



L.E. Phillips Memorial Public Library

PUBLIC NOTICE

There will be a meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library on **Thursday, December 17, 2009 at 5:00 p.m.** in the **Board Room of the Library** at **400 Eau Claire Street, Eau Claire, Wisconsin.**

AGENDA

- 1) Member Roll Call
- 2) Citizen Comments (limited to 5 minutes per citizen)
- 3) Discussion and action on a recommendation to temporarily suspend a customer's library privileges
- 4) *Motion that the Library Board of Trustees of the L. E. Phillips Memorial Public Library convene in closed session to discuss wages, hours and conditions of employment with the labor unit with which the Library conducts labor negotiations and the strategy to be employed in current and upcoming labor negotiations which, for competitive and bargaining reasons, is permitted in accordance with Section 19.85 (1)(e) of the Wisconsin Statutes.*
- 5) *Motion to reconvene in open session immediately following the closed session.*
- 6) Discussion and action on the 2010-2012 Labor Agreement Between L. E. Phillips Memorial Public Library and Library Employees Local 284-A (page 2)
- 7) Discussion and action on the 2010 Resource Library Agreement between L. E. Phillips Memorial Public Library and the Indianhead Federated Library System (page 6)
- 8) Discussion and action on the 2010 MORE Host Site Agreement between L. E. Phillips Memorial Public Library and the Indianhead Federated Library System (page 8)
- 9) Approval of Previous Minutes of the Library Board (page 9)
- 10) Communications
- 11) Report of the Library Director (page 13)
 - a) 2010 Budget
 - b) Renovation update, discussion and action (page 24)
 - c) Library Legislative Day (page 28)
- 12) Report of the Library Board President

- 13) Committee Reports
 - a) Planning Committee
 - i) Discussion and action on 2010 Library goals (page 30)
- 14) Report from the Friends of the Library
- 15) Report of the Representative to the IFLS Board
- 16) Financial Report (page 32)
- 17) Action on Bills and Claims (page 36)
- 18) Consideration of Other New Business
 - a) Discussion and action on changes in the compensation and benefits for professional staff, pages and child care workers (page 46)
 - b) Discussion and action on library policies (page 49)
 - i) No changes recommended:
 - (1) Use of Tobacco Products update
 - ii) Changes recommended:
 - (1) Circulation of Petitions (page 51)
 - (2) Compliance with the Americans with Disabilities Act Regarding Employment (page 52)
 - (3) Compensatory Time (page 55)
 - (4) Continuation of Health Insurance Benefits (page 56)
 - (5) Emergency Closings (page 57)
 - (6) Grievance Procedures (page 58)
 - (7) Retiree Health Insurance (page 60)
- 19) Directives from the Library Board of Trustees to the Library Director and Staff
- 20) Adjournment

In order to accommodate the participation of individuals with special needs at this meeting, the Library will provide the services of a sign language interpreter or make other reasonable accommodations on request. To make such a request, please notify the Library at 715/833.5318 at least two days prior to the meeting.

Trustees: If you are unable to attend this meeting, please notify the Library's Administrative Office by calling 715/833.5318

National View: Recovery isn't ideal, but we'll take it anyway

Eau Claire Leader-Telegram, November 6, 2009

The burst of economic growth in the third quarter reported last week was notable for all the gripes and worries it elicited from commentators. It was dependent on temporary government programs, they said. It may not be sustainable. It's not generating jobs. It doesn't feel like a recovery.

All true. But contemplating a rebound that hit a 3.5 percent pace, we have something to say: We'll take it.

The economy, after all, hadn't given off a flicker of hope in a long time. Since the recession began in December 2007, total output had contracted by 3.7 percent in inflation-adjusted terms and some 7 million jobs had disappeared, with devastating effects on individuals and communities. The recession had lasted longer than any downturn since the Great Depression. If the third quarter marks the end of it, as it appears, Americans can look forward with hope.

Lest we forget, that's an enormous difference from what we faced a year ago - when financial institutions were imploding, credit was frozen solid, the stock market was plummeting and the economy teetered on the brink of a catastrophe of the sort unseen since the Great Depression. This has not been a depression but merely a worse-than-average recession. A year ago, most policymakers were hoping against hope for that outcome.

The economy, granted, is not on sure footing yet. The recovery is fragile, and it would be no huge surprise to see another negative quarter in the coming months. The Cash for Clunkers program, which boosted growth by encouraging purchases of new cars, has expired, and vehicle sales have fallen off as a result. The first-time homebuyers credit, which is believed to have helped stabilize home prices, is also due to expire (though President Barack Obama is expending to sign an extension).

But there are just as many hopeful signs. If the administration's broad economic stimulus program has any value, it should start to pay off soon, because the money is only now starting to be spent. Exports are on the rise, thanks to a decline in the dollar and better conditions in other parts of the world. Businesses are not drawing down inventories so fast--raising hopes that new orders will soon pick up. Inflation and interest rates remain helpfully low.

None of this is any immediate comfort to Americans who have lost their jobs, and who cannot realistically expect hiring to pick up for a while yet. If the sun isn't shining on them, though, the first rays of dawn can be seen peeking above the horizon.

The third quarter results are no grounds for celebration, but they are cause to breathe a big sigh of relief.

- Chicago Tribune

Proposed Agreement between Local 284-A and
L.E. Phillips Memorial Public Library
December 17, 2009

1. Agreement (Preamble)

This Agreement, made and entered into as of January 1, ~~2007~~, 2010, by and between the L.E. Phillips Memorial Public Library, hereafter called the Employer, and the L.E. Phillips Memorial Public Library employees, Local 284-A, AFSCME, AFL-CIO, hereafter called the Union, WITNESSETH:

Makes date change.

2. Article 4 – Grievance procedure

4. If the decision of the Director is unfavorable, the grievant and/or Union may within fifteen (15) working days of receipt of the Director’s response submit the grievance in writing to the Library Board of Trustees, which shall meet with the grievant and/or Union regarding the grievance as soon as reasonably possible, but in no event more than thirty (30) working days after receipt thereof. The Library Board of Trustees shall render a decision in writing within fifteen (15) working days of the meeting.

Clarifies “days” to be working days, as opposed to calendar days.

3. Various provisions throughout the contract.

Art. 7, Sec. 2: ...or at the completion of, a six (6) – month trial and training...
Art. 7, Sec. 4: ... former positions of their own volition for six (6) months...
Art. 8, Sec. 1: ...unpaid leaves of more than two (2) weeks or layoff...
Art. 9, Sec. 1. ...shall be granted a total of twelve (12) days of sick leave...
Art. 9, Sec. 3: ...regularly working twenty (20) hours or more per week...
Art. 11, Sec. 3: ...Said leaves which exceed two (2) weeks shall not result...
Art. 11, Sec 4a: ...continued period of six (6) calendar months unless...
Art. 12, Sec. 1: ...who regularly work twenty (20) or more hours...
 ...fewer than twenty (20) hours a week shall be ineligible...
Art. 14, Sec. 4: ...working between ten (10) and thirty five (35) hours per week...
 ...working more than thirty five (35) hours per week shall receive...

Aligns and makes uniform spelled-out Arabic numbers with parenthetical numeric numbers.

4. Article 11 - Leaves of Absence

5. After completion of the probationary period, you may take funeral leave to attend or make arrangements for a funeral or memorial service. The window of use for funeral

leave is usually from the date of death to the day after the funeral. In special circumstances, you may split the time off.

You may take up to five (5) workdays in the event of a death in your immediate family, which includes only a spouse, children, parents, brothers, sisters, step-parents, step-children and grandchildren. You may take up to three (3) workdays to attend or arrange the funeral of your family, which includes only a grandparent, sister-in-law, brother-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece or nephew. The amount of available leave is prorated for part-time employees. If the funeral occurs within three (3) days of the death of a member of the employee's family or within five (5) days of the death of a member of the employee's immediate family, the employee may take the full three (3) or five (5) days off to continue to grieve the loss.

You will be paid for regularly scheduled hours only. In unusual circumstances, the Library Director may grant additional time off. Leave Request forms are used to apply for funeral leave.

Replaces difficult-to-follow language with current policy language. No substantive changes.

5. Article 13 – Termination of Employment

In the event that an employee desires to terminate his/her employment, prior written notice of quitting shall be given to the Employer two (2) weeks in advance.

Clarification.

6. ARTICLE 14 – HOLIDAYS

1. The following shall be recognized as holidays for the purpose of this Agreement: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, one half day for Christmas Eve Day, one half day for New Year's Eve Day, and ~~three (3)~~ four (4) floating holidays. All floating holidays must be used by employees by December 23 each year. Employees receive floating holidays according to the following schedule:

Union's proposal. Note added cap feature: all floating holidays must be used by 12/23.

7. ARTICLE 15 – INSURANCE...

1. All employees regularly employed 20 or more hours per week shall be eligible for coverage under the Employer's group health insurance plans. The Employer agrees to pay ~~an amount equal to 97% of the lowest offered family health insurance premium and 100% of the health insurance premiums of single and limited family plans.~~ Effective January 1, 2008, the Employer agrees to pay 96% of the cost of the offered health insurance premiums for the family health insurance plan and 97½% of the cost of the offered single and limited family plans for those eligible employees. Effective

~~January 1, 2009, the Employer agrees to pay~~ 95% of the cost of the offered health insurance premiums for all plans for those eligible employees. The Employer will contribute \$40 ~~\$45~~ per month to an approved deferred compensation carrier of the employee's choice for the eligible employee in lieu of insurance, provided the employee is covered by another comparable health plan and provides proof of such a plan upon request to the Library.

An employee regularly working 20 hours or more, and inclusive of 30 hours a week shall be considered as eligible for one-half the amount paid for full-time employees. Those regularly working more than 30 hours shall be considered eligible for the same benefit paid for full-time employees.

Union proposal. Note: contribution for part-time employees is prorated.

8. ARTICLE 18 – WAGES

Effective January 1, 2010: 1%.
Effective January 1, 2011: 1%.
Effective January 1, 2012: 1%.

Note: Union voted “yes” to entire package, including the above wage proposal, on 12/07/09.

9. ARTICLE 20 – DURATION

This agreement shall be effective as of the 1st day of January, ~~2007~~, 2010 and shall remain in full force and effect through December 31, ~~2009~~ 2012. This agreement shall be automatically renewed from year to year thereafter, unless either party shall notify the other in writing on or before the 1st day of September that it desires to modify this agreement. Nothing herein shall prevent the parties from altering or amending, at any time, any part hereof by mutual consent.

Makes date changes.

10. SIDE LETTER: MUNICIPAL PARKING RAMP

The Library Board has approved library employee parking on the top, uncovered levels of the municipal parking ramp at no cost for employees.

1. Only level “F” and the uncovered north (up) and south (down) areas of level “E” shall be used for library employee parking. If parking is not available on the top uncovered levels of the ramp, employees ~~may~~ may not park in other areas of the ramp. Any violation of this provision will result in the removal of the parking privileges of the violator.

2. Request a parking permit application form and instruction letter from the Library Associate II in Administration. Complete the application and return it to the parking ramp attendant.
3. The attendant will give you 2 pink paper parking passes which is to be displayed (taped) on the front driver's side window and the back driver's side window.
4. Ramp guards have been instructed not to ticket vehicles displaying parking pass while parked on the uncovered top levels. Additional vehicles are to be listed on the parking permit application form. At this time, only one set of parking passes will be provided. Please attempt to use them in the car you are using to park in the ramp.
5. If your vehicle is properly parked and displaying the parking passes and a yellow "after hours payment envelope" is inadvertently placed on the windshield after 5:30 p.m., give it to the attendant who will dismiss it.
6. Depending on availability of parking cards and/or decision to change color of parking passes, during the first five working days of each month, you must turn in your parking passes to the attendant who will issue you parking passes for the new month.
7. Proceed up the ramp and stop at the card reader on the next level. If the gate is up, do not stop, but continue to your parking area. If the gate is down, take a ticket from the ticket machine which will raise the gate arm. You may discard this ticket. When you exit the ramp, and the gate arms are down, use the left exit gate and stop at the attendant booth. Tell the attendant you work at the Library and state your last name. Updated staff lists will be provided to the parking attendant as staffing changes occur.
8. Authorization to park on level "F" and the uncovered areas of level "E" can be temporarily withdrawn at any time by the City Manager or designee when, in the opinion of the City Manager or designee, any or all of said levels of the parking ramp are expected to be required occasionally for parking by the general public. In such event, employees will be directed to park at a temporarily designated parking lot or area.
9. During the winter there may be times when the open area is temporarily closed because of hazardous conditions. The area will be barricaded and you are to park on the covered portions of level "E" or down level "D" (or farther down if space becomes full) when level "E" is full. You are to return to the uncovered area when the barricades are removed.
10. The parking passes are intended for your personal use while working and is not to be used by any other individual for any reason.

Makes grammatical corrections.

RESOURCE LIBRARY AGREEMENT

2010

This agreement is between the Indianhead Federated Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called "IFLS," and the L.E. Phillips Memorial Public Library, Eau Claire, hereinafter called "LEPMPL."

WHEREAS, IFLS is organized under authority of Chapter 43 to provide for the improvement of public library services to the residents of Barron, Chippewa, Dunn, Eau Claire, Pepin, Pierce, Polk, Price, Rusk, and St. Croix counties, and annually adopts a Plan of Library Service, and

WHEREAS, Section 43.16 Wisconsin Statutes requires that "each public library system shall have at least one system resource library" and

WHEREAS, LEPMPL is a member in good standing of IFLS and of the MORE shared automation system and meets all the statutory requirements to serve as a resource library,

NOW THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED AS FOLLOWS:

1. LEPMPL shall serve as resource library for IFLS.

As the resource library, LEPMPL shall provide backup reference and interlibrary loan services including the development of and access to specialized collections. This agreement meets the requirements of Section 43.24(2)(b) Wisconsin Statutes.

Terms and conditions of compensation for such services are as follows:

- a) Interlibrary Loan

LEPMPL shall provide interlibrary loan of materials in the Library's collection. Booking of AV materials and circulation of materials directly to other MORE libraries are not included in this agreement.

IFLS shall compensate LEPMPL for interlibrary loan requests referred to the library by the IFLS Clearinghouse at \$2.99 per request for a minimum of 3,344 requests for a total of \$10,000. These funds shall be paid quarterly. In January, 2011, IFLS shall pay LEPMPL \$2.99 per request for any requests over 3,344.

- b) Collection Funds and Toll-free Reference Number

IFLS shall provide a grant of \$20,000 in 2010 for improvement of the reference and general collection at the LEPMPL and for the cost of calls placed to the toll free reference number, 800-525-7787, by the staff of IFLS member libraries. These funds shall be paid quarterly. LEPMPL shall submit a quarterly report of the expenditures from the collection development grant listing the amount spent on Books-Adult, Books-Juvenile, Periodicals, Special Services, and Non-print for the previous quarter and year to date.

c) Delivery and Public Access Internet

IFLS shall fund 5-day a week, twice a day pick-up and drop-off of materials to LEPMPL to facilitate efficient delivery of materials to and from the library and among IFLS member libraries.

IFLS shall fund one DSL line for free and open public wireless Internet access for LEPMPL patrons until IFLS evaluates Internet traffic flow on the CINC network.

2. This agreement shall be in effect from January 1, 2010 to December 31, 2010.

This agreement may be amended at any time by mutual agreement of both parties. The parties shall meet and confer with each other on possible modifications to this agreement in the event of changes in interlibrary loan services, or the state telecommunications network that have an effect on the terms and conditions of this agreement.

Date _____
President, LEPMPL Board of Trustees

Date _____
President, IFLS Board of Trustees

MORE Host Site Agreement

2010

This agreement is between the Indianhead Federated Library System, a public library system organized in accordance with Chapter 43 of the Wisconsin Statutes, hereinafter called "IFLS," and the L.E. Phillips Memorial Public Library, Eau Claire, hereinafter called "LEPMPL."

WHEREAS, LEPMPL is a member in good standing of IFLS and of the MORE shared automation system,

NOW THEREFORE, IT IS MUTUALLY UNDERSTOOD AND AGREED AS FOLLOWS:

LEPMPL shall serve as the host site for the MORE shared automated system, an IFLS service. The MORE central equipment shall be located at LEPMPL and staffed by LEPMPL staff.

IFLS shall compensate LEPMPL for the following host site costs:

One high speed BadgerNet telecommunication line connected to the IFLS WAN for MORE data transmission:	\$1,200.00
Host site overhead costs:	\$1,577.00
Staffing for the host site including the following:	\$74,143.00
Telephone charges for telephone renewal and telephone notification services:	Actual cost (estimated at \$4,708) (Documentation required.)

IFLS shall pay the LEPMPL for the annual costs estimated at \$81,628 on an annual basis as billed by LEPMPL.

LEPMPL shall provide host site costs for 2010 to IFLS and the MORE Directors Council by July 1, 2010 so that these figures can be included in the 2011 MORE Budget to be approved by the MORE Directors Council by August 1, 2010.

This agreement shall be in effect from January 1, 2010 to December 31, 2010.

Date _____
President, MORE Directors Council

Date _____
President, LEPMPL Board of Trustees

Date _____
President, IFLS Board of Trustees

L. E. PHILLIPS MEMORIAL PUBLIC LIBRARY

Minutes of a Meeting of the Board of Trustees

A meeting of the Board of Trustees of the L. E. Phillips Memorial Public Library was held on Thursday, November 19, 2009 at 5:00 p.m. in the Board Room of the Library. The following Board members were present: Bruce, Fraser, Hauser, Lee, Pagonis, Schneider, Stelter, Wisner and Wright; Absent: Werthmann. Staff present: Julie Gast, John Stoneberg and Mark Troendle. Guest present: Assistant City Attorney Steve Bohrer.

On a motion made by Don Wisner and seconded by Bob Fraser, the vote was unanimous that the Library Board of Trustees of the L. E. Phillips Memorial Public Library convened in closed session to discuss wages, hours and conditions of employment with the labor unit with which the Library conducts labor negotiations and the strategy to be employed in current and upcoming labor negotiations which, for competitive and bargaining reasons, is permitted in accordance with Section 19.85 (1) (e) of the Wisconsin Statutes.

On a motion made by Don Wisner and seconded by Linda Stelter, the vote was unanimous that Library Board of Trustees of the L. E. Phillips Memorial Public Library convened in closed session to consider the annual evaluation of work performance of the Library Director which, for competitive or bargaining reasons, is permitted in accordance with Section 19.85 (1) (c) of the Wisconsin Statutes.

On a motion made by Don Wisner and seconded by Susan Bruce, the vote was unanimous that Library Board of Trustees of the L. E. Phillips Memorial Public Library reconvened in open session immediately following the closed session.

MINUTES OF PREVIOUS MEETING

On a motion made by Don Wisner and seconded by Robert Hauser, the minutes of the October 15, 2009 Board meeting were unanimously approved as amended.

REPORT OF THE LIBRARY DIRECTOR

- John Stoneberg's report was reviewed.
- The City budget was passed on November 5, 2009.
- There are some issues with the new Youth Services shelving and lighting. Uihlein Wilson Architects has signed a letter agreeing to correct these issues.
- A "wish list" of needs for the library beyond the list given to Friends every year will be developed as part of the 2010 strategic planning process and maintained after that.

REPORT OF THE LIBRARY BOARD PRESIDENT

- Kathie Schneider worked on the evaluation of the Director this past month.
- Kathie Schneider has started working on a "missing" manual (the manual you should have gotten when you started the presidency) for the next Library Board President.
- The next Library Legislative Day will take place in Madison on February 16, 2010.

COMMITTEE REPORTS

Distinguished Service Award (DSA) Committee

Ginny Wright reported that the application form is completed. Nominations will be taken until January 15, 2010 and the committee will meet shortly after the deadline. Information and forms are available on the Library web site and in the Library.

REPORT FROM THE FRIENDS OF THE LIBRARY

- Kathie Schneider reported the Friends will be inserting the new Leave a Legacy brochure into their next newsletter.
- Library staff appreciation will take place shortly after Thanksgiving.
- The Destination Library contest has concluded.
- The Give-a-Kid-a-Book program will take place from December 1 – December 15, 2009.

REPORT OF THE REPRESENTATIVE TO THE IFLS BOARD

- Bob Fraser reported that at the last IFLS Board meeting, IFLS Board members received the letter sent from the LEPMPL Board about the cuts to LEPMPL in the 2010 IFLS budget. These include cuts to the collection development grant, interlibrary loan and IFLS not paying for Fairchild's customer use of LEPMPL. Bob Fraser objected to these cuts and had voted against the budget. He also voted against the Host Site Agreement and the Resource Library Agreement passed at the last IFLS Board meeting.

FINANCIAL REPORT

The Board reviewed the October Financial Report.

ACTION ON BILLS & CLAIMS

On a motion made by Don Wisner and seconded by Richard Lee, the Board unanimously approved the Bills & Claims for October 10-November 06, 2009 as well as the Supplemental Bills & Claims for October 2009.

DISCUSSION AND ACTION ON LIBRARY POLICIES

- On a motion made by Robert Hauser and seconded by Bob Fraser, the Board unanimously approved no changes to the Access to the Library policy.
- On a motion made by Don Wisner and seconded by Linda Stelter, the Board unanimously approved the amended changes to the Compliance with Americans with Disabilities Act Regarding the Delivery of Services policy.
- On a motion made by Don Wisner and seconded by Susan Bruce, the Board unanimously approved no changes to the Computer and Internet Use policy.
- On a motion made by Robert Hauser and seconded by Linda Stelter, the Board unanimously approved no changes to the Conduct on Library Property policy.
- On a motion made by Don Wisner and seconded by Susan Bruce, the Board unanimously approved no changes to the Handling a Citizen's Complaint Concerning Library Policies policy.

- On a motion made by Linda Stelter and seconded by Ginny Wright, the Board unanimously approved no changes to the Internet Safety policy.
- On a motion made by Don Wisner and seconded by Richard Lee the Board unanimously approved the amended changes to the Library Employees as Library Customers policy.
- On a motion made by Stella Pagonis and seconded by Robert Hauser, the Board approved no changes to the Revoking Library Privileges policy.
- Board member, Bob Frasier, left at 6:40 p.m.
- On a motion made by Kathie Schneider and seconded by Don Wisner, the Board, among those present and voting, tabled action on the proposed changes to the Compliance with the Americans with Disabilities Act Regarding Employment policy. Kathie Schneider and Mark Troendle will work on revising the changes and the policy will be brought back at a later date.
- On a motion made by Don Wisner and seconded by Ginny Wright, the Board, among those present and voting, approved the amended changes to the Donation of Money policy.
- On a motion made by Linda Stelter and seconded by Susan Bruce, the Board, among those present and voting, approved the amended changes to the Drug and Alcohol-free Workplace policy.
- On a motion made by Susan Bruce and seconded by Linda Stelter, the Board, among those present and voting, approved the Library Cards policy.
- On a motion made by Don Wisner and seconded by Ginny Wright, the Board, among those present and voting, approved the amended changes to the Library Cards for Institutions policy.
- On a motion made by Richard Lee and seconded by Linda Stelter, the Board, among those present and voting, approved the Theft policy.
- On a motion made by Don Wisner and seconded by Richard Lee, the Board, among those present and voting, tabled action on the Use of Tobacco Products policy. (Stelter noted as opposed.) John Stoneberg will consider whether to bring back a revised policy proposal.
- On a motion made by Robert Hauser and seconded by Richard Lee, the Board, among those present and voting, approved the Equal Opportunity and Affirmative Action policy.
- On a motion made by Linda Stelter and seconded by Robert Hauser, the Board, among those present and voting, approved delaying the review of the Travel policy.

ACTION ON THE 2010 LIBRARY BOARD CALENDAR

- On a motion made by Linda Stelter and seconded by Robert Hauser, the Board, among those present and voting, approved the 2010 Library Board calendar.

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES

- John Stoneberg will add the Fairchild issue on the December Board meeting agenda.
- John Stoneberg will add Labor Negotiations on the December Board meeting agenda.
- John Stoneberg will keep track of any gifts given to the Library in honor of the grand re-opening events.

ADJOURNMENT

On a motion made by Stella Pagonis and seconded by Robert Hauser, the Board unanimously adjourned their meeting.

Submitted by,

Jackie Depa, Library Associate II

December 10, 2009

To: The Library Board of Trustees
From: John Stoneberg, Library Director
Subject: Report of the Library Director

In November, my activities continued to mostly revolve around details concerning the renovation project and involved Library, City, RJS Construction Group and Uihlein-Wilson Architects (UWA) staff.

- As designated tour guides for the grand re-opening events, Shelly Collins-Fuerbringer, Larry Nickel, Mark Troendle and I met with Bess Arneson on November 9 to review how we would coordinate and conduct the tours.
- Jackie Depa and I met with Frank Draxler, the City/County Purchasing Director to discuss how we should handle mistakes made by Uihlein-Wilson..
- The grand re-opening reception for major donors on November 17; the open house for adults working with children on November 19; and the grand re-opening reception for the public on November 21 all went extremely well. We received good media coverage—an interview I did aired on Wisconsin Public Radio on November 20; both the local ABC and NBC TV affiliates gave us coverage on November 21; and Tom Giffey wrote a wonderful column on November 22.
- Met with City Attorney Steve Nick and City Finance Director Becky Noland to go over the draft state grant agreement in more detail on November 18. Because of delays with legal counsel in Madison, the next opportunity we will have to get City Council acceptance of the \$125,000 grant will be on January 12.
- Attached are renovation updates for staff and the public for November 12 by Bess Arneson. *Bess's additional comments regarding what staff has done to keep staff and the public up-to-date are summarized in the Public Relations & Programming Services section.*

Other highlights from the past month:

- Dick Lee and I met on November 10 for his Library Board member orientation.
- Attended a Clear Vision Activities Council meeting on November 10.
- Attended the Friends Board meeting on November 16.
- City Department Directors made short presentations about their departments to the current Leadership Eau Claire class on November 19.
- Chaired a MORE Directors Council meeting on November 20.
- As the agents for the MORE DVD multiple holds project, Jean Nemitz and I completed the project work we do every two months.

From the Management Team & Staff

Assistant Director/Human Resources

Mark Troendle was one of the tour guides on November 17 and 21. He reported that the children in his tour groups were inevitably wowed by the revamped Youth Services area.

Storage issues related to the renovation continue to take considerable time. Mark says the custodians have been doing a great job of quickly responding to requests to move items from the temporary storage sheds as well as prepare the old HRS workroom to become the new all-purpose storage room. Mark has a plan to repurpose that room, which includes a more efficient shelving configuration. Mark and Mary Blakewell continue to coordinate with libraries and others in an effort to dispose of unneeded items. The libraries in Cadott and Fall Creek, especially, have taken a large amount of shelving, chairs and other materials and are giving these items a new home. We're glad these things are being put to good use.

The Staff Affairs committee has been busy planning a staff holiday party at a downtown eatery in mid-December. This committee also recently purchased a new hot water pot for the staff lounge and provided refreshments for our tree decorators. In addition, Staff Affairs is collecting children's hats, mittens and scarves, all of which will be donated to Bolton Refuge House.

Circulation

Circulation "desk" highlights:

- ✓ Book returns--positive comments on openings/height and shelf
- ✓ Desk shorter and more approachable--positive comments from a variety of customers
- ✓ Detection gates installed
- ✓ New swing gate put in place (twice)
- ✓ New signage along the front of the Circulation desk
- ✓ New books area in place
- ✓ Self-pickup of holds continues at a record number
- ✓ Anti-fatigue mats at the two main checkouts

Circulation workroom highlights:

- ✓ Sort-to-cart successful--great turnaround time for items checked in and shelved to proper locations
- ✓ Adjustable table and anti-fatigue mat at main check-in station well-received
- ✓ Lighting in Youth Services sorting area added
- ✓ Corner guards in place to prevent damage to walls by multiple cart movement

Still to come:

- ✓ Signage for new book returns with assistance from PRPS staff

Youth Services moved back upstairs November 6. Circulation checkout statistics for the time period that Youth Services was temporarily in the Eau Claire room (May 27--November

4, 2009) shows the Youth Services staff checked out 103,015 items to 15,836 unique customer transactions.

The grand re-opening for the public on November 21 was a success as far as the number of items checked out that Saturday, as well as the number of new library cards created. Circulation desk staff checked out 3,358 items that day. Usual checkout numbers for Saturdays in November average 2,700. Staff also created twice as many new library cards than a typical Saturday (26 compared to 12-14 on average).

Upon review of checkout activity over the Thanksgiving holiday, the trend of a busy Wednesday before the big holiday again proved true. In addition to the Wednesday before the holiday being an extremely active checkout day, the Tuesday prior was busy as well. Checkout of over 3,000 items each of these days is about 25% more than other typical Tuesdays and Wednesdays.

Library pages have once again begun setting up meeting rooms for library and community use. This began with the return of the Legal Clinic on November 18.

Information Technology (IT)

In November, the MORE catalog was enhanced with downloadable e-books via OverDrive. These books can be read either on a computer or transferred to a Sony Reader or other similar device.

The Spanish-language version of the MORE catalog is nearing completion. The contracted translator is going over it one last time and once that's completed, it will be linked to the standard catalog. IFLS has also created some Spanish-language brochures and Lori Roholt will be coordinating their distribution.

IT has completed a project, done annually, to replace half of the backup tapes used in the four full sets of backup tapes. This is consistent with good preventative maintenance measures and minimizes potential system problems associated with a bad tape.

The upgrade of the Innovative system in late October went very well as only a minimum of time was needed to correct problems or adjust procedures for changes in the new software. All tasks related to the building renovation were completed. These included the purchase and installation of the Public Relations TV/monitor in Youth Services, final reconfiguration of the first floor wiring closet (where all the wires for that floor come together) and removal of the temporary cabling in the Red Cedar, Eau Claire and Chippewa conference rooms. A new laser printer for the YS Office was ordered and installed.

Work was performed on the VoIP telephone system to correct problems with the wireless phones having access to the SRST backup system when the Call Manager or other critical component was down. Additional work was done on the wireless network to review and correct issues resulting from the installation of transmitters for the city of Eau Claire.

Finally, work was done to compensate for some of the changes to the building as part of the renovation.

Jeff Burns continues to work on the Clear Vision website content and images. He is also working with EBSCO to create custom search coding for the main website. A good example of this is the custom search box for Consumer Reports that is new to our site and on the home page. He is also working on updates to the Obituary databases, the Teens website and solving issues with customer access to some of our subscription products. The MORE catalog has recently been enhanced by a new ISBN search index and, as mentioned earlier, Jeff is working on completing the Spanish OPAC, the Genealogy database and configuring FTP access to both the Genealogy and CID databases.

Staff completed 62 different IT Help Desk Requests in the month of November. Issues ranged from problems with Innovative, upgrades, the local area network, PC or printer hardware, software, telephones, web site changes and the building renovation.

Public Relations & Programming (PRPS)

PRPS staff members were responsible for the planning, set up and management of two events designed to celebrate the completion of library renovation and to showcase enhancements to both donors and the general public. Tasks included creating and distributing publicity; ordering, purchasing and setting up refreshments; working with entertainers and a caterer; designing and printing signs, programs and name tags; directing volunteers; setting up equipment and making public address announcements; and organizing and giving tours.

PRPS staff also continued documenting the renovation process by taking photographs of workers and their progress and posting many of them on the library's website.

Art events continued to be managed by PRPS staff during the month of November. Publicity materials for ArtsWest 31 were finalized, printed, published and distributed and procedures for handling the new 'digital images only' submissions were fine-tuned. "Full Circle," an exhibit featuring designs by Andy Schansberg, was installed in the gallery late in the month, and a reception was held on November 29.

Upgrades to the PRPS office were recently approved, and plans for adding cabinetry were finalized during this past month. The second phase of a minor remodeling project that began in 2008 will be completed in December.

PRPS staff looked ahead to 2010 and began working on several programs and discussion series to be offered early in the year. Library customers can look forward to a discussion series on the poetry of Mary Oliver and Ted Kooser to be led by Warren Lang, a discussion of several stories from Chaucer's Canterbury Tales to be led by Jan Stirm, participation in the Eau Claire Jazz Festival, and an informative program on ornamental grasses to be co-sponsored by the Eau Claire Garden Club.

Other activities included:

Larry

- Attended a meeting with the renovation architects and contractors.
- Completed the design of a printed program for the Grand Re-opening events.
- Designed an advertisement for the public Grand Re-opening event and arranged for publication in the Leader-Telegram.
- Completed a PowerPoint slide show of renovation photos.
- Updated and printed Give-A-Kid-A-Book flyers and posters.
- Worked with PRPS staff and a printing vendor on additional adjustments to the ArtsWest 31 poster, brochure and program cover.
- Wrote or edited several news releases for upcoming library programs, including Give-A-Kid-A-Book, the Wisconsin Talking Book and Braille Library, the Distinguished Service Award and an upcoming art show.
- Created website homepage banners for ArtsWest and the Schansberg art show.
- Continued to work with a vendor on adjustments to the audiovisual equipment for the new Program Room in the remodeled Youth Services area and to the building public address system.
- Set up the former Reference desk PR monitor on the second floor to show a PowerPoint slide show of renovation photos.
- Worked with Reference and IT staff to set up microfilm and computer equipment in the new Lois Barland Research Room.
- Arranged for installation of a flat-screen monitor for the Youth Services display wall.
- Created signs advertising ArtsWest for posting on the library's grocery store book drops.
- Created and published PowerPoint slides for the PR monitor for the Grand Re-opening.

Melany

- Printed the "Full Circle" flyer designed by Andy Schansberg.
- Purchased refreshments for the "Full Circle" art show.
- Created an ArtsWest 31 brochure mailing list.
- Organized items for the ArtsWest 31 brochure and poster distribution to IFLS libraries and UW art departments.
- Created a display/drop-off area for ArtsWest 31 entries.
- Sent E-invitations for a Grand Re-opening event.
- Printed tour signs for a Grand Re-opening event.
- Created a photo display of renovation process.
- Set up for and worked at Grand Re-opening reception for donors on November 17 and at the public reception on November 21. Worked with Westgate on the menu and delivery of food items for the November 17 reception. Ordered flowers for receptions.
- Helped assemble new book area shelving.

- Printed YS Winter Storytime flyers.
- Submitted “Say Cheese” photos.
- Assembled packet of promotional material for John Stoneberg’s presentation to Leadership Eau Claire.
- Sent art show information to artists Eric Lee and Jason Lanka.
- Continued weeding of old program files.

Kris

- Maintained the literature racks throughout the Library and posted publicity on the bulletin boards on the lower level and in the foyer, including Renovation Updates and Renovation FAQs.
- Prepared PDF files and sent library news releases throughout the month via e-mail.
- Added library events to community calendar web sites and the library web calendar.
- Added photos of a new library employee to the Library People Directory available to staff on the Library’s Intranet.
- Added e-mail addresses to the library site for e-mailing newsletters and added mailing addresses to ACT for mailing newsletters.
- Produced YS display case signs.
- Printed Readers Advisory table signs.
- Typed and printed labels and price list for the Andy Schansberg art show.
- Took photos of the Schansberg exhibit.
- Downloaded pictures of an art show reception.
- Updated and printed a new Home Delivery schedule.
- Downloaded 100 “in progress” photos of the renovation.
- Downloaded pictures of Grand re-opening events (87), photos for Friends and ten photos for the Wisconsin Libraries “Say Cheese!” PR campaign.
- Printed name badges for the November 17 Grand Re-Opening event.
- Worked at the Grand Re-Opening events.
- Printed and folded 500 New Customer Brochures for Circulation and 75 for Luther-Midelfort.
- Made new magazine labels and a new pop music CD label.
- Printed 50 additional November newsletters.
- Printed and laminated December book drop signs.
- Revised and printed a “Check These Out!” sign for new materials area.
- Printed and posted Adopt a Shelf–Available signs, new range signs in Reference and YA lounge closing signs.
- Helped assemble new book shelves for the new materials area.
- Helped gather materials for John and Leadership Eau Claire.

Reference Services (RS)

Cindy Westphal and Renee conducted a webinar, presented by the Foundation Center, on Proposal Writing Basics on November 11. Nine members Services from various community organizations attended the webinar. Cindy prepared handouts and revised a Grantseeking

and Proposal Writing bibliography for participants to take with them. Renee Ponzio attended BadgerLink webinars on the Britannica Science module on November 12 and on Science Resources from EBSCO on November 19.

With the new books furniture in place, Cindy and Renee determined the arrangement for the items in this area and shelved several carts full of new items on the shelves, put up signage for the new items as well as for the Genre and Staff Picks area. Cindy maintained a Reader's Advisory table on Mystery Takes a Vacation, proctored two exams for students taking online or long-distance courses and gave a tour of the Library and instruction on using some of the Library's databases to two students and their instructor from Gilmanton.

Cindy coordinated the quarterly Reference Tally, completed Reference shadowing with two University students and wrote revised meeting room procedures for Reference Services staff to discuss and comment on at the monthly Reference Services meeting.

In preparation for the Library's grand-reopening celebrations, Cindy organized a display in the new display cases on various photographs, scrapbooks, newspaper clippings and other items depicting the Library's history.

Liz Ryberg helped serve refreshments at the Donor Reception on November 17 along with Kris Jarocki.

Liz checked for ownership by LEPMPL for 12 donated DVDs and 4 CDs. The review resources, All Movie and All Music, were also checked for titles not owned by the Library.

Theresa Boetcher made 17 changes to the CID, requested 38 interlibrary loans for customers and updated the Filing notebook and receipt cards for 2010. She also attended an Organizational Wellness meeting and completed a MORE Multiple Holds check for John. Theresa worked with Liz doing the AllMusic monthly report and ran the six month report for the CID.

Kathy Herfel scheduled a genealogy open lab for Nov. 5. Five people participated in this lab. They discussed beginning Internet genealogy.

Home Delivery

The Home Delivery customer total is 193. There were no major changes this month. Attendance for Reminiscing with the Library this month at Heatherwood was 7. They read selections from The Land Remembers by Ben Logan and A Funny Thing Happened on the Way to the White House by Charles Osgood.

Holds and Resource Sharing (HRS) Office

Amy Marsh and Becky Ford researched and provided Renee Ponzio with a list of replacement carts that are needed.

Amy and Becky moved into the new HRS office November 2. The rest of the staff and furniture followed on November 9.

Amy gave tours Tuesday, November 17 for the major donors' reception and Becky gave tours Saturday, November 21 for the public reception. At first they were somewhat nervous, but then things turned around for them and it turned out to be a lot of fun. There was quite a bit of information to convey in a small amount of time. There were lots of good questions asked.

Amy and Becky have been busy putting together a list of purchases needed in the new office area. Amy researched these items and put together purchase orders for the items. Paul Marshall Potter is still on the mend from his accident. He is now working five hours per day, Monday-Friday, with Kathy Weldon taking his one leftover hour. Lori Jungerberg from Technical Services checks in Monday-Thursday to see if HRS needs her assistance. This has been a great help.

One of the offsite boxes was damaged beyond repair when it was hit by a car. Fortunately, the old boxes had not been disposed of yet; and it was replaced by custodians.

Safety and Security

Larry Nickel worked with PerMar, the library's primary security vendor, to have 11 of the library's surveillance cameras replaced. These cameras were part of scheduled security equipment replacement. PerMar also installed two electronic door strikes and a card reader on doors adjacent to the first floor foyer to secure these doors as newly renovated areas become available to customers.

Larry worked with Esser Glass of Eau Claire to add an electronic door strike to the front foyer doors. The new inside doors did not have room for a card reader where it was intended in the design, so a new strike needed was added, rather than moved, to a different door.

Larry ordered one case of disposable medical facemasks for staff to use as needed with H1N1 influenza continuing to develop as a health and safety issue.

Larry converted several surveillance camera files to AVI files and stored them for later viewing as needed.

Larry attended contractor meetings to ask and answer questions regarding security system changes both during and after renovation.

Routine duties included: Larry produced back-ups of the reports created by the door access system, reviewed Incident Reports, modified door access for art shows, book sales and other events, assigned door fob access for new employees and modified access as needed for current staff.

Technical Services (TS)

TS Staff spent quite a bit of time in November readying Division staff for the grand re-opening tours. All work spaces and computers were dusted and put in orderly fashion, “stacks” of stuff were sorted and organized, all stray items from the move found a place. Jenny Karls, Cataloger, and Jean Nemitz, Acquisitions, were the tour guides for over 15 groups on Tuesday, November 17 and Saturday, November 21. Sharon Price assisted with the grand re-opening as greeter and passing out programs on Tuesday evening.

A summary of Jean and Jenny’s report follows: The groups ranged in size from two to twenty people. Jean and Jenny both reported the visitors were highly interested in the “behind-the-scenes” tour and thought our new work area was great, especially the beautiful floor (colors) and one group actually “cheered!” for the windows. They were curious about whether the new flooring made cart movement easier or whether the hard surface fatigued staff; how many employees work in the Division; how many materials flow through the Division per year and how does LEPMPL compare to other libraries in Wisconsin; where do the Dewey decimals come in; would RFID affect the Dewey Decimal system; who chooses materials for the library; how does the disc buffing machine work and can we use it for their own [personal] items; and do the Friends still have room for the book sale items? Jean Nemitz enjoyed sharing with her groups that she worked in TS when it was where YS nonfiction books are located now. She has waited 20 years to have a workspace with windows once again and she sure enjoys it.

Lori Jungerberg and Kristine Vinopal reported that the placing of the CAUTION label stickers is ongoing. Disc items, especially DVDs and audiobooks, have so many reserves that it will be a longer process to sticker all collections completely, than was first thought. Throughout the month of November, 632 discs were labeled after check-in and shelving.

At the request of Julie Woodruff of MORE, Sharon is working on deleting all 945 MARC tags from item records. These tags were used to import item information during the database load in December of 1999. IFLS/MORE stated these tags are affecting the validity of SCAT table statistics and must be removed. Sharon has completed removal of all 945 tags of fiction item records, over 42,000, from both print and non-print. She will complete the nonfiction cleanup by the end of the year.

Lori Jungerberg began assisting HRS with movement of materials on weekday mornings on November 15. She will continue as long as she is needed. Lori’s TS duties take priority to this assistance.

Teri Oestreich attended a 3-hour hands-on mending workshop in Chippewa Falls on Tuesday, December 1. A Demco representative was the workshop presenter. The first major point of the presenter was: Do the best you can do on the initial process to protect materials. This has been the Division’s philosophy all along and it was encouraging for Teri to hear it repeated. Teri learned about some new products and a few good techniques for mending cuts and tears in print materials. She requested we purchase the DVD that the workshop followed for review and for training with our two pages. There will be another hands-on workshop in the spring of 2010. Teri stated she thought it would be worthwhile for the two TS pages to attend.

Donna Swenson and Jean Pickerign continue to work with Renee Ponzio on the serial holdings patterns. Donna has whittled down a file of serial bibliographic records from 1600 to 1200. She is editing the holdings patterns on bibs, as necessary.

Inventory scanning was resumed the week after the security gates were put up. Scanning of the DVD collection was a priority in response to the recent thefts and damage done to this collection. Results

of the scan showed that 46 DVD titles were missing from the collection. Considerably up from a normal scan, but not bad considering how long the security gates were down. Thanks to the scanner/laptop setup first reported in June 2008, TS pages are able to scan about 2,000 barcodes per hour. Former high numbers were @ 1,200 scans per hour. Formerly, we were using a portable scanner/data-storage all-in-one unit from the Worth Company in Texas.

The future inventory scanning schedule will have the YS collection completed first, because this collection was moved several times during the remodel/renovation and has been in a lightly secured area since early June. Easy Reader, YS DVDs, YS videos, YS audiobooks collections have all been scanned in the past two weeks. Missing items from these collections numbers were as follows: 30 DVDs, 2 audiobooks, 12 Easy Readers, and 0 videos. These missing item numbers are high compared to past scans and underscore the importance of detectors and security gates. We will proceed with Juvenile Fiction, Juvenile Large Print, Juvenile Awards, Juvenile Biography, Juvenile Non-Fiction and Juvenile Easy. The Easy collection will be done all in one day before we are open or during the time when the new YS shelving is put up. This schedule is flexible. After the YS collection is finished, we will begin scanning Adult fiction.

Materials being published in 2010 are being ordered as “under consideration.” There are a considerable number of items on the catalog with this message. Customers may place holds on these items.

Kristin Nickel is investigating creating a new spine label template in MilCat for TS Assistants use. This new template would allow printing spine labels from MilCat that mirror the labels catalogers print from Connexion Client.

Youth Services (YS)

November brought about many, many wonderful changes for the Youth Services staff and division.

The division was closed on November 4 and 5 to make the move back upstairs and then re-opened to the public on November 6. The entire Youth Services team worked like mad to get the public and staff areas ready to open in just two days. They realized that it is much like moving into a new house --there are way more little details than you can ever anticipate, but everyone worked as a team and did a phenomenal job of pitching in to get it accomplished on time.

Alisha Green attended a performer workshop that IFLS sponsored on November 5. She was able to watch sample performances of a variety of performers from around the region. Alisha and Shelly are responsible for hiring all of the performers for Youth Services’ summer programming, so this is a particularly helpful event to attend each year.

Jill Patchin and Shelly Collins-Fuerbringer staffed the Open House for the Resource Room on Thursday, November 19. This was one of the grand re-opening events and was geared to adults who work with children. Shelly gave an overview of the new Resource collection and highlighted some of the new titles that have been recently added. Jill gave a very interesting demonstration of the die cut machine and explained a number of different projects that could be used in a variety of ways. The comments were extremely positive and it was a great way to give some exposure to this wonderful resource. In fact, in just the last 10 days of November, 8 customers used 81 different dies, so it is catching on and already becoming a popular resource for the community. The Youth Services desk gets calls or inquires nearly every day about the room.

During the move, the Young Adult Lounge also had a mini-makeover. Dayna Myers put a plan together to improve a couple of the low shelving units so books didn’t keep falling through to the

other side. She also had several sections of metal shelving that was formerly in Youth Services moved up to put the popular 741s (manga, graphic novels) on, so this will be an improvement for customers browsing this collection.

Dayna visited Regis Middle School in November to speak to the 7th and 8th grade students about what kind of services we have available for them here at the library. She also booktalked a selection of titles.

Shelly attended the first IFLS Long Range Planning Committee meeting in November. The Planning Committee will work with system staff and planning subcommittees to determine the "big picture" for the future direction of system services as well as review draft of the new IFLS long range plan. She will also serve on the Youth Services subcommittee as a voting member and serve as the liaison to the planning committee.

Jill responded to a Publib listserv posting regarding planning an event to demonstrate a die cut machine. Jill responded with her outline from the recent open house presentation. The librarian asking the question was very excited and appreciative for her response and suggestions.



12 November 2009

Renovation construction is substantially complete. There are several pending small projects to be completed during the next few months.

Main Entrance

Modifications to the main entrance are substantially complete. Shelf near materials return area to be installed soon.

Circulation Services

Modifications to Circulation Services are substantially complete.

Holds & Resource Sharing Services

Modifications to Holds & Resource Sharing Services are substantially complete. Most of the operations have been transferred to the new location.

Technical Services

Modifications to Technical Services are substantially complete.

New Materials Area

Modifications to the New Materials Area are substantially complete.

Microfilm Room

The new microfilm room, to be known as the Lois Barland Research Room, is substantially complete.

Art Gallery

Modifications to the art gallery are substantially complete.

Youth Services

Youth Services has moved to its new location. There are several modifications to be completed over the next few months.

New Exterior Sign

Work on a new exterior sign is ongoing.

Administration

Modifications to Administrative Services are substantially complete.

Wall of Honor

Work on the donor recognition area is proceeding.

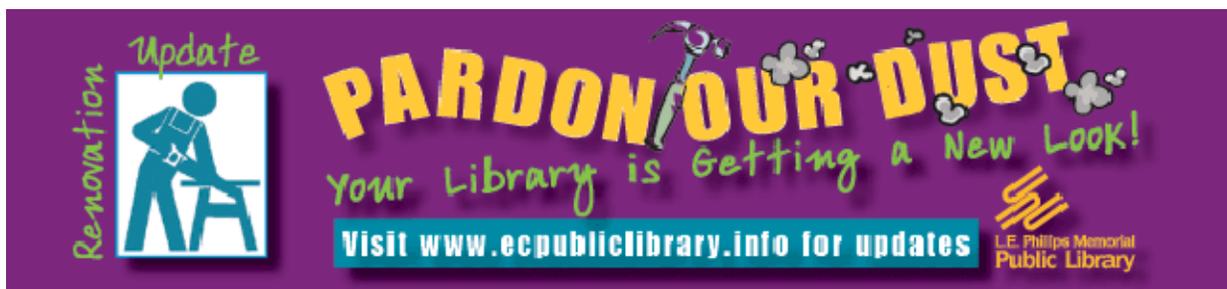
Look Ahead Schedule

- | | |
|-------------|---|
| November 17 | Donor grand re-opening reception in art gallery (by invitation)
5-7 p.m. |
| November 19 | Grand re-opening program for homeschoolers, daycare providers and educators in new YS program room. Focus will be on features of the new Resource Room. |
| November 21 | Grand re-opening celebration, as follows:

<u>Tours:</u>
1-1:30 p.m.
1:30-2 p.m.
2:30-3 p.m.
3-3:30 p.m.

<u>Entertainment:</u>
1:15-2 p.m. — Music in lobby by Vermont-based folk singing duo "Hungrytown"
2-2:30 p.m. — Speakers in lobby
2:45-3:30 p.m. — "Treasure Beyond Measure" pirate show with Capt'n Curley the Pirate in Eau Claire Room; suitable for families, children of all ages (preschool through teen)

<u>Refreshments</u>
--Assorted snack mixes
--Lemonade |



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Refreshments

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Please direct questions or comments to Information & Reference, visit us online at www.ecpubliclibrary.info, or phone 715-839-5004.

WLA & WEMTA
present

Library Legislative Day
Tuesday, February 16, 2010

The Inn on the Park, Madison

7:45 Registration & Continental Breakfast

8:00 Legislative Briefing & Tips on Visiting Your Legislators

Tony Driessen, WLA Lobbyist

Michael Blumenfeld, WEMTA Lobbyist

Paul Nelson, WLA Legislative Committee Chair

Welcome & Introductions

Kris Adams Wendt, Co-chair, Library Legislative Day

9:00 Keynote Address

Tony Evers, State Superintendent of Public Instruction

State Representative Penny Bernard Schaber

Additional speaker to be announced

10:30 a.m. to 2:30 p.m. Appointments with Legislators

11:30 Box Lunch (for those who pre-registered only)

The Wisconsin Educational Media & Technology Association and the Wisconsin Library Association thank you for taking the time to participate in this important advocacy event!
Please let us know if there is anything you need today.

Attend Library Legislative Day

Tuesday, February 16, 2010

Inn on the Park, 22 South Carroll Street, Madison

Participating in **WLA/WEMTA Legislative Day** is an enjoyable introduction to the practical politics of gaining support for Wisconsin libraries! Inform our legislative representatives about the many ways that school, public, special, and academic libraries serve the people of Wisconsin. **Help us build support for library funding and legislation that helps libraries.**

Agenda:

- 7:45 - 9:00 a.m. Continental Breakfast and Registration
- 8:00 - 9:00 a.m. Agenda Briefing and Tips on Visiting Your Legislators
- 9:00 - 10:00 a.m. Keynote
- 10:30 - 2:30 p.m. VISITS TO LEGISLATORS



We appreciate your EARLY registration so that the Legislative Day Committee can make appointments in advance. PLEASE DO NOT CALL YOUR LEGISLATORS FOR APPOINTMENTS.

Hotel accommodations:

A limited number of rooms are available at the Inn on the Park, 22 S. Carroll St., Madison, WI 53703. Rates: \$84 for single or double rooms (1 to 4 persons); \$114 for suites (plus tax); includes valet parking. Call 800-279-8811 or 608-257-8811, and indicate that you are with the WLA/WEMTA Legislative Day Block. Please make reservations by January 15, 2010.

**Copy this form for someone who would be an effective advocate for libraries:
Trustees! Friends! Patrons!**

Register online at <http://my.memberclicks.com/wla>; click on Events & Registration. Or, submit this form no later than January 22 so that we can make appointments in advance.

Name: _____ Library/Org _____

E-mail (to confirm registration and send legislative issue briefings, other details) _____

Voting address _____ City _____ State _____ Zip _____

- Please reserve a sandwich box lunch for me. (Check choice and add \$15.00 to registration fee.): Vegetarian Ham Roast Beef Turkey
- Which library organization(s) do you represent? WEMTA WLA Other: _____
- Is this your first time attending Library Legislative Day? yes no
- Which legislators will you visit? (If not known, go to <http://capwiz.com/ala/wi/home/> to find out.) Senators: _____ Representatives: _____
- If you need accommodations to fully participate, please check here and specify your needs on the back side.

Registration fee \$15 (\$30 with box lunch). Use a separate form for each participant. Students & DPI staff are FREE (lunch not included).

Make checks payable to WLA or pay by MasterCard or Visa; send with registration form(s) to WLA, 5250 E. Terrace Drive, Suite A-1, Madison, WI 53718 or fax to 608-245-3646.

Card Number: _____ Exp. Date _____

Signature _____

Questions? Contact WLA: phone 608-245-3640; email wla@scls.lib.wi.us; fax 608-245-3646.

2010 LIBRARY GOALS (Draft)

The Library staff will continue to provide materials, services, programs and the current level of excellent customer service to the users of the L. E. Phillips Memorial Public Library. Outlined below are some additional specific goals.

Library Remodeling and Building Infrastructure

Goal: Working with the architects, contractors, mover and others, the Library Director, Assistant Director and Library staff will complete the remaining work tied to the Library's 2009 renovation project including:

- Move and/or discard the remaining items in the temporary storage areas and have the storage units dismantled and the parking lot restored and reopened.
- Complete the paperwork and the approvals tied to receiving the state grant funds for the renovation.
- Complete the paperwork tied to receiving the pledge from the L. E. Phillips Family Foundation.
- Work with the architects, contractors and mover to correct the remaining issues in the Youth Services area.
- Depending on remaining capital campaign funds, complete as many remaining renovations to the building as possible.

Goal: The Library Director will work with the Purchasing Associate, the City Buildings Supervisor, City Purchasing and others on RFPs and the work related to the refurbishing of the Library's elevators and the purchase of a new chiller and cooling tower and other building needs.

Planning

Goal: Under the guidance of Himmel & Wilson and with the assistance of the Library staff, the Library Board and customers, the Library Director will lead the Library through a strategic planning process.

Goal: Partner with Clear Vision Eau Claire to involve the Library In the consideration of the City's future and, especially, its downtown development.

Goal: Work with the Chippewa Valley Museum and others to develop a community cultural plan.

Library Policies

Goal: All library policies will be placed on the library website by April 1, 2010.

Goal: Provide Rules of Conduct for Customers by May 1, 2010

- The Rules of Conduct Committee will complete the necessary documents, proposed changes to existing library policies and new library policies by March 10, 2010.

Finance

Goal: The Library Director, Business Manager and Management Team will work with staff to complete the 2011 budget process for the Library.

Goal: Investigate the ability for customers to use credit cards at the Circulation desk.

Performance Reviews

Goal: The Director and other appropriate staff will conduct annual performance reviews for management and professional staff in 2010.

Collection Development

Goal: Conduct an inventory of the library's collection and use it to measure collection loss.

Staff Training

Goal: Provide a half-day of staff training by June 1, 2010

The Assistant Director will work with a committee to recommend the details of a half-day of staff training by March 1, 2010.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2009 YTD BUDGET REPORT - Operating
For the Period Ended November 30, 2009

OBJ #	ACCOUNT NAME	2009 ESTIMATED REVENUE	ACTUAL YTD REVENUE	RE-CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
PUBLIC LIBRARY REVENUE						
4002	General Property Tax-City	\$ 2,785,000.00	\$ 2,785,000.00	\$ -	\$ -	100.0%
4009	Prop Tax-Post 2005 Debt	40,000.00	40,000.00	-	-	100.0%
4128	Federal Aid-Other	2,500.00	-	1,188.86	1,311.14	47.6%
4330	Library Fines & Miscellaneous Revenue	131,000.00	104,021.53	-	26,978.47	79.4%
4398	Other Penalties (Collection Agency)	2,400.00	2,330.20	-	69.80	97.1%
4451	Electronic Copy Revenue	2,600.00	2,068.44	-	531.56	79.6%
4452	Copier Revenue	3,000.00	2,524.12	-	475.88	84.1%
4602	Service to Eau Claire County	527,800.00	532,784.76	-	(4,984.76)	100.9%
4608	Indianhead Library System	126,600.00	36,807.16	-	89,792.84	29.1%
4672	Service Charge-Other (Fairchild)	1,900.00	1,489.50	-	410.50	78.4%
4798	Misc Service Revenues (Act 150)	222,800.00	222,823.27	-	(23.27)	100.0%
4834	Book Bag Sales	300.00	201.50	-	98.50	67.2%
4836	Misc Grant Revenue	15,000.00	569.99	-	14,430.01	3.8%
4850	Gift Revenue	16,000.00	30,077.73	-	(14,077.73)	188.0%
4852	Misc Reimbursements-Lost Items	15,000.00	13,484.88	-	1,515.12	89.9%
4853	Energy Improvement Rebate	-	196.00	-	(196.00)	n/a
4858	Refund of Prior Years Expense	-	3,420.80	-	(3,420.80)	n/a
4898	Miscellaneous Revenue	5,000.00	5,140.11	-	(140.11)	102.8%
5152	Sale of Capital Assets	200.00	517.72	-	(317.72)	258.9%
		<u>\$ 3,897,100.00</u>	<u>\$ 3,783,457.71</u>	<u>\$ 1,188.86</u>	<u>\$ 112,453.43</u>	<u>97.1%</u>
5590	Fund Balance Used for CIP	204,000.00	204,000.00	-	-	100.0%
5580	Working Capital Applied	89,500.00	-	-	89,500.00	0.0%
	TOTAL REVENUE	<u><u>\$ 4,190,600.00</u></u>	<u><u>\$ 3,987,457.71</u></u>	<u><u>\$ 1,188.86</u></u>	<u><u>\$ 201,953.43</u></u>	<u><u>95.2%</u></u>

OBJ #	ACCOUNT NAME	2009 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 1,749,900.00	\$ 1,521,881.67	\$ -	\$ 228,018.33	87.0%
6020	P/R Overtime	-	5.56	-	(5.56)	n/a
6030	Special Pays	31,700.00	26,782.76	-	4,917.24	84.5%
6040	Employer Paid Benefits	332,400.00	269,731.27	-	62,668.73	81.1%
6043	Health insurance-Employer	386,400.00	290,136.82	-	96,263.18	75.1%
6047	Health insurance Deductible	41,500.00	15,140.06	-	26,359.94	36.5%
6108	Unemployment Compensation	8,800.00	216.46	-	8,583.54	2.5%
6110	Postage & Shipping	22,000.00	14,439.28	-	7,560.72	65.6%
6112	Computer Service Charges	111,200.00	95,416.16	11,900.00	3,883.84	96.5%
6116	Binding	1,000.00	37.65	-	962.35	3.8%
6120	Auditing	2,300.00	2,400.00	-	(100.00)	104.3%
6122	Cataloging	32,300.00	19,013.00	-	13,287.00	58.9%
6128	Repairs to Tools & Equip	6,300.00	3,179.22	-	3,120.78	50.5%
6138	Equipment Rental	6,200.00	4,320.00	-	1,880.00	69.7%
6150	Special Services	56,700.00	40,547.05	-	16,152.95	71.5%
6160	Staff Training/Conference	22,000.00	7,638.14	2,937.99	11,423.87	48.1%
6162	Membership Dues	3,700.00	3,375.00	-	325.00	91.2%
6198	Miscellaneous Contractual	78,400.00	27,160.94	31,589.00	19,650.06	74.9%
6202	Electricity	73,000.00	61,277.51	-	11,722.49	83.9%
6208	Gas Service	23,600.00	16,495.68	-	7,104.32	69.9%
6210	Telephones	10,000.00	13,335.91	-	(3,335.91)	133.4%
6252	Water Service	2,400.00	1,124.18	-	1,275.82	46.8%
6254	Sewer Service	2,300.00	1,274.40	-	1,025.60	55.4%
6308	Special Assessments	600.00	580.62	-	19.38	96.8%
6350	Liability & Property Insurance	31,000.00	25,833.30	-	5,166.70	83.3%
6398	Insurance Claims Reimbursement	-	-	-	-	n/a
6402	Office, AV, Library Supplies	79,700.00	58,413.84	4,445.51	16,840.65	78.9%
6410	Periodicals	19,300.00	20,743.37	-	(1,443.37)	107.5%
6411	Pamphlets	200.00	-	-	200.00	0.0%
6412	Books-Adult	186,900.00	152,950.10	-	33,949.90	81.8%
6413	Books-Juvenile	75,800.00	53,341.20	-	22,458.80	70.4%
6414	Non-print Materials	61,800.00	49,315.60	-	12,484.40	79.8%
6415	Lost/Damaged Collection Materials	15,000.00	9,131.66	-	5,868.34	60.9%
6490	Equipment Purchases < \$5000	62,900.00	45,879.68	4,139.00	12,881.32	79.5%
6495	Grant Expenditures	15,000.00	-	-	15,000.00	0.0%
6496	Gift Expenditures	16,000.00	12,513.51	1,131.85	2,354.64	85.3%
6498	Other Materials & Supplies	4,400.00	2,906.90	-	1,493.10	66.1%
6790	Refunds & Reimbursements	10,400.00	10,356.85	-	43.15	99.6%
6802	Capital Purchases	5,800.00	6,120.93	-	(320.93)	105.5%
7020	Transfer to Debt Service	40,000.00	39,983.12	-	16.88	100.0%
7044	Transfer to Library Capital Projects	310,000.00	310,000.00	-	-	100.0%
		\$ 3,938,900.00	\$ 3,232,999.40	\$ 56,143.35	\$ 649,757.25	83.5%

OBJ #	ACCOUNT NAME	2009 APPROP.	YTD APPROP.	ENCUM- APPROP.	AVAIL. APPROP.	% APPROP.
	LIB BLDG MAINTENANCE EXPENDITURE					
6010	Payroll Wages	\$ 127,300.00	\$ 89,297.44	\$ -	\$ 38,002.56	70.1%
6020	Payroll Overtime	17,100.00	11,183.10	-	5,916.90	65.4%
6030	Special Pays	0.00	658.34	-	(658.34)	65834000.0%
6040	Employer Paid Benefits	25,100.00	18,124.79	-	6,975.21	72.2%
6043	Health Ins (ER)	37,400.00	24,307.07	-	13,092.93	65.0%
6047	Health Insurance Deductible	3,300.00	2,750.00	-	550.00	83.3%
6108	Unemployment Compensation	0.00	2,793.75	-	(2,793.75)	n/a
6128	Repairs to Tools & Equipment	1,800.00	1,627.28	-	172.72	90.4%
6130	Repairs to Buildings	20,600.00	12,403.60	7,589.50	606.90	97.1%
6138	Equipment Rental	100.00	108.38	-	(8.38)	108.4%
6144	Laundry & Dry Cleaning	-	-	-	-	n/a
6150	Special Services	8,300.00	6,231.06	680.33	1,388.61	83.3%
6214	Garbage Service	2,100.00	3,325.23	-	(1,225.23)	158.3%
6256	Stormwater Charges	400.00	625.13	-	(225.13)	156.3%
6340	Implementation Reserves	-	-	-	-	n/a
6460	Repair Part & Supplies	100.00	86.83	-	13.17	86.8%
6464	Building Materials & Janitorial Supplies	8,100.00	7,035.47	-	1,064.53	86.9%
		<u>\$ 251,700.00</u>	<u>\$ 180,557.47</u>	<u>\$ 8,269.83</u>	<u>\$ 62,872.70</u>	<u>75.0%</u>
	TOTAL EXPENSES	<u><u>\$ 4,190,600.00</u></u>	<u><u>\$ 3,413,556.87</u></u>	<u><u>\$ 64,413.18</u></u>	<u><u>\$ 712,629.95</u></u>	<u><u>83.0%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended November 30, 2009

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs (2006 and previous years)	\$ 892,800.00	\$ 716,109.38	\$ -	\$ 176,690.62	80.2%
	TECHNOLOGY UPGRADE					
6802	Capital Purchases	\$ 1,024,100.00	\$ 967,737.55	\$ -	\$ 56,362.45	94.5%
	LIBRARY BUILDING EXPANSION					
6810	Capital Costs	\$ 1,745,500.00	\$ 1,351,963.60	\$ 188,532.68	\$ 205,003.72	88.3%
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs (2007-2009)	<u>\$ 513,000.00</u>	<u>\$ 86,952.34</u>	<u>\$ 7,263.57</u>	<u>\$ 418,784.09</u>	18.4%
	TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE	<u><u>\$ 4,175,400.00</u></u>	<u><u>\$ 3,122,762.87</u></u>	<u><u>\$ 195,796.25</u></u>	<u><u>\$ 856,840.88</u></u>	79.5%

Warrant Report for 111309L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
A TOUCH OF MAGIC	211905	PROGRAM 11/21 RE-OPENING	NONE946	\$450.00
AMAZON.COM CREDIT	211880	L&D NONPRINT	013217369896	\$92.13
AMERICAN LIBRARY ASSOCIATION	211881	ALA MEMBER ID 0068881	NONE946	\$2,005.00
AT&T	211882	ADULT BKS	0177050540	\$118.20
BAKER & TAYLOR INC	211883	NONPRINT	H303337CM	-\$62.37
BAKER & TAYLOR INC	211883	IFLS NONPRINT	H90960581	\$9.35
BAKER & TAYLOR INC	211883	NONPRINT	H90809691	\$14.36
BAKER & TAYLOR INC	211883	NONPRINT	S84997710	\$14.98
BAKER & TAYLOR INC	211883	NONPRINT	H90809693	\$20.15
BAKER & TAYLOR INC	211883	NONPRINT	H90809692	\$21.55
BAKER & TAYLOR INC	211883	IFLS NONPRINT	H90922750	\$24.46
BAKER & TAYLOR INC	211883	IFLS NONPRINT	S84997711	\$40.57
BAKER & TAYLOR INC	211883	ADULT BKS	2023862391	\$111.38
BAKER & TAYLOR INC	211883	NONPRINT	H90960580	\$125.95
BAKER & TAYLOR INC	211883	IFLS NONPRINT	H90809690	\$136.76
BAKER & TAYLOR INC	211883	ADULT BKS	2023860347	\$879.30
CDW-G CORPORATE OFFICE	211884	YS PR MONITOR	QNT4913	\$293.95
CHIPPEWA FALLS PUBLIC LIBRARY	211885	LOST ITEM RFND-ADULT NPRT	LIBRFND946	\$13.99
COUNTRY CASUAL	211886	BENCHES	2870	\$1,681.40
DELL MARKETING L P	211887	SUPPLIES	XDF6NXT28	\$1,129.76
DEPA, JACKIE	211888	JURY DUTY MILEAGE-DEPA	NONE946	\$23.26
DUN & BRADSTREET INFO SERVICES	211889	ADULT BKS	972835001	\$734.50
ELLISON EDUCATIONAL EQUIPMENT I	211890	SUPPLIES	2528100	\$160.00
EO JOHNSON CO INC	211891	SUPPLIES	ARIN210386	\$977.42
GALE RESEARCH INC	211892	ADULT BKS	16534137	\$173.28
H+H SOFTWARE GMBH	211893	SUPPLIES	VR+0921293	\$89.92
HALL, REBECCA RUTH	211894	PROGRAM 11/20 RE-OPENING	NONE946	\$500.00
HUDSON PUBLIC LIBRARY	211895	LOST ITEM RFND-ADULT BK	LIBRFND946	\$27.95
HUDSON PUBLIC LIBRARY	211895	LOST ITEM RFND-ADULT BK	LIBRFND946L	\$33.00
L&M MAIL SERVICES INC	211896	POSTAGE FRDS BE A FRIEND	18993	\$168.76
L&M MAIL SERVICES INC	211896	POSTAGE EC NEWSLETTER	19049	\$288.88
L&M MAIL SERVICES INC	211896	POSTAGE EC RE-OPENING	19050	\$294.16
MASTER ASBESTOS ABATEMENT INC	211897	AESBESTOS REMOVAL	101209	\$220.00
MEGA	211898	CANDY LESS TAX	399687	\$30.45
MORNINGSTAR	211899	MORNINGSTAR MUTUAL FUNDS	NONE946	\$900.00
NET TEL COMMUNICATIONS	211900	CABLES	091022G	\$345.55

Warrant Report for 111309L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
NICKEL, KRISTIN	211901	YS MONITOR	NONE946	\$299.99
PHILLIPS PUBLIC LIBRARY	211902	LOST ITEM RFND-YA BK	LIBRFND946	\$21.00
RECORDED BOOKS INC	211903	L&D NONPRINT	4676755	\$64.50
RECORDED BOOKS INC	211903	NONPRINT	4636425	\$111.37
ROONEY PRINTING CO	211904	PRINTING	32181	\$603.84
UNIQUE MANAGEMENT SERVICES INC	211906	COLLECTION AGENCY OCT	188921	\$483.30
WI DEPT OF ADMINISTRATION	211907	STS SEPT EC TRS ILL	NONE946	\$699.11
XCEL ENERGY	211908	OCT-NOV	216867448	\$4,491.09
				<hr/> \$18,862.20 <hr/>

Warrant Report for 112009L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AAF MCQUAY INC	211929	THERMOSTAT REPLACEMENTS	2341194	\$469.00
AMAZON.COM CREDIT	211909	IFLS NONPRINT	274523009240	\$13.99
AMAZON.COM CREDIT	211909	L&D NONPRINT	279616029354	\$15.93
AMAZON.COM CREDIT	211909	NONPRINT	279616649807	\$17.99
AMAZON.COM CREDIT	211909	L&D ADULT BKS	013213043978	\$18.95
AMAZON.COM CREDIT	211909	ADULT BKS	142772241455	\$23.10
AMAZON.COM CREDIT	211909	L&D ADULT BKS	013210846681	\$24.95
AMAZON.COM CREDIT	211909	ADULT BKS	142775537916	\$24.99
AMAZON.COM CREDIT	211909	GIFT BOOKMARKS	014322822891	\$26.40
AMAZON.COM CREDIT	211909	L&D NONPRINT	274520514974	\$30.97
AMAZON.COM CREDIT	211909	ADULT BKS L&D JUV BKS	274529486289	\$97.98
AMAZON.COM CREDIT	211909	L&D ADULT BKS ADULT BKS	013215762859	\$167.74
AT&T	211910	PHONEBOOK LISTINGS	NONE947	\$58.36
BAKER & TAYLOR INC	211911	NONPRINT	H91270571	\$9.33
BAKER & TAYLOR INC	211911	IFLS NONPRINT	H91235820	\$10.79
BAKER & TAYLOR INC	211911	NONPRINT	H91626860	\$14.23
BAKER & TAYLOR INC	211911	NONPRINT	H91270572	\$14.39
BAKER & TAYLOR INC	211911	NONPRINT	H91509322	\$17.96
BAKER & TAYLOR INC	211911	NONPRINT	S86312330	\$19.40
BAKER & TAYLOR INC	211911	IFLS NONPRINT	H91509321	\$21.56
BAKER & TAYLOR INC	211911	L&D NONPRINT	S86312331	\$35.99
BAKER & TAYLOR INC	211911	NONPRINT	H91052441	\$44.94
BAKER & TAYLOR INC	211911	L&D NONPRINT NONPRINT	H91626861	\$50.47
BAKER & TAYLOR INC	211911	NONPRINT	H91509323	\$64.77
BAKER & TAYLOR INC	211911	JUV BKS NONPRINT	2023885102	\$65.60
BAKER & TAYLOR INC	211911	NONPRINT	H91052440	\$67.03
BAKER & TAYLOR INC	211911	NONPRINT JUV BKS	2023890310	\$78.05
BAKER & TAYLOR INC	211911	NONPRINT	H91052430	\$79.01
BAKER & TAYLOR INC	211911	ADULT BKS	2023868166	\$93.33
BAKER & TAYLOR INC	211911	L&D NONPRINT NONPRINT	H91270570	\$112.71
BAKER & TAYLOR INC	211911	IFLS NONPRINT NONPRINT	H91509320	\$112.98
BAKER & TAYLOR INC	211911	JUV BKS NONPRINT	2023894311	\$136.95
BAKER & TAYLOR INC	211911	ADULT BKS L&D ADULT BKS	2023890316	\$139.29
BAKER & TAYLOR INC	211911	NONPRINT	H91182730	\$143.99
BAKER & TAYLOR INC	211911	ADULT BKS	2023918792	\$156.99
BAKER & TAYLOR INC	211911	JUV BKS	2023889924	\$159.15

Warrant Report for 112009L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	211911	JUV BKS	2023907594	\$165.54
BAKER & TAYLOR INC	211911	ADULT BKS	2023885559	\$208.11
BAKER & TAYLOR INC	211911	ADULT BKS	2023867034	\$211.67
BAKER & TAYLOR INC	211911	ADULT BKS L&D ADULT BKS	2023899482	\$245.47
BAKER & TAYLOR INC	211911	L&D ADULT BKS NONPRINT	2023895147	\$290.63
BAKER & TAYLOR INC	211911	ADULT BKS	5010452876	\$354.34
BAKER & TAYLOR INC	211911	GIFT BKMRKS ADULT BKS	2023923099	\$410.32
BAKER & TAYLOR INC	211911	ADULT BKS L&D ADULT BKS	2023907597	\$466.09
BAKER & TAYLOR INC	211911	JUV BKS L&D JUV BKS	2023870303	\$494.50
BAKER & TAYLOR INC	211911	ADULT BKS L&D ADULT BKS	2023913566	\$504.74
BAKER & TAYLOR INC	211911	ADULT BKS L&D ADULT BKS	2023917856	\$520.24
BAKER & TAYLOR INC	211911	ADULT BKS	2023880250	\$526.61
BAKER & TAYLOR INC	211911	ADULT BKS	2023885789	\$621.16
BAKER & TAYLOR INC	211911	ADULT BKS	2023885115	\$629.02
BAKER & TAYLOR INC	211911	ADULT BKS	2023872231	\$678.44
BAKER & TAYLOR INC	211911	ADULT BKS	2023879541	\$756.53
BALSAM LAKE PUBLIC LIBRARY	211912	LOST ITEM RFND-ADULT DVD	LIBRFND947	\$18.00
BELTMANN GROUP	211913	MOVERS LESS DISCOUNT	23143544	\$13,980.61
BOOK WHOLESALERS INC	211914	JUV BKS	282581B	\$7.79
BOOK WHOLESALERS INC	211914	JUV BKS	282139B	\$19.57
BOOK WHOLESALERS INC	211914	JUV BKS	282862B	\$71.08
BRODART INC	211915	SUPPLIES	986094	\$320.80
BUCKSTAFF COMPANY	211916	SHELVING ANCHORS	125259	\$350.00
CDW-G CORPORATE OFFICE	211917	CABLE, ELECTRICAL	QSJ2665	\$178.02
CESA #10	211918	BOOK REPAIR-BOETCHER	NONE947	\$9.00
CHIPPEWA FALLS PUBLIC LIBRARY	211919	LOST ITEM RFND-ADULT NPRT	LIBRFND947	\$23.00
EAU CLAIRE BUSINESS INTERIORS	211920	HRS FUNITURE MODIFICATION	18142	\$263.50
EO JOHNSON CO INC	211921	SUPPLIES	ARIN211760	\$406.01
EO JOHNSON CO INC	211921	SUPPLIES	ARIN211360	\$492.01
FISHING THE NORTH COUNTRY PUBL	211922	ADULT BKS	JN3715500005	\$184.55
HENRICKSEN	211923	STOOL	440049	\$130.00
HIGHSMITH COMPANY	211924	CS SHELF	1014240348	\$275.40
HUDSON PUBLIC LIBRARY	211925	LOST ITEM RFND-JUV DVD	LIBRFND947	\$16.99
INFOBASE PUBLISHING	211926	ISSUES/CONTROV ONLINE	725284	\$2,762.88
L&M MAIL SERVICES INC	211927	MAIL FEE ARTSHOW	19196	\$172.31
L&M MAIL SERVICES INC	211927	MAIL FEE OCT	NONE947	\$1,400.00

Warrant Report for 112009L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
LERNER PUBLISHING GROUP	211928	JUV BKS	1006470	\$-15.09
LERNER PUBLISHING GROUP	211928	JUV BKS	938840	\$1,452.44
NET TEL COMMUNICATIONS	211930	CABLE	091027G	\$75.00
OPTO INTERNATIONAL	211931	DISPLAY	041211	\$8,974.40
OPTO INTERNATIONAL	211931	DISPLAY	041210	\$24,712.20
OSCEOLA PUBLIC LIBRARY	211932	LOST ITEM RFND-JUV BK	LIBRFND947	\$4.95
PARAMETERS LTD	211933	SUPPLIES	36156	\$545.55
ROBERTS PUBLIC LIBRARY	211934	LOST ITEM RFND-ADULT NPRT	LIBRFND947	\$20.00
RTI	211935	SUPPLIES	147433	\$184.95
TANTOR MEDIA	211936	NONPRINT	27590	\$25.00
TANTOR MEDIA	211936	NONPRINT	27382	\$47.99
TARGET	211937	SUPPLIES	NONE947	\$40.34
VALUE LINE PUBLISHING INC	211938	VALUE LINE FUND ADVSR+	NONE947	\$345.00
				<u><u>\$67,216.92</u></u>

Warrant Report for 112709L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BUCKSTAFF COMPANY	211939	SHELVING	125228A	\$11,699.00
BUCKSTAFF COMPANY	211939	SHELVING	125223	\$12,191.12
BUCKSTAFF COMPANY	211939	SHELVING	125221A	\$56,661.25
CDW-G CORPORATE OFFICE	211940	YS MONITOR	QWF3968	\$-264.77
CDW-G CORPORATE OFFICE	211940	PRINTER	QVH4222	\$1,175.00
CITY OF EAU CLAIRE	211941	SEC 125 PLAN ADM VAN GAS/REPA	112714	\$1,257.68
COLLINS-FUERBRINGER, MICHELLE	211942	FRNDS GRAND RE-OPENING	NONE948	\$73.34
EO JOHNSON CO INC	211943	REF COPIER SVC K DEC-FEB	CNIN379585	\$99.00
EO JOHNSON CO INC	211943	SUPPLIES	ARIN211349	\$485.00
ERICKSON, CHAD	211944	LOST ITEM REFND-ADULT NPRT	LIBRFND948	\$15.00
HENRICKSEN	211945	TABLE	440221	\$565.00
HENRICKSEN	211945	FURNITURE	438656	\$91,367.00
INDIANHEAD FEDERATED LIBRARY S\	211946	SUPPLIES	M29138	\$755.10
KIPLINGER LETTER	211947	KIPLINGER LETTER	NONE948	\$89.00
LUCK PUBLIC LIBRARY	211948	LOST ITEM RFND-ADULT BK	LIBRFND948	\$5.00
MEGA	211949	FRNDS GRAND RE-OPENING	316576	\$28.05
NET TEL COMMUNICATIONS	211950	CABLING	J90073	\$3,600.00
PARAMETERS LTD	211951	SUPPLIES	36210	\$363.70
PER MAR SECURITY SERVICES	211952	SEC SYS MNTR/SPT DEC-FEB	442951	\$1,147.53
ROONEY PRINTING CO	211953	SUPPLIES	32493	\$142.97
ROONEY PRINTING CO	211953	SUPPLIES	32492	\$145.34
ROONEY PRINTING CO	211953	SUPPLIES	32491	\$413.25
SHREDAWAY	211954	SHREDDING OCT	23918	\$57.00
TRI-STATE BUSINESS MACHINES INC	211955	ADM COPIER NOV-DEC	161007	\$300.00
WILS	211956	WHO MEMBERSHIP	25959	\$50.00

\$182,420.56

Warrant Report for 120409L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
3M LIBRARY SYSTEMS	211957	DETECTION GATES	UM75438L	\$2,249.00
ALTOONA PUBLIC LIBRARY	211958	LOST ITEM RFND-ADULT NPRT	LIBRFND949	\$28.96
AMAZON.COM CREDIT	211959	L&D ADULT BKS	013212302451	\$11.16
AMAZON.COM CREDIT	211959	L&D ADULT BKS	287950902144	\$19.77
AMAZON.COM CREDIT	211959	NONPRINT	301814634696	\$20.49
AMAZON.COM CREDIT	211959	NONPRINT	239096065149	\$33.97
AMAZON.COM CREDIT	211959	L&D NONPRINT	138061607482	\$43.29
AMAZON.COM CREDIT	211959	NONPRINT	301815251062	\$59.97
AMAZON.COM CREDIT	211959	GIFT BKMRKS	301810134090	\$61.06
AMAZON.COM CREDIT	211959	ADULT BKS	287954386903	\$400.00
AT&T	211960	NOV-DEC	NONE949	\$288.21
BAKER & TAYLOR INC	211961	NONPRINT	H305282CM	-\$93.59
BAKER & TAYLOR INC	211961	ADULT BKS	0001957632	-\$19.60
BAKER & TAYLOR INC	211961	L&D NONPRINT	H93053991	\$6.78
BAKER & TAYLOR INC	211961	NONPRINT	H92355982	\$17.96
BAKER & TAYLOR INC	211961	NONPRINT	H92769363	\$19.43
BAKER & TAYLOR INC	211961	NONPRINT	H92205696	\$21.59
BAKER & TAYLOR INC	211961	JUV BKS	5010488439	\$26.49
BAKER & TAYLOR INC	211961	NONPRINT	H92769362	\$28.76
BAKER & TAYLOR INC	211961	IFLS NONPRINT	H92769360	\$28.78
BAKER & TAYLOR INC	211961	IFLS NONPRINT	H92205721	\$32.39
BAKER & TAYLOR INC	211961	NONPRINT	H91778600	\$38.49
BAKER & TAYLOR INC	211961	NONPRINT	H92769361	\$38.86
BAKER & TAYLOR INC	211961	IFLS NONPRINT	H92205720	\$41.71
BAKER & TAYLOR INC	211961	IFLS NONPRINT	H92205697	\$41.74
BAKER & TAYLOR INC	211961	JUV BKS	2023935091	\$45.94
BAKER & TAYLOR INC	211961	JUV BKS	2023934079	\$52.40
BAKER & TAYLOR INC	211961	IFLS NONPRINT	H92769364	\$52.53
BAKER & TAYLOR INC	211961	IFLS NONPRINT	H92734100	\$58.29
BAKER & TAYLOR INC	211961	L&D NONPRINT NONPRINT	H92355981	\$61.15
BAKER & TAYLOR INC	211961	IFLS NONPRINT	H92205690	\$70.52
BAKER & TAYLOR INC	211961	L&D NONPRINT	H92355980	\$73.89
BAKER & TAYLOR INC	211961	NONPRINT	H91804710	\$95.68
BAKER & TAYLOR INC	211961	JUV BKS L&D JUV BKS	2023913584	\$98.02
BAKER & TAYLOR INC	211961	JUV BKS L&D JUV BKS	2023954159	\$151.72
BAKER & TAYLOR INC	211961	ADULT BKS L&D ADULT BKS	2023941509	\$154.90

Warrant Report for 120409L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	211961	IFLS NONPRINT NONPRINT	H92205691	\$158.28
BAKER & TAYLOR INC	211961	JUV BKS L&D JUV BKS	2023940030	\$207.48
BAKER & TAYLOR INC	211961	NONPRINT	H91778601	\$232.30
BAKER & TAYLOR INC	211961	ADULT BKS JUV BKS	2023944881	\$245.88
BAKER & TAYLOR INC	211961	IFLS NONPRINT NONPRINT	H91778602	\$250.22
BAKER & TAYLOR INC	211961	JUV BKS	2023949564	\$328.26
BAKER & TAYLOR INC	211961	IFLS NONPRINT NONPRINT	H93053990	\$448.22
BAKER & TAYLOR INC	211961	L&D ADULT BKS NONPRINT	2023939922	\$453.71
BAKER & TAYLOR INC	211961	ADULT BKS L&D ADULT BKS	2023954341	\$493.90
BAKER & TAYLOR INC	211961	ADULT BKS	2023935065	\$2,172.67
BLYTH, JONATHAN & LORI	211962	LOST ITEM RFND-ADULT BK	LIBRFND949	\$17.00
BOOK FARM INC	211963	JUV BKS	0016623	\$617.66
BOOK FARM INC	211963	JUV BKS	0016622	\$3,711.19
BRODART INC	211964	SUPPLIES	988839	\$34.28
CHILDS WORLD	211965	JUV BKS	NA104659	\$656.10
CITY OF EAU CLAIRE	211966	WATER/SEWER	1151472	\$1,648.49
DEMCO INC	211967	SUPPLIES	3726547	\$99.53
DEMCO INC	211967	YS RACK	3722770	\$167.38
EAU CLAIRE BUSINESS INTERIORS	211968	FURNISHINGS 10% BAL DUE	NONE949	\$1,478.16
ESSER GLASS OF EAU CLAIRE	211969	DOOR STRIKES	61008	\$275.00
FLEET CREDIT CARD SERVICES	211970	ROTARY TRIMMER	NONE949	\$82.76
FLEET CREDIT CARD SERVICES	211970	MAGNETIC LETTERS	NONE949LLL	\$87.27
FLEET CREDIT CARD SERVICES	211970	GALLERY WALL CLOCK	NONE949L	\$125.04
FLEET CREDIT CARD SERVICES	211970	PUZZLE RACK	NONE949LL	\$128.76
FLEET CREDIT CARD SERVICES	211970	MICROFILM	NONE949LLLL	\$251.50
FLEET CREDIT CARD SERVICES	211970	DISPLAY UNITS	NONE949LLLL	\$363.68
FLEET CREDIT CARD SERVICES	211970	ART PRINTS 6	NONE949LLLL	\$1,038.88
HIMMEL & WILSON LIBRARY CONSULT	211971	STRATEGIC PLANNING PO 9303	0879	\$2,500.00
HOFSLIEN, ELLIE	211972	LOST ITEM RFND-LESS FINE	LIBRNFD949	\$24.99
LILJANDER, KIM	211973	LOST ITEM RFND-JUV NPRT	LIBRFND949	\$6.99
LOGISTECH INC	211974	ADULT BKS	125026	\$57.01
MARSHALL CAVENDISH	211975	JUV BKS	R828354	\$161.73
MARSHALL CAVENDISH	211975	JUV BKS	R830978	\$1,532.45
MENARDS EAST	211976	SUPPLIES	87928	\$473.48
PER MAR SECURITY SERVICES	211977	WIRE/CABLING REMOVAL	448446	\$741.00
PER MAR SECURITY SERVICES	211977	CONTRACTUAL WORK	448598	\$1,694.00

Warrant Report for 120409L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
PER MAR SECURITY SERVICES	211977	SECURITY CAMERA REPLACEMENT	448657	\$4,818.00
SPECTATOR - UWEC	211978	AD	NONE949	\$62.50
STATE BAR OF WISCONSIN	211979	ADULT BKS	379251	\$677.79
WESTGATE SPORTSMAN CLUB	211980	REFRESHMENTS	NONE949	\$850.00
WISNET	211981	WISNET ANTI-SPAM SVC	3014930	\$215.60
WISCO SIGNS INC	211982	MICROFILM ROOM SIGN	32331	\$210.00
WISCO SIGNS INC	211982	SIGN	32355	\$235.00
WISCO SIGNS INC	211982	SUPPLIES	32300	\$618.75
				<hr/> \$35,013.60 <hr/>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
Supplemental Bills & Claims Listing - November 2009

CUSTODIAL OPERATING BUDGET

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 10,303.48
Various	WRS, SS, life, disability	1,869.16
Various	Health insurance, deductible	3,507.37
State of WI	UC Benefits	38.97
Team Distributing	Repair library carpet sweeper	1,416.74
Certified Inc	Install new isolation valve	875.33
Traci's Green Interiors	Monthly plant rental	231.90
WilKil	Pest control, monthly	30.00
Waste Management	Rubbish, garbage and recycling	348.86
DALCO	Euroclean backpack vacuum bag	18.34
Lawson Products	LP330 - Anchor assortment	463.83
Menards West	Miscellaneous building mtl	67.62
Menards West	Miscellaneous building mtl	122.47
G&K Services	Floor mat, oil mops	166.90
		\$ 19,460.97

LIBRARY OPERATING BUDGET

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift prem, longevity	\$ 147,581.29
Various	WRS, FICA, life insurance, EAP	25,911.35
Various	Health insurance, deductible	29,204.13
		\$ 202,696.77

LIBRARY CAPITAL CAMPAIGN

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 226.78
Various	WRS, FICA, life insurance, EAP	40.83
		\$ 267.61

jg

December 10, 2009

To: The Library Board of Trustees

From: Mark Troendle, Assistant Library Director

Subject: Consideration of Approval of 2010 Pay Plans and Benefits for Professional Staff, Pages and Child Care Workers

The attached proposed 2010 pay plans for professional staff, pages and child care workers represent a 1% increase over 2009. This is the same percentage increase tentatively negotiated with and agreed to by Union Local 284-A and to be voted on at the December Library Board meeting. The Library Director sets individual salaries for professional staff within the ranges approved by the Library Board.

In addition, the tentative contract between the Union and the Library includes an increase in floating holidays from three (3) to four (4) days. Another tentative provision increases, from \$40 to \$45 per month, the employer contribution to an approved deferred compensation carrier for eligible employees in lieu of health insurance, provided the employee provides proof of coverage by another comparable health plan. Also proposed is a reworded funeral leave policy, but it contains no substantive changes. Past practice has been to extend contract benefits to eligible non-Union professional staff.

Recommendations

It is recommended that the Board approve:

1. The attached proposed 2010 pay plans for professional staff, pages and child care workers.
2. The extension of new or revised benefits in the proposed Union agreement to eligible non-Union professional staff.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
 Recommended Professional Staff Pay Plan
 January 1, 2010 - December 31, 2010

CLASSIFICATION	MINIMUM	MIDPOINT	MAXIMUM
Professional 1 Electronic Resources Facilitator	\$41,254 \$19.83	\$47,702 \$22.93	\$54,149 \$26.03
Professional 2 Circulation Services Manager Network Administrator Public Relations & Programming Services Manager Reference Services Manager Technical Services Manager Youth Services Librarian	\$44,841 \$21.56	\$50,872 \$24.46	\$56,903 \$27.36
Professional 3 Business Manager Youth Services Manager	\$47,889 \$23.02	\$54,328 \$26.12	\$60,766 \$29.21
Professional 4	\$51,761 \$24.89	\$58,725 \$28.23	\$65,686 \$31.58
Professional 5 Assistant Director	\$55,315 \$26.59	\$63,193 \$30.38	\$71,069 \$34.17

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
Hourly Wage Rates
January 1, 2010 - December 31, 2010

Library Page

With less than 1 year continuous service \$8.04

With 1 year or more continuous service and
a current performance rating of "good" or
"excellent". Pages may only be moved
up to this rate in April or in September \$8.89

Child Care Worker

\$8.89

NOTES ON POLICIES

No Changes Recommended

1) Use of Tobacco Products Update

After reviewing the policy passed in August, 2009 with Steve Nick, I am recommending no changes to that policy. There will be a designated smoking area in the outside lower level which will go into effect as soon as PRPS has developed and installed new signage.

Changes Recommended

1) Circulation of Petitions

This policy had not been reviewed since 1981 and City Attorney Steve Nick suggested the new wording.

2) Compensatory Time

The proposed changes now accurately reflect the scope of who is eligible for compensatory time. For instance, the term “department head” only applies to the Director so that was rephrased, and employees classified as Professional 1 have been and remain eligible to receive compensatory time. Also, employees may opt to be paid for compensatory time, which is now clearly stated in writing. The sentence regarding bargaining unit members working on Sunday is still in effect, but that provision is covered in the Union contract; therefore, it may be removed from this policy.

3) Compliance with the Americans with Disabilities Act Regarding Employment

This policy has been rewritten to focus solely on ADA and employment. Language referring to the City’s Affirmative Action Policy has been removed since that was approved as a separate policy in November. The Affirmative Action Officer for the City of Eau Claire, rather than for the Library, is named as the designated person to coordinate matters relating to ADA and employment.

4) Continuation of Health Insurance

Two words were added to reflect the reality that continuation may be required for a period of less than three months.

5) Emergency Closing

One suggested change is that in the event of an emergency closing, the Library will inform local major media outlets, rather than just local radio stations. Outmoded terms referring to “departments” and “personnel director” have been updated. There is also now a distinction as to when full-time and designated part-time staff have to make up any missed time. Part-time staff and their supervisors would be allowed more flexibility if this revision is approved since they would then have a pay period in which to make up missed hours.

6) Grievance Procedures

As noted previously, the term “department head” no longer applies, except to the Director, so that was replaced. A statement was also added permitting an employee to submit a written concern to the Assistant Director if that employee’s supervisor is also the Division Manager.

7) Retiree Health Insurance

A service requirement of one year is proposed. No other changes are recommended.

POLICY

Title: **POLICY ON CIRCULATION OF PETITIONS IN THE LIBRARY**

Effective Date: April 16, 1981

Authorized by: Library Board of Trustees

Date of Review:

~~Library users shall not be approached in the library regarding any petition. They may be approached, however, while they are on library property outside the building.~~

~~Space for petitions will be made available in the library except for petitions which are obscene or involve illegal activities.~~

Petitions may be circulated and library users and staff may be approached about petitions while on library property, but outside the library building provided free passage to the library is maintained at all time of at least 10 feet in width, library users and staff members are not interfered with and all other applicable laws are followed for safe and respectful assembly and political discourse.

However, to further the primary purpose of the library as a place for quiet reading, distribution of library materials and the administration of the library, the following reasonable time, place and manner restrictions are established regarding petitions and related speech activities within the library: The circulation, distribution, presentation, approaching staff or other library users with or about or other activities related to petitions or in furtherance of petition drives or the related cause they may support, is not allowed in the library building, except that petitions may be handed to the reference desk staff who will, if space is available at the reference desk, place the petition on the desk in a location designated by the library for such purpose.

Revised.

POLICY

Title: **POLICY ON COMPLIANCE WITH THE AMERICANS WITH
DISABILITIES ACT REGARDING EMPLOYMENT**

Effective Date: September 18, 1992

Authorized by: Library Board of Trustees

Date of Review:

WHEREAS, the LE Phillips Memorial Public Library is subject to the provisions of the Americans with Disabilities Act (42 USC 12101, et seq.), the "ADA", and

WHEREAS, the LE Phillips Memorial Public Library desires at this time to declare its intention to comply with the provisions of the ADA, and to take the necessary actions required by the ADA,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the LE Phillips Memorial Public Library that the Board of Trustees hereby expresses its intent to comply with the provisions of the ADA and regulations implementing the Act, and

BE IT FURTHER RESOLVED that the 2-page document attached hereto entitled "Statement of Intent to Comply" is incorporated herein by reference, approved and adopted.

It is the intent of the LE Phillips Memorial Public Library that applicants for employment and all employees must receive fair and equal treatment, and that the Library must strive to hire or promote the best qualified individual available. It is the intent of the LE Phillips Memorial Public Library to comply with the provisions of the Americans with Disabilities Act (ADA). Therefore, ~~pursuant to the City of Eau Claire's Affirmative Action Policy adopted in 1973 and revised in 1989,~~ it shall be the policy of the LE Phillips Memorial Public Library to conduct all personnel activities in a manner that will assure equal employment opportunity for all persons on the basis of merit, and in accordance with the provisions of the ADA, and without regard to **disability**. ~~age, race, creed, color, handicapping condition, marital status, memberships in the military service, sex, nationality, ancestry, sexual orientation, arrest record, or other non-merit factor.~~ This policy applies to all personnel practices related to the employment process, promotion, demotion, transfer, layoff, termination, compensation, benefits, training and general treatment of employees. **actions, including, but not limited to, recruiting, hiring, training, transfers, promotions, disciplinary actions, fringe benefits, compensation, terms of employment, working conditions, demotions, layoffs, terminations and general treatment of employees.** This policy should not be interpreted as requiring the lowering of standards for employment or promotion. All supervisors will be provided training to enable them to discharge their responsibilities and assure compliance with the Library's stated policy. Employees and applicants are to be informed of their rights to equal opportunities.

Development and Administration of Plan; Appeal Process.

The Affirmative Action Officer ~~of the Library~~ **for the City of Eau Claire** is designated as coordinator of the efforts of the LE Phillips Memorial Public Library to comply with the ADA and to investigate **employment-related** complaints of noncompliance with the ADA. The name, office address and telephone number of the Affirmative Action Officer shall be made available to all interested parties.

If any person or entity believes that the LE Phillips Memorial Public Library has violated ~~the City of Eau Claire's Affirmative Action Policy~~ **this policy** or any provision of the ADA, an appeal

may be filed with the Affirmative Action Officer of the ~~Library~~ **for the City of Eau Claire.**

Revised.

POLICY

Title: **POLICY ON COMPENSATORY TIME**

Effective Date: December 17, 1982

Authorized by: Library Board of Trustees

Date of Review: 1/24/86; 12/19/86

With the exception of the Director, ~~Department Heads,~~ and **positions classified at or above Professional 2, professional librarian positions,** compensatory time is granted for work in excess of 40 hours per week, when employees receive prior approval from their supervisor to work extra hours to accomplish their assigned duties. Such compensatory time is **either paid or** taken at time and a half.

~~Bargaining unit members are eligible to take two hours of compensatory time for four hours of Sunday work, with the exception of Desk Clerks.~~

All accrued compensatory time must be used by the Saturday after Labor Day each year. Employees wishing to take compensatory time must use Leave Request forms and receive prior approval of their supervisor. Upon termination, employees may take accrued compensatory time in a lump sum cash payment.

Compensatory time earned and taken must be reported on biweekly Employee Time Reports, which must be signed by the employee's supervisor.

The Director, ~~Department Heads,~~ and ~~professional librarians~~ **and all exempt employees** are expected to devote such time as is necessary to accomplish their tasks. They are permitted some flexibility in arranging their schedules at the library. ~~Department Heads and professional librarians~~ **Exempt employees** should notify ~~the Director~~ **their supervisor** if they are to be absent from the library for personal reasons, and **employees in charge of divisions should** indicate who is in charge in their ~~department~~ **division**. ~~An absence of more than an hour is to be taken as vacation time.~~

Number: 7

Category: Misc/Personnel

Revised.

POLICY

Title:	POLICY ON CONTINUATION OF HEALTH INSURANCE BENEFITS
Effective Date:	June 15, 1990
Authorized by:	Library Board of Trustees
Date of Review:	

The Library Director may authorize continued payment of the employer's share of an employee's monthly health insurance premium when an employee is temporarily disabled and on leave without pay, after exhausting sick leave, vacation, holiday, and compensatory time benefits.

Continuation will be for a period of **up to** three months, with the possibility of renewal up to six months. The library's portion will be paid only if the employee continues to pay his or her share.

Revised.

POLICY

Title:	POLICY ON EMERGENCY CLOSINGS (AMENDED)
Effective Date:	January 20, 1983
Authorized by:	Library Board of Trustees
Date of Review:	January 24, 1986, amendment to take effect upon passage of the new Fair Labor Standards Act

The decision to close the Library during an emergency will be made by the Library Director or the Director's designated representative. If the Library will be closed, an announcement will be ~~phoned~~ **provided** to the ~~major local radio stations~~ **media outlets** by 6:30 a.m. or as soon as possible for a closing occurring during the day.

The Director will notify ~~Department Heads~~ **the Library's Management Team**. Staff members scheduled to work may call their ~~Department Head~~ **supervisor** or the Circulation ~~Department~~ **Division** for verification of the closing.

If there is a question of closing the Library in the evening, the staff person in charge will contact the Library Director for a decision. If the Director cannot be reached, the staff person in charge will contact the Library's ~~Personnel Assistant~~ **Director** for a decision. If the ~~Personnel Assistant~~ **Director** cannot be reached, the staff person in charge will make the decision and notify Library ~~departments~~ **divisions**.

Full-time bargaining unit and professional staff impacted by an emergency closing ~~All scheduled hours missed because of an emergency closing must be made up~~ **must make up missed work time** within the **same** forty-hour week **as the closing**, or **substitute accrued vacation, floating holiday, or compensatory time**, ~~taken as vacation or request leave without pay~~ **if other leave accrual balances have been exhausted**. **Part-time bargaining unit and professional staff working 20 hours per week or more must reconcile missed work time within the same pay period**. ~~An employee who is late arriving at work or who leaves early because of bad weather is expected to make up the time lost within the forty-hour week or take it as vacation or leave without pay.~~

In the event of a major disaster, the Library Board may, at its initiative, suspend this policy.

Revised.

POLICY

Title: **POLICY ON GRIEVANCE PROCEDURE**

Effective Date: July 22, 1982

Authorized by: Library Board of Trustees

Date of Review:

POLICY

It shall be the policy of the library to resolve work-related employee grievances in the best interest of all concerned. Complaints will be considered in as timely a manner as possible. Resolution is accomplished at the lowest possible level.

PROCEDURE

This procedure may be used for all grievances not relating to the terms of the Labor Agreement between L.E. Phillips Memorial Public Library and Library Employees Local 284-A.

Grievances must be filed within 30 days of the action being grieved. Employees electing to use the procedure are required to follow the steps successively, as they apply. At each step in the process, the grievant will fully and completely discuss each point made by management in its replies to the grievance before proceeding to the next level.

- A. Oral. If an employee has a work-related concern, the first step is to discuss the issue with the immediate supervisor; immediately, frankly, and thoroughly. The employee must inform the supervisor that this is a "formal verbal grievance." A response to the grievance will be given by the supervisor within five working days or as mutually agreed upon.
- B. Written to Supervisor. In the event the concern is not resolved to the employee's satisfaction, he or she may submit the concern in writing to the supervisor within five working days of receiving the oral response. The supervisor is responsible for arranging a meeting with the employee within five working days of receiving the written concern. The supervisor will give the employee an answer in writing within five working days.
- C. Written to ~~Department Head~~ Division Manager. If the employee is not satisfied, he or she may submit the written concern to the ~~Department Head~~ **Division Manager, or to the Assistant Director if the employee's supervisor is also the Division Manager.** The ~~Department Head~~ **Division Manager** will arrange to meet with the employee and supervisor within five working days of receiving the grievance. Within five working days following the meeting, the ~~Department Head~~ **Division Manager** will give the employee an answer in writing.

- D. Written to Library Director. Unresolved grievances may then be submitted in writing (within five working days of receiving the ~~Department Head's~~ **Division Manager's** written answer) to the Library Director. He or she will arrange a meeting with the immediate supervisor, the ~~Department Head~~ **Division Manager** and the employee. An answer will be given to the employee within five working days in writing.

- E. Library Board. If the employee's concern is not resolved to his or her satisfaction by the Library Director, the employee may appeal in writing to the President of the Library Board for consideration by the full Board. The Board will respond within 30 days. Its decision will be final and binding on both parties without further recourse.

- F. Employee Representation. Employees shall be entitled to representation of their own choosing in appealing any grievance. The grievant may have one representative at the first step of the grievance procedure and not more than two thereafter. When necessary in settling a grievance, employees may be released from work without loss of pay for a reasonable amount of time, provided ~~Department Heads~~ **the Division Manager** grants advance approval and ~~are~~ **is** able to adjust work schedules to accommodate the time off.

Revised.

POLICY

Title: **RETIREE HEALTH INSURANCE**

Effective Date: December 20, 2001

Authorized by: Library Board of Trustees

Upon retirement at age 55 or later, the Library will pay 90% of the amount paid for active Library Professional & Confidential employees toward monthly health insurance premiums until the employee becomes eligible for Medicare, dies, or receives ten years of contributions, whichever comes first. Employees may choose single or family coverage. Employees who were part-time at retirement will receive a prorated benefit.

Employees retiring before the age of 55, but remaining covered by a Library group health insurance plan will receive the Library's contribution when they reach age 55. Retirement is defined as receiving WRS benefits.

~~There shall be no minimum service requirement.~~ **Eligible employees must have completed a minimum of one year of service to qualify for this benefit.** This benefit will not be made retroactive to employees who left library service before January 1, 2002. Widowed spouses of library employees may participate in the library health insurance group, but must assume all costs themselves.