



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Tuesday, October 18, 2022

4:30 PM

City Hall - 100 N. Appleton Street
6 A/B

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[22-1309](#) September 20, 2022 Meeting Minutes

Attachments: [September 20, 2022 Library Board Meeting Minutes.pdf](#)

4. Public Participation & Communication

Establish Order of the Day

5. Action Items

- [22-1310](#) Bill Register - September 2022

Attachments: [September 2022 Bill Register.pdf](#)
[APL Financial Cash Flow YTD-Sept-2022.pdf](#)
[MTD-Report-Sept-2022.pdf](#)
[Friends Quartly Report 9-2022.pdf](#)

- [22-1311](#) October 2022 Budget Amendment

Attachments: [Oct 2022 Budget Amendment.pdf](#)

- [22-1312](#) City Of Appleton Policy - Confined Space Entry

Attachments: [Confined Space Entry - 6-15-2022 Revision.pdf](#)

6. Information Items

A. Administrative Report

[22-1313](#) Library Building Project Update

Attachments: [October 2022 - Building Project FAQ.pdf](#)

[22-1314](#) 2023 City Budget Process Update

[22-1315](#) APL Hiring Process Update

[22-1316](#) City Library Collective Update

B. President's Report

[22-1317](#) Trustee Development - Trustee Essentials Chapter 6: Evaluating the Library Director

Attachments: [Trustee Essentials Chapter 6 Evaluating The Library Director.pdf](#)

[22-1318](#) Innovation Presentation - Pat Exarhos

[22-1319](#) Upcoming Committee Meeting - Personnel & Policy Committee 11/8/2022
10:30am

C. Staff Updates

[22-1320](#) Children's Program Updates

[22-1321](#) Community Partnerships Updates

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



Meeting Minutes
Library Board

Tuesday, September 20, 2022

4:30 PM

1. Call meeting to order

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

2. Roll call of membership

Others Present: Owen Anderson, Nicole Casner, Ann Cooksey, Darrin Glad, Tina Krueger, Adriana McCleer, Daniel McGinnis, Alex Niemi, Colleen Rortvedt, Tasha Saecker, Bradley Shipps, Maureen Ward

Present: 9 - Looker, Kellner, Scheuerman, Mann, Nett, Van Zeeland, Keller, Brozek and Bunnow

Excused: 2 - Sivasamy and Exarhos

3. Approval of minutes from previous meeting

[22-1161](#)

August 16, 2022 Meeting Minutes

Attachments: [August 16 2022 Library Board Meeting Minutes.pdf](#)

Mann moved, seconded by Looker that the August 16, 2022 Meeting Minutes be approved. Voice Vote. Motion Carried. (9-0)

4. Public Participation and Communications

Establish Order of the Day

President Scheuerman called for a motion to place Action Items 22-1162, 22-1163, 22-1164, 22-1165, 22-1166 and 22-1177 on a Consent Agenda.

Keller moved, seconded by Mann to place Action Items 22-1162, 22-1163, 22-1164, 22-1165, 22-1166 and 22-1177 on a Consent Agenda. Voice Vote. Motion Carried. (9-0)

5. Action Items

Kellner moved, seconded by Looker to approve the Consent Agenda. Voice Vote. Motion Carried. (9-0)

[22-1162](#)

Bill Register - August 2022

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

This Report Action Item was approved

[22-1163](#)

Budget Amendment - September 2022

Attachments: [September 2022 Budget Amendment.pdf](#)

This Report Action Item was approved

[22-1164](#)

OWLS / APL 2023 Resource Library Agreement

Attachments: [2023 Resource Library Agreement.pdf](#)

This Report Action Item was approved

[22-1165](#)

OWLS / APL 2023 Services Agreement

Attachments: [2023 Service Agreement.pdf](#)

This Report Action Item was approved

[22-1166](#)

City of Appleton Policy - Fringe Benefits Policy Updates

Attachments: [City Fringe Benefit Policy updates.pdf](#)

This Report Action Item was approved

[22-1177](#)

2022-2023 Library Board Committee Assignments

Attachments: [2022 Board Committees 9-2022.pdf](#)

This Report Action Item was approved

6. Information Items

A. Administrative Report

[22-1167](#)

Library Building Project Update

Attachments: [Building Project Update September 2022.pdf](#)

[22-1168](#) APL Hiring Process Update

[22-1169](#) 2022 2nd Quarter Friends Grant Funded Program Summaries

Attachments: [Friends Grant Funded Program Summaries 2nd Quarter 2022 FINAL.pdf](#)

B. President's Report

[22-1175](#) Trustee Development

Attachments: [TE Handbook.pdf](#)

C. OWLS Update

[22-1170](#) Outagamie Waupaca Library System (OWLS) Overview

Attachments: [OWLS Advocacy.pdf](#)
[OWLSnet Map 8.5 x 11.pdf](#)
[OWLS Services and Fees 2022.pdf](#)

[22-1171](#) Intellectual Freedom

[22-1172](#) Outagamie Waupaca Library System (OWLS) Joint System Planning

D. Staff Updates

[22-1173](#) Summer Library Program (SLP) Update

7. Adjournment

Mann moved, seconded by Keller that the meeting be Adjourned. Voice Vote. Motion Carried. (9-0)

The meeting was Adjourned at 5:17pm

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/9 TO 2022/9		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
16010										Library Administration
16010	630100									Office Supplies
	001583	UNITED STATES	POSTAL 86464	0	2022	9	INV P	15.12	pcard	Monthly Board Packe
	002034	OFFICE DEPOT	86462	0	2022	9	INV P	51.20	pcard	Legal Pads, Steno P
	002034	OFFICE DEPOT	86463	0	2022	9	INV P	16.78	pcard	Pocket Notebooks
	002034	OFFICE DEPOT	86467	0	2022	9	INV P	124.19	pcard	Copy Paper, Rubber
								192.17		
								ACCOUNT TOTAL		207.29
16010	630700									Food & Provisions
	000835	MANDERFIELD'S BAKERY	544813	0	2022	9	INV P	72.25	092122	555645 Doughnuts All Staff
								ACCOUNT TOTAL		72.25
16010	641308									Cellular Phones
	000250	CELLCOM APPLETON PCS	86465	0	2022	9	INV P	103.75	pcard	Cellphones
								ACCOUNT TOTAL		103.75
16010	659900									Other Contracts/Obligation
	002229	STAR PROTECTION AND	203323	0	2022	9	INV P	4,016.61	092122	555676 Security Guard
								ACCOUNT TOTAL		4,016.61
								ORG 16010 TOTAL		4,399.90
16021										Library Children's Services
16021	630100									Office Supplies
	001983	AMAZON	85729	0	2022	9	INV P	69.68	pcard	Path Supplies
	001983	AMAZON	86401	0	2022	9	INV P	11.98	pcard	Window Clings
	001983	AMAZON	86402	0	2022	9	INV P	7.23	pcard	Green Toys Plane
	001983	AMAZON	86725	0	2022	9	INV P	73.58	pcard	BEAR Bingo prizes
								162.47		
	002034	OFFICE DEPOT	86467	0	2022	9	INV P	88.12	pcard	Copy Paper, Rubber
	999990	OTC BRANDS INC	86032	0	2022	9	INV P	14.73	pcard	Stickers for outrea
								ACCOUNT TOTAL		265.32
16021	630100 3955									Office Supplies ELL
	001983	AMAZON	86873	0	2022	9	INV P	11.96	pcard	ELL Club snacks - c
								ACCOUNT TOTAL		11.96
16021	630700									Food & Provisions
	001983	AMAZON	86794	0	2022	9	INV P	27.51	pcard	ELL Club snacks - f

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/9 TO 2022/9											
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION		
ACCOUNT TOTAL						27.51					
ORG 16021 TOTAL						304.79					
16023	Library Public Services										
16023	630100	Office Supplies									
002034	OFFICE DEPOT	86467	0	2022	9	INV	P	44.06	pcard	Copy Paper, Rubber	
ACCOUNT TOTAL						44.06					
ORG 16023 TOTAL						44.06					
16024	Library Community Partnerships										
16024	630100	Office Supplies									
001983	AMAZON	86347	0	2022	9	INV	P	11.99	pcard	Hispanic Heritage M	
001983	AMAZON	86348	0	2022	9	INV	P	81.28	pcard	Hispanic Heritage M	
001983	AMAZON	86349	0	2022	9	INV	P	1,746.90	pcard	Community Powered I	
001983	AMAZON	86350	0	2022	9	INV	P	1,746.90	pcard	Community Powered I	
001983	AMAZON	86383	0	2022	9	INV	P	29.31	pcard	Community Powered I	
001983	AMAZON	86384	0	2022	9	INV	P	859.96	pcard	Community Powered I	
001983	AMAZON	86385	0	2022	9	INV	P	174.84	pcard	Community Powered I	
001983	AMAZON	86386	0	2022	9	INV	P	239.86	pcard	Community Powered I	
001983	AMAZON	86387	0	2022	9	INV	P	135.08	pcard	Community Powered I	
						5,026.12					
002034	OFFICE DEPOT	86467	0	2022	9	INV	P	44.06	pcard	Copy Paper, Rubber	
ACCOUNT TOTAL						5,070.18					
16024	659900	Other Contracts/Obligation									
000090	APPLETON HISTORICAL	2021	0	2022	9	INV	P	44.06	092122	555612	AHS event ticket
002958	NATHAN BRANDNER	Brandner 2022	0	2022	9	INV	P	250.00	092122	555654	Adult SLP Program
ACCOUNT TOTAL						294.06					
ORG 16024 TOTAL						5,364.24					
16031	Library Building Operations										
16031	630600	Building Maint./Janitorial									
001333	TARTAN SUPPLY CO., I	85692	0	2022	9	INV	P	884.78	pcard	Janitorial Supplies	
001421	VALLEY PEST CONTROL,	86468	0	2022	9	INV	P	100.00	pcard	Exterminator Servic	
002818	ARAMARK	85693	0	2022	9	INV	P	148.32	pcard	Floor Mats	
002818	ARAMARK	86466	0	2022	9	INV	P	26.27	pcard	Floor Mats, Rugs, e	
						174.59					
999990	THE HOME DEPOT #4928	85711	0	2022	9	INV	P	6.70	pcard	Toggle Bolt, Flat w	

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/9 TO 2022/9											
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION		
ACCOUNT TOTAL						1,166.07					
16031 641301											
001575 WE ENERGIES	701172433-00271	0822 0	2022	9	INV P	6,945.72	090722	555461	00262	Electric	
ACCOUNT TOTAL						6,945.72					
16031 641302											
001575 WE ENERGIES	701172433-00271	0822 0	2022	9	INV P	207.47	090722	555461	00162	Gas	
ACCOUNT TOTAL						207.47					
16031 650200											
001593 PFEFFERLE COMPANIES	August 2022 - Trash	0	2022	9	INV P	100.00	092122	555665	Trash Pick Up	Leases	
001593 PFEFFERLE COMPANIES	OCT 2022	0	2022	9	INV A	12,500.00			OCT 2022 Lease Kens		
001593 PFEFFERLE COMPANIES	September 2022 Elect	0	2022	9	INV P	4,645.53	092822	555785	Kensington Lease -		
001593 PFEFFERLE COMPANIES	September 2022 Gas	0	2022	9	INV P	36.38	092822	555786	Kensington Lease -		
001593 PFEFFERLE COMPANIES	September 2022 Trash	0	2022	9	INV P	186.38	092122	555666	Trash Pick Up		
						17,468.29					
ACCOUNT TOTAL						17,468.29					
ORG 16031 TOTAL						25,787.55					
16032	Library Materials Management										
16032 503500											
000278 CITY OF KAUKAUNA	September 2022	0	2022	9	INV P	11.99	092122	555620	Patron Material Rei	Other Reimbursements	
000930 MUEHL PUBLIC LIBRARY	September 2022	0	2022	9	INV P	20.00	092122	555653	Patron Material Rei		
999998 JULIE BEACH	Beach 2022	0	2022	9	INV P	8.00	092822	555774	PATRON MATERIAL REI		
999998 REBECCA CLARK	Clark 2022	0	2022	9	INV P	24.00	092822	555775	PATRON MATERIAL REI		
999998 KAREN RIGGERS	Riggers 2022	0	2022	9	INV P	50.00	092122	555651	Patron Material Rei		
						82.00					
ACCOUNT TOTAL						113.99					
16032 630100											
001393 ULINE	86857	0	2022	9	INV P	90.01	pcard		CD Jewel Boxes	Office Supplies	
002034 OFFICE DEPOT	86467	0	2022	9	INV P	44.06	pcard		Copy Paper, Rubber		
999990 KAPCO-ONLINE	86379	0	2022	9	INV P	528.15	pcard		Book jacket covers		
ACCOUNT TOTAL						662.22					
16032 631500											
000836 MANGO LANGUAGES of C	86388	0	2022	9	INV P	5,434.71	pcard		INV010815	Books & Library Materials	
000889 MIDWEST TAPE	85670	0	2022	9	INV P	1,338.25	pcard		502554112 50258514		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/9 TO 2022/9		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
000889	MIDWEST	TAPE	85671	0	2022	9	INV	P	8,399.53	pcard	502469899
000889	MIDWEST	TAPE	85672	0	2022	9	INV	P	8,522.52	pcard	502614840
000889	MIDWEST	TAPE	86368	0	2022	9	INV	P	938.55	pcard	502617751 50261864
000889	MIDWEST	TAPE	86429	0	2022	9	INV	P	596.54	pcard	502655169
000889	MIDWEST	TAPE	86825	0	2022	9	INV	P	2,247.49	pcard	502684225
									22,042.88		
001983	AMAZON		85706	0	2022	9	INV	P	22.22	pcard	111-7005513-9829821
001983	AMAZON		85707	0	2022	9	INV	P	50.94	pcard	111-2539770-9349807
001983	AMAZON		86389	0	2022	9	INV	P	35.89	pcard	111-4488221-5387448
001983	AMAZON		86390	0	2022	9	INV	P	17.79	pcard	111-1131858-4699425
001983	AMAZON		86478	0	2022	9	INV	P	43.99	pcard	113-3839452-5483400
001983	AMAZON		86480	0	2022	9	INV	P	21.67	pcard	112-5265108-5900211
001983	AMAZON		86481	0	2022	9	INV	P	15.70	pcard	113-5566193-4828254
001983	AMAZON		86482	0	2022	9	INV	P	21.95	pcard	112-0396406-5749865
001983	AMAZON		86483	0	2022	9	INV	P	23.12	pcard	113-7055951-1672266
001983	AMAZON		86484	0	2022	9	INV	P	69.00	pcard	113-2443352-1723451
001983	AMAZON		86866	0	2022	9	INV	P	-35.89	pcard	111-4488221-5387448
									286.38		
002396	INGRAM	LIBRARY SERV	85673	0	2022	9	INV	P	321.11	pcard	71195071
002396	INGRAM	LIBRARY SERV	85674	0	2022	9	INV	P	823.19	pcard	71237041
002396	INGRAM	LIBRARY SERV	85675	0	2022	9	INV	P	1,393.14	pcard	71247770
002396	INGRAM	LIBRARY SERV	85676	0	2022	9	INV	P	236.85	pcard	71247769
002396	INGRAM	LIBRARY SERV	85677	0	2022	9	INV	P	197.85	pcard	710308834
002396	INGRAM	LIBRARY SERV	85678	0	2022	9	INV	P	797.22	pcard	712952282
002396	INGRAM	LIBRARY SERV	86369	0	2022	9	INV	P	-15.09	pcard	71335946
002396	INGRAM	LIBRARY SERV	86370	0	2022	9	INV	P	657.24	pcard	71318578
002396	INGRAM	LIBRARY SERV	86371	0	2022	9	INV	P	448.93	pcard	71343757
002396	INGRAM	LIBRARY SERV	86372	0	2022	9	INV	P	472.02	pcard	71365633
002396	INGRAM	LIBRARY SERV	86373	0	2022	9	INV	P	335.23	pcard	71382430
002396	INGRAM	LIBRARY SERV	86374	0	2022	9	INV	P	1,416.33	pcard	71374573
002396	INGRAM	LIBRARY SERV	86375	0	2022	9	INV	P	226.62	pcard	71399295
002396	INGRAM	LIBRARY SERV	86430	0	2022	9	INV	P	334.30	pcard	71424603
002396	INGRAM	LIBRARY SERV	86431	0	2022	9	INV	P	706.10	pcard	71451499
002396	INGRAM	LIBRARY SERV	86432	0	2022	9	INV	P	747.95	pcard	71482792
002396	INGRAM	LIBRARY SERV	86433	0	2022	9	INV	P	1,088.75	pcard	71528407
002396	INGRAM	LIBRARY SERV	86434	0	2022	9	INV	P	262.27	pcard	71528408
002396	INGRAM	LIBRARY SERV	86435	0	2022	9	INV	P	218.34	pcard	71503463
002396	INGRAM	LIBRARY SERV	86436	0	2022	9	INV	P	463.36	pcard	71518645
002396	INGRAM	LIBRARY SERV	86826	0	2022	9	INV	P	584.71	pcard	71555863
002396	INGRAM	LIBRARY SERV	86827	0	2022	9	INV	P	286.93	pcard	71578827
002396	INGRAM	LIBRARY SERV	86828	0	2022	9	INV	P	378.11	pcard	71584786
002396	INGRAM	LIBRARY SERV	86829	0	2022	9	INV	P	1,063.06	pcard	71608161
002396	INGRAM	LIBRARY SERV	86830	0	2022	9	INV	P	645.23	pcard	71622151
002396	INGRAM	LIBRARY SERV	86831	0	2022	9	INV	P	664.50	pcard	71633411
002396	INGRAM	LIBRARY SERV	86832	0	2022	9	INV	P	708.27	pcard	71654031
002396	INGRAM	LIBRARY SERV	86833	0	2022	9	INV	P	621.08	pcard	71671577
									16,083.60		

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/9 TO 2022/9										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
002583 BLACKSTONE PUBLISHIN	2063243	0	2022 9	INV	P	102.29	092822	555716	Inv. 2063243 / CusI	
002830 KANOPY, INC	300278	0	2022 9	INV	P	304.95	090722	555443	Inv. 300278	
002830 KANOPY, INC	303631	0	2022 9	INV	P	371.45	090722	555443	Inv. 303631	
002830 KANOPY, INC	307229	0	2022 9	INV	P	267.90	090722	555443	Inv. 307229	
002830 KANOPY, INC	311966	0	2022 9	INV	P	407.55	090722	555443	Inv. 311966	
						1,351.85				
999990 THE PENWORTHY COMPAN	85704	0	2022 9	INV	P	255.98	pcard		0583813-IN	
999990 DATA AXLE-CITYDIRECT	85705	0	2022 9	INV	P	377.40	pcard		10004014029	
999990 REI*GREENWOODHEINEMA	86475	0	2022 9	INV	P	25.00	pcard		MK9G-WENH-WHY5	
999990 OUR WI MAG	86476	0	2022 9	INV	P	19.98	pcard		220912OURWI	
999990 CHICAGO TRIB SUBSCRI	86477	0	2022 9	INV	P	140.14	pcard		2022-09-178174059	
999990 ANC*NEWSPAPERS.COM	86479	0	2022 9	INV	P	74.90	pcard		7524764	
999990 PAYPAL *WI ST GEN S	86485	0	2022 9	INV	P	30.00	pcard		40F98509TY813014E	
999990 THOMSON WEST*TCD	86865	0	2022 9	INV	P	1,076.05	pcard		846942398	
						1,999.45				
ACCOUNT TOTAL						47,301.16				
16032 659900			Other Contracts/Obligation							
001398 UNIQUE MANAGEMENT SE	6104474	0	2022 9	INV	P	256.10	091422	555589	Collection Agency -	
ACCOUNT TOTAL						256.10				
ORG 16032 TOTAL						48,333.47				
16033			Library Network Services							
16033 632700			Miscellaneous Equipment							
001619 CDW GOVERNMENT, INC.	85717	0	2022 9	INV	P	2,998.48	pcard		Childrens Services	
001983 AMAZON	86505	0	2022 9	INV	P	59.15	pcard		Ethernet Cables	
001983 AMAZON	86506	0	2022 9	INV	P	28.99	pcard		Kids Earbuds Headph	
						88.14				
999990 THE HOME DEPOT #4928	85714	0	2022 9	INV	P	13.98	pcard		MOD Plugs	
ACCOUNT TOTAL						3,100.60				
16033 641800			Equip Repairs & Maint							
000911 MODERN BUSINESS MACH	IN3752406	0	2022 9	INV	A	201.00			Copier Contract Mon	
000911 MODERN BUSINESS MACH	IN3840009	0	2022 9	INV	A	208.53			Copier Contract Mon	
						409.53				
999990 FS *TECHSMITH	86872	0	2022 9	INV	P	99.99	pcard		ScreenCast.com Pro	
ACCOUNT TOTAL						509.52				

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2022/9 TO 2022/9									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
16033 659900									
001961 WELLS FARGO FINANCIA	5021588434	0	2022 9	INV	P	399.74	091422	555600	Copier Lease
Other Contracts/Obligation									
ACCOUNT TOTAL						399.74			
16033 681500									
999990 MOBILE BEACON	85715	0	2022 9	INV	P	1,200.00	pcard		Hot Spot Renewal
999990 MOBILE BEACON	85716	0	2022 9	INV	P	120.00	pcard		Hot Spot Renewal
999990 CLOUD DNS LTD	86504	0	2022 9	INV	P	11.70	pcard		Hosting Renewal
999990 ZOOM.US 888-799-9666	86871	0	2022 9	INV	P	40.00	pcard		Cloud Recording
						1,371.70			
ACCOUNT TOTAL						1,371.70			
ORG 16033 TOTAL						5,381.56			
FUND 100 General Fund						TOTAL:			89,615.57

** END OF REPORT - Generated by Maureen Ward **



Appleton Public Library Cash Flow Report SEPT-2022 Year to Date				JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT		
GL Account	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	YTD TOTAL	% USED
423200	Library Grants & Aids	\$1,063,001.00	\$1,063,001.00	\$0.00	\$0.00	\$0.00	\$0.00	\$576,312.50	\$0.00	\$0.00	\$0.00	\$486,688.50	\$1,063,001.00	100.0%
480100	General Charges for Ser	\$0.00	\$0.00	\$52.85	\$48.03	\$97.63	\$83.29	\$31.80	\$56.00	\$131.07	\$33.82	\$108.86	\$643.35	100.0%
500100	Fees & Commissions	\$600.00	\$600.00	\$121.97	(\$4.10)	\$112.78	\$27.87	\$34.36	(\$3.82)	\$69.23	\$0.00	\$0.00	\$358.29	59.7%
501500	Rental of City Property	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,440.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,440.00	100.0%
502000	Donations & Memorials	\$0.00	\$0.00	\$0.32	\$80.35	\$0.70	\$1.50	\$0.00	\$0.01	\$1.83	\$4.16	\$1.19	\$90.06	100.0%
503500	Other Reimbursements	\$43,900.00	\$107,885.00	\$1,766.70	\$2,710.20	\$41,914.37	\$28,956.61	\$1,221.96	\$1,327.81	\$12,452.39	\$8,909.58	\$3,290.75	\$102,550.37	95.1%
Total Revenue		\$1,107,501.00	\$1,171,486.00	\$1,941.84	\$2,834.48	\$42,125.48	\$35,509.27	\$577,600.62	\$1,380.00	\$12,654.52	\$8,947.56	\$490,089.30	\$1,173,083.07	100.1%
Expense				JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD TOTAL	
610100	Regular Salaries	(\$2,322,874.00)	(\$2,322,874.00)	(\$83,283.51)	(\$168,976.32)	(\$247,492.05)	(\$172,831.61)	(\$174,205.93)	(\$166,871.46)	(\$156,518.64)	(\$151,359.53)	(\$234,829.66)	(\$1,556,368.71)	67.0%
610400	Call Time Wages	\$0.00	\$0.00	(\$200.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$200.00)	100.0%
610500	Overtime Wages	\$0.00	\$0.00	\$0.00	\$0.00	(\$258.30)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$258.30)	100.0%
610800	Part-Time Wages	(\$191,499.00)	(\$197,499.00)	(\$9,318.19)	(\$18,939.47)	(\$29,964.89)	(\$14,003.18)	(\$2,463.35)	(\$15,617.47)	(\$17,379.07)	(\$18,345.67)	(\$25,076.56)	(\$151,107.85)	76.5%
611400	Sick Pay	\$0.00	\$0.00	(\$3,180.97)	(\$1,264.44)	(\$529.66)	(\$455.46)	(\$1,018.40)	(\$173.08)	\$0.00	(\$510.71)	\$0.00	(\$7,132.72)	100.0%
611500	Vacation Pay	\$0.00	\$0.00	(\$4,628.74)	(\$8,623.93)	(\$19,860.61)	(\$8,296.14)	(\$6,696.20)	(\$13,849.64)	(\$22,814.78)	(\$26,117.68)	(\$29,232.01)	(\$140,119.73)	100.0%
615000	Fringes	(\$819,743.00)	(\$819,743.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
615100	FICA	\$0.00	\$0.00	(\$12,389.47)	(\$12,453.44)	(\$19,172.76)	(\$12,624.16)	(\$12,431.94)	(\$12,514.65)	(\$12,459.06)	(\$12,538.42)	(\$18,825.93)	(\$125,409.83)	100.0%
615200	Retirement	\$0.00	\$0.00	(\$10,921.04)	(\$10,941.80)	(\$16,470.58)	(\$11,139.63)	(\$11,105.51)	(\$11,040.61)	(\$10,987.56)	(\$10,925.94)	(\$16,156.07)	(\$109,688.74)	100.0%
615301	Health Insurance	\$0.00	\$0.00	(\$19,454.35)	(\$37,785.21)	(\$37,807.23)	(\$38,092.93)	(\$38,933.16)	(\$38,648.48)	(\$38,832.77)	(\$38,870.46)	(\$37,528.10)	(\$325,952.69)	100.0%
615302	Dental Insurance	\$0.00	\$0.00	(\$1,535.97)	(\$2,965.05)	(\$2,965.04)	(\$2,984.68)	(\$3,005.02)	(\$2,984.58)	(\$2,998.51)	(\$3,002.76)	(\$2,911.23)	(\$25,352.84)	100.0%
615400	Life Insurance	\$0.00	\$0.00	(\$72.70)	(\$74.30)	(\$74.30)	(\$74.30)	(\$79.00)	(\$81.40)	(\$79.80)	(\$78.53)	(\$72.40)	(\$686.73)	100.0%
Personnel Services		(\$3,334,116.00)	(\$3,340,116.00)	(\$144,984.94)	(\$262,023.96)	(\$374,595.42)	(\$260,502.09)	(\$249,938.51)	(\$261,781.37)	(\$262,070.19)	(\$261,749.70)	(\$364,631.96)	(\$2,442,278.14)	73.1%

Expense	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	YTD TOTAL			
620100 Training/Conferences	(\$23,234.00)	(\$26,234.00)	(\$628.76)	(\$152.59)	(\$92.59)	(\$3,399.21)	(\$1,273.54)	(\$874.00)	(\$2,110.00)	(\$2,343.99)	(\$2,321.07)	(\$13,195.75)	50.3%
620200 Mileage Reimbursement	\$0.00	\$0.00	(\$180.00)	(\$180.00)	(\$180.00)	(\$192.00)	(\$282.00)	(\$282.00)	(\$222.00)	(\$1,257.00)	(\$387.00)	(\$3,162.00)	100.0%
620600 Parking Permits	(\$12,000.00)	(\$12,000.00)	(\$1,820.00)	\$0.00	(\$1,820.00)	(\$1,855.00)	(\$1,260.00)	(\$1,540.00)	\$0.00	\$0.00	(\$543.01)	(\$8,838.01)	73.7%
630100 Office Supplies	(\$39,676.00)	(\$56,807.00)	(\$785.39)	(\$1,665.33)	(\$1,673.91)	(\$332.59)	(\$2,014.28)	(\$6,840.12)	(\$1,434.39)	(\$2,341.87)	(\$8,153.08)	(\$25,240.96)	44.4%
630300 Memberships & Licenses	(\$2,200.00)	(\$2,200.00)	(\$475.00)	(\$300.00)	(\$400.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	(\$164.00)	(\$2,339.00)	106.3%
630500 Awards & Recognition	(\$850.00)	(\$1,850.00)	(\$87.53)	(\$60.95)	\$0.00	(\$100.00)	(\$71.98)	\$0.00	\$0.00	\$0.00	\$0.00	(\$320.46)	17.3%
630600 Building Maint./Janitor	(\$7,000.00)	(\$7,000.00)	\$0.00	(\$78.68)	(\$184.41)	(\$881.86)	(\$928.06)	\$0.00	\$0.00	(\$1,749.74)	(\$1,166.07)	(\$4,988.82)	71.3%
630700 Food & Provisions	(\$1,135.00)	(\$3,071.00)	(\$12.00)	\$0.00	(\$230.20)	(\$803.95)	(\$578.21)	(\$35.81)	(\$137.12)	(\$155.44)	(\$157.10)	(\$2,109.83)	68.7%
630902 Tools & Instruments	(\$150.00)	(\$150.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
631500 Books & Library Materia	(\$475,000.00)	(\$513,429.00)	(\$42,557.13)	(\$48,877.14)	(\$16,513.05)	(\$25,294.50)	(\$12,828.34)	(\$27,900.09)	(\$19,208.85)	(\$22,730.79)	(\$65,296.81)	(\$281,206.70)	54.8%
632001 City Copy Charges	(\$100.00)	(\$100.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
632002 Outside Printing	\$0.00	(\$1,200.00)	\$0.00	\$0.00	(\$479.63)	(\$194.32)	(\$39.22)	(\$251.58)	(\$132.64)	(\$34.62)	\$0.00	(\$1,132.01)	94.3%
632300 Safety Supplies	(\$550.00)	(\$550.00)	\$0.00	0	\$0.00	(\$110.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$110.00)	20.0%
632700 Miscellaneous Equipment	(\$53,630.00)	(\$94,368.00)	\$0.00	(\$3,250.57)	(\$4,300.23)	\$0.00	(\$403.50)	\$0.00	\$0.00	(\$6,307.52)	(\$3,100.60)	(\$17,362.42)	18.4%
640700 Solid Waste/Recycling P	(\$4,125.00)	(\$4,125.00)	\$0.00	(\$665.76)	\$0.00	(\$732.88)	(\$1,140.76)	(\$884.91)	\$0.00	(\$404.88)	(\$404.88)	(\$4,234.07)	102.6%
641200 Advertising	(\$1,288.00)	(\$19,288.00)	(\$350.84)	\$0.00	(\$130.00)	(\$1,360.22)	(\$1,449.63)	(\$294.29)	(\$177.61)	(\$285.19)	\$0.00	(\$4,047.78)	21.0%
641301 Electric	(\$24,778.00)	(\$24,778.00)	(\$6,742.00)	\$0.00	(\$13,625.90)	\$0.00	(\$6,742.43)	(\$12,895.11)	(\$23,146.31)	\$0.00	(\$6,945.72)	(\$70,097.47)	282.9%
641302 Gas	(\$4,283.00)	(\$4,283.00)	(\$4,462.50)	\$0.00	(\$8,208.31)	\$0.00	(\$2,956.09)	(\$8,691.92)	(\$4,280.48)	(\$1,141.36)	(\$207.47)	(\$29,948.13)	699.2%
641303 Water	(\$5,125.00)	(\$5,125.00)	\$0.00	(\$703.62)	\$0.00	\$0.00	(\$812.46)	\$0.00	\$0.00	(\$697.54)	\$0.00	(\$2,213.62)	43.2%
641304 Sewer	(\$2,114.00)	(\$2,114.00)	\$0.00	(\$356.93)	\$0.00	\$0.00	(\$438.00)	\$0.00	\$0.00	(\$367.13)	\$0.00	(\$1,162.06)	55.0%
641306 Stormwater	(\$3,700.00)	(\$3,700.00)	\$0.00	(\$793.97)	\$0.00	\$0.00	(\$776.71)	\$0.00	\$0.00	(\$785.34)	\$0.00	(\$2,356.02)	63.7%
641307 Telephone	(\$2,948.00)	(\$2,948.00)	(\$295.55)	(\$288.12)	(\$285.80)	(\$286.84)	(\$284.92)	(\$286.79)	(\$290.87)	(\$289.09)	(\$293.18)	(\$2,601.16)	88.2%
641308 Cellular Phones	(\$1,600.00)	(\$1,600.00)	(\$206.72)	\$0.00	(\$83.75)	\$0.00	(\$166.00)	\$0.00	\$0.00	(\$411.91)	(\$103.75)	(\$972.13)	60.8%
641600 Build Repairs & Maint	(\$2,000.00)	(\$2,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$465.15)	\$0.00	(\$465.15)	23.3%
641800 Equip Repairs & Maint	(\$79,953.00)	(\$79,953.00)	(\$18,518.84)	(\$261.44)	(\$2,010.16)	(\$1,253.96)	(\$9,254.44)	(\$421.73)	(\$605.25)	(\$1,922.76)	(\$509.52)	(\$34,758.10)	43.5%
642000 Facilities Charges	(\$100,000.00)	(\$160,825.00)	(\$12,912.06)	(\$12,862.62)	(\$34,819.15)	(\$15,419.51)	(\$44,129.05)	(\$5,283.38)	\$0.00	(\$61.23)	(\$9,598.53)	(\$135,085.53)	84.0%
Leases	(\$258,663.00)	(\$492,910.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$12,998.90)	\$0.00	(\$41,697.95)	(\$17,468.29)	(\$72,165.14)	14.6%
659900 Other Contracts/Obligat	(\$87,605.00)	(\$139,555.00)	(\$6,933.85)	(\$27,133.27)	(\$72,204.52)	(\$900.00)	(\$12,214.78)	(\$2,397.90)	(\$4,037.31)	(\$34,921.23)	(\$15,166.51)	(\$175,909.37)	126.1%
681500 Software Acquisition	(\$4,498.00)	(\$4,498.00)	(\$2,039.50)	(\$5,780.31)	(\$40.00)	(\$782.50)	\$0.00	\$0.00	\$0.00	(\$13,352.33)	(\$1,456.50)	(\$23,451.14)	521.4%
Operating Expense	(\$1,198,205.00)	(\$1,666,661.00)	(\$99,007.67)	(\$103,411.30)	(\$157,281.61)	(\$53,899.34)	(\$100,044.40)	(\$81,878.53)	(\$55,782.83)	(\$134,724.06)	(\$133,443.09)	(\$919,472.83)	55.2%
Personnel Services	(\$3,334,116.00)	(\$3,340,116.00)	(\$144,984.94)	(\$262,023.96)	(\$374,595.42)	(\$260,502.09)	(\$249,938.51)	(\$261,781.37)	(\$262,070.19)	(\$261,749.70)	(\$364,631.96)	(\$2,442,278.14)	
Operating Expense	(\$1,198,205.00)	(\$1,666,661.00)	(\$99,007.67)	(\$103,411.30)	(\$157,281.61)	(\$53,899.34)	(\$100,044.40)	(\$81,878.53)	(\$55,782.83)	(\$134,724.06)	(\$133,443.09)	(\$919,472.83)	
Total Expense	(\$4,532,321.00)	(\$5,006,777.00)	(\$243,992.61)	(\$365,435.26)	(\$531,877.03)	(\$314,401.43)	(\$349,982.91)	(\$343,659.90)	(\$317,853.02)	(\$396,473.76)	(\$498,075.05)	(\$3,361,750.97)	
Total Revenue	\$1,107,501.00	\$1,171,486.00	\$1,941.84	\$2,834.48	\$42,125.48	\$35,509.27	\$577,600.62	\$1,380.00	\$12,654.52	\$8,947.56	\$490,089.30	\$1,173,083.07	



2020-2022 MTD EXPENDITURES	Sept 2020-2022 comparisons		
	2020	2021	2022
ACCOUNT DESCRIPTION	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL
423200 Library Grants & Aids	\$471,579.00	\$0.00	\$486,688.50
480100 General Charges for Ser	\$577.84	\$180.39	\$108.86
500100 Fees & Commissions	\$2.41	\$67.65	\$0.00
501500 Rental of City Property	\$0.00	\$0.00	\$0.00
502000 Donations & Memorials	\$1.99	\$21.63	\$1.19
503500 Other Reimbursements	\$7,399.32	\$31,346.26	\$3,290.75
MTD-Total Revenue	\$479,560.56	\$31,615.93	\$490,089.30
610100 Regular Salaries	(\$164,307.22)	(\$230,708.71)	(\$234,829.66)
610400 Call Time Wages	\$0.00	\$0.00	\$0.00
610500 Overtime Wages	\$0.00	\$0.00	\$0.00
610800 Part-Time Wages	(\$14,181.10)	(\$26,972.84)	(\$25,076.56)
611400 Sick Pay	\$0.00	(\$31.26)	\$0.00
611500 Vacation Pay	(\$10,407.24)	(\$34,384.84)	(\$29,232.01)
615000 Fringes	\$0.00	\$0.00	\$0.00
615100 FICA	(\$12,203.36)	(\$18,979.64)	(\$18,825.93)
615200 Retirement	(\$11,085.92)	(\$16,657.69)	(\$16,156.07)
615301 Health Insurance	(\$38,495.51)	(\$38,765.58)	(\$37,528.10)
615302 Dental Insurance	(\$2,991.71)	(\$2,981.98)	(\$2,911.23)
615400 Life Insurance	(\$45.70)	(\$73.80)	(\$72.40)
620100 Training/Conferences	(\$1,209.00)	(\$326.00)	(\$2,321.07)
620200 Mileage Reimbursement	\$0.00	\$0.00	(\$387.00)
620600 Parking Permits	(\$140.00)	(\$2.00)	(\$543.01)
630100 Office Supplies	(\$3,059.50)	(\$1,737.97)	(\$8,153.08)
630300 Memberships & Licenses	\$0.00	\$0.00	(\$164.00)
630500 Awards & Recognition	(\$33.95)	\$0.00	\$0.00
630600 Building Maint./Janitor	(\$473.01)	(\$828.76)	(\$1,166.07)
630700 Food & Provisions	\$0.00	(\$39.16)	(\$157.10)
630902 Tools & Instruments	(\$1.35)	\$0.00	\$0.00
631500 Books & Library Materia	(\$6,466.51)	(\$51,724.81)	(\$65,296.81)
632001 City Copy Charges	\$0.00	\$0.00	\$0.00
632002 Outside Printing	\$0.00	(\$271.80)	\$0.00
632300 Safety Supplies	\$0.00	\$0.00	\$0.00
632700 Miscellaneous Equipment	(\$7,607.55)	(\$1,007.35)	(\$3,100.60)
640700 Solid Waste/Recycling P	(\$324.00)	\$0.00	(\$404.88)
641200 Advertising	(\$45.00)	(\$975.54)	\$0.00
641301 Electric	(\$8,292.02)	(\$8,947.36)	(\$6,945.72)
641302 Gas	(\$675.89)	(\$1,617.32)	(\$207.47)
641303 Water	\$0.00	\$0.00	\$0.00
641304 Sewer	\$0.00	\$0.00	\$0.00
641306 Stormwater	\$0.00	\$0.00	\$0.00
641307 Telephone	(\$271.62)	(\$280.38)	(\$293.18)
641308 Cellular Phones	(\$16.58)	\$0.00	(\$103.75)
641600 Build Repairs & Maint	(\$329.87)	\$0.00	\$0.00
641800 Equip Repairs & Maint	(\$1,049.28)	(\$1,195.49)	(\$509.52)
642000 Facilities Charges	(\$11,216.35)	(\$15,095.20)	(\$9,598.53)
650200 Leases	\$0.00	\$0.00	(\$17,468.29)
659900 Other Contracts/Obligat	(\$3,676.00)	(\$4,652.25)	(\$15,166.51)
681500 Software Acquisition	\$0.00	\$0.00	(\$1,456.50)
MTD Total Expenditures	(\$298,605.24)	(\$458,257.73)	(\$498,075.05)

MAJOR PROJECT TITLE

***** Library - Friends of the Library

PROJECT TITLE

LIB-FRIENDLibrary - Friends of the Library

BEGINNING BALANCE -35,544.63

FUNDING SOURCES	TITLE	AMOUNT
LIB-FRIEND.CHILDSERV .OTHREIMB .	Children's Services	-137.60
LIB-FRIEND.COMMPART .OTHREIMB .	Community Partnerships	-4,732.97
	FUNDING SOURCE TOTAL	-4,870.57

EXPENSE STRINGS	TITLE	AMOUNT
LIB-FRIEND.CHILDSERV .OTHCONTR .	Children's Services	1,526.00
LIB-FRIEND.CHILDSERV .SUPPLIES .	Children's Services	1,634.64
LIB-FRIEND.COMMPART .OTHCONTR .	Community Partnerships	1,339.06
LIB-FRIEND.COMMPART .PTWAGES .	Community Partnerships	4,645.87
LIB-FRIEND.COMMPART .SUPPLIES .	Community Partnerships	5,581.97
LIB-FRIEND.LIBADMIN .ADVERTISNG.	Library - Friends advertising	450.60
LIB-FRIEND.LIBADMIN .FOOD/PROV .	Library Administration	304.09
LIB-FRIEND.LIBADMIN .MEMBERLIC .	Library Administration	1,000.00
LIB-FRIEND.LIBADMIN .OUTPRINT .	Library Administration	167.26
LIB-FRIEND.LIBADMIN .SUPPLIES .	Library Administration	26.33
	EXPENSE TOTAL	16,675.82

ENDING BALANCE -23,739.38

******* TOTALS**

BEGINNING BALANCE	-35,544.63
FUNDING SOURCE	-4,870.57
EXPENSE	16,675.82
ENDING BALANCE	-23,739.38

REPORT TOTAL: -23,739.38

** END OF REPORT - Generated by Maureen Ward **

<p align="center">CITY OF APPLETON PERSONNEL POLICY</p>	<p align="center">TITLE: Confined Space Entry 29 CFR 1910.146 DSPS 332.28 & 332.29</p>	
<p>ISSUE DATE: January 1, 1990</p>	<p>LAST UPDATE: October 9, 2002 July 17, 2003 July 2009 May 2014 June 2015 May 2016</p>	<p>SECTION: Safety</p>
<p>POLICY SOURCE: Human Resources Department</p>	<p>AUDIENCE: Employees who enter confined spaces</p>	<p>TOTAL PAGES: 12</p>
<p>Reviewed by Legal Services Date: August 4, 2003 October 9, 2008 May 12, 2014</p>	<p>Committee Approval Date: November 24, 2003 July 14, 2009 July 21, 2014</p>	<p>Council Approval Date: November 24, 2003 August 5, 2009 August 6, 2014</p>

I. PURPOSE

To provide requirements for practices and procedures to all employees who are involved with entering confined spaces and to identify and train employees required to enter confined spaces in accordance with the Department of Safety and Professional Services (SPS 332.28 & 332.29) and the Occupational Safety and Health Administration (OSHA 29CFR 1910.146).

II. POLICY

To provide a safe work environment for City employees who enter confined spaces. Violations of this policy will result in disciplinary action, up to and including discharge.

III. DISCUSSION

The policy defines the specific procedures for safe entry into confined spaces.

IV. DEFINITIONS

- A. Air sampling – Measuring and evaluating the amount of toxic material in the air a worker is exposed to. Samples shall be taken continuously in the breathing zone of the worker.
- B. Alternate Entry Confined Space – One in which:
 - 1. The only hazard is actual or potential hazardous atmosphere.
 - 2. Continued ventilation and air monitoring is sufficient to ensure the space is safe for entry.
- C. Asphyxiants – Certain gases, vapors and fumes that may cause interruption of breathing, unconsciousness and death from oxygen deficiency or toxicity.
- D. Atmosphere – Refers to the gases, vapors, mists, fumes and dusts within a confined space.
- E. Attendant – A trained individual stationed outside of the confined space that performs all attendant duties.
- F. Authorized Entrant – A trained employee who is authorized by the employer to enter a confined space.
- G. Blanking or Blinding – The absolute closure of a pipe, line or duct by the fastening of a solid plate that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line or duct with no leakage beyond the plate.

- H. Contaminant – Any organic or inorganic substance, dust, fume, mist, vapor or gas, the presence of which can be harmful or hazardous to human beings.
- I. Confined Space – A confined space that is large enough and so configured that an employee can bodily enter, has limited or restricted means for entry or egress and is not designed for continuous employee occupancy.
- J. Double Block and Bleed – The closure of a line, duct or pipe by closing and locking/tagging two in-line valves and by opening and locking/tagging a drain or vent in the line between the two closed valves.
- K. Engulfment – The surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction or crushing.
- L. Entry – The action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant’s body breaks the plane of an opening into the space.
- M. Entry Permit – A permit required for entry into a confined space.
- N. Hazardous Atmosphere – An atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue, injury or acute illness from one or more of the following causes: flammable gas, vapor or mist in excess of 10 percent of its lower flammable limit (LFL), airborne combustible dust at a concentration of any substance for which the permissible exposure limit is exceeded or any other atmospheric condition that is immediately dangerous to life or health.
- O. Hot Work Permit – The employer’s written authorization to perform operations capable of providing a source of ignition (e.g., welding, cutting, burning, heating, etc.).
- P. Immediately Dangerous to Life or Health (IDLH) – Any condition that poses an immediate threat to life or a delayed threat to life, or that would cause irreversible adverse health effects or that would interfere with an individual’s ability to escape unaided from a confined space.
- Q. Isolation – The process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding, removing sections of lines, pipes or ducts, a double block and bleed system, lockout or tagout of all sources of energy, or blocking or disconnecting all mechanical linkages.
- R. Lower Explosive Limit (LEL) - The lowest concentration of a gas or vapor expressed in percent by volume in air that burns or explodes if an ignition source is present at room temperature.
- S. Non-Permit Confined Space – A confined space that does not contain or have the potential to contain any hazard capable of causing death or serious physical harm.
- T. Oxygen Deficient Atmosphere - An atmosphere which contains less than 19.5% oxygen by volume.
- U. Oxygen Enriched Atmosphere – An atmosphere containing more than 23.5% oxygen by volume.
- V. Reclassified Confined Space – See section VI(C)(5) of this policy for more information.
- W. Permit Required Confine Space (Permit Space) – A confined space that has one or more of the following characteristics: contains or has a potential to contain a hazardous atmosphere, contains a material that has the potential for engulfing an entrant, has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section, or contains any other recognized serious safety or health hazard.
- X. Rescue Services – the personnel designated to rescue employees from permit spaces.
- Y. SCBA - Self contained breathing apparatus

V. RESPONSIBILITIES

- A. Duties of Confined Space Entry Supervisor (Departmental Safety Coordinator or Designee):

1. Coordinating with the Appleton Fire Department (AFD) 48 hours prior to entry and verifying that rescue or other emergency personnel are available, ensuring the means for summoning them are operable if an emergency occurs, and suspending the entry when AFD personnel become unavailable. Entry may resume after AFD rescue personnel are available again.
2. Know the hazards that may be encountered during entry and informing the entrants about the hazards, including information on the mode, signs, or symptoms and consequences of exposure.
3. Conduct/coordinate hazard assessments to determine the classification and location of the confined spaces within the respective department.
4. Development of specific entry procedures for each applicable confined space. Departments will be responsible for developing, maintaining records of, revising (as needed) and making accessible to applicable employees, their specific confined space entry procedures.
5. Verify, by checking, that the appropriate entries have been made on the permit, that all atmospheric tests specified by the permit have been conducted and that all procedures and equipment specified in the permit are in place before endorsing the permit and allowing entry to begin. Note: Any employee who enters the space shall be provided with an opportunity to observe the pre-entry testing.
6. Maintain completed entry permits, calibration records and other air sampling test records as required.
7. Coordinate posting of appropriate danger/caution signs by each confined space.
8. Supervise the selection and use of respirators in conjunction with the City's Respiratory Protection Policy.
9. Conducting and/or coordinating employee confined space entry training and submitting training records to the Human Resources Department.
10. Assist in the annual evaluation of the overall program to determine its continued effectiveness.
11. Ensure assigned personnel are knowledgeable of all aspects of the confined space entry program.
12. Ensure that employees comply with all elements of the confined space entry program.
13. Ensure appropriate PPE and equipment is properly utilized and maintained.
14. Ensure that any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.
15. Ensure that when entrance covers are removed, the opening is promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and it will also protect each entrant working in the space from foreign objects entering the space.
16. Removing unauthorized individuals who have entered or who attempt to enter any permit space.
17. Determining that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.
18. Terminating the entry and canceling the permit whenever required and notifying AFD when the entry has been terminated.

Note: The Entry Supervisor may also serve as an attendant or as an authorized entrant providing that person is properly trained and equipped. The duties of the Entry Supervisor may also be passed from one individual to another individual during an entry operation.

B. Duties of Authorized Entrants:

1. Know and recognizing the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of exposure.
2. Receive training relating to confined space entry prior to any entry.
3. Know how to properly use all equipment required for entry into confined spaces.
4. Communicate with the attendant as necessary to enable the attendant to properly monitor entrant status.
5. Verifying the conditions in the permit space are acceptable for entry through the duration of the authorized entry. For example, regularly testing the atmosphere within the space to ensure that continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.
6. Alerting the attendant when hazardous conditions, dangerous situations, prohibited conditions, warning signs, or symptoms of exposure are detected, recognized, identified or suspected.
7. Exit the confined space immediately when the following arises:
 - a. An order to evacuate is given by other entrants, the attendant or the entry supervisor.
 - b. When a prohibited condition or dangerous situation arises.
 - c. When an evacuation alarm is activated.
 - d. When warning signs or symptoms of exposure are identified or recognized.
8. Complying with all other aspects of this confined space entry program.

C. Duties of Attendant:

1. Receive training relating to confined space entry.
2. Knowing the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of exposure.
3. Verifying the conditions in the permit space are acceptable for entry throughout the duration of an authorized entry.
4. Continuously monitoring all entrant(s) in the confined space including maintaining an accurate count of those individuals in the permit space.
5. Remain outside the confined space during entry operations until relieved by another attendant.
6. Communicate with authorized entrants as necessary to monitor their status and to alert of the need to evacuate the confined space.
7. Do not enter confined space to perform a rescue. Summon rescue and other emergency services as soon as it is determined that an entrant(s) may need assistance to escape.
8. Monitor activities inside and outside the space to determine if it is safe for entrant(s) to remain in the space and order the entrant(s) to evacuate the space immediately under the following conditions:
 - a. If you detect a prohibited condition (e.g., entry by unauthorized individual, etc.).
 - b. If a hazardous atmosphere is detected during entry, entrants and attendants must immediately leave the space. The space must then be evaluated to determine how the hazard atmosphere developed and the steps to implement to protect employees from the hazardous atmosphere before any subsequent entry takes place.
 - c. If you detect the behavioral effects of hazard exposure in an authorized entrant.
 - d. If you detect a situation outside the space that could endanger the authorized entrant.
 - e. If you cannot effectively and safely perform all the duties required.
9. Warn unauthorized personnel to stay away from the confined space.
10. Advise unauthorized personnel that they must exit the confined space immediately if they have entered the confined space.
11. Inform the authorized entrant(s) and the supervisor, if applicable, of unauthorized person(s).

12. Perform non-entry rescue as specified by the City's rescue procedure, as in hoisting entrant from a vertical confined space.
13. Perform no other duties that might interfere with the primary duty to monitor and protect the authorized entrant(s).
14. Summoning rescue and other emergency services as soon as the attendant determines that entrants may need assistance to escape from the permit space hazards.

D. Duties of Rescue Services (Appleton Fire Fighters):

1. The City will ensure that each member of the rescue service will be provided with, and are trained to use properly, the personal protective and rescue equipment necessary for making rescues from confined spaces.
2. Rescue team members will be trained to perform their assigned duties.
3. Rescue team members will practice making permit space rescues at least once every twelve months using simulated rescue operations.
4. The City shall inform the rescue service of the hazards that they may encounter when called on to perform a rescue.
5. The City will provide the rescue service with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.
6. Based on hazard(s) and time requirements for Rescuer(s) to make entry, the Rescue Team will be on site or positioned in such a location that response would meet the necessary response time.

E. Responsibilities relating to outside contractors working on City projects:

1. The City as the "host employer" must:
 - a. Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only with a permit space program.
 - b. Apprise the contractor of hazards and elements of the space as well as our experience in the space and the reasons the space is identified as a permit space.
 - c. Apprise the contractor of any precautions or procedures the City has implemented for the protection of City employees in or near permit spaces where contractor personnel will be working.
 - d. Coordinate entry when both City employees and contractor personnel will be working in or near permit spaces.

VI. PROCEDURES

A. Workplace Evaluation and Confined Space Classification - The evaluation and identification of confined spaces will be made under the guidance of OSHA 29 CFR 1910.146 (see Appendix A). A detailed assessment will be made of each space to determine the type and location of each space, its approximate dimensions, number of exits, the reason(s) for entry, actual or potential health and safety hazards, and its classification. Spaces will be classified as one of the following:

1. Non-Permit Confined Space
2. Permit Required Confined Space (Permit Space) – Appendix B shall be completed to detail what steps were taken to eliminate hazards prior to entry into the space.
3. Reclassified Confined Space - A confined space may be reclassified from a permit space to a non-permit space under the following conditions:
 - If the permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into the space; the permit space may

be reclassified as a non-permit space if the non-atmospheric hazards remain eliminated.

- Employees entering a confined space through this re-classification process must complete Appendix C detailing what steps were taken to eliminate the hazards prior to entry into the space.
- Note: Control of atmospheric hazards through continuous forced air ventilation does not constitute the elimination of hazards and cannot be used to re-classify a confined space.

4. Alternate Entry Confined Space - A confined space may be entered through the alternate entry process if all the following conditions are met:

- If the only hazard posed by the confined space is an actual or potential hazardous atmosphere.
- If it can be demonstrated through air sampling and continuous forced air ventilation that entry will be safe.
- Employees entering a confined space through this alternate entry process must complete Appendix D detailing the steps taken to verify safety entry.

5. Confined Spaces That Will Never Be Entered

B. Identification of Confined Spaces – Employees must be made aware of the existence, location, and danger of permit-required confined spaces. This can be done by posting signs at the access points to the permit spaces unless other equally effective means of warning personnel are thoroughly communicated.

C. Entry Procedures

1. General Safety Rules and Work Practices:

- a. No unauthorized open flame allowed, and no employee may smoke within 10 feet of a confined space per WI 332.29.
- b. Any confined space with an atmosphere which has a combustible gas content of 10% or more of the lower explosive limit shall not be entered even if a breathing apparatus or respirator used.
- c. Boiler and Vessels – Before any employee enters a boiler or any other vessel type confined space (whether permit or non-permit), the following safety precautions shall be implemented.
 - i. Ensure that the interior temperature of the confined space closely equals the ambient temperature outside the vessel before any entry is made into it to avoid extreme hot or cold temperatures.
 - ii. Ensure that hazardous materials (solids and liquids) inside the work area are removed from the vessel as much as possible before entry is allowed.
 - iii. Ensure that all lines leading into and away from the vessel are addressed appropriately regarding lockout/tagout requirements.
 - iv. Develop proper confined space entry procedures for the specific boiler employees will be entering.
- d. Traffic Safety – Entrances to all confined spaces that are in the streets shall be guarded in accordance with the following requirements when work is required at these spaces (in accordance with SPS 332.29):
 - i. Employee shall activate the following warning lights upon approach to an entrance to a confined space: vehicle's beacon light and vehicle's four-way hazard flashers.

- ii. A vehicle shall be parked to permit traffic to flow in an unobstructed manner, and where possible, to provide protection for the employees.
- iii. Employee shall park the vehicle in such a manner that the vehicles exhaust fumes cannot accumulate in the confined space. If this is not possible, the vehicle's exhaust pipe shall be extended away from the confined space.
Note: If a hazard cannot be avoided, this may require further consideration such as changing a non-permit space into a permit space.
- iv. Employees shall properly place traffic safety cones around the manhole to adequately warn oncoming traffic. Traffic safety cones shall be visible to traffic in all directions and in such a manner as to protect the employees from the traffic flow. Traffic cones should also be placed far enough from the confined space to give drivers adequate notice.
- e. **Cleaning Purposes:** When a confined space is required for cleaning purposes, the entry supervisor, shall review and authorize the procedures and processes to be used while cleaning the confined space before entry can take place.
Considerations for cleaning include:
 - i. Initial cleaning shall be done, if possible, from outside the tank.
 - ii. The cleaning agent or process itself may create a hazard within a confined space and must be accounted for. Therefore, when additional hazards are created or possible by the cleaning process, the entry supervisor shall develop additional safety procedures to control the newly created hazards and ensure employee safety. These special precautions shall be developed before a confined space cleaning process takes place. Note: this may require reclassification of a non-permit space to a permit space.
- f. **Use of Equipment and Tools Inside the Confined Space:** When entry into a confined space requires the use of equipment and tools inside the space, this equipment shall be inspected and must meet the following requirements:
 - i. Hand tools must be in good condition.
 - ii. Portable electrical tools shall be listed and rated appropriately for the environment they will be used in.
 - iii. All electrical grounds must be checked before electrical equipment is used in a confined space. Ground fault circuit protectors should be used whenever possible to protect employees from electrical shock when working in damp or wet locations.
 - iv. All electrical cords, tools, and equipment must be constructed of a heavy-duty, double-insulated cord and/or equipped with a 3-prong plug.
 - v. All electrical cords, tools and equipment must be visually inspected for defects before being used in a confined space. If found defective, they must either be replaced or repaired before they are to be used in a confined space.
 - vi. Cylinders of compressed cylinders (except those that are part of a SCBA or resuscitation equipment) must not be taken into a confined space.
 - vii. Ladders must be adequately secured or of a permanent type that provides the same degree of safety. Note: Permanent ladders must be inspected for rust or corrosion and repaired or replaced, if necessary.
 - viii. The tool or process itself may create a hazard within a confined space and must be accounted for. Therefore, when additional hazards are created or possible while using a given tool in a confined space (e.g., grinding, welding, sanding, etc.), the entry supervisor shall develop additional safety precautions (e.g., utilize hot work permit, etc.) to control the newly created hazards and ensure employee safety. These special procedures shall be

developed before an entry takes place. Note: this may require classification of a non-permit space to a permit space.

- ix. For powered tools utilizing compressed air, ensure the air source for the compressor is safe and not drawing any contaminated air into the confined space.
2. **Confined Space That Will Never Be Entered:** If employees will never enter permit spaces, the responsible department shall take effective measures to prevent employees from entering the permit space such as locking the space entryway or sealing it off and marking the space as a permit space that may never be entered. No further entry procedures are required if the space will never be entered, and it is safe to be left in this status. If there are changes in the use or configuration of the space, the space shall be re-evaluated and if necessary, the space will be re-classified and entry procedures will be established.
 3. **Permit Required Confined Space (Permit Space) Entry Procedures:**
 - a. The confined space entry permit (Appendix B) must be completed before approval can be given to enter a permit required confined space.
 - b. A written copy of operating and rescue procedures, as required by this policy shall be at the work site for the duration of the job.
 - c. The entry permit checklist shall be kept at the work site for the duration of the job. If circumstances dictate an interruption in the work (the entrant within the confined space leaves the confined space) the permit must be re-evaluated, and a new checklist completed.
 - d. The atmosphere within the authorized entrant's immediate area shall be continuously monitored for oxygen, combustible gas, potential toxic air contaminants and any other hazardous substance which the employer has reason to believe may be present in the confined space. Note: Entry personnel should use caution as there may be unanticipated compounds within the space that are undetectable by gas meters. An alarm only type gas monitor may be used. Meters shall be calibrated per manufacturer's recommendations. Meters shall be "bump" tested prior to metering the atmosphere. Testing shall be conducted by a trained individual only.
 - e. A written record of the pre-entry test results shall be made and kept at the work site for the duration of the job.
 - f. A monitoring probe shall be lowered slow enough to detect stratification of atmosphere contamination at all levels.
 - g. The authorized individuals will certify in writing based upon the results of the pre-entry testing that all hazards have been eliminated.
 - h. Affected employees shall be able to review the testing results.
 - i. Call Rescue Service (Appleton Fire Dept.) with a 48-hour notice (recommended). (Contact Fire Shift Commander at 920-832-5815)
 - j. When dangerous air contamination is attributable to flammable and/or explosive substances, lighting and electrical equipment shall be Class I, Division I rated per national electrical code and no ignition sources shall be introduced into the area.
 - k. Entry is prohibited for 10% or greater lower explosive limit (LEL) atmospheres.
 - l. While in the confined space, if the air quality falls outside the limits for a safe atmosphere, the authorized entrant shall exit the confined space.
 - m. Ventilation may not be used in lieu of monitoring devices. An employee may not enter the space until forced ventilation has eliminated any hazardous atmosphere.
 - n. No employee may enter a confined space without an attendant stationed at the entrance of the permit required confined space.

- o. If the attendant must leave their post, the entrant must immediately exit the confined space.
 - p. A flagman who is directing traffic may not serve as the attendant. The attendant must remain outside the confined space for the duration of entry operations.
 - q. While in the confined space, an authorized entrant shall have voice or other means of communication with the attendant.
 - r. An authorized entrant entering vertically into the confined space shall wear a full body harness secured to a retrieval line.
 - s. Entrants must obtain and use the proper personal protective equipment (PPE), tools and emergency rescue equipment.
 - t. An authorized entrant who makes a horizontal movement into a confined space such as a sewer, or who descends in such a manner that renders a mechanical retrieval device useless for a rescue attempt shall wear a full body harness.
4. Non-Permit Required Confined Space Entry Procedures:
- a. Non-permit spaces may be entered without further procedures (other than following the general safety rules and work practices under section C.1. of this policy), though basic everyday safety precautions must be followed as applicable.
 - b. When there are changes in the use or configuration of a non-permit confined space that may increase the hazards to entrants and generate permit space-related hazards, the space shall be re-evaluated and classified as a permit-required confined space.
5. Permit-Required Confined Spaces That Can Be Reclassified to Non-Permit Confined Spaces: A permit space can be reclassified to a non-permit space if the following conditions and procedures are met and maintained:
- a. All actual and potential atmospheric hazards have been eliminated (i.e. draining chemical tanks of their contents, purging any residual chemicals with water, and ventilating the space after purging is complete). If the permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into the space, the permit space may be reclassified as a non-permit confined space for as long as the non-atmospheric hazards remain eliminated. Control of atmospheric hazards through continuous forced air ventilation does not constitute elimination of the hazards. Section C.6 covers permit space entry where it can be demonstrated that continuous forced air ventilation alone will control all hazards in the space.
 - b. All non-atmospheric hazards within the space must be eliminated (e.g., by lockout tagout, empty of contents, shutting boilers down, opening access ports to allow for temperature reduction and natural ventilation, etc.) to render the space safe for entry.
 - c. All other hazards must remain eliminated while non-permit entry is occurring. If hazards develop during entry, employees must leave the space and the space must be re-evaluated by the entry supervisor to determine whether it must be reclassified as a permit space.
 - d. A written reclassification permit certification must be prepared for each entry of this type. The certification must document how all hazards in a permit space were eliminated and will remain eliminated. This document at a minimum must include the date, the location of the space and the signature of the person making the determination. It must be available to the employee(s) entering the space or to that employee's authorized representative. Appendix C should be utilized for the document this reclassification of permit spaces.

- e. If a permit confined space is reclassified to a non-permit space prior to entry of it, an attendant, supervisor and rescue service provisions are not required.

Spaces reclassified to non-permit status may be entered as such upon satisfying the conditions described above. However, if entry is necessary to eliminate permit-space hazards, such entry must be done under permit conditions and following the permit entry requirements. Once elimination of the hazards has been completed and verified, non-permit status may be granted.

- 6. Permit-Required Confined Spaces Utilizing Alternate Procedures: Alternate entry procedures may be used when the only hazard present in a confined space is an actual or potential atmospheric hazard that can be controlled through continuous forced air ventilation. If alternate entry procedures are used, an attendant or entry supervisor is not required, and rescue provisions are also not required. Training and entry documentation (completed Appendix D) is required though.
 - a. Requirements to Utilize Alternate Entry Procedures:
 - i. The only hazard by the confined space is an actual or potential hazardous atmosphere.
 - ii. Continuous forced air ventilation is sufficient to maintain a safe space. The ventilation shall be directed to the immediate areas where employees are or will be present and will continue until all employees have left the space. The air supply shall be from a clean source and not increase hazards within the space.
 - iii. Monitoring and inspection data that supports the space is safe is documented. The atmosphere within the space shall be continuously tested to ensure that ventilation is adequate. If a hazardous atmosphere is detected:
 - 1) Each employee shall leave the space immediately.
 - 2) The space shall be evaluated to determine how the hazardous atmosphere developed.
 - 3) Measures must be taken to protect employees from the hazardous atmosphere before any entry can be made.
 - iv. If initial entry is necessary to obtain the atmospheric sampling data, it shall be performed with the procedures for permit space entry.
 - v. Entry documentation and atmospheric testing data must be made available to entrants.
- 7. Rescue Procedures
 - a. The attendant shall call 911 for rescue service (Fire Department) on a two-way radio or cellular phone.
 - b. The attendant shall perform rescue only if they can remove the disabled worker via their lifeline. The attendant must not enter the confined space.
 - c. If the rescue cannot be performed via the lifeline, the following will take place:
 - i. The attendant shall notify the supervisor.
 - ii. The attendant will continue to monitor the activities inside and outside the confined space.
 - iii. When the Fire Department arrives, fire department personnel will determine if it is safe to conduct a rescue operation.
 - iv. All rescue workers shall follow all Appleton Fire Department confined space policies and standard operating guidelines (SOG).
 - v. When dangerous air contamination is attributable to flammable and/or explosive substances, lighting and electrical equipment shall be Class I,

Division I rated per national electrical code and no ignition sources shall be introduced into the area.

D. Training

1. Training shall be provided to each authorized employee:
 - a. Before an employee is first assigned to confined space entry duties.
 - b. Before there is a change in assigned duties.
 - c. Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained.
 - d. Whenever it is believed either that there are deviations from established entry procedures or there are inadequacies in the employee's knowledge.
2. Training and testing shall establish employee proficiency in the duties described in this policy and when new or revised procedures are implemented.
3. Each department/division that falls under confined space entry requirements must coordinate First Aid and CPR training for all authorized entrants and attendants.
4. Training records will be sent to the Human Resources Department.

E. Record Keeping

1. Each department/division involved in confined space entry and the Human Resource Department will maintain the following records:
 - a. Documents for inspection, repair and calibration results of all monitoring equipment must be retained at least five years by the applicable department.
 - b. The Human Resource Department will maintain CPR and First Aid training documents.
 - c. Respirator fit testing records that are required yearly will be maintained in the Human Resource Department for a period of five years.
 - d. Entry permits must be maintained by individual departments/ divisions for no less than one year. Entry permits must be reviewed to determine if changes are needed in any confined space entry procedures.
 - e. SCBA equipment – Each department/division will follow the City's Respirator Policy and will maintain their individual records.
2. Respirator Medical Evaluation
 - a. All employees who are required to wear a respirator to enter confined spaces will complete a medical questionnaire to be reviewed by the City occupational health provider. The occupational health provider will determine if clearance can be granted or if a medical exam will be necessary. The Human Resources Department will maintain clearance records from the occupational health provider. These records will be retained for the worker's employment plus five years.



EXHIBIT II



City of Appleton

Confined Space Entry

Identification of Confined Space	Access to	Level Designation
All new construction of manholes shall be considered non-permit until such time that the system is placed in use, or there is evidence of any type of contaminants.	Top	Non-permit
Sanitary and Storm manholes with any type of contaminant is considered Permit. Required (e.g. sludge, water, sewage)	Top	Permit
Horizontal in any sewer pipe.	Top	Permit

Revised: 10/2008



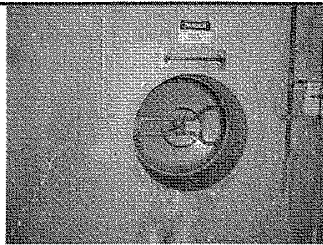
**CITY OF APPLETON
Park and Recreation Department**

Confined Space Entry Locations

****On any Full Permit Entries The Appleton Fire Department must be notified 48 hours in advance of entry****

832-5810 Shift Commander

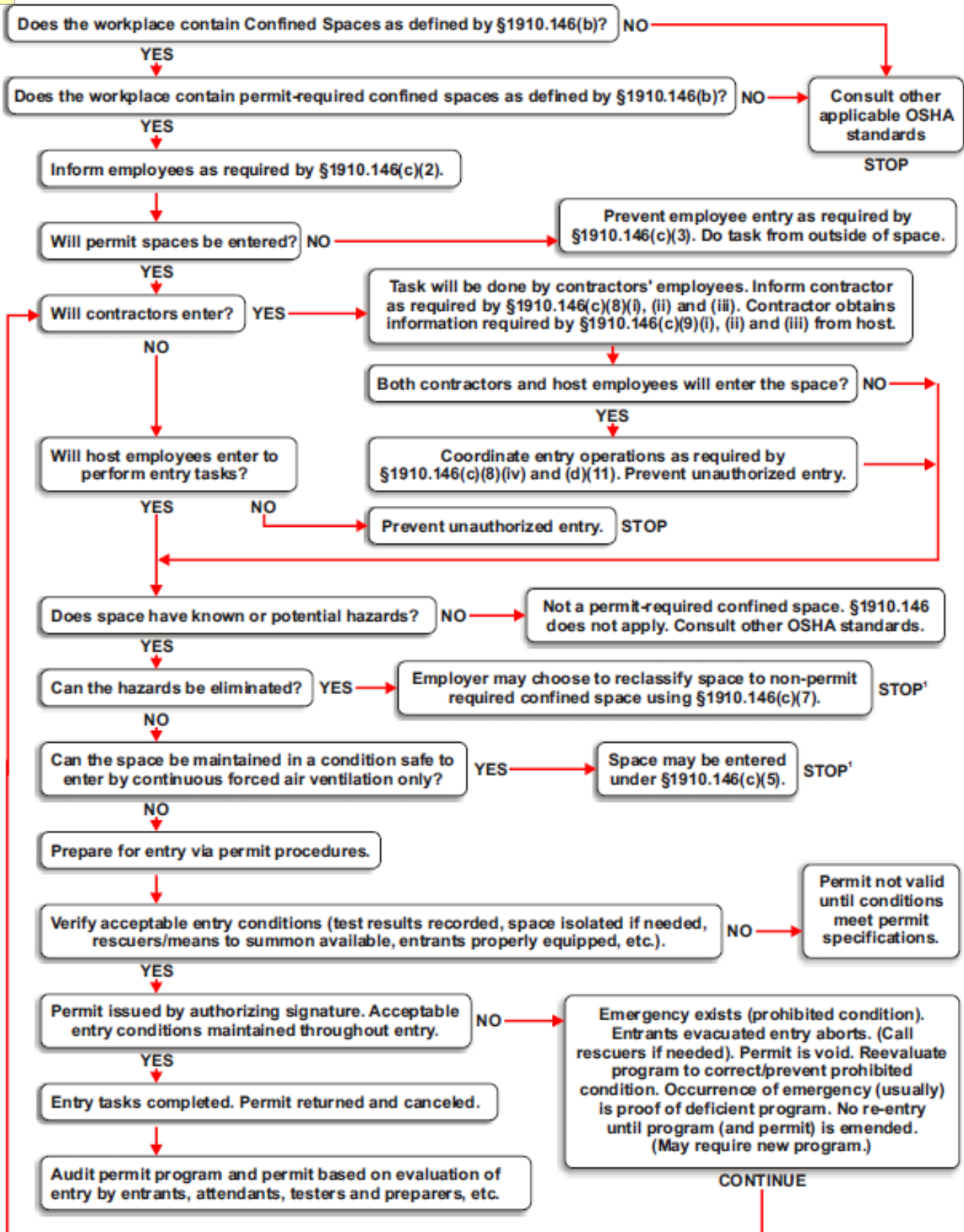
Park and Recreation Service Building	Sump Pump Pit East Sump Pit North	Full Permit Full Permit
City Park	Water Fountain Vault Top Of Fountain Light Access	Non Permit Non Permit
Erb Pool	Surge Pit Sump Pump Pit Main Pump Pit Filter Tank	Full Permit Full Permit Non Permit Non Permit
Highview Park	Plumbing Chase	Non Permit
Kiwanis Park	Plumbing Chase	Alternate Entry
Mead Pool	Manhole #1 Backwash Tanks Surge Pit Main Water Turn On Pit	Full Permit Full Permit Full Permit Full Permit
Pierce Pavilion	Under Stage Access	Non Permit



(2) Pretreatment Basins

Complex:	City of Appleton - Water Treatment Facility
Spaces in Inventory:	(2) Pretreatment Basins
Type/Description:	Pretreatment Basins – basins provide for PAC and KMnO ₄ detention time Refer to Water Treatment Operations Manual, Chapter 1, Pretreatment Contact Basins and Softener Inlet Channels <ul style="list-style-type: none"> • WT-005-PB-0001
Asset Codes:	<ul style="list-style-type: none"> • WT-005-PB-0002
Access:	Vertical and Horizontal
Regulatory Hazards:	<ol style="list-style-type: none"> 1. Vertical Entry – Water Hazard 2. Hydrated Lime Dust – PRV on lime silos 3. Employee Work – Employee work activities could cause hazard (e.g., atmospheric, due to employee welding)
Classification:	Permit-Required – Reclassification potential to Non-Permit with Supervisor approval following reclassification requirements below.
Completed by:	Chris Shaw/Mark Kessler on 03-01-09
Reclassification Requirements:	<p>1910.146</p> <ol style="list-style-type: none"> 1. Lower inlet gallery access doors opened 2. Notify supervisor of an atmosphere that falls out of the CSE Policy acceptable range 3. Requires confined space checklist and air monitoring <p>1919.147</p> <ol style="list-style-type: none"> 1. LOTO softener agitation pump inlet and outlet valves (closed) 2. LOTO MWW and CWW discharge valves leading to pretreatment basin (closed) 3. LOTO inlet valve leading to splitter box which discharges to pretreatment basin (closed) 4. LOTO pretreatment basin agitation pump suction and discharge valves (closed) 5. LOTO isolation valve between north and south softener inlet channels, (closed) 6. LOTO hydrated lime silo off-loading valves (2) (closed) <p>AWTF Safety Recommendations</p> <ol style="list-style-type: none"> 1. Ventilator use 2. Two workers in communication with each other 3. See your supervisor for additional safety instructions 4. Portable lighting w/GFCI protection due to limited space lighting 5. Note: channel agitation piping is fastened to channel floor

APPENDIX A TO §1910.146 - PERMIT-REQUIRED CONFINED SPACE DECISION FLOW CHART



¹Spaces may have to be evacuated and re-evaluated if hazards arise during entry.



PERMIT-REQUIRED CONFINED SPACE DECISION FLOW CHART - APPENDIX A (CONTINUED)

Referenced Statutes:

- 1910.146(b): Confined space means a space that: is large enough and so configured that an employee can bodily enter and perform assigned work, has limited or restricted means for entry or exit and is not designed for continuous employee occupancy.
- 1910.146(c)(2): If the workplace contains permit spaces, the employer shall inform exposed employees, by posting danger signs or by any other equally effective means, of the existence and location of and the danger posed by the permit spaces.
- 1910.146(c)(3): If the employer decided that its employees will not enter permit spaces, the employer shall take effective measures to prevent its employees from entering the permit space.
- 1910.146(c)(8)(i) – 1910.146(c)(8)(iii): Host employers should inform contractors of any applicable permit spaces, the hazards of them, host employer's experience with them, that entry into permit spaces is only allowed through a permit space program, and the precautions or procedures, if any, that will be taken to protect its employees working in or near the permit space where the contractor will be working.
- 1910.146(c)(9)(i) – 1910.146(c)(9)(iii), 1910.146(c)(8)(iv) and 1910.146(d)(11): Contractor should obtain information from the host employer on the hazards of any permit spaces they will be entering. Contractor must coordinate entry operations with host employer if host employer's employees and contractor personnel will be working in or near permit space so that employees of one employer do not endanger the employees of any other employer. Contractor must inform the host employer of the permit space program that the contractor will follow and of any hazards encountered or created while working in permit space either through a debrief or during entry operations.
- 1910.146(c)(5): Reclassification of Confined Spaces: All actual and potential atmospheric hazards have been eliminated (i.e. draining chemical tanks of their contents, purging any residual chemicals with water, and ventilating the space after purging is complete, etc.). If the permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into the space, the permit space may be reclassified as a non-permit confined space for as long as the non-atmospheric hazards remain eliminated. Control of atmospheric hazards through continuous forced air ventilation does not constitute elimination of the hazards.
- 1910.146(c)(7): Alternate Entry of Confined Spaces: Alternate entry procedures may be used when the only hazard present in a confined space is an actual or potential atmospheric hazard that can be controlled through continuous forced air ventilation. Monitoring and inspection data supports the space is safe is documented. The atmosphere within the space shall be continuously tested to ensure that ventilation is adequate.



**CITY OF APPLETON
APPENDIX B - CONFINED SPACE ENTRY CHECKLIST
FOR PERMIT-REQUIRED ENTRIES ONLY**

Revised: 09-01-2021

Location: _____ Date Issued: _____ Time Issued: _____
 _____ Date Expires: _____ Time Expires: _____

Description of confined space (tank #, etc.): _____

Description of work to be performed in space: _____

	O2	H2S	LEL	CO
Permissible Limits for Entry:	<u>19.5% - 23.5%</u>	<u>Less than 10 ppm</u>	<u>Under 10%</u>	<u>Less than 35 ppm</u>
Initial Readings:				

	YES	NO	N/A
1. Do you have a CSE Procedure Sheet that documents the hazards and the safety procedures to follow for entry into this space?			
2. Has the gas monitor been bump tested and has the space been tested and found safe for entry?			
3. Has the space been adequately ventilated?			
4. Have all machinery, pumps, etc., associated with the space been locked out?			
5. Have all chemical and / or pressurized lines which can open into the confined space been shut off and locked out?			
6. Does the employee entering the confined space have the proper PPE (refer to the PPE Hazard Assessment) and the proper tools for the work to be performed?			
7. Have the communication procedures (e.g., verbal contact, radio contact, etc.) between entrant(s)/attendant been discussed?			
8. Has the worker been fitted with a safety harness and lifeline?			
9. Has adequate and safe lighting been provided?			
10. Has one attendant been assigned to watch the worker and has he/she been told what to do if the worker in the confined space encounters difficulties?			
11. Have employees involved been instructed on the safe method of doing this job?			
12. Has the rescue service (AFD) been notified prior to entry? Call 920-832-5815, ask for on-duty Shift Commander or Special Operations Battalion Chief.			
13. If hot work (torching, welding, cutting, etc.) operations will take place in the space, has a written hot work permit been issued?			

If you have answered "no" to any of the previous questions, stop work and contact your supervisor.

Equipment Needed:

- | | | | |
|------------------------|------------------------------|-------------------------------|--------------------------------|
| ___ Hard Hat | ___ Gas Monitor | ___ Barricades | ___ Goggles/ Safety Glasses |
| ___ Safety Harness | ___ Fire Extinguisher | ___ Gloves | ___ Communications Equip. |
| ___ Hearing Protection | ___ Protective Clothing | ___ Respirator | ___ Retrieval Hoist / Lifeline |
| ___ SCBA or SAR | ___ Explosion-Proof Lighting | ___ Ventilation Blower & Hose | |
| ___ Other (Specify) | _____ | | |

I have inspected and verified each requirement on this permit and to the best of my knowledge state that this work can be done safely and in compliance with the rules of the City of Appleton.

Entrant/Date

Attendant/Date

Supervisor/Date

Entrant/Date

APPENDIX B - CONFINED SPACE ENTRY CHECKLIST - CONTINUED

PERIODIC ATMOSPHERIC READINGS: RECORD GAS MEASUREMENTS EVERY **30 MINUTES (AT A MINIMUM)**. IF ENTRY SUPERVISOR INDICATES MORE FREQUENT RECORDING OF GAS MEASUREMENTS ARE NEEDED, LIST THIS SPECIFIC TIME FREQUENCY HERE: _____. ENTRY SUPERVISOR'S SIGNATURE: _____.

O ₂ _____	LEL _____	CO _____	H ₂ S _____	TIME _____
O ₂ _____	LEL _____	CO _____	H ₂ S _____	TIME _____
O ₂ _____	LEL _____	CO _____	H ₂ S _____	TIME _____
O ₂ _____	LEL _____	CO _____	H ₂ S _____	TIME _____
O ₂ _____	LEL _____	CO _____	H ₂ S _____	TIME _____
O ₂ _____	LEL _____	CO _____	H ₂ S _____	TIME _____
O ₂ _____	LEL _____	CO _____	H ₂ S _____	TIME _____
O ₂ _____	LEL _____	CO _____	H ₂ S _____	TIME _____
O ₂ _____	LEL _____	CO _____	H ₂ S _____	TIME _____
O ₂ _____	LEL _____	CO _____	H ₂ S _____	TIME _____
O ₂ _____	LEL _____	CO _____	H ₂ S _____	TIME _____
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O ₂ _____	LEL _____	CO _____	H ₂ S _____	TIME _____
O ₂ _____	LEL _____	CO _____	H ₂ S _____	TIME _____
O ₂ _____	LEL _____	CO _____	H ₂ S _____	TIME _____
O ₂ _____	LEL _____	CO _____	H ₂ S _____	TIME _____
O ₂ _____	LEL _____	CO _____	H ₂ S _____	TIME _____



**CITY OF APPLETON
APPENDIX C - TEMPORARY RECLASSIFICATION OF
PERMIT-REQUIRED CONFINED SPACES**

(DO NOT USE FOR SPACES WITH HAZARDOUS ATMOSPHERES)

Revised: 09-01-2021

Location: _____ Date Issued: _____ Time Issued: _____
 _____ Date Expires: _____ Time Expires: _____

Description of confined space (tank #, etc.): _____

Description of work to be performed in space: _____

	02	H2S	LEL	CO
Permissible Limits for Entry:	<u>19.5% - 23.5%</u>	<u>Less than 10 ppm</u>	<u>Under 10%</u>	<u>Less than 35 ppm</u>
Initial Readings:				

Guidance of Temporarily Reclassifying Permit-Required Confined Spaces

CSE Procedure Sheets developed and approved for specific areas will identify permit-required confined spaces and the minimum steps necessary to reclassify to a non-permit spaces. To reclassify, employees must verify that the confined space meets the following requirements”

- Continuous four gas air monitoring is required while in the space.
- There is no actual or potential hazardous atmosphere in the confined space.
- Any hazards capable of causing death or serious physical harm have been eliminated.
- The confined space can be classified as a non-permit space only for as long as all the hazards remain eliminated.
- If anyone must enter the space to remove the hazards, the space must be treated as a permit-required confined space until all the hazards have been eliminated.

List any additional hazards identified that will be eliminated prior to entry which may not be described on the CSE Procedure Sheet.

Were methods used to eliminate hazards effective? If not, list why. If unsure how to proceed, contact your supervisor.

 Entrant/Date Attendant/Date (if applicable) Supervisor/Date (if applicable)

 Entrant/Date (if applicable)



CITY OF APPLETON
APPENDIX D - ALTERNATE ENTRY PROCEDURES OF CONFINED SPACES

Revised: 09-01-2021

Location of Space: _____ Date: _____ Time: _____

Description of confined space (tank #, etc.): _____

Description of work to be performed in space: _____

Alternate Entry Procedures of Confined Spaces – Guidance

Alternate entry procedures can only be utilized if: all physical hazards are eliminated or isolated, if the only actual or potential hazard within the confined space is atmospheric (e.g., oxygen-deficient, high levels of hydrogen sulfide, etc.) and this hazard can be controlled through continuous forced air ventilation. If atmospheric levels should at any time exceed the allowable limit, if the ventilation system stops working or if a new hazard is discovered, all employees must leave the space immediately and prohibit entry until the space can be re-evaluated. Any conditions making it unsafe to remove an entrance cover (to a confined space) must be eliminated before the cover is removed. When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and will protect employees working in the space from foreign objects entering the space. If entry is required into the space to obtain the initial or pre-entry readings or to eliminate any physical hazards, this form cannot be used; instead use the city's permit-required confined space form.

Table with 5 columns: O2, H2S, LEL, CO. Rows include Permissible Limits for Entry and Initial Readings (Pre-Entry).

ERIODIC ATMOSPHERIC READINGS: RECORD GAS MEASUREMENTS EVERY 30 MINUTES (AT A MINIMUM). IF ENTRY SUPERVISOR INDICATES MORE FREQUENT RECORDING OF GAS MEASUREMENTS ARE NEEDED, LIST THIS SPECIFIC TIME FREQUENCY HERE: _____.

ENTRY SUPERVISOR'S SIGNATURE: _____.

O2 _____ LEL _____ CO _____ H2S _____ TIME _____
O2 _____ LEL _____ CO _____ H2S _____ TIME _____
O2 _____ LEL _____ CO _____ H2S _____ TIME _____
O2 _____ LEL _____ CO _____ H2S _____ TIME _____
O2 _____ LEL _____ CO _____ H2S _____ TIME _____
O2 _____ LEL _____ CO _____ H2S _____ TIME _____
O2 _____ LEL _____ CO _____ H2S _____ TIME _____

Entrant/Date _____ Attendant/Date (if applicable) _____ Supervisor/Date (if applicable) _____

Entrant/Date (if applicable) _____

Appleton Public Library Building Project FAQs

This is a working document and will be updated frequently. For the most up-to-date version, please visit apl.org/building/faq.

Questions About the Project

What is happening with the library building project?

The bid opening for the construction of a redesigned library revealed costs have escalated beyond the project team's most conservative estimations. The project team has recommended the City of Appleton Common Council reject all bids, allowing the team to rework the design and scope and re-bid. To best align with industry timelines and maximize competitive position in the marketplace, the team anticipates going back out to bid in early 2023.

What is the project timeline?

The City of Appleton Common Council has awarded a contract to Skidmore, Owings & Merrill (SOM) and The Boldt Co. (Boldt) for design, engineering and construction services. The current timeline is below. It may fluctuate depending on factors such as supply chain, weather, etc.

Project Goes to Bid – Early 2023

Construction Starts – TBD

Opening Day – TBD

What size will the facility be?

The Skidmore, Owings & Merrill library design is anticipated to result in a building that is approximately 110,000 square feet. It is currently 86,600 square feet.

Will the building be environmentally friendly?

Yes. During design, various approaches will be reviewed to reduce the carbon footprint of the building. In addition, it is important that initiatives are taken to minimize operating costs.

How will the library function during construction?

The library is operating from 2411 S. Kensington Drive – the former east side Best Buy near Calumet Street and 441.

Why did the library move to a temporary location before securing a construction start date?

Moving ahead of construction is standard practice as part of the pre-construction phase. Several items need to take place in the pre-construction phase including remediation of the site, moving out furniture and fixtures, coordinating with state internet providers for network moves, setting up fencing and job trailers, and more. All these items can take several months. Our goal was to balance minimal disruption of service to the community with adhering to complex project requirements while avoiding construction delays.

Unfortunately, delays in construction have resulted due to extremely unusual economic times

and volatility in construction costs. The sequencing of events that need to take place prior to construction has proven to be difficult to schedule as we navigate delivering a project that fits into the approved budget.

Questions About the Temporary Location

What services/materials are available at the temporary location?

At the temporary location you can:

- browse and check out materials.
- use the computers and WIFI.
- read or relax in one of our several seating areas.
- ask for reference or one-on-one help including Local History, Small Business and Job Connection sessions.

Classes and events are taking place in various spaces throughout the community or online. Check out our online calendar (apl.org/calendar) to learn more about programming and locations we're visiting.

Microfilm and microfilm machines are in storage through the duration of construction. They will be available for use again in the remodeled library. During this time, we welcome you to check our online local history resources (apl.org/community/history), online genealogy resources (apl.org/e), and one-on-one local history and genealogy help service (apl.org/service).

Study and meeting rooms will be unavailable at the temporary location.

Is there a bus stop near the temporary location?

Yes – there is a bus stop on Kensington Drive near the entrance. Visit the Valley Transit website (myvalleytransit.com) for more information on route maps and schedules.

Why can't the library stay at the temporary location?

We are only able to provide a fraction of services at our temporary location and we are not able to meet the long-term needs of the community:

- no access to free public meeting and study rooms due to lack of space.
- no space for library programming.
- inefficient staffing operations due to lack of space.
- not centrally located, making it more difficult for some community members to access the library.

Have you thought of keeping a branch at the temporary location?

Previous studies have not recommended the creation of branches due to the increased operational costs.

Questions About the Budget

What is the budget for the project?

The City of Appleton has budgeted \$26.4 million for project costs spread across three years and \$2 million from the City's Federal American Rescue Plan Act allocation for broadband network infrastructure. The Friends of Appleton Public Library are also conducting a capital campaign with the goal of raising \$12 million. Ultimately, the library design will be scaled to fit available resources.

Questions About Parking

Where will library patrons park?

Access to convenient parking is essential for library patrons. The City of Appleton hired Walker Parking Consultants to help address parking concerns in the area around the library.

Parking will be addressed through a multifaceted approach. This includes approximately 47 on-site parking spaces, 44 street parking spaces, as well as maximizing the use of the Yellow Ramp located 500 feet from the library. More information about parking can be found at apl.org/building/spotlights.

General Library Questions

Why do we need an updated library facility?

The library serves everyone and is a key part of Appleton's commitment to diversity, equity and inclusion. Based on the City of Appleton and Appleton Public Library strategic plans, the current facility does not meet the needs of the community. As the library strives to fulfill its mission and vision, the facility is falling behind on standards for contemporary urban libraries.

Last Updated: 9/29/22

Evaluating the Director

Evaluating the library director is often one of the more difficult tasks faced by a public library board of trustees, but it doesn't need to be. It is only difficult when a board is unsure of the process to follow or the criteria to be used to evaluate the job performance of their director. The following is a discussion of the methodology and criteria a board may use to carry out the review. Though this *Essential* is a discussion of evaluating the director, some of these methods may be used by the director to evaluate other staff.

There are several good reasons for carrying out a review of your library director:

- A review provides the director with formal feedback on his/her job performance.
- A review can be a tool for motivation, encouragement, and direction.
- A review can provide the board with valuable information about the operations and performance of the library.
- A review can help to establish a record of unsatisfactory performance if there is ever cause to discipline the director or terminate employment.
- A review can give the board and the director a formal opportunity to evaluate the job description and adjust it as necessary.

A well-executed performance review is the culmination of formal and informal communication carried out throughout the year regarding the activities of the director. Problems are best brought to the attention of the director as they occur, rather than stored up for the annual review. Success, accomplishment, and simple hard work or dedication should be acknowledged as it is observed, as well as at the annual review.

Who Should Carry Out the Review?

Though it is the board as a whole that is responsible for oversight of library operations and the activities of the library director, often boards decide to delegate the task of developing a preliminary evaluation of the director to a personnel committee or specially appointed committee of the board. Whether the whole board takes part or a committee does the work depends on the makeup of the board and the time available to board members. Often a board may have experienced managers or human resource professionals among its members. Other board members may be less experienced in personnel management. The key here is consistency and deciding ahead of time who will take part. At any rate, the *entire* board should review, discuss, and approve the final written evaluation.

Those charged with carrying out the evaluation should avoid relying on chance comments from library employees. Comments solicited from employees *with the knowledge of the director* can be helpful when solicited in a formal, organized

6

In This Trustee Essential

- Reasons for evaluating the director
- Who should carry out the review
- The basis and criteria for the review
- Methods and questions to consider

fashion. Board members should bear in mind that the director is hired to manage the daily operations of the library on behalf of the board and community. The chain of communications should always flow from library employees through the director to the board.

The Basis for the Review

The performance review should be based on three factors:

1. The director's performance as it relates to a written job description (see attached sample form, which incorporates points from the sample job description furnished with [Trustee Essential #5](#)).
2. A list of objectives for the preceding year jointly written and agreed upon by the director and the board.
3. The success of the library in carrying out service programs, as well as the director's contribution to that success.

The director's job description should be kept up to date and be a realistic statement of the work that needs to be done. The director needs to know what is expected. For example, what role will the director play in fundraising? Is the director the primary fundraiser, or is a volunteer or member of the board the primary fundraiser? Is the director expected to work a service desk? Is the director expected to attend every city council meeting? A director should not be faulted for failing to do something that was never officially decided at the time of hire or at a later board meeting.

Including a discussion of the director's job description at the time of hire and during the annual performance review provides an opportunity to change the job description as the needs of the organization change. Job descriptions need to change as technology and environmental factors affect them. The library director is the resident authority on what is new at the library and how tasks change in light of new priorities. Board members can learn a lot about the library by discussing changes in staff job descriptions with the director.

Establishing a list of objectives for the director is important to assure continued growth for the director as an individual as well as for the organization. Some objectives may be project oriented, such as completing a weeding of the collection in the coming year, or upgrading the automation system. Other objectives may be more personal, such as those contributing to professional development. Though the director should be the one primarily responsible for suggesting his or her objectives for the coming year, they should be discussed and agreed upon by the board.

The objectives of the director should be closely related to the strategic plan of the library. Establishing objectives can be an exercise in creativity in searching for new ways to improve the library. Failure to attain some objectives does not necessarily indicate poor job performance. Many times, outside factors may have prevented success or a director may simply have been too ambitious in the number of projects planned for a year. Some objectives may not be reached because they were experimental in nature. The important factors to remember when evaluating

objectives are progress, initiative, and the willingness of the director to expand the limits of his or her work and understanding. A director who accomplishes all of his/her objectives may be an exceptional employee or may simply have been quite conservative in what he or she set out to do.

Assessing the degree to which the director contributes to the success of the organization can be especially helpful to library boards as they evaluate the director. Library board members are continually viewing the library from the outside, since they do not participate in the daily management of the organization. Good board members are library users who experience library services first hand. As community leaders, they are aware of the image of the library within the community. The library board needs to be able to examine the resources of the library and the resourcefulness of the director and see how these have been utilized to manage library services successfully.

Examining resource management is a far more reliable tool for reviewing the library director than relying on subjective comments from individuals. The board has a variety of resources at its disposal by which to evaluate resource management. The monthly financial statement and statistical reports are good examples. Your library system office can also suggest a variety of output measures by which the board may judge the success of the library and, by extension, the success of the director.

How to Conduct the Review

When conducting the annual formal performance review, it is very helpful to have the director fill out review forms as a self-assessment. The board, or review committee, should fill out a second set of forms. By comparing assessments, the director and board can easily establish areas of agreement and work to resolve disagreements. All discussions of the director's job performance should be carried out in legally posted closed session meetings. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#).)

The director's self-assessments may or may not be considered part of the permanent record; however, the director should have the opportunity to respond in writing to reviews placed in his or her permanent file. Written comments should always be part of the permanent record with one copy kept at the library and a second copy kept at city hall. No performance review should ever be placed in a personnel file without the knowledge of the director. The director should sign the review indicating that he or she has been given the opportunity to read and discuss the evaluation. Signing a review should not be construed as agreement.

The basis of the evaluation should be the up-to-date job description and the annual performance objectives agreed to by the director and board. See the *Sample Annual Library Board Calendar* (attached to [Trustee Essential #4: Effective Board Meetings and Trustee Participation](#)) for a possible evaluation timetable. There are many forms available for your adaptation and use when evaluating a director. Your library system office should be able to furnish you with some samples. (See also the attached [Sample Performance Appraisal Form](#).) Here are some key questions to consider in the evaluation process:

- How well has the director utilized the resources available to him/her? Is library service provided efficiently and effectively at your public library?
- Does the community like and respect the director? Is he/she accessible? Do people enjoy coming to the library?
- Is the library in good financial shape? Does the director stay within the budget and provide clear and timely reports to the board? Does the annual budget, as initially drafted by the director, adequately reflect the needs for library service in the community? Is the director successful in obtaining necessary funding (with the help and involvement of the board)?
- Does the director communicate effectively to staff? Is he/she a good supervisor?
- Is use of the library increasing? If not, why not? (Success is not strictly the responsibility of the director, but of course he/she has much direct influence.)
- Is the director creative, willing to try new things, and does he or she give considerable effort to making programs work?
- Does the director accurately and fully provide the board with the information you need to do your job? Does the director provide the board with well-considered advice?
- Has the director put appropriate effort into achievement of the annual objectives agreed to between the board and director? Is the director striving to accomplish the goals and objectives of the library's strategic plan?

This *Trustee Essential* was written to give library trustees a brief overview of the general performance evaluation process. Those boards contemplating establishing a review process, or trustees taking part for the first time, are well advised to contact their system office for assistance.

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

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Sources of Additional Information

- Attached [Sample Performance Appraisal Form](#)
- Your regional library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)

Sample Performance Appraisal Form

[Note: This sample should be adapted to reflect the job description of your director and the needs of your local library.]

Job Title: LIBRARY DIRECTOR

Name: _____ Date: _____

Reason for Appraisal: End of Probation___ Annual___ Final___ Other___

Administrative Services

Specific Duties:

1. Act as the library board's executive officer.
2. Serve as the technical adviser to the board.
3. Implement the policies of the library as established by the board.
4. Prepare the draft of the annual library budget for board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
9. Prepare state annual report for review and approval by the library board.
10. Inform and advise the library board as to local, regional, state, and national developments in the library field and work to maintain communication with other area libraries and the library system.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Collection Management

Specific Duties:

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
2. Catalog and classify library materials according to accepted standards and maintain the public catalog.
3. Process materials to provide appeal, protection, and control.
4. Develop and maintain a regular weeding schedule.
5. Periodically review the collection development policy and make recommendations to the library board for revisions.
6. Oversee the shelving and organization of materials.
7. Prepare and distribute overdue notices to users with overdue or lost materials.
8. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Service and Service Promotion:

Specific Duties:

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.

3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.
5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Facilities Management

Specific Duties:

1. Oversee care and maintenance of the library building and grounds.
2. Oversee the work of custodial staff.
3. Regularly review building needs and advise the board in its planning for future expansion or development.
4. Assess the adequacy of existing facilities in regard to the provision of automated services.

Rating: Excellent < 6 5 4 3 2 1 > Poor

Narrative evaluation and assessment of effort in achievement of annual objectives:

Certification:

Board President's Signature _____ Date _____

Library Director's Signature _____ Date _____

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

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