



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, June 18, 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
[19-0837](#) May 14, 2019 Meeting Minutes

Attachments: [May 14 2019 Meeting Minutes.pdf](#)

4. Public Participation and Communication

Establish Order of the Day

5. Action Items

- [19-0838](#) Bill Register - May 2019

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

- [19-0839](#) City Policies: Interpreter Policy, Seasonal Employment Policy

Attachments: [Interpreter Policy UPDATED informational.pdf](#)
[Seasonal Employment 2019 draft.pdf](#)

6. Information Items

A. Director's Report

- [19-0840](#) Building Process Update

- [19-0841](#) 2020 Budget Preparation

- [19-0842](#) Compliance with State Annual Report Deadline

[19-0843](#) Imagine Fox Cities Discussion

B. President's Report

[19-0844](#) Safety and Security

[19-0845](#) Trustee Training - Review and Discussion on Trustee Essentials Chapters 8 and 9: Developing the Library Budget and Managing the Library's Money

Attachments: [Trustee Essential 8 - Developing the library budget.pdf](#)

[Trustee Essential 9 - Managing the Library's Money.pdf](#)

[19-0846](#) Trustee Training Week August 12 - August 16, 2019

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

C. Staff Updates

[19-0847](#) Summer Library Program

Closed Session

The Common Council will go into closed session according to State Statute §19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session regarding the developments on bluff site 2 and soldier's square site and then reconvene into 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, May 14, 2019

4:30 PM

225 N. Oneida Street

1. Call meeting to order

President Patricia Exarhos called the meeting to order at 4:30pm

2. Roll call of membership

Others Present: Ann Cooksey, Colleen Holz, Tina Krueger, Adriana McCleer, Jessica Miller, Michael Nitz, Jan Quinlan, Colleen Rortvedt, Tasha Saecker, Maureen Ward

John Peterson arrived at 4:31pm

Present: 8 - Bergman, Looker, Peterson, Kellner, Exarhos, Scheuerman, Hartjes and Mann

Excused: 2 - Bloedow and Alderperson Croatt

Others : 1 - Panella

3. Approval of minutes from previous meeting

[19-0654](#)

April 16, 2019 Meeting Minutes

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

Looker moved, seconded by Mann, that the April 16, 2019 Meeting Minutes be approved. Voice Vote. Motion Carried. (7-0)

4. Public Participation and Communication

[19-0655](#)

Mayoral reappointment of Alderperson Christopher Croatt to the Library Board

Attachments: [ALDERMAN COMMITTEE APPTS MEMO 041719.pdf](#)

[19-0656](#)

APL Volunteers of the Year (2018 - 2019)

Establish Order of the Day

President Exarhos called for a motion to move Action Items 19-0657, 19-0658 and 19-0659 to a Consent Agenda.

Peterson moved, seconded by Bergman that Action Items 19-0657, 19-0658 and 19-0659 be moved to a Consent Agenda. Voice Vote. Motion Passed. (8-0)

5. Action Items

Mann moved, seconded by Looker, that Action Items 19-0657, 19-0658 and 19-0659 be approved. Voice Vote. Motion Carried. (8-0)

[19-0657](#)

Bill Register - April 2019

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

This Report Action Item was approved

[19-0658](#)

May 2019 Budget Amendment

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

This Report Action Item was approved

[19-0659](#)

City Policy - Accident Reporting and Investigating

Attachments: [ACCIDENT REPORTING AND INVESTIGATING strike and bold \(most current draft\).pdf](#)

This Report Action Item was approved

6. Information Items

A. Director's Report

[19-0660](#)

Building Process Update

[19-0661](#)

2019 1st Quarter Friends Grant Funded Program Summaries

Attachments: [Friends Grant Funded Program Summaries 1st Quarter 2019 Final.pdf](#)

[19-0662](#)

City Appycademy Presentation

B. President's Report

[19-0663](#) 2019 Trustee Training Topic Calendar

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

[19-0664](#) Nominating Committee Appointments

Attachments: [President Exarhos Nominating Committee Memo 2019.pdf](#)

C. Assistant Director's Report

[19-0665](#) Statistics - 1st Quarter 2019 (January, February, March)

Attachments: [JAN 2019.pdf](#)
[FEB 2019.pdf](#)
[MAR 2019.pdf](#)
[Library Journal.pdf](#)

D. Friends Report

[19-0666](#) Friends Spring Used Book Sale Report

E. Staff Updates

[19-0667](#) Curating Community Digital Collections

[19-0668](#) Children's Programming Updates

[19-0669](#) Lucky Day Collection

7. Adjournment

Mann moved, seconded by Bergman, that the meeting be adjourned. Voice Vote. Motion Carried. (8-0)
The meeting was adjourned at 5:52pm

06/11/2019 16:02
MillerJJ

City of Appleton
INVOICE LIST BY GL ACCOUNT



P 1
apinvgl

YEAR/PERIOD: 2019/5		TO 2019/5									
ACCOUNT/VENDOR		DOCUMENT	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
Library Administration											
16010	630700										
16010	000763 KWIK TRIP, INC	12486	0	2019	5	INV P	3.59	pcard		KWIK TRIP 18200001	
ACCOUNT TOTAL							3.59				
Advertising											
16010	641200										
999990	FACEBK *VRAT7LWXX2	11080	0	2019	5	INV P	13.00	pcard		Program Advertising	
999990	CKO*WWW.ISTOCKPHOTO.	12516	0	2019	5	INV P	12.60	pcard		Stock Images	
							25.60				
ACCOUNT TOTAL							25.60				
Other Contracts/Obligation											
16010	659900										
001830	SECURITAS SECURITY S	10940	0	2019	5	INV P	4,927.50	051519		2687 security guard	
ACCOUNT TOTAL							4,927.50				
ORG 16010 TOTAL							4,956.69				
Library Children's Services											
16021	659900										
16021	001052 PEASEBLOSSOM MUSIC	10517	0	2019	5	INV P	450.00	050819		538036 SLP PERFORMANCE	
999998	RON LINDBERG	11651	0	2019	5	INV P	550.00	052919		538131 slp magic show	
999998	MILLER & MIKE	11661	0	2019	5	INV P	600.00	052919		538130 slp juggling show	
							1,150.00				
ACCOUNT TOTAL							1,600.00				
ORG 16021 TOTAL							1,600.00				
Library Public Services											
16023	630100										
16023	001034 OUTAGAMIE WAUPACA LI	11650	0	2019	5	INV P	54.00	052919		538139 receipt paper	
ACCOUNT TOTAL							54.00				
ORG 16023 TOTAL							54.00				
Library Community Partnerships											
16024	630100										
16024	999998 Tyler Helfrich	10939	0	2019	5	INV P	200.00	051519		2675 slp printing prizes	
ACCOUNT TOTAL							200.00				
Other Contracts/Obligation											
16024	659900										
999998	KURT GUNN	10516	0	2019	5	INV P	100.00	050819		538021 FLIP SIDE PERFORMER	
999998	Kathy Prestidge	10947	0	2019	5	INV P	125.00	051519		2672 SLP performer	

06/11/2019 16:02
MillerJJ

City of Appleton
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/5		TO 2019/5													
ACCOUNT/VENDOR		DOCUMENT		PO		YEAR/PR		TYP S		CHECK RUN CHECK		DESCRIPTION			
										225.00					
ACCOUNT TOTAL										225.00					
ORG 16024 TOTAL										425.00					
Library Building Operations															
Electric															
16031	641301														
16031	001575 WE ENERGIES	510		0		2019	5	INV	P	6,705.76	052919	538162	4835-258-176	Librar	
ACCOUNT TOTAL										6,705.76					
Gas															
16031	641302														
16031	001575 WE ENERGIES	510		0		2019	5	INV	P	1,049.88	052919	538162	5229-670-389	Public	
ACCOUNT TOTAL										1,049.88					
Build Repairs & Maint															
16031	641600														
16031	001502 WIL-KIL PEST CONTROL	11649		0		2019	5	INV	P	450.00	052919	538164	k9 inspection		
ACCOUNT TOTAL										450.00					
ORG 16031 TOTAL										8,205.64					
Library Materials Management															
Other Reimbursements															
16032	503500														
16032	000042 ALGOMA PUBLIC LIBRAR	10432		0		2019	5	INV	P	1.90	050819	537953	lost & paid		
	000188 BLACK CREEK VILLAGE	11579		0		2019	5	INV	P	28.00	052919	538090	lost & paid		
	000287 CLINTONVILLE PUBLIC	10990		0		2019	5	INV	P	4.99	051519	2638	lost and paid		
	000287 CLINTONVILLE PUBLIC	11584		0		2019	5	INV	P	14.00	052919	538099	lost & paid		
										18.99					
	000743 KEWAUNEE PUBLIC LIBR	10431		0		2019	5	INV	P	16.00	050819	538003	lost & paid		
	001446 VILLAGE OF KIMBERLY	10430		0		2019	5	INV	P	17.00	050819	538069	lost & paid		
	001478 WAUPACA COUNTY	10988		0		2019	5	INV	P	28.00	051519	2707	lost and paid		
	001478 WAUPACA COUNTY	11581		0		2019	5	INV	P	20.00	052919	538159	lost & paid		
										48.00					
	001851 MARINETTE COUNTY	10989		0		2019	5	INV	P	6.00	051519	2665	lost and paid		
	001851 MARINETTE COUNTY	11580		0		2019	5	INV	P	10.00	052919	538122	lost & paid		
										16.00					
	002251 SURING AREA PUBLIC L	11583		0		2019	5	INV	P	13.00	052919	538149	lost & paid		

06/11/2019 16:02
MillerJJ

City of Appleton
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/5 TO 2019/5		ACCOUNT/VENDOR	DOCUMENT	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
999998	MARISSA EMERSON	10441	0	2019	5	INV	P	8.00	050819	538022 lost & paid
999998	Patricia Dechatelets	10946	0	2019	5	INV	P	15.00	051519	2674 lost & paid
999998	JOHN HILL	11585	0	2019	5	INV	P	7.00	052919	538129 lost & paid
								30.00		
ACCOUNT TOTAL								188.89		
16032	630100	Office Supplies								
999990	PREMIUM WATERS INC	11106	0	2019	5	INV	P	164.85	pcard	Distilled water for
999990	SP * ELM USA	12072	0	2019	5	INV	P	927.95	pcard	Disc Buffer Supplie
								1,092.80		
ACCOUNT TOTAL								1,092.80		
16032	631500	Books & Library Materials								
000889	MIDWEST TAPE	10941	0	2019	5	INV	P	4,769.82	051519	2668 media
000889	MIDWEST TAPE	11094	0	2019	5	INV	P	611.18	pcard	
000889	MIDWEST TAPE	11095	0	2019	5	INV	P	1,281.75	pcard	
								6,662.75		
001590	STATE BAR OF WISCONS	11109	0	2019	5	INV	P	76.02	pcard	
001983	AMAZON	10884	0	2019	5	INV	P	83.78	pcard	
001983	AMAZON	10885	0	2019	5	INV	P	14.98	pcard	
001983	AMAZON	11110	0	2019	5	INV	P	24.12	pcard	
001983	AMAZON	11111	0	2019	5	INV	P	26.44	pcard	
001983	AMAZON	11112	0	2019	5	INV	P	50.86	pcard	
								200.18		
002244	NRP DIRECT	11454	0	2019	5	INV	P	220.00	052219	2775 directory
999990	INGRAM LIBRARY SERVI	11086	0	2019	5	INV	P	2,985.98	pcard	
999990	INGRAM LIBRARY SERVI	11087	0	2019	5	INV	P	273.45	pcard	
999990	INGRAM LIBRARY SERVI	11088	0	2019	5	INV	P	200.42	pcard	
999990	INGRAM LIBRARY SERVI	11089	0	2019	5	INV	P	325.91	pcard	
999990	INGRAM LIBRARY SERVI	11090	0	2019	5	INV	P	777.66	pcard	
999990	INGRAM LIBRARY SERVI	11091	0	2019	5	INV	P	406.35	pcard	
999990	INGRAM LIBRARY SERVI	11092	0	2019	5	INV	P	235.46	pcard	
999990	OVERDRIVE DIST	11093	0	2019	5	INV	P	2,049.53	pcard	
999990	AUDIOFILE MAGAZINE	12375	0	2019	5	INV	P	19.95	pcard	
999990	THOMSON WEST*TCD	12376	0	2019	5	INV	P	889.09	pcard	
999990	THOMSON WEST*TCD	12377	0	2019	5	INV	P	455.12	pcard	
999990	REI*MATTHEW BENDER &	12378	0	2019	5	INV	P	244.10	pcard	
								8,863.02		
ACCOUNT TOTAL								16,021.97		

06/11/2019 16:02
MillerJJ

City of Appleton
INVOICE LIST BY GL ACCOUNT



YEAR/PERIOD: 2019/5		TO 2019/5									
ACCOUNT/VENDOR		DOCUMENT		PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
16032	659900				Other Contracts/Obligation						
001398	UNIQUE MANAGEMENT SE	10937		0	2019	5	INV P	223.75	051519		2698 collection agency
ACCOUNT TOTAL								223.75			
ORG 16032						TOTAL		17,527.41			
16033					Library Network Services						
16033	632700				Miscellaneous Equipment						
001619	CDW GOVERNMENT, INC.	12073		0	2019	5	INV P	303.20	pcard		Windows Server 2019
001983	AMAZON	11900		0	2019	5	INV P	29.98	pcard		WiFi Cards
ACCOUNT TOTAL								333.18			
16033	641800				Equip Repairs & Maint						
001142	RECYCLE THATSTUFF.CO	11648		0	2019	5	INV P	160.30	052919		538143 electronics recycli
001961	WELLS FARGO FINANCIA	10938		0	2019	5	INV P	419.72	051519		2711 copier lease
ACCOUNT TOTAL								580.02			
ORG 16033						TOTAL		913.20			
=====											
FUND 100 General Fund					TOTAL:		33,681.94				
=====											

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



06/11/2019 16:04
MillerJJ

City of Appleton
YEAR-TO-DATE BUDGET REPORT

MAY 2019

P 1
glytdbud

FOR 2019 05

	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	-643,736.04	.00	.00	-399,955.96	61.7%*
16010 480100 CHG SVC	-65,000	-65,000	-17,909.83	-2,362.64	.00	-47,090.17	27.6%*
16010 501500 PROP RENT	-30,000	-30,000	-30,000.00	.00	.00	.00	100.0%
16010 502000 DONATION	0	0	-50.16	-10.77	.00	50.16	100.0%
16010 503500 OTHR REIM	0	0	-9,365.66	-400.00	.00	9,365.66	100.0%
16010 610100 REG SAL	382,262	382,262	138,934.84	39,861.40	.00	243,327.16	36.3%
16010 610400 CALL TIME	0	0	9.60	.00	.00	-9.60	100.0%*
16010 610800 PART TIME	8,646	8,646	3,378.94	1,068.29	.00	5,267.06	39.1%
16010 611400 SICK	0	0	4,429.04	4,429.04	.00	-4,429.04	100.0%*
16010 611500 VACATION	0	0	13,456.57	972.40	.00	-13,456.57	100.0%*
16010 615000 FRINGES	133,160	133,160	56,120.34	16,267.37	.00	77,039.66	42.1%
16010 620100 TRAINING	4,920	4,920	3,678.92	.00	.00	1,241.08	74.8%
16010 620600 PRKG PRMIT	20,880	20,880	20,729.00	240.00	.00	151.00	99.3%
16010 630100 OFFICE SUP	4,635	4,635	1,106.10	.00	.00	3,528.90	23.9%
16010 630300 LICENSES	2,200	2,200	1,630.70	.00	.00	569.30	74.1%
16010 630500 AWARDS	850	850	76.04	.00	.00	773.96	8.9%
16010 630700 FOOD	1,135	1,135	1,462.79	3.59	.00	-327.79	128.9%*
16010 632001 COPY CHGS	100	100	.00	.00	.00	100.00	.0%
16010 641200 ADVERTISNG	1,288	1,288	1,366.07	25.60	.00	-78.07	106.1%*
16010 641307 TELEPHONE	3,290	3,290	1,228.34	260.55	.00	2,061.66	37.3%
16010 641308 CELL PHONE	1,428	1,428	360.16	.00	.00	1,067.84	25.2%
16010 659900 OTH CONTR	32,625	32,625	20,596.76	4,927.50	.00	12,028.24	63.1%
TOTAL Library Administration	-541,273	-541,273	-432,497.48	65,282.33	.00	-108,775.52	79.9%
16021 Library Children's Services							
16021 503500 OTHR REIM	0	0	-10,800.00	.00	.00	10,800.00	100.0%
16021 610100 REG SAL	345,446	345,446	129,386.47	37,719.22	.00	216,059.53	37.5%
16021 610800 PART TIME	30,107	31,107	16,193.28	4,022.75	.00	14,913.72	52.1%
16021 611500 VACATION	0	0	9,921.92	1,514.50	.00	-9,921.92	100.0%*
16021 615000 FRINGES	140,683	140,733	52,144.17	14,979.84	.00	88,588.83	37.1%
16021 620100 TRAINING	4,405	4,405	1,277.35	.00	.00	3,127.65	29.0%
16021 630100 OFFICE SUP	2,812	14,381	2,573.70	.00	.00	11,807.30	17.9%
16021 630700 3955 FOOD	0	1,200	145.95	.00	.00	1,054.05	12.2%



06/11/2019 16:04
MillerJJ

City of Appleton
YEAR-TO-DATE BUDGET REPORT

MAY 2019

P 2
glytdbud

FOR 2019 05

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16021 659900 OTH CONTR	4,600	4,600	2,440.00	1,600.00	.00	2,160.00	53.0%
TOTAL Library Children's Services	528,053	541,872	203,282.84	59,836.31	.00	338,589.16	37.5%
16023 Library Public Services							
16023 503500 OTHR REIM	-150	-150	-1,168.87	-34.51	.00	1,018.87	779.2%
16023 610100 REG SAL	496,600	496,600	180,426.94	48,745.25	.00	316,173.06	36.3%
16023 610800 PART TIME	89,079	89,079	38,815.08	12,878.69	.00	50,263.92	43.6%
16023 611500 VACATION	0	0	14,237.20	3,290.44	.00	-14,237.20	100.0%*
16023 615000 FRINGES	162,911	162,911	63,157.19	16,930.72	.00	99,753.81	38.8%
16023 620100 TRAINING	2,565	2,565	800.00	.00	.00	1,765.00	31.2%
16023 630100 OFFICE SUP	3,500	3,500	612.91	54.00	.00	2,887.09	17.5%
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	5,980	.00	.00	.00	5,980.00	.0%
TOTAL Library Public Services	761,985	761,985	296,880.45	81,864.59	.00	465,104.55	39.0%
16024 Library Community Partnerships							
16024 503500 OTHR REIM	0	0	-8,500.00	.00	.00	8,500.00	100.0%
16024 610100 REG SAL	334,235	334,235	115,521.61	30,663.25	.00	218,713.39	34.6%
16024 610800 PART TIME	0	20,000	7,829.61	2,270.50	.00	12,170.39	39.1%
16024 611500 VACATION	0	0	15,215.33	4,395.16	.00	-15,215.33	100.0%*
16024 615000 FRINGES	141,506	146,506	62,169.41	17,121.46	.00	84,336.59	42.4%
16024 620100 TRAINING	4,450	4,450	539.24	272.74	.00	3,910.76	12.1%
16024 630100 OFFICE SUP	2,812	3,654	1,725.76	200.00	.00	1,928.24	47.2%
16024 659900 OTH CONTR	0	0	4,282.00	225.00	.00	-4,282.00	100.0%*
TOTAL Library Community Partnersh	483,003	508,845	198,782.96	55,148.11	.00	310,062.04	39.1%
16031 Library Building Operations							
16031 500100 COMMISSION	-1,500	-1,500	-518.89	-252.43	.00	-981.11	34.6%*
16031 503500 OTHR REIM	0	0	-110.55	2.10	.00	110.55	100.0%
16031 610100 REG SAL	108,743	108,743	41,220.30	11,274.44	.00	67,522.70	37.9%
16031 610500 OT	0	0	17.39	5.80	.00	-17.39	100.0%*



06/11/2019 16:04
MillerJJ

City of Appleton
YEAR-TO-DATE BUDGET REPORT

MAY 2019

P 3
glytdbud

FOR 2019 05

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16031 610800 PART TIME	3,892	3,892	1,545.48	394.90	.00	2,346.52	39.7%
16031 611500 VACATION	0	0	2,975.70	1,479.16	.00	-2,975.70	100.0%*
16031 615000 FRINGES	50,549	50,549	20,034.38	5,784.15	.00	30,514.62	39.6%
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	4,611.88	.00	.00	5,575.12	45.3%
16031 630902 TOOLS	150	150	.00	.00	.00	150.00	.0%
16031 632300 SFETY SUPL	550	550	15.00	.00	.00	535.00	2.7%
16031 632700 MISC EQ	650	650	112.19	.00	.00	537.81	17.3%
16031 640700 WASTE P/U	2,507	2,507	1,054.00	384.00	.00	1,453.00	42.0%
16031 641301 ELECTRIC	101,444	101,444	32,077.24	6,705.76	.00	69,366.76	31.6%
16031 641302 GAS	24,676	24,676	12,359.41	1,049.88	.00	12,316.59	50.1%
16031 641303 WATER	4,996	4,996	2,135.53	957.06	.00	2,860.47	42.7%
16031 641304 SEWER	2,083	2,083	880.74	390.66	.00	1,202.26	42.3%
16031 641306 STORMWTR	2,781	2,781	1,504.60	776.71	.00	1,276.40	54.1%
16031 641600 BLDG REPR	2,000	2,000	522.35	450.00	.00	1,477.65	26.1%
16031 641800 EQUIP REPR	400	400	.00	.00	.00	400.00	.0%
16031 642000 FMD CHG	175,293	175,293	39,211.12	.00	.00	136,081.88	22.4%
TOTAL Library Building Operations	490,231	490,231	159,676.35	29,402.19	.00	330,554.65	32.6%
16032 Library Materials Management							
16032 503500 OTHR REIM	0	0	-33,506.80	-1,749.25	.00	33,506.80	100.0%
16032 610100 REG SAL	515,030	515,030	185,465.43	53,912.11	.00	329,564.57	36.0%
16032 610800 PART TIME	69,179	69,179	40,238.95	11,548.51	.00	28,940.05	58.2%
16032 611500 VACATION	0	0	17,595.56	5,156.34	.00	-17,595.56	100.0%*
16032 615000 FRINGES	173,312	173,312	66,331.30	18,951.53	.00	106,980.70	38.3%
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	12,796.29	1,092.80	.00	17,725.71	41.9%
16032 631500 BOOKS	597,644	619,334	224,034.07	16,021.97	.00	395,299.93	36.2%
16032 659900 OTH CONTR	68,978	68,978	65,213.10	223.75	.00	3,764.90	94.5%
TOTAL Library Materials Managemen	1,457,989	1,479,679	579,167.90	105,157.76	.00	900,511.10	39.1%
16033 Library Network Services							
16033 503500 OTHR REIM	-18,500	-18,500	-10,595.35	-1,864.74	.00	-7,904.65	57.3%*
16033 610100 REG SAL	98,322	98,322	32,168.11	10,540.81	.00	66,153.89	32.7%
16033 610500 OT	0	0	225.33	.00	.00	-225.33	100.0%*



06/11/2019 16:04
MillerJJ

City of Appleton
YEAR-TO-DATE BUDGET REPORT

MAY 2019

P 4
glytdbud

FOR 2019 05

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16033 611500 VACATION	0	0	6,358.96	886.71	.00	-6,358.96	100.0%*
16033 615000 FRINGES	41,204	41,204	16,332.43	4,748.44	.00	24,871.57	39.6%
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	67,980	34,509.19	333.18	6,720.00	26,750.81	60.6%
16033 641800 EQUIP REPR	84,565	84,565	49,026.66	580.02	.00	35,538.34	58.0%
16033 681500 SOFTWARE	8,498	8,498	202.33	.00	.00	8,295.67	2.4%
TOTAL Library Network Services	286,309	286,309	129,451.28	15,224.42	6,720.00	150,137.72	47.6%
2550 Library Grants							
2550 503500 OTHR REIM	-86,086	-86,086	-67,626.00	.00	.00	-18,460.00	78.6%*
2550 599900 FUND BAL	0	-79,139	.00	.00	.00	-79,139.00	.0%*
2550 610100 REG SAL	22,394	22,394	8,550.81	2,134.58	.00	13,843.19	38.2%
2550 611500 VACATION	0	0	912.32	652.54	.00	-912.32	100.0%*
2550 615000 FRINGES	367	367	154.01	45.43	.00	212.99	42.0%
2550 620100 TRAINING	2,300	2,300	169.79	43.85	.00	2,130.21	7.4%
2550 630100 OFFICE SUP	3,000	3,000	2,812.77	40.00	.00	187.23	93.8%
2550 631500 BOOKS	38,425	117,564	18,427.10	2,273.74	.00	99,136.90	15.7%
2550 640400 CONSULT	4,600	4,600	.00	.00	.00	4,600.00	.0%
2550 641200 ADVERTISNG	15,000	15,000	.00	.00	.00	15,000.00	.0%
TOTAL Library Grants	0	0	-36,599.20	5,190.14	.00	36,599.20	100.0%
TOTAL Library	3,466,297	3,527,648	1,098,145.10	417,105.85	6,720.00	2,422,782.90	31.3%
TOTAL REVENUES	-1,244,928	-1,324,067	-833,888.15	-6,672.24	.00	-490,178.85	
TOTAL EXPENSES	4,711,225	4,851,715	1,932,033.25	423,778.09	6,720.00	2,912,961.75	
GRAND TOTAL	3,466,297	3,527,648	1,098,145.10	417,105.85	6,720.00	2,422,782.90	31.3%

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

06/11/2019 16:04
MillerJJ

City of Appleton
YEAR-TO-DATE BUDGET REPORT

MAY 2019



P 5
glytdbud

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	3	Y	N
Sequence 2	9	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT
MAY 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

Year/Period: 2019/ 5
Print revenue as credit: Y
Print totals only: N
Suppress zero bal accts: Y
Print full GL account: N
Double space: N
Roll projects to object: Y

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

CITY OF APPLETON PERSONNEL POLICY	TITLE: INTERPRETER POLICY	
ISSUE DATE: 2007	LAST UPDATE: Date: November 2008 June 2009 May 2013 November 2018	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: All employees and volunteers	TOTAL PAGES: 9
Reviewed by Legal Services Date: March 2007 June 2013 November 2018	Committee Approval Date: June 27, 2007 December 10, 2008 July 15, 2013	Council Approval Date: July 5, 2007 December 17, 2008 July 24, 2013

I. PURPOSE

The purpose of this policy is to provide City of Appleton Employees with direction in providing services to customers with Limited English Proficiency (LEP) and to the Hearing Impaired.

Formatted: Indent: Left: 0.5", First line: 0"

II. POLICY

It shall be the policy of the City of Appleton to use interpreters to ensure quality of service when language exists as a barrier to such service. It shall also be the policy to comply with Title VI of the Civil Rights Act of 1964; Policy Guidance on the Prohibition Against National Origin Discrimination As It Affects Persons With Limited English Proficiency; and the City of Appleton Civil Rights Compliance Plan. The City of Appleton Civil Rights Compliance Plan is posted throughout the City with other State and Federal Postings.

III. DISCUSSION

This policy will direct City employees in the appropriate use of interpreters and translation services. Some departments may supplement this policy with department specific policies to address their unique needs.

Responsibility for coordinating existing Interpreter programs are as follows:

Health: Public Health Nursing Supervisor
Mayor: Diversity and Inclusion Coordinator
Police: Clerical Assistance Support
Police: Deputy Assistant Chief
Fire: Deputy Chief
Human Resources: Deputy Director of Human Resources
Attorney: Assistant City Attorney

Formatted: Strikethrough

Formatted: Strikethrough

IV. DEFINITIONS

- A. Limited English Proficiency- (LEP) Those customers who cannot speak, read, write, or understand the English language at a level that permits them to interact effectively with program service providers.
- B. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d.et.seq. and its implementing regulation at 45 CRF part 80- The law that protects individuals from discrimination based on their race, color, or national origin under any program or activity that receives Federal financial assistance.
- C. Qualified Interpreters- Qualified interpreters have: demonstrated proficiency in English and the second language; demonstrated knowledge in both languages of relevant specialized terms or concepts; and documentation of completion of training on the skills and ethics of interpretation; and awareness of relevant cultural issues.

D. —~~D.~~ Confidential Information/ Personal Facts- “Personal facts” shall be defined as any information ordinarily construed as part of a medical history and physical examination and positively identifying an individual with such medical data.

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 3 + Alignment: Left + Aligned at: 0.5" + Tab after: 0.75" + Indent at: 0.75"

All information relating to “personal facts” obtained by the staff in the conduct of official business shall constitute privileged communications and shall be held confidential and shall not be divulged without the person’s consent except as may be necessary to provide services needed by the individual or when legally permissible. Information obtained relating to individually identifiable health information shall be subject to the terms and conditions of the Health Insurance Portability and Accountability Act of 1996.

Formatted: List Paragraph, No bullets or numbering, Tab stops: Not at -0.75" + -0.5" + 0" + 0.5" + 1" + 1.25" + 1.5" + 1.75" + 2.5"

Formatted: Indent: Left: 0.75", Tab stops: Not at 0.75"

~~All information relating to “personal facts” obtained by the staff in the conduct of official business shall constitute privileged communications and shall be held confidential and shall not be divulged without the person’s consent except as may be necessary to provide services needed by the individual.~~

Formatted: Strikethrough

~~Personal facts shall be defined as any information ordinarily construed as part of a medical history and physical examination and positively identifying an individual with such medical data.~~

- E. Sensitive Information- Any information that, upon disclosure, could cause any individual or business undo embarrassment or harm, either emotionally, socially, or financially.
- F. Oral Interpretation- An individual is assisted with verbal communication by another party fluent in the language of the individual and English.
- G. Written Translation- Conversion of written documents to or from English into the language of an individual allowing the individual to understand the document.
- H. Hearing Impaired- -An individual is assisted with communication by another party with the ability to communicate through sign language or other acceptable method.
- I. Vital Documents- Any paper or electronic form that contains information that is critical for accessing the recipient's programs, services or benefits; letters or notices that require a response; letters and notices pertaining to approval, denial, reduction, or termination of services or benefits; and documents that inform participants of free language assistance.
- J. CDAC-- City Department Advisory Committee.

K. ~~TDD-- A Telecommunications Device for the Deaf is a teleprinter, an electronic device for text communication over a telephone line, that is designed for use by persons with hearing or speech difficulties.~~

V. PROCEDURES

A. Qualifying Interpreters

1. City of Appleton staff shall utilize independent interpreters or interpreter agencies that have contracted with the City of Appleton. The listed interpreters should provide a variety of services including oral interpretation, sign language and written translation.
2. Background checks will be completed by the Appleton Police Department before any services are provided for the City of Appleton.
3. Representatives of the CDAC, including Mayors Office, Community and Economic Development, Health, Police, Fire, Attorney Legal

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Services, Parks & Recreation, Finance, Department of Public Works,
and Human Resources and Valley Transit shall meet annually to
review the program and contracts.

4. A current list of interpreters will be kept by the Diversity and Inclusion
Coordinator who will post the list to the City's- internal website
Annually, The Diversity and Inclusion Coordinator, Community and
Economic Development's Diversity Coordinator will provide
Directors and Deputy Directors with a list of contracted interpreter
agencies.

Formatted: Strikethrough

B. Utilizing Interpreter Services

1. To initiate interpreter services, employees should obtain prior approval
from their department supervisor (or as provided by their department-
specific policy). ~~(Health, Police and Fire shall follow department-~~
~~specific Interpreter Policies and Procedures-).~~

After obtaining approval, employees should choose an interpreter from
the list of contracted interpreter agencies. Prior to working with the
interpreter, employees should refer to *Attachment I* (Guidelines for
working with interpreters).

Language Line services are appropriate in situations where the phone
call is less than 10- minutes. If the situation may require more than 10
minutes, an interpreter should be called with the approval of the
department supervisor or based on a department specific policy.

~~TDD Lines are available at the Police Department (920) 832- 5805 and
at the Library Reference Desk (920) 832- 6173.~~

Formatted: Strikethrough

2. When working with the interpreter, City of Appleton staff shall work
with the interpreter to complete a form to document start and
completion time of the interpreter services. If the interpreter does not
have a form, Attachment II City of Appleton Interpreter Services
Report may be used. Staff should ensure the interpreter and
department name are clearly documented and have the form signed by
both the interpreter and City of Appleton employee with the
documented start and completion times. This should also be followed
for telephone interpretation with City employee clearly identifying
their name and department.
3. When an invoice is received from the interpreter, staff should review
the start and end times to ensure it matches the amount billed and
check for City employee signature as well as contacting either the
Diversity and either the Diversity and Inclusion Coordinator or ~~City~~

~~Attorney~~Legal Services Department contact to ensure the contracted rate matches the billed rate. If billing information is correct, continue to process for payment using the normal City Finance procedures.

4. An evaluation of the level of service is optional but encouraged. Comments should be shared with the Diversity and Inclusion Coordinator or City Attorney contacts.
5. City of Appleton staff will receive training or communication related to this policy and procedures for working with interpreters.

Formatted: Font: Bold, Italic

Formatted: Indent: Left: 1.25", No bullets or numbering

Formatted: No bullets or numbering

ATTACHMENT I

Guidelines For Working With Interpreters

Reference: Southeast Asian Health Care: A Cultural Guide, Indochinese Cultural and Service Center, Portland, Oregon, 1982, p. 38-40.

1. Choose an interpreter of the same gender as the client when possible. If it is a health matter, these issues are generally more openly communicated between members of the same gender.
2. Try not to ask a child to interpret for a parent. Although children learn new languages faster than adults, it may be a matter of shame or loss of face for the parent to require the help of a child for interpretation.
3. Schedule extra time for appointments when using an interpreter. Translated sessions, especially when teaching is done, take longer than non-translated appointments. Taking the extra time to achieve accurate information will ultimately save time and energy.
4. When assisting a customer with an interpreter, face both the client and the interpreter. Speak to the customer.
5. Observe both the interpreter and the customer during the interview for visual cues that can help increase understanding.
6. Ask the interpreter to interpret sentence by sentence. Give lengthy explanations one sentence at a time. Give instructions in small units, asking the customer to repeat the information through the interpreter to insure understanding. Unless you know the interpreter is very familiar with the information, do not allow him/her to paraphrase long explanations as this can lead to inaccurate communication.
7. Use basic words and concrete versus absolute terms. Conditional words like "maybe", "if", "could" and "would" may have difficult implications in other languages. Be wary of using phrases that are idioms or metaphors as these are usually not translatable.
8. Speak slowly and clearly in short, simple sentences. Speak in a normal tone of voice.
9. Because English and Southeast Asian languages generally are not directly translatable, a brief question or short description may sometimes result in a lengthy translation. If mistranslation is suspected, ask the same question again using different words or ask the customer to repeat the information through the interpreter.

Formatted: Indent: Hanging: 0.13"

10. Use a trained interpreter when possible rather than a friend or family member. A health interpreter should be trained in medical terminology as well as confidentiality.

ATTACHMENT II

City of Appleton Interpreter Service Report

Date: _____

Interpreter: _____

Incident # / Client Name: _____

Type of Service: _____ Language: _____

Circle One: Scheduled Appointment / Emergency

Service began: _____ am/pm ended: _____ am/pm

Staff Signature _____

Department _____

ATTACHMENT III

City of Appleton Interpreter Information & Background Check Form

All interpreters are required to complete the following information (please print).

Name _____
Last First Middle Initial Social Security Number or
Employer Identification- #

Drivers License # _____ Expiration Date: _____

Is Drivers License currently valid? ____yes____no

Do you have transportation available? ____yes____no

Other Name(s) Used _____ Date of Birth _____ Gender _____
Or Maiden Name

Home
Address _____
Number and Street City State Zip

Home Phone- # _____ Work Phone # _____

Last 5 years of previous addresses (if outside the State of WI)

Number and Street City State Zip

Number and Street City State Zip

Please list **ALL** instances in which you were convicted as an **ADULT** for crimes (misdemeanors or felonies), ordinance violations, traffic violations and the like. Also, please list all criminal charges (misdemeanors or felonies) currently pending against you. Failure to include all information requested under this section may result in denial of your request to be an interpreter.

☐ **CHECK HERE IF NOT APPLICABLE.**

Approximate dates may be listed: (you may attach another sheet if necessary)

Date	Location	Charge	Court	Disposition of case

NOTE: A conviction record or pending arrest record does not constitute an automatic bar to interpreting and will be considered only if there is substantial relationship to the circumstances of the particular position.

Current Employer: _____

Position Title: _____

Interpreter agency you are employed by: _____
(if different than above)

List any languages, other than English, that you speak fluently: _____

Do you currently translate for any other clients or municipalities?

Who? _____

List three (3) -references other than family:

Name & Address	Relationship	Phone Number
----------------	--------------	--------------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

Educational Background: High School Diploma/GED: Yes No

Name & Location of College	Degree Received
----------------------------	-----------------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

Certifications (please attach): _____

Commented [AKA1]: The size of the font should probably be consistent throughout this policy. We will want to make sure that it is formatted consistently prior to finalizing it.

READ CAREFULLY BEFORE SIGNING

I certify that all answers to the above questions are true and complete and authorize the City of Appleton to use the information I have provided. I understand that falsification of, or omissions from this form may result in disqualification or cancellation of my contract.

Printed Name_____

Signature_____

Date_____

Emergency Contact:_____Phone#_____

Independent Interpreters Only

Cell Phone #:_____Pager Home #:_____

Formatted: Strikethrough

Days Available: Su_____ Mo_____ Tu_____ We_____ Th_____ Fr_____ Sa_____

Hours available to translate:_____

What City departments are you interested in interpreting for? Check all that apply:

Police☐ Fire☐ Finance☐ Health☐ Library☐ Inspections☐ Mayor☐

Comm. & Econ. Dev.☐ Parks & Rec☐ Transit☐ HR☐ DPW☐ Legal☐

Utilities☐ Any☐

Police_____ Fire_____ Health_____ Any_____

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Centered

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: (Default) Wingdings

Formatted: Font: 12 pt

CITY OF APPLETON POLICY	TITLE: SEASONAL EMPLOYMENT	
ISSUE DATE: August 1, 2002	LAST UPDATE: June 2, 2004 October 8, 2004 April 24, 2006 July 2007 October 2009 March 2014, <u>April 2019</u>	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: All Employees	TOTAL PAGES: 10
Reviewed by Legal Services Date: November 11, 2003 November 3, 2009 June 2, 2014	Committee Approval Date: January 14, 2004 December 9, 2009 July 21, 2014	Council Approval Date: January 21, 2004 December 16, 2009 August 6, 2014

I. PURPOSE

To provide guidelines in the seasonal employment process including recruitment and selection, training, and performance evaluation.

II. POLICY

The City of Appleton will recruit and select the best qualified persons for positions with the City. The Human Resources Department, under the guidance of the Human Resources Director, is responsible for developing and facilitating an active seasonal recruitment and selection program designed to meet the current and anticipated City departments' seasonal employment needs. The procedure will be consistent with the City's Affirmative Action Program and will comply with all Equal Employment Opportunity guidelines.

III. DISCUSSION

The City of Appleton establishes clear and consistent guidelines to assist City supervisors and to ensure equal and unbiased treatment of all applicants and employees. The selection of seasonal employees shall be made by the respective ~~department~~-hiring supervisor and in conjunction with the established guidelines.

IV. DEFINITIONS

- A. Seasonal Employment: Certain times of the year necessitate the hiring of temporary, non-benefited positions to assist with increased workloads or to fill recreational program activity positions. These positions shall be consistent with the seasonal pay plan and shall be for a specific time period.
- B. Seasonal Employee: Employees hired to perform seasonal work for a specific time period. Seasonal employees shall not exceed 1200 hours in any 12-month period and are not eligible for benefits. Employment terminates at the end of the season.

V. PROCEDURES

A. Recruitment

When it is determined to be in the best interest of the City of Appleton, seasonal employees may be hired as budgeted. Such employees shall not be eligible to receive City of Appleton fringe benefits unless specifically provided for elsewhere in this policy. The department shall establish job descriptions for each seasonal position within their department and pay rates will be established and approved by Human Resources and the Common Council as referred on the seasonal pay plan.

Hours – No seasonal employee shall exceed 1200 hours of employment in any 12-month period, unless previously authorized by the Human Resources Director. The Human Resources Benefits Coordinator will monitor the number of hours that a seasonal employee has worked and will notify a department if close to the hour limits. Seasonal employees shall not work more than 40 hours per week unless authorized by the Department Head. All hours worked over 40 must be paid at time and one-half.

1. Advertising and Publicity

The Human Resources Department shall post the open positions on the City's website to accept applications for the seasonal position vacancies. A list of the open positions may also be sent to regional high schools, Wisconsin technical colleges and universities, and diversity groups, along with other resources customarily used to distribute regular weekly Open Positions Lists and/or are deemed to be appropriate by the department.

2. Application Forms

All City of Appleton seasonal applications for employment must be completed on-line. Resumes will be accepted only as an attachment to the application; not in lieu of an application. Each returning seasonal employee must update their application annually.

3. Applicant Tracking

Once the applications are submitted via the City's website, the applications will then be forwarded electronically to the ~~department~~ hiring supervisor.

4. Candidate Selection

The hiring supervisor will screen the applications based on the job requirements outlined in the job description. After selections are made, candidates will be scheduled for an interview. Interviews can be conducted over the phone or in person. All candidates will be asked the same general questions. Supervisors should refer to their Seasonal Hiring binders for information on conducting interviews. All applicants not chosen from the initial screening will be notified by email.

5. Reference Checks

The hiring supervisor will ~~make a decision~~ decide on their final candidate(s). Depending on the position, the hiring supervisor will obtain employment and/or personal references. (Exhibit 1a and 1b).

6. Conditional Offer of Employment

The hiring supervisor will make the job offer contingent upon appropriate background checks using the existing seasonal pay structure.

7. Background Checks

The necessary information to conduct a background check shall be sent to Human Resources. HR Administrative staff will process the background check.

8. Offer Letter

The HR department will prepare a conditional offer letter, contingent on the successful completion of a background check after the supervisor determines a start date and end date (or annual background refresher date) with the candidate. The conditional offer letter will be sent with the appropriate instructions for paperwork that the employee must complete on or before the first day of employment. The required paperwork could include: I-9 form, W-4 form, ACH Direct Deposit Authorization (all seasonal employees are required to sign-up for direct deposit of their payroll checks), and a Child Labor Permit (if applicable) a policy sign off sheet and policy brochure, and any other required paperwork. (The City reimburses employees for the child labor permit.)

B. Auto Insurance

The City does not provide insurance coverage for an employee's privately-owned vehicle. Employees who use non-City-owned vehicles for City business should confirm that their personal auto insurance policy provides coverage for this use.

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

The minimum acceptable coverage is:

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

OR

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

All seasonal employees are required to sign the Driver's License Information Update form (Exhibit 2) if they are required to use their own vehicle for City business and/or if they will be using a City-provided vehicle.

A seasonal employee must be 18 years of age to drive a vehicle for City business.

C. Seasonal Employee Orientation and Training

1. The department supervisor should follow the Seasonal Employee Orientation Checklist to orient the new employee(s). (Exhibit 3)
2. The Staff Training and Development Coordinator for the Human Resources Department will coordinate the necessary policy training with each of the department supervisors.
3. Once a new seasonal employee is hired, he/she should attend one of the scheduled training courses. The employee's supervisor is responsible for notifying employees of the training dates and confirming the employee's attendance with the Human Resources Department. The courses include the training that is required by federal and state law and City policy. At the end of each training course, the employee will be asked to sign a form stating that he/she took the class and understands that he/she must abide by the policies covered in it.

4. If the employee cannot attend the training course, the supervisor will be responsible for sending a required training brochure, along with a sign-off form to the employee. The employee is required to return the signed form to their supervisor prior to beginning his/her job. All hard copies of the sign-off form will be filed with the employee's application for future reference. The Human Resources Department will keep such files on-line for all seasonal employees.

D. Evaluation Forms/Process

At the end of each employment period, the supervisor shall fill out a Seasonal Performance Evaluation Form (Exhibit 4) for each seasonal employee who worked under his/her supervision. The supervisor shall sit down with the employee to discuss the evaluation, then obtain the employee's signature as acknowledgment of the evaluation. Supervisors who are in charge of a large number of seasonal employees may complete the evaluation and mail or email two copies to the seasonal employee, provided the employee has met the minimum performance requirements of the position. The evaluation should be accompanied by a letter (Exhibit 5) explaining the evaluation and requesting that the employee sign and return one of the copies to the supervisor. All employees who fall below minimum performance requirements must be evaluated in person. In order to be eligible for re-hire, the employee must have a prior year satisfactory evaluation on file. Seasonal staff evaluations are kept electronically. If an employee receives a "not eligible for re-hire" evaluation, the supervisor will meet with the employee to discuss the details. It is the supervisor's responsibility to track this for future years. Supervisors from other programs/departments have access to see these evaluations from former years.

E. Seasonal Pay Schedule

Seasonal employment shall be compensated on a per hour or per event basis at a rate established by the Human Resources Director and approved by the Common Council. A new seasonal hire will start at ~~the 1st year step of the~~ any step within the applicable seasonal ~~applicable~~ pay grade. A returning seasonal employee can advance to the next step, up to the 4th year step, each year that they return if the position they are returning to is the same position or similar in duties to the one they previously held, and as long as they are deemed eligible for re-hire for the position. Any exception to the above must be approved by the Department Director and the Human Resources Director.

A seasonal employee's rate of pay is based on the rate that applies in the year when the program starts. (For example, a lifeguard starting in October 2014 will be paid at the starting Lifeguard rate for 2014, even if the employee continues his/her employment into calendar year 2015. If the employee begins a new position and/or program in 2015, then their rate will reflect the 2015 rate.)

TELEPHONE REFERENCE FORM

Name of applicant:_____

Current/previous employer:_____

Employment dates:_____ Full time:_____ Part time:_____

Job title/summary of duties:_____

Quality of work:_____

Dependability/follow through on assignments:_____

Initiative:_____

Ability to work with others:_____

Attendance/punctuality:_____

Any concerns in the area of violence:_____

Any concerns in the area of harassment:_____

Has this person ever had a positive drug test:_____

Reason for leaving:_____

Eligible for rehire:_____

Areas of strength:_____

If you were to coach in one area, what would it be:_____

Recommend for hire for this position:_____

Additional remarks:_____

Name/title of person giving reference:_____

Caller: _____ Date: _____

**SEASONAL EMPLOYMENT
TELEPHONE REFERENCE FORM**

EXHIBIT 1b

Name of applicant: _____

Name & title/relationship of person giving reference: _____

Caller: _____ Date: _____

Job title or nature of relationship to applicant (i.e. teacher, coach): _____

Quality of work/assignments: _____

Dependability/follow through on tasks or assignments: _____

Ability to work with others: _____

Attendance/punctuality: _____

Additional remarks or anything you would like to share about this individual? _____

Use the following only if the contact is from a previous employer

Reason for leaving: _____

Eligible for rehire/would you hire them again? _____

Any concerns in the area of violence or harassment: _____

Has this person ever had a positive drug test at work: _____

DRIVER'S LICENSE INFORMATION UPDATE _____

Please print CLEARLY

First Name: _____ Middle Initial: _____

Last Name: _____

Do you have a **valid** Driver's License? ☐ Yes ☐ No

Date your Driver's License expires (mm/dd/year): ____/____/____

List any restrictions on your Driver's License (i.e. glasses, occupational, etc.):

It is your responsibility to notify Human Resources or your Supervisor immediately when your driver's license is restricted, suspended or revoked. Failure to do so may result in disciplinary action up to and including discharge.

Signature_____
Department_____
Date**AUTO INSURANCE**

The City does not provide insurance coverage for an employee's privately owned vehicle. Employees who use non-City-owned vehicles for City business should confirm that their personal auto insurance policy provides coverage for this use.

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

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

OR

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

Proof of insurance must be provided prior to mileage reimbursement payment. Employees who cannot provide proof of this level of insurance will not be entitled to receive mileage reimbursement, and will not be allowed to drive for City business. Failure by the employee to maintain required insurance limits may affect employment status, as stated in the Conditions of Employment policy.

Health Department employees who are reimbursed monthly for mileage must provide regular insurance policy updates to the HR Department.

☐ I anticipate I may drive a non-City owned vehicle in the conduct of my job duties and I understand that, should I use a non-City-owned vehicle in the conduct of my job duties, I must have and maintain adequate insurance coverage (as noted above) for that vehicle.

☐ I do not anticipate that I may drive a non-City owned vehicle in the conduct of my job duties. However, I understand that should I need to use a non-City-owned vehicle in the conduct of my job duties, I will verify that I have adequate insurance coverage (as noted above) for that vehicle, prior to using the vehicle for my job.

Signature_____
Department_____
Date

SEASONAL EMPLOYEE ORIENTATION CHECKLIST

(To be completed the first week of employment)

EMPLOYEE: _____

DATE: _____

DEPARTMENT: _____

SUPERVISOR: _____

TO BE COMPLETED PRIOR TO FIRST DAY OF EMPLOYMENT

☐ Complete new hire paperwork with HR and turn-in work permit (if applicable)

TO BE COMPLETED THE FIRST WEEK OF EMPLOYMENT

<input type="checkbox"/> Schedule appointment with HR to complete new hire paperwork with employee <u>Review parking</u>	<input type="checkbox"/> Review Departmental communications (i.e. Bulletin board, staff meetings, etc.)
<input type="checkbox"/> Schedule seasonal training with HR or have employee read and sign the Seasonal Training Brochure	<input type="checkbox"/> Review Departmental Activities (i.e. Casual Fridays)
<input type="checkbox"/> Collect Work Permit (if applicable) <u>Fire Drill/Evacuation Procedure</u>	<input type="checkbox"/> Show video of department, if applicable
<input type="checkbox"/> Make sure employee brought appropriate documentation to sign new employee paperwork in HR <u>Issue PPE (Personal Protective Equipment)</u>	<input type="checkbox"/> Discuss performance evaluation format, if any
<input type="checkbox"/> Issue keys, if applicable	<input type="checkbox"/> Fill out applicable employment forms (if required by specific department)
<input type="checkbox"/> Employee Introductions	<input type="checkbox"/> Train employee on applicable equipment
<input type="checkbox"/> Office/Facility Tour	<input type="checkbox"/> Train employee on phone system
<input type="checkbox"/> Review of work rules, departmental policies, etc.	<input type="checkbox"/> Review Department policy on public relations
<input type="checkbox"/> Review of reporting requirements	<input type="checkbox"/> Review Chain of Command
<input type="checkbox"/> Review of work hours, time cards (if applicable), and location	<input type="checkbox"/> Review of Department Mission and Beliefs
<input type="checkbox"/> Review job description	<input type="checkbox"/> Review all departmental safety/compliance issues
<input type="checkbox"/> Give job assignment	<input type="checkbox"/> Issue PPE (Personal Protective Equipment)
<input type="checkbox"/> Review parking	<input type="checkbox"/> Fire Drill/Evacuation Procedure

EMPLOYEE SIGNATURE: _____

DATE: _____

SUPERVISOR SIGNATURE: _____

DATE: _____

SEASONAL PERFORMANCE EVALUATION FORM

Department: Parks & Recreation Employee: _____ Job Title: _____ Date: _____

Please complete the following evaluation near the end of the employment period and review it with the employee prior to the end of his/her employment. Place an 'X' in the box which best indicates employee performance.

Area of Evaluation (X-out those that do not pertain)	Excep- tional	Exceeds Require- ments	Meets Require- ments	Needs Improvement	Unsatis- factory	Comments
Job Knowledge - Consider how well employee understood duties and retained and applied knowledge						
Quality of Work - Consider neatness, accuracy and effectiveness						
Quantity of Work - Consider amount and speed of work output, timeliness						
Cooperation - Consider employee's ability to work effectively with others						
Dependability - Consider employee's ability to complete job assignments						
Attendance - Consider employee's punctuality and attendance						
Initiative - Consider employee's willingness to help others and seek out work and perform tasks assigned						
Attitude - Was the employee's attitude positive, professional and supportive of the City						

DETERMINATION OF OVERALL EVALUATION (Please choose one)

<input type="checkbox"/>	Demonstrates consistent exceptional performance. Far exceeds requirements of position.
<input type="checkbox"/>	Consistently exceeds requirements of position.
<input type="checkbox"/>	Consistently meets requirements of position.
<input type="checkbox"/>	Meets minimum requirements of position. Indicates need for improvement.
<input type="checkbox"/>	Consistently falls below minimum requirements of position.

Do not rehire
in this
position

Not eligible for
rehire within
department

Is employee eligible for rehire?

Number of years in this position: _____

Yes		
-----	--	--

EVALUATOR COMMENTS:

Employee: This performance review has been completed as a guide to help you in your job performance and development. Your signature does not necessarily imply you agree with the comments or rating, but that you read and understand the review.

Employee Signature

Date

Evaluator Signature

Date

EMPLOYEE: PLEASE USE REVERSE SIDE FOR COMMENTS.

Supervisor Signature

Date

**Appleton Parks Recreation
and Facilities Management**

1819 Witzke Boulevard

Appleton, WI 54911

Phone: (920) 832-5905

Fax: (920) 832-5950

"Date"

"First Name" "Last Name"

"Address"

"City", "State" "Zip Code"

Dear "First Name",

I would like to thank you for your hard work and effort put forth this past summer for the Appleton Parks Recreation and Facilities Management Department. Your time and dedication is greatly appreciated and made this year a rewarding and memorable one.

Enclosed you will find your employee evaluation for this year's program. Please read, sign, and return a copy for our files. Keep a copy for your personal records. If you have any questions regarding your evaluation, please feel free to call me at (920) 832-3926.

Sincerely,

Recreation Program Supervisor
Appleton Parks Recreation and
Facilities Management Department

Enclosure

Developing the Library Budget

8

The library budget is a tool for turning library dreams into reality. The budget determines the services that will be offered by your library and the resources devoted to each library program. A carefully developed budget will ensure that available funds are effectively utilized to realize your library's service objectives.

The Budget Development Process

The first step in developing a library budget is to look at what the library hopes to accomplish in the next year. The availability of a current strategic plan will make this step much easier, because the plan should already document your community's library service needs and the library activities necessary to meet those needs. So, at the point that the board wishes to begin planning the budget for the coming year, it should review the strategic plan and its chosen objectives, reflecting on the financial implications of the objectives for the coming year.

The second step is to determine the total financial resources necessary for what the library wants to accomplish in the coming year. Often, increased funding is necessary because of increased costs, increased usage, and/or new services that will be offered. Additional resources for new services can also be made available by shifting resources from a lower priority to a higher priority service.

Draft budget documents are prepared by the library director and library staff (following the format required by the municipality or county). (See attached [Sample Format of a Minimal Library Budget](#) for an example.) The library board and/or library board finance committee may have input into development of budget drafts. The board of trustees will then review the draft budget(s) with the director, propose changes, and finally approve a finished budget.

After the written budget documents are approved by the board and submitted to the municipality or county, the final step in the budget process is securing the funding needed to carry out the planned service program. Trustees, as volunteer public representatives, are especially effective budget advocates. Trustees should be involved in presenting, explaining, and supporting the library budget that was approved by the library board. (See also [Trustee Essential #13: Library Advocacy](#).)

The board may need to make budget changes if the funding needed to balance the budget is not secured. Budget changes may also be required during the budget year if, for example, certain expenditures are higher than expected, or costs are lower than expected.

Sources of Funding

One of the most important responsibilities for library trustees is determining the appropriate level of funding for the library and working to secure that funding.

In This Trustee Essential

- Goals of budgeting
- Steps in the budget development process
- Sources of library funding
- Budget terminology

Public library service in Wisconsin is provided through cooperative efforts at the state, public library system, and county and local level. The bulk of the funding for most Wisconsin public libraries is provided by the municipality or county that established the library.

Counties must reimburse libraries within the county or in an adjacent county for at least 70% of the cost of service to county residents who do not live in a library municipality. Payment requests must be submitted by July 1. Requests should be submitted to the county clerk, but some library system or county library services coordinate the requests. Municipalities can exempt themselves from the county library tax if they tax themselves for library service at a higher tax levy rate than the county.

Fines may be a source of library revenue, but the policy of charging fines is the subject of debate concerning their effectiveness in encouraging the return of materials, and concerning their public relations effects. In establishing a fine policy, a library board should consider not only the possible revenue but also the potential negative public relations effects.

Under Wisconsin law, public libraries may not charge fees for information-providing services. Fees and charges for such things as making computer printouts and using a copy machine are legal. Most fees, charges, and sales by public libraries are subject to the Wisconsin sales tax and any county and special sales taxes. For details, see <http://dpi.wi.gov/pld/boards-directors/administration/faq-pt5#sales-tax>.

Grants and gifts can be an excellent source of supplementary funds for special projects. In addition, community citizens are often willing to make significant donations to cover part or all of the costs of a new or remodeled library building.

Grants or donations should never be used to justify reducing or replacing the community's commitment to public funding. Donors will quit donating, volunteers will quit working, and granting organizations will quit awarding grants to your library if they see that their efforts are resulting in reduced public funding for the library instead of improved service. (See also [*Trustee Essential #24: Library Friends and Library Foundations*](#).)

Desirable Budget Characteristics

There are four practical characteristics that your budget document should include.

1. **Clarity:** The budget presentation should be clear enough so every board member, every employee, and every municipal governing body member can understand what is being represented.
2. **Accuracy:** Budget documentation must support the validity of budget figures, and figures must be transcribed and reported carefully, without variation from the documentation.
3. **Consistency:** Budget presentations should retain the same format from period to period so that comparisons can be easily made. All budgets are comparative devices, used to show how what is being done now compares with what happened in the past and what is projected to happen in the future.

4. **Comprehensiveness:** Budget reports should include as complete a picture of fiscal activities as is possible. The only way to know the true cost of the library operation is to be certain that all revenue and expenditure categories are included within the budget.

Terms and Distinctions

Line item and program budgets

These are two of the most popular styles of budgets. The line item budget is organized around categories or lines of expenditures, and shows how much is spent on the various products and services that the library acquires. The program budget, designed to assist with planning, is organized around service programs (such as children's services, young adult services, reference services) and helps the library board and director see how much is spent on these individual areas. A program budget is usually sub-arranged in a line item style, so that the individual categories of expenditures for each program are also presented.

Operating vs. capital costs

In planning for the financial needs of the library and recording financial activities, it is important to keep operating and capital activities separated for reporting purposes. Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. Capital activities, in contrast, are those that occur irregularly and usually require special fundraising efforts. These would include new or remodeled library buildings, major upgrades of technology, and usually the purchase of computer hardware. You should present the operating and capital activities separately within your library budget. (See attached *Sample Library Budget* for an example.)

Income vs. expenditures

In both operating and capital budgets, you will need to show income (or revenues) and expenditures. Income should be broken down by the source of the funding—for instance, municipal appropriation, county reimbursement, system state aid, grant projects, gifts and donations, fines and fees. Expenditures are shown in categories (or lines) representing similar kinds of products or services—for instance, wages, benefits, print materials, audio and video materials, telecommunications, staff and board continuing education.

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

© 2002, 2012, 2015, 2016
Wisconsin Department
of Public Instruction.
Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

Municipal accounting vs. library accounting

As specified in state law, library boards must deposit most of their funds with their municipality. Since the municipality holds the funds, it will also keep records of how those funds are used. This municipal accounting should be available to the library board upon request. However, even though your city, village, or county is performing this accounting function, it is advisable for the library to also maintain its own set of records. This will allow the board and director to know the status of finances in a timely manner (if there is a delay in getting figures from the municipality) and to have a check to assure that the municipality is not inadvertently confusing transactions and balances. In addition, there are types of funds (gifts, bequests, devises, and endowments) which can be managed directly by the library board; if the board chooses to manage these funds it must, of course, keep records for accountability. (See also [Trustee Essential #9: Managing the Library's Money](#).)

Discussion Questions

1. What factors will contribute to the size of the appropriation the library board will request from the municipality?
2. What should a trustee's role be in presenting the request for funding from the municipality?
3. How does the library's strategic plan affect budget decisions?
4. In your library, how formal is the pursuit of gifts and donations, and how are these funds most often used?

Sources of Additional Information

- Sample Format of a Minimal Library Budget (attached)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- [Wisconsin Public Library Standards](#)
- [Wisconsin Public Library Service Data](#)

Sample Format of a Minimal Library Budget

Note: This simplified budget roughly corresponds to the *Wisconsin Public Library Standards* 2011 minimum operating budget of \$67,000. Actual amounts will vary depending on local needs.

Operating Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 47,500	\$ 48,200	\$ 48,925
County	\$ 13,400	\$ 13,600	\$ 13,800
State / library system	\$ 1,340	\$ 1,360	\$ 1,380
Federal (LSTA)	\$ 1,340	\$ 1,360	\$ 1,380
Funds carried forward	\$ 700	\$ 700	\$ 700
Fines	\$ 1,200	\$ 1,225	\$ 1,240
Donations	\$ 700	\$ 700	\$ 700
Fees/other*	\$ 150	\$ 175	\$ 175
Transfer from gift fund	\$ 670	\$ 680	\$ 700
Operating Income Total	\$ 67,000	\$ 68,000	\$ 69,000

Operating Expenditures	2011 Actual	2012 Budget	2013 Budget
Salaries and wages	\$ 30,820	\$ 31,280	\$ 31,740
Employee benefits	\$ 9,380	\$ 9,520	\$ 9,660
Books	\$ 9,000	\$ 9,110	\$ 9,250
Periodicals (including electronic)	\$ 1,800	\$ 1,880	\$ 1,930
Video materials	\$ 1,440	\$ 1,460	\$ 1,480
Audio materials	\$ 600	\$ 610	\$ 620
Software and other electronic materials	\$ 670	\$ 680	\$ 690
Contracted services	\$ 1,340	\$ 1,360	\$ 1,380
Staff and board continuing education	\$ 1,340	\$ 1,360	\$ 1,380
Public programming	\$ 670	\$ 680	\$ 690
Telecommunications	\$ 2,010	\$ 2,040	\$ 2,070
Utilities	\$ 5,250	\$ 5,300	\$ 5,350
Equipment repair	\$ 670	\$ 680	\$ 690
Supplies	\$ 2,010	\$ 2,040	\$ 2,070
Operating Expenditures Total	\$ 67,000	\$ 68,000	\$ 69,000

Capital Income	2011 Actual	2012 Budget	2013 Budget
Municipality	\$ 2,000	\$ 3,000	\$ 3,000

Capital Expenditures	2011 Actual	2012 Budget	2013 Budget
Computer equipment replacement	\$ 2,000	\$ 2,000	\$ 2,000
New shelving		\$ 1,000	\$ 1,000
Capital Expenditures Total	\$ 2,000	\$ 3,000	\$ 3,000

Total of All Expenditures	\$ 69,000	\$ 71,000	\$ 72,000
----------------------------------	------------------	------------------	------------------

*State law requires that all information-providing public library services be provided free of charge. (See [Trustee Essential #8: Developing the Library Budget](#) for details.)

Managing the Library's Money

9

The library board has ultimate responsibility for all aspects of library financial management—from budgeting to spending to financial reporting. Your community will be much more willing to provide the resources necessary for high-quality library service when they know library finances are carefully controlled and monitored.

The board controls and monitors library finances by:

- Careful development and approval of the budget (see [Trustee Essential #8: Developing the Library Budget](#)).
- Review and approval of all library expenditures.
- Review and monitoring of monthly financial statements.
- Development of policies for the handling of gifts and donations.
- Accurate financial reporting.
- Careful attention to financial audits.

Approval of Library Expenditures

Wisconsin Statutes give the library board exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund. The board exercises this control through the approval of the budget, the establishment of financial policies, and the audit and approval of vouchers for all library expenditures.

Basic library financial procedures are as follows:

1. The library board approves the annual budget and any budget adjustments necessary during the year. (See [Trustee Essential #8: Developing the Library Budget](#).)
2. The library director is delegated authority to make purchases within the budget and according to board-approved purchasing policies.
3. The library director is responsible for preparing vouchers for all expenditures, a monthly list of all library expenditures, and a monthly financial statement.
4. At the monthly board meeting, the library board audits and approves payment of the expenditures, and reviews and approves the financial statement.
5. The board secretary, or other designee of the board, signs the vouchers and they are forwarded to the municipal clerk for payment.

In This Trustee Essential

- Responsibilities for library expenditures
- Responsibilities for library financial health and financial reporting
- Options for proper handling of gifts and donations

6. Expenditures approved by the board for payment out of any library-held trust/gift fund accounts are made by the board treasurer or other designee of the board. It is recommended that board policy or bylaws require two signatures (one being the board treasurer or president) for any payment or withdrawal out of a library-held account.

Financial Statements

To facilitate the board's monitoring of library finances, the director should present financial statements that the library board and the general public can understand. The library director should provide monthly financial reports that include:

- Last month and year-to-date expenditures for each line item
- Total income and expenditures last month and year-to-date
- Budget balances for each line item and the total budget

To oversee the finances adequately, the board should study financial statements carefully, ask questions, and be sure that they understand any unexpected or unusual expenditures or budget developments.

Gifts and Donations

Library boards may deposit gift, bequest, devise, and endowment funds in a savings or checking account held by the library. However, all other library income, including fines and fees, must be deposited with the municipality.

Wisconsin library law provides that library boards have exclusive *control* of all funds collected, donated, or appropriated for the library fund; however, library boards have the legal authority to maintain *custody* of only gift, bequest, devise, and endowment funds. Expenditures of funds held by the municipality for library purposes are made as approved by the library board, with actual disbursements made by the municipal treasurer.

Wisconsin Statutes Section 43.58 (7) provides five alternatives for the handling of a gift, bequest, devise, or endowment provided to the library. Before making such transfers, library boards should be careful to consider any special provisions of the original gifts, bequests, or endowments. As with other transfers and deposits, the library board retains control of these funds.

1. The library board may pay or transfer the gift, bequest, or endowment, or its proceeds to the treasurer of the municipality or county in which the library is situated.
2. The library board may deposit the gift, bequest, or endowment to a public depository under Chapter 34 (a bank, credit union or savings and loan in Wisconsin, or the Local Government Investment Pool).
3. The library board may transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code.

4. The library board may instruct the board's financial secretary to invest the gift funds as permitted under Section 112.10. A financial secretary must be bonded for at least the value of the funds or property held. The financial secretary must also make at least annual reports to the library board showing in detail the amount, investment, income and disbursements from any funds held. This report must also be attached to the annual report provided to the municipality and the Division for Libraries and Technology.
5. The library board may pay or transfer the gift bequest, or endowment to a charitable organization or to a community foundation only if the library board and the charitable organization or the community foundation agree, in writing and at the time of the payment or transfer of the gift, bequest, or endowment, to the conditions outlined in the Statutes [s. 43.58 (7) (3)].

For any funds in library custody, it is important that a library adopt policies for financial practices and controls that meet municipal audit requirements. For example, library board policy should require two signatures for any payment or withdrawal out of a library-held account. Libraries holding substantial funds should have an investment policy approved by the library board.

Annual Report

The library board is responsible for approving the state-required annual report and providing a copy to the library system, the DLT, and to the governing municipality. The library director prepares this report, but it is the library board's responsibility to ensure that the report is accurate and complete. It must show all library income by source and all expenditures in detail, as well as the status of all funds under library board control. Instructions and forms for the annual report are available at <http://dpi.wi.gov/pld/data-reports/annual-report>. A [*Sample Trust/Gift Fund Report*](#) is attached.

Audit

In most communities, public library financial records should be audited along with all other records maintained by the municipality or county that serves as the library's fiscal agent. Funds controlled directly by the library board, such as gift funds or endowments, should be audited annually by the municipality, the county, or an outside auditor. If your municipality does not audit your library's financial records, you may want to ask that they do so, or you may budget for an outside auditor to conduct an annual audit. Municipal and library audits are public records and must be publicly available. The library board should examine audit reports and carefully follow any audit recommendations.

Discussion Questions

1. Why is careful control and monitoring of library expenditures important?
2. What should a library board member do if he/she doesn't understand part of the financial statement or doesn't know the purpose of a particular expenditure?
3. What can your library board do if your library has a large unexpected expenditure—for example, if the air conditioning unit fails and needs to be replaced immediately?

Sources of Additional Information

- [*Sample Trust/Gift Fund Report*](#)
- Your library system staff (See [*Trustee Tool B: Library System Map and Contact Information.*](#))
- Division for Libraries and Technology staff (See [*Trustee Tool C: Division for Libraries and Technology Contact Information.*](#))

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

© 2002, 2012, 2015, 2016
Wisconsin Department
of Public Instruction.
Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

Sample Library Trust / Gift Fund Report

Note: A public library may maintain custody of gifts, donations, bequests, devises, or endowments. (See *Trustee Essential #9* for details.) The library's annual report must show the amount and investment of and income and disbursements from any funds under library board control, including transfers to foundations.

Date		1-Jan Beginning Balance	Deposits (New Donations)	Interest Earned	Expenditures	Balance
	Anytown Natl. Bank					
	CD #123456					
1-Jan		\$ 5,000				\$ 5,000
30-Dec				\$ 300		\$ 5,300
	Village Donation Account	\$ 800	\$ 1,450		\$ (1,200)	\$ 1,050
	Donations Trans- ferred to Community Foundation	\$ 3,700	\$ 1,200			\$ 4,900
	Anytown Natl. Bank					
	checking acct. #123456					
1-Jan		\$ 1,000				\$ 1,000
28-Feb	Ms. Smith donation		\$ 800			\$ 1,800
10-May	Mr. Brown donation		\$ 300			\$ 2,100
30-May	transfer to operating budget				\$ (500)	\$ 1,600
4-Jun	purchase of DVDs				\$ (300)	\$ 1,300
15-Jul	purchase of puppets				\$ (100)	\$ 1,200
20-Oct	purchase of chair				\$ (100)	\$ 1,100
Yearly total for all accounts		\$ 10,500	\$ 3,750	\$ 300	\$ (2,200)	\$ 12,350

Monday, August 12

Governing Libraries that Inspire Investment



Rebekkah Smith Aldrich
Executive Director
Mid-Hudson Library System,
NY

A primary role of the board is to secure adequate funding for the library. Making the case for funding and inspiring stakeholders to invest in your library has never been more critical. With fierce competition for public and private funds and changing perceptions about what a library actually does, it has never been more important to talk about the essential nature of your library to those you serve to those who make funding decisions about your library. During this webinar you will receive an introduction to the basic building blocks that need to be in place to inspire investment of funding and good will into your library and get a front row seat to some of the latest thinking in the profession on how to ensure your library's future in an uncertain world.

Rebekkah (MLS, LEED AP, CSBA) is a passionate advocate for public libraries because she knows that libraries are empowerment engines in the communities that they serve. Rebekkah is the sustainability columnist for Library Journal, co-founder of the New York Library Association's Sustainability Initiative, a founding member of the American Library Association's Sustainability Round Table.

Tuesday, August 13

Free is Key: Ensuring Your Library is Meeting its Mission



Dawn Wacek
Youth Services Manager
La Crosse Public Library, WI

Join Dawn Wacek for a discussion of your library's mission and how fine policies may be working against you! Learn the ins and outs of going fine free and what library research and best practice recommendations show about the benefits of making your collection more accessible.

With more than fifteen years in librarianship, Dawn Wacek has eliminated barriers to access in urban and rural libraries. She has helped create fine reduction programs and developed free and open access policies in each library she has worked in.

Dawn currently manages Youth Services at the La Crosse Public Library in Wisconsin, where she is working on increasing community relationships and collaborations to better connect all users to their library.

Wednesday, August 14

Effective Library Advocacy



Connie Meyer & Kathy Pletcher
Co-chairs of Wisconsin Library Association's Library Development & Legislation Committee



We are excited to share some advice for effective library advocacy, covering everyday advocacy to decision-makers and stakeholders as well as Library Legislative Day. Hear tips on who to talk to, when, and how.

Connie has been director of the Bridges Library System in Waukesha, WI, since 2013 when she left the Dwight Foster Public Library in Fort Atkinson after many years in various roles, including 22 years as director.

Kathy served in a variety of management and leadership roles at UW-Green Bay for more than three decades, the last 15 as Associate Provost for Information Services and Chief Information Officer. Throughout her career Kathy has been a strong advocate for all types of libraries and served on many councils and governing boards. She currently serves on COLAND, the Brown County Library Board and the Nicolet Federated Library System Board.

Thursday, August 15

What Does Inclusivity Look Like at Your Library?



Shauna Koszegi
Adult Services Librarian
Sun Prairie Public Library, WI

What does inclusive mean to your library and its daily operations? Is your library inclusive? Join Shauna Koszegi, Adult Services Librarian from the Sun Prairie Public Library, as she gives you an overview of the newly released Inclusive Services Assessment and Guide. This guide will help you reflect on how your library can be a place where everyone feels safe, welcome and respected.

Shauna is the Adult Services Librarian at Sun Prairie Public Library and is a co-author of the Wisconsin Department of Public Instruction's Inclusive Services Assessment and Guide. She received her MLIS at UW-Madison's iSchool in 2015, and enjoys finding new ways to connect with her community and spark conversations on topics of social justice. Previously a librarian at Dodge Correctional Institution, she spends her free time as an organizer of a non-profit collective in Madison called LGBT Books to Prisoners, which sends books and other resources free of charge to folks who are incarcerated.

Friday, August 16

Recruiting and Retaining Library Directors and Staff



Pat Wagner
Library Trainer and Consultant

Expectations are changing when it comes to

how long library directors (and other library employees) stay at one job. How can library boards attract and retain quality leadership and personnel in a competitive market? What is the New Normal in terms of director recruitment? Topics include improving board-director relations, reviewing finances and job descriptions, investing in support for better salaries and benefits, setting realistic goals, and being better talent scouts for future hires.

Pat Wagner has been a library trainer and consultant since 1978. She focuses on the skills that support library success, from personnel and management to politics, strategic planning, and leadership. She works with libraries of all types and sizes as well as being a frequent speaker at state and national library conferences. Pat is known for her practical and good-humored programs. She lived in Wisconsin for seven years and still visits every year for work and pleasure. Pat currently lives in Denver, Colorado with her husband and two pushy cats.

Other Trustee Resources

- Trustee Essentials: A Handbook for Wisconsin Public Library Trustees
<https://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>
- United for Libraries, a Division of the American Library Association
www.ala.org/united/
- Wisconsin Library Trustees & Friends, a Division of the Wisconsin Library Association
<http://wla.wisconsinlibraries.org/wlwf>
- Trustee Training Week Webinar Archive
www.wistrusteetraining.com/archive

Register Online:

www.wistrusteetraining.com

You must register for each session individually. Sessions will begin at 12 p.m., are 60 minutes, and will be recorded.

Questions?

Contact Jean Anderson
South Central Library System
608-246-5613
jean@scls.info



Wisconsin Trustee Training Week is coordinated by the South Central Library System, and is supported by the following public library systems:

Arrowhead
Bridges
IFLS
Kenosha County
Lakeshores
Manitowoc-Calumet
Milwaukee County
Monarch
Nicolet
Northern Waters
Outagamie-Waupaca
Southwest
Winding Rivers
Winnefox
Wisconsin Valley

Support is also provided by the Division for Libraries and Technology and the Institute of Museum and Library Services (IMLS).



August 12-16, 2019

12-1 p.m.

www.wistrusteetraining.com