 05/06/2021 | 05/06/2021 | 05/06/2021 | 1 | 0 | 88.13 |  
| Vendor 8520 - DOOR COUNTY HARDWARE COMPANY  
Sub-Department 36 Library | machinery maintenance | Edit | 05/06/2021 | 05/06/2021 | 05/06/2021 | 1 | 0 | 9.98 |  
| Vendor 10438 - IRI GENERAL CONTRACTORS INC  
Sub-Department 36 Library | truck painting project | Edit | 05/06/2021 | 05/06/2021 | 05/06/2021 | 1 | 0 | 8,128.00 |  
| Vendor 14164 - INGRAM LIBRARY SERVICES  
Sub-Department 36 Library  
Ing-May2021 #1 | Books, Proc, SH | Edit | 05/06/2021 | 05/06/2021 | 05/06/2021 | 1 | 0 | 4,631.52 |  
| Vendor 1353 - LERNER PUBLISHING  
Sub-Department 36 Library  
1383819, 1383738 | books | Edit | 05/06/2021 | 05/06/2021 | 05/06/2021 | 1 | 0 | 2,688.13 |  
| Vendor 7349 - MAC FOUNDATION INC  
Sub-Department 36 Library  
MAM-May 2021 | MAM Contract - May 2021 | Edit | 05/06/2021 | 05/06/2021 | 05/06/2021 | 1 | 0 | 977.83 |  
| Vendor 10103 - MIDWEST TAPE  
Sub-Department 36 Library  
500379170 | Hoopla - partial - Apr 2021 | Edit | 05/06/2021 | 05/06/2021 | 05/06/2021 | 1 | 0 | 234.76 |  
| Vendor 500481631 | AV & NFLS | Edit | 05/06/2021 | 05/06/2021 | 05/06/2021 | 1 | 0 | 909.49 |  

*Run by Kay Jensen on 05/07/2021 09:23:21 AM*
## Accounts Payable Invoice Report

**G/L Date Range**: 05/06/21 - 05/06/21  
**Report By Department - Batch - Vendor - Invoice**  
**Summary Listing**

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Description</th>
<th>Status</th>
<th>Held Reason</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>G/L Date</th>
<th>Received Date</th>
<th>Payment Date</th>
<th>Invoice Net Amount</th>
</tr>
</thead>
</table>
| 2052 - PACK & SHIP PLUS  
20014-4-30-21 | Shipping | Edit | 10103 - MIDWEST TAPE Totals | 05/06/2021 | 05/06/2021 | Invoices | 1 | $7.82 |
| 15069 - STAPLES ADVANTAGE  
347471/1258 etc | Opr sup & paper & memorial | Edit | 15069 - STAPLES ADVANTAGE Totals | 05/06/2021 | 05/06/2021 | Invoices | 1 | $248.53 |
| 18078 - THE LIBRARY STORE, INC.  
500929 | processing - vistafoil | Edit | 18078 - THE LIBRARY STORE, INC. Totals | 05/06/2021 | 05/06/2021 | Invoices | 1 | $202.76 |
| 36270 - WASHINGTON ISLAND FERRY LINE I  
Ferry4-30-21 | ferry | Edit | 36270 - WASHINGTON ISLAND FERRY LINE I Totals | 05/06/2021 | 05/06/2021 | Invoices | 1 | $41.00 |
| 5999 - WISCONSIN DOCUMENT IMAGING  
132882 & 132883 | Printing & maint eq | Edit | 5999 - WISCONSIN DOCUMENT IMAGING Totals | 05/06/2021 | 05/06/2021 | Invoices | 1 | $458.04 |
| 8615 - WULF BROTHERS  
52976449 | control board for MAM area | Edit | 8615 - WULF BROTHERS Totals | 05/06/2021 | 05/06/2021 | Invoices | 1 | $252.00 |

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**Grand Totals**  
36 Library | Invoices | 14 | $18,877.99