



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, November 19, 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) *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.*
- 4) *Motion that the Library Board of Trustees of the L. E. Phillips Memorial Public Library convene 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.*
- 5) *Motion to reconvene in open session immediately following the closed session.*
- 6) Approval of Previous Minutes of the Library Board (page 1)
- 7) Communications
- 8) Report of the Library Director (page 3)
 - a) Renovation update, discussion and action (page 14)
 - b) Report of the Organizational Wellness Committee (page 16)
- 9) Report of the Library Board President
- 10) Committee Reports
 - a) Distinguished Service Award (DSA) Committee
- 11) Report from the Friends of the Library
- 12) Report of the Representative to the IFLS Board
- 13) Financial Report (page 18)
- 14) Action on Bills and Claims (page 22)

15) Consideration of New Business

a) Discussion and action on library policies (page 35)

i) No changes recommended:

- (1) Access to the Library (page 37)
- (2) Compliance with the Americans with Disabilities Act regarding the delivery of services (page 38)
- (3) Computer and Internet use (page 40)
- (4) Conduct on Library property (page 42)
- (5) Handling a Citizen's Complaint Concerning Library Policies (page 43)
- (6) Internet Safety (page 44)
- (7) Library employees as library customers (page 45)
- (8) Revoking library privileges (page 47)

ii) Changes recommended:

- (1) Compliance with the Americans with Disabilities Act regarding employment (page 48)
- (2) Donations of money (page 50)
- (3) Drug and alcohol-free workplace (page 51)
- (4) Library cards (page 53)
- (5) Library cards for institutions (page 55)
- (6) Theft (page 56)
- (7) Use of tobacco products (page 57)

iii) New policy recommended:

- (1) Equal Employment Opportunity and Affirmative Action (page 58)

iv) Review delay recommended:

- (1) Travel

b) Discuss and take action on the 2010 Library Board calendar (page 82)

16) Directives from the Library Board of Trustees to the Library Director and Staff

17) 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

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, October 15, 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 and Wisner; Absent: Werthmann and Wright. Staff present: Shelly Collins-Fuerbringer, Julie Gast, Laura Miller, Sharon Price, John Stoneberg and Mark Troendle.

CITIZEN COMMENTS

- Susan Bruce and John Stoneberg attended the “Turning the Page” Gates Foundation grant conference in Minneapolis on library advocacy, October 5-7.
- John Stoneberg announced that Kathie Schneider had received the 2009 IFLS Trustee of the Year award for Eau Claire County at the second annual IFLS recognition gathering on October 8.

MINUTES OF PREVIOUS MEETING

On a motion made by Don Wisner and seconded by Robert Hauser, the minutes of the September 17, 2009 Board meeting were unanimously approved as amended.

PRESENTATION

Library consultants, Ethel Himmel and Bill Wilson of Himmel and Wilson gave a presentation on Strategic Planning. On a motion made by Don Wisner and seconded by Robert Fraser, the Board unanimously approved to retain the services of Himmel and Wilson for \$25,000 to begin in January 2010.

REPORT OF THE LIBRARY DIRECTOR

- John Stoneberg’s report was reviewed.
- The City is doing a shorter budget process this year. The City budget will be adopted on November 5, 2009.
- A major renovation milestone will take place on October 16, 2009 with RJS, the general contractor, having substantially completed their work on the project.
- On November 17, 2009 from 5-7 p.m., a grand re-opening reception for major donors will take place in the art gallery. On November 19, 2009, a grand re-opening program for homeschoolers, daycare providers and educators will be held. On November 21, 2009, a grand re-opening celebration for the public will include tours, entertainment and refreshments.

REPORT OF THE LIBRARY BOARD PRESIDENT

- Kathie Schneider reminded Board members that the Director evaluation was approaching. Send comments to Kathie Schneider by November 1, 2009.
- It is time to start thinking about library goals for 2010.

COMMITTEE REPORTS

Development and Endowment Committee

- Susan Bruce reported the new “Leave a Legacy” brochure is at the printer.
- Verification on how donors wish their names to be represented is taking place for the Wall of Honor and the Donor Book.

REPORT FROM THE FRIENDS OF THE LIBRARY

- Kathie Schneider reported the Friends would sell calendars at the grand re-opening events.
- The 10th annual Chippewa Valley Book Festival will take place October 22-25, 2009.

REPORT OF THE REPRESENTATIVE TO THE IFLS BOARD

- Bob Fraser reported the last IFLS Board meeting dealt with budget issues. There is about \$10,000 worth of 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.
- On a motion made by Robert Fraser and seconded by Don Wisner the Board unanimously approved to have John Stonberg draft a letter to the IFLS Board about how unhappy the Library Board is regarding the cuts that were made and ask how LEPMPL might better serve the System as its Resource Library.
- On a motion made by Don Wisner and seconded by Susan Bruce, the Board unanimously approved that John Stoneberg discuss with Assistant City Attorney Steve Bohrer the options for dealing with the Fairchild issue.

FINANCIAL REPORT

The Board reviewed the September Financial Report.

ACTION ON BILLS & CLAIMS

On a motion made by Bob Fraser and seconded by Linda Stelter, the Board unanimously approved the Bills & Claims for September 11-October 2, 2009 as well as the Supplemental Bills & Claims for September 2009.

DISCUSSION AND ACTION ON LIBRARY POLICIES

- On a motion made by Don Wisner and seconded by Linda Stelter, the Board unanimously approved to table the discussion and action on library policies until the November Board meeting.

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES

- John Stoneberg will start the process with staff for setting 2010 goals.
- John Stoneberg will contact Steve Bohrer regarding the Fairchild issue.

ADJOURNMENT

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

Submitted by,

Jackie Depa, Library Associate II

November 12, 2009

To: The Library Board of Trustees

From: John Stoneberg, Library Director

Subject: Report of the Library Director

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

- There were regular contractor meetings on October 14 and November 4 which involved UWA, RJS and library staff. These have been used as times to review in detail what's been done and needs to be done, questions (and answers) and includes a tour of the areas being worked on. The substantial completion date for RJS was October 16. For the most part, the meeting on November 4 was the last regular construction meeting for the renovation.
- Attached are renovation updates for staff and the public for October 15 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*
- Remember to check the library's web site for the most current information about the library renovation. If there's information that you feel should be addressed there, please send me or Bess Arneson (bessa@eauclaire.lib.wi.us) an e-mail.

Other highlights from the past month:

- Susan Bruce and I attended the “Turning the Page: Building Your Library Community” advocacy conference in Minneapolis, Minnesota from October 5-7 that was funded by the Bill and Melinda Gates Foundation. We both felt it was a very good experience. A couple of “a-ha!” ideas that we discussed at the end of the conference were that we need to begin to develop a collection of local stories and anecdotes from staff and customers about the library and how it transforms lives that can be used in reports, presentations, etc.; we could begin to get regular feedback from customers on our web site with tools as simple as survey monkey; and we should begin to develop a “wish list” of needs for the library beyond the list we give the Friends each year so that we are ready for gifts, big and small—when we are asked “what does the library need?”
- Attended the second annual IFLS Recognition and Social on October 8. Kathie Schneider received an award as the Eau Claire County Trustee of the Year.
- Attended the Development and Endowment Committee meeting on October 12.
- Attended/monitored City Council budget sessions on October 12 and November 3 and 5. The City budget was passed on November 5.
- Don Wisner and I met on October 15 for his board member orientation.

- I attended the Friends Board meeting on October 19.
- I attended the Wisconsin Library Association Conference in Appleton from October 20-23. I went on October 20 so that I could also attend a System and Resource Library Administrators Association of Wisconsin (SRLAAW) meeting. Highlights included:
 - ✓ Keynote speaker, Lee Rainke, Director of the Pew Internet and American Life Project, who discussed his organization's latest findings and why they suggest libraries can play a role in people's social networks in the future (<http://www.slideshare.net/PewInternet/the-magic-of-social-networks>)
 - ✓ Robin A. Jones, Director of the Great Lakes ADA Center (<http://www.adagreatlakes.org>), on the 20th anniversary (2010) of the ADA—this was very interesting especially the information about the ADA Amendments Act of 2008
 - ✓ “MacGyver Library: Amazingly Useful Stunts You Can Perform with Ordinary Library Objects”—technology gadgets that can save your customers' day—although this was one of the most popular programs at the conference, the nicest thing about it was that one of the speakers, Chris Grugal, Reference Librarian at Carthage College, introduced himself to me and said it was his good experiences at our library as a circulation page in the early 1980s that led him to want to become a librarian.
 - ✓ Consultant Jeffrey Russell on conducting difficult conversations <http://www.wla.lib.wi.us/conferences/2009/postconf/documents/Russell-CoreHandouts-DifficultConversations.pdf> and values and behaviors for mutual learning <http://www.wla.lib.wi.us/conferences/2009/postconf/documents/Russell-ValuesandBehaviorsforMutualLearning.pdf>
 - ✓ . . . and programs on podcasts, vodcasts and screencasts; recent intellectual freedom challenges (like the one in West Bend); and much more
- With the assistance of a variety of staff, I completed the 2009 National Survey of Public Library Funding and Technology Access, an American Library Association survey, in compliance with the requirements of the Bill and Melinda Gates Foundation grant we have for computers in 2010 and 2011.
- Met with a representative of the Career Development Center to get an idea of how much it might cost to re-upholster all the Library's oversized chairs.
- As part of an almost \$100,000 federal grant to the Chippewa Valley Museum from the Institute of Museum and Library Services, Museums for America Program to develop a community cultural plan for Eau Claire City and County, Kathie Schneider and I attended meetings on October 29 and November 3 and 4 as part of a core planning team from the Museum, the Eau Claire Regional Arts Center, the Children's Museum of Eau Claire, Clear Vision Eau Claire and the Library. We met with national consultant, Lisa Mount. The process will continue and through June, 2011.
- Attended a two-year celebration of Clear Vision Eau Claire on the evening of October 29 for an information update on what has been accomplished, what is in the works

and what is next. The Library got recognition for its willingness to host a new Clear Vision website.

- As the lead for management, Assistant City Attorney Steve Bohrer met with Julie Gast, Mark Troendle and I again on November 2 regarding union labor negotiations with Local 284A. Working with Julie and I, Mark had created a list of possible issues to bargain. Management and the Union had a good first meeting on November 5.
- I chaired a MORE Executive Committee meeting on November 6.

From the Management Team & Staff

Assistant Director/Human Resources

The Organizational Wellness Committee met and Mark Troendle offered feedback as they prepared to write an executive summary of the work they have done and the findings they would like examined during the strategic planning process.

For all concerned, the renovation project continued to require more and more attention. Mark attended two construction meetings. In preparation for the November 4 construction meeting, John, Jackie Depa and Mark conducted their own walk-through in order to compile a list of work not yet done or not done satisfactorily.

The shelving in Youth Services was provided by a company called Buckstaff. Mark was their initial contact each morning when they arrived and he helped get answers to questions that arose during the course of the installation. Mark oversaw the delivery of new materials shelving and the display cases from a different company, Opto International. Mark would like to thank all staff who helped arrange and stock the new materials shelving so expertly. Also, he coordinated details related to the return of a third company, KI, who finished the installation of the microforms room.

Mark met with a Beltmann representative in October, prior to Youth Services moving back to their renovated space, in order to review the work to be done and finalize the logistics. The movers arrived at 7 a.m. on November 4 and finished at 9:50 a.m. on November 6.

While John represented the Library at the annual Wisconsin Library Association Conference, Mark attended two budget work sessions at City Hall and participated in two City-sponsored Focus Team meetings. The Focus Team is working on streamlining work processes throughout the City so that employees can be more efficient.

John and Mark met with the custodial supervisor to review cleaning-related details prior to the grand re-opening celebration.

Holly Ring, the Friends' Administrative Coordinator, and Mark have been communicating regarding Friends storage after HRS vacates their old workspace. The Friends will be able to use some of the old Youth Services metal shelving for their storage needs.

Youth Services (YS)

October was a very eventful month for Youth Services staff as they prepared for the move back upstairs. Desk staff moved their offices to the first floor and have been organizing and preparing for the rest of the area to move.

Shelly Collins-Fuerbringer and Dayna Myers have been busy purchasing new fall materials for the juvenile and young adult book and AV collections.

The Clear Water Kiwanis of Eau Claire gave \$150 to Youth Services recently. They contribute money each year to organizations and local projects that could put a monetary gift to good use. Youth Services decided to purchase several beautiful wooden puzzles with large knobs that are easy to use for young children. Alisha Green researched and ordered a number of puzzles and a storage case that will be in the Early Childhood Area in Youth Services. This should be a very popular addition.

Shelly and Jill Patchin have been preparing for the Parent and Teacher Resource Room Open House on November 19. This is one of the activities planned for the Grand Re-opening week. The event will be held in the new program room in Youth Services and is for adults who work with children of all ages. New titles in the Resource Collection will be highlighted and there will be several demonstrations with the Ellison die cut machine for a variety of projects. The Friends have given the money for the majority of the die cut collection as well as the machine and the Room is sponsored by the Friends. Youth Services staff, particularly Jill, uses the machine a lot and is extremely excited to have a dedicated space that will be available to staff and the public.

Jill and Shelly attended a customer service workshop on October 8 sponsored by IFLS. The workshop focused on how to provide outstanding customer services in libraries. Attendees had a chance to evaluate their personal communication styles in an effort to determine strengths and weaknesses and to learn to value and understand the communication styles of the people they work with.

Shelly visited Messiah Lutheran School to present the small school champions trophy to them in October. This school won the trophy several consecutive years and then lost it the last two years to another school, so they were particularly excited to have it back for the 2009/2010 school year.

Jill met with the FOCUS team at Banbury Place on October 20. This meeting was to review the results of the FOCUS team survey. They discussed all the responses that came in from the City departments and then prioritized and assigned Process Improvement Projects to take place throughout 2010. She then met with John Stoneberg and Mark Troendle on October 28 regarding the survey responses pertaining to the library.

Circulation

Circulation welcomed two new employees into the unit: Megan Thomas began training in as a new page and Kris MacCallum began as a temporary desk clerk to fill extra hours open at the desk.

There were several changes to the new Circulation area to better serve customers and staff in the daily functions at Circulation. The book returns area was reconfigured to be simply two openings in the wall at higher level to allow easier return of library materials. A 6” wide shelf has been added just below the openings for customers to rest their backpacks, purses, etc. on. The height of the new Circulation desk was difficult for customers to place items on when they checked out, so RJS Construction cut down the desk to a height of 39”--which is now the standard height for a Circulation transaction counter.

Information Technology (IT)

In October, per the request of the Indianhead Library System, the upgrade of the Innovative server to the newest version of Innovative Interface’s automated library system software, version 2009A version 1.1 was completed. After the upgrade Steve Stoflet and Jeff Burns worked with Innovative to install three additional software patches. One was needed for the E-commerce module, another to prevent a user from seeing information not pertaining to his/her account while in “My Account” and finally one to correct an improper date function that occurs when a fine is deleted and then reinstated.

Steve, Kris Nickel and technicians from NetTel finished the remaining tasks as required by the building renovation. These tasks included the final wiring needed for the Pharos Queue workstation in Youth Services, creation of a temporary Circulation Desk for use when the new Circulation desk was lowered, purchase and installation of the Public Relations TV/monitor in Youth Services, final wiring for the modular Microfilm room, reconfiguring 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. Kris also has moved Youth Services and HRS from the old and/or temporary locations to their new ones. A new Laser printer for the Youth Services S Office was ordered and will be installed upon delivery.

Jeff has installed new software and configured the database for the Clear Vision website. He has also installed software for the new Teens website and is working on migrating the content, database configuration, templates, creating blogs and a host of other related tasks. The migration of the Genealogy databases to the new hosting platform is completed and additional progress has been made on implementing the BadgerLink URLs for remote database products and installing the SSL certificate on the new hosting account.

Activities related to the MORE web site center on completing needed work on the pages, text and graphics associated with the Spanish version of the OPAC. A great deal of troubleshooting was needed to follow up on issues/ramifications of the new version of the Innovative software and the installed patches.

Staff completed 58 different IT Help Desk Requests in the month of October. Issues ranged from problems with Innovative, upgrades, the local area network, PC or printer hardware, software, telephones, web site changes or the building renovation.

Public Relations & Programming (PRPS)

The library hosted two discussion series for adults in October. “Kicking the Leaves: Exploring the Poetry of Fall” was led by UW–Eau Claire English professor Max Garland. The board room was filled with more than twenty people for each of the three discussion sessions. “Truth or Daring: An Exploration of Historical Fictions” was led by UW–Eau Claire English professor Allyson Goldin Loomis. Book discussions of Gore Vidal’s Lincoln, Thomas Mallon’s Henry and Clara, E. L. Doctorow’s Ragtime, Tracy Chevalier’s Girl with a Pearl Earring and Philip Roth’s The Plot Against America drew 15-20 participants for each session.

PRPS staff represented the library at downtown’s Business Expo on October 20 and 21. The new library wipe-off memo boards were a big hit as a giveaway item. Many visitors had questions and encouraging comments about the progress of the renovation.

A new floor was installed in the art gallery in mid-October and David Brock’s art exhibit “Here and There” opened on October 22. The exhibit will remain in the gallery through November 24. Los Angeles graphic designer Andy Schansberg, a native of Eau Claire, will open an exhibit here on November 29.

ArtsWest 31 is just around the corner and, due to the all-new digital entry format being introduced this year, the publicity schedule will begin much earlier. PRPS staff worked with UW–Eau Claire faculty and students throughout October to create the 2010 publicity images. The items will be printed and distributed in early November.

PRPS staff worked with Dayna Meyer of Youth Services to sort and prepare Chippewa Valley Book Festival publicity materials for distribution to IFLS libraries.

PRPS staff continued to create and distribute a variety of renovation project public relations materials designed to keep customers and staff up-to-date with the latest information. These included invitations to the grand re-opening events and programs for each party in addition to a variety of signs, regular updates of current renovation events and plans printed and made available throughout the library as well through the library website. 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.

Bess Arneson, Melany Bartig and Kris Jarocki continued to plan for a series of events in November designed to celebrate the completion of library renovation and to showcase enhancements to both donors and the general public. .

Other activities included:

Larry

- Attended regular construction meetings with the architects and contractors.
- Designed a printed program for the Grand Re-opening events.
- Designed an outdoor banner to publicize the public Grand Re-opening event and worked with a local vendor to have the banner printed and installed.
- Created a PowerPoint slide show of renovation photos.
- Modified a cover design for the library history booklet.
- Created a sign announcing the canceled November Friends book sale.
- Assisted with set up for the library's Business Expo booth.
- Adjusted gallery lights for the Brock art exhibit.
- Assisted with refinements and adjustments to an ArtsWest 31 poster, brochure and program cover.
- Wrote or edited several news releases for upcoming library programs including ArtsWest, the Youth Services moving and an upcoming art show.
- Created a website homepage banner for the renovation Grand Re-opening and National Friends of Libraries Week.
- Helped evaluate the layout of the Wall of Honor display for the renovation project.
- Continued to work with a vendor on installation of the audiovisual equipment for the new Program Room in the remodeled Youth Services area.
- Edited the November newsletter for publishing to the website and distribution by e-mail.
- Worked with IT staff to create specifications for the purchase of a flat-screen monitor for the Youth Services display wall.
- Created signs advertising upcoming library programs 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

- Updated mailing lists for art show and the newsletter.
- Helped sort Chippewa Valley Book Fest materials for mailing.
- Produced the November newsletter.
- Created mailing list for Grand Re-Opening invitations.
- Printed invitations for Grand Re-opening Celebration.
- Created and printed a new Small Business Resource handout.
- Worked at the Business Expo booth on October 21.
- Purchased refreshments for art show "Here and There" by David Brock.
- Purchased refreshments and supplies for the Grand Re-Opening.
- Finalized text for ArtsWest 31 brochure.
- Created and printed directional signs as needed for renovation.

- Re-designed newsletter sign-up sheets.
- Helped with set up of programs Kicking the Leaves and Truth or Daring?

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 new library employees and a new board member to the Library People Directory available to staff on the library's intranet.
- Added e-mail addresses to the library site for emailing newsletters and added mailing addresses to ACT for mailing newsletters.
- Produced YS display case signs.
- Reformatted the November newsletter for "E-news" distribution.
- Printed and folded 1,900 November newsletters.
- Printed and posted labels for the David Brock art show.
- Took photos, downloaded them and created a slide show of the Brock exhibit.
- Folded 1,100 David Brock art show flyers.
- Laminated poster for YS, sheets for Circulation and book drop signs.
- Downloaded 47 "in progress" photos of the renovation.
- Downloaded pictures of art gallery, YS delivery and furniture, and the Circulation workroom copier.
- Printed and cut 200 website bookmarks.
- Printed and folded 1,985 Grand Re-opening (11/21) invitations.
- Printed and folded 500 New Customer Brochures for Circulation.
- Updated and printed new Home Delivery schedule.
- Updated and printed panels for National Library Volunteer week display.
- Compiled and distributed "Kicking the Leaves" program survey results.
- Compiled and distributed "Truth or Daring" program survey results.
- Scanned seven documents for Bess.
- Printed two new board member table name plates.
- Posted signs on new shelf facings in the 700s and media stacks.
- Assembled PR items for Business Expo.
- Worked at the library booth during Business Expo.

Reference Services (RS)

Renee Ponzio attended a workshop hosted by IFLS called "What's the Buzz" on October 8. On October 12, Renee participated in the Statewide Overdrive Committee meeting where the committee decided to add e-books to the Overdrive offerings. On the October 14, Renee conducted a two hour workshop on the Library's databases for 17 people from the Basic Reference class offered at UW-Eau Claire. On the October 15, Renee attended a BadgerLunch webinar on historical newspapers from Access Newspaper Archives a service

of BadgerLink. From October 21-23, Renee attended WLA in Appleton and on October 29, she attended a BadgerLunch webinar on EBSCOHost's Reference Center database.

Cindy Westphal attended two webinars as part of the BadgerLunch webinar series: Current News from Newspaper Source Plus and History from Britannica Encyclopedia School Edition. She proctored 10 exams for students taking online or long-distance classes. Cindy continues to make changes and revisions to the library's website and published two new Information Guides--Ancestry Library Edition and HeritageQuest. In preparation for the upcoming webinar, Proposal Writing Basics, Cindy revised and updated the Grantseeking and Proposal Writing bibliography and downloaded or ordered brochures and other handouts from the Foundation Center's website for participants at the webinar.

Kathy Herfel coordinated a genealogy open lab on October 7 that eight people attended.

Home Delivery

The Home Delivery customer total is 192. One facility went off Home Delivery then back on, counting as 6 instead of 7 now. Two other new customers were also added to the program. This month at Heatherwood, eight attended and Kathy read quotes of Mark Twain and part of the Song of Hiawatha. Kathy also prepared the Picks of the Month for October on the library's website. The topic was book clubs.

Holdings and Resource Sharing (HRS) Office

Amy Marsh and Becky Ford looked at the extra offsite book drops in the warehouse. They decided which ones to keep and which ones to discard. A custodial request was submitted for these changes.

Becky attended two Organizational Wellness Committee meetings.

Amy and Becky attended the construction meeting on October 14.

Paul Marshall Potter had an accident at the library and is currently on light duty in HRS. Kathy Weldon is working the extra hours from Paul's position to help out.

New HRS area: lots of follow up on issues, in-transit shelves arrived, labeled the in-transit shelves, had some items moved into the new area.

Safety and Security

Larry Nickel worked with PerMar, the library's primary security vendor, to put the fire alarm system into a test mode so that RJS, the general contractor for the renovation, could test the system after changes and additions necessitated by construction.

Larry revised the plan for moving and replacing surveillance cameras to accommodate renovation changes, while keeping the same number of cameras active. He modified floor

plans and a camera inventory he devised earlier in the year for the security vendor to use as a guide to camera locations.

Larry reviewed surveillance camera video from a presumed theft incident in which several broken DVD cases were found in a restroom. Without a narrower time frame to work with, he viewed the video recording from one camera for what represented a full business day, but was unable to identify any suspicious behavior.

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

Routine duties included: Larry produced backups 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)

Because of the renovation, the Technical Services turnaround study planned for this fall was postponed until August 2010. For valid statistics comparisons, the studies are always done at the same time of year.

Jean Nemitz ordered art prints for 2009. Art prints are ordered every other year.

Donna Swenson and Jolene Krimpelbein changed the status of all Youth Services items to “unavailable” during the two days Youth Services was closed in early November to move back to the new Youth Services area. All items were reset to “available” after the move was accomplished.

Pages Lori Jungerberg and Kristine Vinopal assisted Youth Services with shelving, shelf reading and shifting materials during the Youth Services move back.

All children’s items classified in Dewey 372 had location code changes and new spine labels. This collection will now be available in the new Youth Services Parent and Teacher Resource Room instead of the regular juvenile nonfiction collection.

Jackie Hagenbucher performed a cleanup of the microfilm collection. She scanned all microfilm boxes to insure that all were on the database, labeled correctly and in good shape. Those items that were lacking in any of the three criteria were sent to Technical Services for correction, repackaging, or entry into the database.

At the request of MORE, Sharon Price began a project to delete all MARC 945 lines from all LEPMPL item records. These 945 lines are from the 1999 load of the database into the Innovative system. The 945 lines can affect the statistical reports that are run based on call numbers. The project needs to be completed by the end of the year. Sharon is creating files of 1000 and deleting the 945 globally. Check out the December report for final numbers.

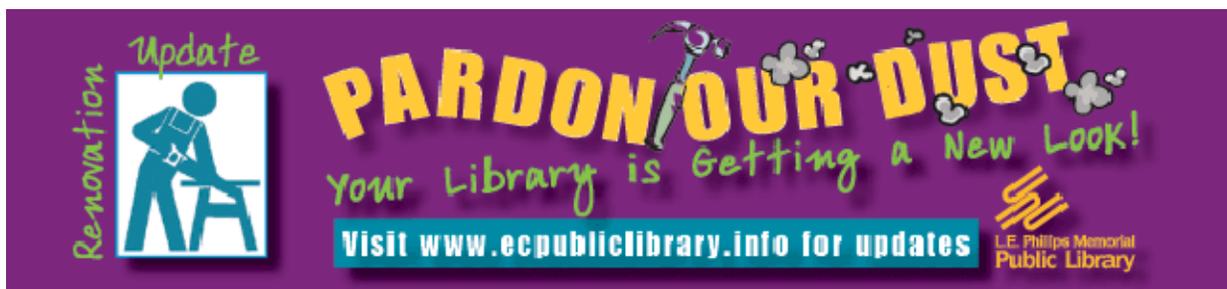
Jean Pickerign, Donna Swenson and Renee Ponzio began investigating a new process for an efficient method to receive and place holdings information on bib records.

Renee Ponzio has requested that the catalogers add links on the library website from area histories to the items in the MORE catalog. Three have been created so far.

Teri Oestreich did an end of the year inventory of division supplies and placed orders as necessary to last through mid-January.

Division staff stored all new materials not having reserves during the month of October in anticipation of filling the new book area shelves. When the shelving arrived, division staff finished preparing all new materials and had seven carts to take to Circulation and Reference staff for the inaugural day.

Some finishing touches have been done in the new Technical Services area including wrapping the drain pipe, additional partitions and bulletin boards on the wall. Staff organizing and outfitting the new small conference with “found” furniture.



15 October 2009

Renovation construction will be substantially complete as of Friday, October 16. RJS will finish with a final clean-up on that day. There are several pending small projects to be completed during the next few months.

Main Entrance

The automatic door opener is en route. New carpet has been installed. Benches have been ordered.

Circulation Services

The security gates for the entrance area will be installed after floor radar has been completed and after Youth Services has moved back to its remodeled location. The book return slots have been reconfigured and a new shelf is on order. Signage is pending.

Holds & Resource Sharing Services

Check-in stations have arrived. Installation and completion is pending.

Technical Services

TS area renovation is essentially complete.

New Materials Area

Furniture delivery is expected on October 26.

Microfilm Room

The size of the microfilm room will be modified on November 5. Wiring will then be installed. Lighting above the microfilm room will be evaluated.

Art Gallery Flooring

Gallery flooring is substantially installed.

Restrooms

Upgrades to the public restrooms have been placed on hold.

Youth Services

New Youth Services shelving is expected on October 22. Youth Services will be moving to the 1st floor location November 4 – 5. Youth Services will be closed November 4-5 and will re-open on November 6.

New Exterior Sign

Bids for a new exterior sign have been received.

Administration

Window covering for sidelight will be installed. Carpet will be repaired near new wall, and baseboard will be reinstalled.

Wall of Honor

Bids on the donor recognition wall have been received.

Other

Corner guards will be installed over new wallpaper areas.

Tentative Look Ahead Schedule

October 16	Substantial completion of all construction activities
November 4-5	Youth Services move to 1 st floor location; Youth Services closed
November 6	Youth Services re-opens
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

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

Memo

To: The L.E. Phillips Memorial Public Library Board of Trustees
From: Organizational Wellness Committee (OWC)
CC: John Stoneberg
Date: November 12, 2009
Re: RECOMMENDATIONS FOR ACTION

Background

The Organization Wellness Committee (OWC) to date has reviewed a number of documents that were compiled after the Wellness Assessment in March 2007. From those documents, the OWC developed a prioritized to-do list for the Library Board and the former Library Director. OWC's third step was to prioritize a to-do list for the staff. The Committee, however, went on hiatus after the former Library Director resigned. One of the Library Board's 2009 goals was to "reconvene the Organizational Wellness Committee and determine if and how to move forward with the Organizational Wellness audit findings." The Board gave action options within the goal dependent on whether the OWC decided to move forward or not. In light of the hiring of Himmel & Wilson to do strategic planning, the Committee feels that the consultants can incorporate the OWC's charge within their work. The Committee does feel, however, that the work that the OWC has done to date is important and provides a unique perspective of the Library's culture. We wanted to be certain to pass along the major themes that were identified in our work to the consultants.

Below is a summary list of the themes that we felt were most important to convey to the consultants through the Library Board. Our hope is that these findings can assist the Board and the consultants throughout the strategic planning process.

Communication

The Committee has a number of very specific suggestions in the communication category. Overall, we felt that many of the current issues could be better addressed or resolved if the lines of communication were improved at all levels of the organization. Our focus was on internal communication rather than external communication for this memo for the sole purpose of building a strong foundation for creating a stronger sense of teamwork within our organization. Some specific suggestions/ideas that came up in this category include:

- Reinstate full staff meetings.
- Cultivate a sense of team.

- Work to set a common vision for the Library that supports the mission statement
- Encourage, value and respect employee input and opinions
- Recognize that internal customer service is as important as external customer service and the critical role that effective communication plays in this.

Planning

- Our priorities in the planning area are to establish short and long term goals through a strategic planning process that will include input from the entire employee group in some form or another. The Committee wants to thank the Board for supporting this by hiring Himmel & Wilson and trust that they have the means to accomplish this.
- Work to develop a crystal clear picture of the Library's mission and vision.

Budget

Library employees have a real desire to be more informed about the budget process including the budget timeline. The main request is that the Library Director provides regular updates on the budget process and the potential impacts it has on staff and services. We feel that the best way to convey this information is at full staff meetings where all employees are welcomed and encouraged to attend.

Customer Service

- The Committee supports establishing in-service training for all employees on both internal and external customer service, making customer service a top priority within all departments.
- Work at creating and maintaining an environment that supports positive employee motivation.
- Implement uniform customer service standards across all departments

The Committee would welcome the opportunity to meet with the consultants and answer any of their questions regarding our work. The Committee chair, Shelly Collins-Fuerbringer can be reached at shellyc@eauclaire.lib.wi.us or (715) 839-2898 should the consulting firm wish to discuss anything with the OWC Committee.

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2009 YTD BUDGET REPORT - Operating
For the Period Ended October 31, 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	-	-	2,500.00	0.0%
4330	Library Fines & Miscellaneous Revenue	131,000.00	96,154.68	-	34,845.32	73.4%
4398	Other Penalties (Collection Agency)	2,400.00	2,161.20	-	238.80	90.1%
4451	Electronic Copy Revenue	2,600.00	1,853.65	-	746.35	71.3%
4452	Copier Revenue	3,000.00	2,257.06	-	742.94	75.2%
4602	Service to Eau Claire County	527,800.00	532,784.76	-	(4,984.76)	100.9%
4608	Indianhead Library System	126,600.00	26,071.44	10,535.72	89,992.84	28.9%
4672	Service Charge-Other (Fairchild)	1,900.00	993.00	496.50	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	195.20	-	104.80	65.1%
4836	Misc Grant Revenue	15,000.00	569.99	-	14,430.01	3.8%
4850	Gift Revenue	16,000.00	28,997.73	-	(12,997.73)	181.2%
4852	Misc Reimbursements-Lost Items	15,000.00	12,274.13	-	2,725.87	81.8%
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	4,589.61	442.32	(31.93)	100.6%
5152	Sale of Capital Assets	200.00	501.72	-	(301.72)	250.9%
		<u>\$ 3,897,100.00</u>	<u>\$ 3,760,844.24</u>	<u>\$ 11,474.54</u>	<u>\$ 124,781.22</u>	<u>96.8%</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>\$ 3,964,844.24</u></u>	<u><u>\$ 11,474.54</u></u>	<u><u>\$ 214,281.22</u></u>	<u><u>94.9%</u></u>

OBJ #	ACCOUNT NAME	2009 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 1,749,900.00	\$ 1,387,108.81	\$ -	\$ 362,791.19	79.3%
6020	P/R Overtime	-	5.56	-	(5.56)	n/a
6030	Special Pays	31,700.00	13,974.33	-	17,725.67	44.1%
6040	Employer Paid Benefits	332,400.00	243,819.81	-	88,580.19	73.4%
6043	Health insurance-Employer	386,400.00	261,561.34	-	124,838.66	67.7%
6047	Health insurance Deductible	41,500.00	14,511.41	-	26,988.59	35.0%
6108	Unemployment Compensation	8,800.00	216.46	-	8,583.54	2.5%
6110	Postage & Shipping	22,000.00	12,665.95	-	9,334.05	57.6%
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	2,391.54	-	(91.54)	104.0%
6122	Cataloging	32,300.00	19,013.00	-	13,287.00	58.9%
6128	Repairs to Tools & Equip	6,300.00	3,080.22	-	3,219.78	48.9%
6138	Equipment Rental	6,200.00	4,020.00	-	2,180.00	64.8%
6150	Special Services	56,700.00	25,902.17	-	30,797.83	45.7%
6160	Staff Training/Conference	22,000.00	6,712.30	-	15,287.70	30.5%
6162	Membership Dues	3,700.00	1,370.00	-	2,330.00	37.0%
6198	Miscellaneous Contractual	78,400.00	23,216.03	1,359.00	53,824.97	31.3%
6202	Electricity	73,000.00	57,419.47	-	15,580.53	78.7%
6208	Gas Service	23,600.00	15,862.63	-	7,737.37	67.2%
6210	Telephones	10,000.00	11,411.53	-	(1,411.53)	114.1%
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	23,249.97	-	7,750.03	75.0%
6398	Insurance Claims Reimbursement	-	-	-	-	n/a
6402	Office, AV, Library Supplies	79,700.00	50,940.28	10,279.54	18,480.18	76.8%
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	141,842.13	-	45,057.87	75.9%
6413	Books-Juvenile	75,800.00	48,896.36	-	26,903.64	64.5%
6414	Non-print Materials	61,800.00	46,566.49	-	15,233.51	75.4%
6415	Lost/Damaged Collection Materials	15,000.00	7,277.04	-	7,722.96	48.5%
6490	Equipment Purchases < \$5000	62,900.00	44,704.68	-	18,195.32	71.1%
6495	Grant Expenditures	15,000.00	-	-	15,000.00	0.0%
6496	Gift Expenditures	16,000.00	11,179.22	850.50	3,970.28	75.2%
6498	Other Materials & Supplies	4,400.00	2,130.26	-	2,269.74	48.4%
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	-	-	40,000.00	0.0%
7044	Transfer to Library Capital Projects	310,000.00	310,000.00	-	-	100.0%
		\$ 3,938,900.00	\$ 2,926,703.15	\$ 24,389.04	\$ 987,807.81	74.9%

OBJ #	ACCOUNT NAME	2009 APPROP.	YTD APPROP.	ENCUM- APPROP.	AVAIL. APPROP.	% APPROP.
	LIB BLDG MAINTENANCE EXPENDITURE					
6010	Payroll Wages	\$ 127,300.00	\$ 80,244.00	\$ -	\$ 47,056.00	63.0%
6020	Payroll Overtime	17,100.00	10,591.40	-	6,508.60	61.9%
6030	Special Pays	0.00	-	-	0.00	0.0%
6040	Employer Paid Benefits	25,100.00	16,255.63	-	8,844.37	64.8%
6043	Health Ins (ER)	37,400.00	21,074.70	-	16,325.30	56.3%
6047	Health Insurance Deductible	3,300.00	2,475.00	-	825.00	75.0%
6108	Unemployment Compensation	0.00	2,754.78	-	(2,754.78)	n/a
6128	Repairs to Tools & Equipment	1,800.00	210.54	1,408.99	180.47	90.0%
6130	Repairs to Buildings	20,600.00	11,528.27	2,455.77	6,615.96	67.9%
6138	Equipment Rental	100.00	108.38	-	(8.38)	108.4%
6144	Laundry & Dry Cleaning	-	-	-	-	n/a
6150	Special Services	8,300.00	5,969.16	912.23	1,418.61	82.9%
6214	Garbage Service	2,100.00	2,976.37	-	(876.37)	141.7%
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	6,186.11	455.69	1,458.20	82.0%
		<u>\$ 251,700.00</u>	<u>\$ 161,086.30</u>	<u>\$ 5,232.68</u>	<u>\$ 85,381.02</u>	<u>66.1%</u>
	TOTAL EXPENSES	<u><u>\$ 4,190,600.00</u></u>	<u><u>\$ 3,087,789.45</u></u>	<u><u>\$ 29,621.72</u></u>	<u><u>\$ 1,073,188.83</u></u>	<u><u>74.4%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended October 31, 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	\$ 1,023,881.01	\$ 703,269.50	\$ 18,349.49	98.9%
	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>\$ 2,794,680.28</u></u>	<u><u>\$ 710,533.07</u></u>	<u><u>\$ 670,186.65</u></u>	83.9%

Warrant Report for 100909L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
ALIBRIS	211747	ADULT BKS JUV BKS	37083657	\$49.40
ALTOONA PUBLIC LIBRARY	211748	LOST ITEM RFND-JUV NONPRINT	LIBRFND941	\$25.00
AMAZON.COM CREDIT	211749	L&D NONPRINT	021103659677	\$16.98
AMAZON.COM CREDIT	211749	NONPRINT	001153942425	\$29.95
AMAZON.COM CREDIT	211749	ADULT BKS NONPRINT L&D NONPF	173554041413	\$52.28
AMAZON.COM CREDIT	211749	ADULT BKS L&D ADULT BKS	063669858317	\$62.80
AMAZON.COM CREDIT	211749	NONPRINT L&D NONPRINT	063664011805	\$77.97
AMAZON.COM CREDIT	211749	JUV BKS NONPRINT	145934147646	\$94.47
AMAZON.COM CREDIT	211749	ADULT BKS	036690942899	\$110.67
AMAZON.COM CREDIT	211749	ADULT BKS NONPRINT	239237796566	\$111.80
AMAZON.COM CREDIT	211749	NONRINT	248066876294	\$195.93
AMAZON.COM CREDIT	211749	NONPRINT ADULT BKS	021105071551	\$313.77
AWARDS & MORE	211750	SUPPLIES	078981	\$18.96
BAKER & TAYLOR INC	211751	NONPRINT	S81091500	\$10.18
BAKER & TAYLOR INC	211751	NONPRINT	H87333250	\$10.79
BAKER & TAYLOR INC	211751	NONPRINT	H87333251	\$10.79
BAKER & TAYLOR INC	211751	NONPRINT	H87778840	\$11.88
BAKER & TAYLOR INC	211751	NONPRINT	H87661793	\$17.96
BAKER & TAYLOR INC	211751	NONPRINT	H86618610	\$28.78
BAKER & TAYLOR INC	211751	JUV BKS	5010355216	\$39.38
BAKER & TAYLOR INC	211751	NONPRINT	H87661792	\$50.35
BAKER & TAYLOR INC	211751	NONPRINT	H87333252	\$71.99
BAKER & TAYLOR INC	211751	NONPRINT	H87661791	\$82.03
BAKER & TAYLOR INC	211751	L&D NONPRINT NONPRINT	H87661790	\$82.72
BAKER & TAYLOR INC	211751	JUV BKS	2023741103	\$136.60
BAKER & TAYLOR INC	211751	ADULT BKS L&D ADULT BKS	2023741526	\$153.54
BAKER & TAYLOR INC	211751	JUV BKS L&D JUV BKS	2023719018	\$209.73
BAKER & TAYLOR INC	211751	ADULT BKS	5010340140	\$306.35
BAKER & TAYLOR INC	211751	ADULT BKS	5010367584	\$320.68
BAKER & TAYLOR INC	211751	ADULT BKS L&D ADULT BKS	2023719010	\$388.68
BAKER & TAYLOR INC	211751	JUV BKS NONPRINT L&D JUV BKS	2023738907	\$461.34
BAKER & TAYLOR INC	211751	ADULT BKS L&D ADULT BKS	2023746637	\$488.28
BAKER & TAYLOR INC	211751	ADULT BKS NONPRINT	2023718637	\$597.80
BAKER & TAYLOR INC	211751	ADULT BKS L&D ADULT BKS	2023738915	\$1,028.17
BLACKSTONE AUDIOBOOKS	211752	NONPRINT	508368	\$49.50
BOOK WHOLESALERS INC	211753	JUV BKS	264546B	\$86.64

Warrant Report for 100909L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BOOK WHOLESALERS INC	211753	JUV BKS L&D JUV BKS	264843B	\$117.39
BRILLIANCE AUDIO INC	211754	NONPRINT	IN0513598	\$229.96
BRILLIANCE AUDIO INC	211754	NONPRINT	IN0513596	\$266.10
BRODART INC	211755	SUPPLIES	976661	\$115.38
COUNTING TECHNOLOGIES CORPOR.	211756	DOOR COUNTER	81488	\$320.00
DR MOON MEMORIAL LIBRARY	211757	LOST ITEM RFND-FINES	LIBRFND941	\$15.06
EAU CLAIRE PRESS COMPANY INC	211758	PROGRAM AD	0000562445	\$146.50
FACETS MULTI-MEDIA INC	211759	NONPRINT	1860875	\$4.76
FACETS MULTI-MEDIA INC	211759	NONPRINT	1860876	\$14.74
FLEET CREDIT CARD SERVICES	211760	PHONE CASE RETURNED	NONE941LLLL	\$-26.36
FLEET CREDIT CARD SERVICES	211760	SUPPLIES	NONE941LLLL	\$18.64
FLEET CREDIT CARD SERVICES	211760	SUPPLIES	NONE941LLL	\$43.50
FLEET CREDIT CARD SERVICES	211760	SUPPLIES	NONE941L	\$44.43
FLEET CREDIT CARD SERVICES	211760	YS CAMERA SEE ATTACHED	NONE941	\$179.95
FLEET CREDIT CARD SERVICES	211760	CHAIRS	NONE941LL	\$953.02
GALE RESEARCH INC	211761	ADULT BKS	16476849	\$10.80
GALE RESEARCH INC	211761	ADULT BKS	16459847	\$23.97
GALE RESEARCH INC	211761	ADULT BKS	16459051	\$24.72
GALE RESEARCH INC	211761	ADULT BKS	16460538	\$24.72
GALE RESEARCH INC	211761	ADULT BKS	16479643	\$28.74
GALE RESEARCH INC	211761	ADULT BKS	16475017	\$44.93
GALE RESEARCH INC	211761	ADULT BKS	16454438	\$46.43
GALE RESEARCH INC	211761	ADULT BKS	16477799	\$47.93
GALE RESEARCH INC	211761	ADULT BKS	16473483	\$58.40
GALE RESEARCH INC	211761	ADULT BKS	16474195	\$62.28
GALE RESEARCH INC	211761	ADULT BKS	16473777	\$71.15
GALE RESEARCH INC	211761	ADULT BKS	16454715	\$93.67
GALE RESEARCH INC	211761	ADULT BKS	16453953	\$94.36
GALE RESEARCH INC	211761	ADULT BKS	16474380	\$237.69
GALE RESEARCH INC	211761	ADULT BKS	16478181	\$254.58
GALE RESEARCH INC	211761	ADULT BKS	16470105	\$1,162.25
GROUP HEALTH CO-OP	211762	COBRA/RETIREEES NOV	NONE941L	\$1,620.95
GROUP HEALTH CO-OP	211762	ACTIVES NOV	NONE941	\$31,340.65
HW WILSON CO	211763	JUV BKS	58159355	\$301.00
L&M MAIL SERVICES INC	211764	MAIL FEE/POSTG FRDS NWSLTR	18716	\$140.71
L&M MAIL SERVICES INC	211764	MAIL LIB NWSLTR	18732	\$288.32

Warrant Report for 100909L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
LERNER PUBLISHING GROUP	211765	JUV BKS	935224	\$124.53
MENARDS EAST	211766	SUPPLIES	1774	\$71.22
MINNESOTA MUTUAL LIFE INS	211767	NOV	NONE941	\$1,151.16
PROQUEST	211768	SANBORN WI	US1733930	\$995.00
RANDOM HOUSE INC	211769	NONPRINT	1087417107	\$81.00
RANDOM HOUSE INC	211770	L&D NONPRINT	1087401734	\$81.00
RANDOM HOUSE INC	211770	NONPRINT	1087387155	\$81.00
RECORDED BOOKS INC	211771	L&D NONPRINT	4587949	\$83.35
SCHOLASTIC INC	211772	JUV BKS	11317459	\$185.90
SOFTMART GOVT SERVICES INC	211773	SUPPORT/MAINTENANCE	ARINV161461	\$2,568.75
TANTOR MEDIA	211774	L&D NONPRINT	26163	\$41.99
TANTOR MEDIA	211774	NONPRINT	26096	\$45.59
TANTOR MEDIA	211774	NONPRINT	26342	\$47.99
				<u><u>\$49,783.94</u></u>

Warrant Report for 101609L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AMAZON.COM CREDIT	211775	L&D NONPRINT	228345855984	\$7.98
AMAZON.COM CREDIT	211775	NONPRINT	093505743082	\$32.98
AMAZON.COM CREDIT	211775	NONPRINT	021109458073	\$35.96
AMAZON.COM CREDIT	211775	NONPRINT	299082639441	\$89.95
AMAZON.COM CREDIT	211775	IFLS NONPRINT	044672041162	\$129.97
BAKER & TAYLOR INC	211776	NONPRINT	H297968CM	\$-8.88
BAKER & TAYLOR INC	211776	NONPRINT	H298211CM	\$-4.00
BAKER & TAYLOR INC	211776	IFLS NONPRINT	H87332230	\$28.78
BAKER & TAYLOR INC	211776	JUV BKS	2023775115	\$45.60
BAKER & TAYLOR INC	211776	IFLS NONPRINT NONPRINT	H87630510	\$45.96
BAKER & TAYLOR INC	211776	ADULT BKS L&D ADULT BKS	2023775557	\$68.68
BAKER & TAYLOR INC	211776	ADULT BKS	2023776908	\$148.50
BAKER & TAYLOR INC	211776	JUV BKS L&D JUV BKS	2023771172	\$162.53
BAKER & TAYLOR INC	211776	JUV BKS L&D JUV BKS	2023756767	\$384.75
BAKER & TAYLOR INC	211776	ADULT BKS NONPRINT	2023772114	\$397.28
BAKER & TAYLOR INC	211776	ADULT BKS	2023747295	\$598.02
BAKER & TAYLOR INC	211776	ADULT BKS NONPRINT	2023765836	\$729.52
BAKER & TAYLOR INC	211776	ADULT BKS L&D ADULT BKS	2023756755	\$1,017.66
BOOK WHOLESALERS INC	211777	JUV BKS	267025B	\$116.60
EAU CLAIRE BUSINESS INTERIORS	211778	FURNITURE	18050	\$270.00
EO JOHNSON CO INC	211779	1ST FLR COPIER SVC K	CNIN371630	\$14.92
ESSER GLASS OF EAU CLAIRE	211780	RPL SECURITY EQUIPMENT 09	60557	\$450.00
GALE RESEARCH INC	211781	ADULT BKS	16492624	\$24.72
GALE RESEARCH INC	211781	ADULT BKS	16498384	\$46.10
GALE RESEARCH INC	211781	ADULT BKS	16498240	\$46.43
GALE RESEARCH INC	211781	ADULT BKS	16488961	\$47.93
GALE RESEARCH INC	211781	ADULT BKS	16487851	\$53.18
GALE RESEARCH INC	211781	ADULT BKS	16497672	\$70.40
GALE RESEARCH INC	211781	ADULT BKS	16488558	\$79.40
GALE RESEARCH INC	211781	ADULT BKS	16496814	\$100.36
GALE RESEARCH INC	211781	ADULT BKS	16491253	\$144.40
L&M MAIL SERVICES INC	211782	SEPT MAIL FEE	NONE942	\$1,308.09
LOGISTECH INC	211783	ADULT BKS	124157	\$180.93
MEGA	211784	FRNDS PRGRM RFRSHMNTS	300425	\$11.93
MEGA	211784	FRNDS PRGRM RFRSHMNTS	316131	\$23.88
OFFICE DEPOT	211785	SUPPLIES	286820	\$1,863.71

Warrant Report for 101609L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
REGENT BOOK CO	211786	ADULT BKS	SO89110	\$48.14
RIVER FALLS PUBLIC LIBRARY	211787	LOST ITEM RFND-ADULT BK	LIBRFND942	\$24.45
STANDARD & POORS CORPORATION	211788	STOCK REPORTS	30419078	\$4,201.84
UNIQUE MANAGEMENT SERVICES INC	211789	COLLECTION AGENCY SEPT	187904	\$474.35
WI DEPT OF ADMINISTRATION	211790	STS AUG	NONE942	\$707.47
				<hr/> \$14,220.47 <hr/>

Warrant Report for 102309L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
ALTOONA PUBLIC LIBRARY	211791	LOST ITEM RFND-ADULT BK	LIBRFND943	\$17.00
AMAZON.COM CREDIT	211792	ADULT BKS	185942672105	\$10.98
AMAZON.COM CREDIT	211792	L&D JUV BKS	107125106893	\$12.34
AMAZON.COM CREDIT	211792	NONPRINT	021109741435	\$14.95
AMAZON.COM CREDIT	211792	ADULT BKS	072270442898	\$27.45
AMAZON.COM CREDIT	211792	NONPRINT	228340929894	\$29.96
AMAZON.COM CREDIT	211792	IFLS NONPRINT	107123586026	\$100.94
AT&T	211793	PHONEBOOK LISTINGS	NONE943	\$57.50
BAKER & TAYLOR INC	211794	ADULT BKS	0001868189	\$-14.25
BAKER & TAYLOR INC	211794	NONPRINT	H88486320	\$7.18
BAKER & TAYLOR INC	211794	NONPRINT	H88606600	\$9.34
BAKER & TAYLOR INC	211794	NONPRINT	H88606602	\$14.39
BAKER & TAYLOR INC	211794	NONPRINT	H88266911	\$17.99
BAKER & TAYLOR INC	211794	NONPRINT	S81470440	\$21.58
BAKER & TAYLOR INC	211794	NONPRINT	H88606601	\$21.59
BAKER & TAYLOR INC	211794	NONPRINT	S81978290	\$28.76
BAKER & TAYLOR INC	211794	NONPRINT	H88266910	\$77.22
BAKER & TAYLOR INC	211794	L&D JUV BKS JUV BKS	2023781487	\$90.46
BAKER & TAYLOR INC	211794	ADULT BKS	5010396316	\$287.76
BAKER & TAYLOR INC	211794	ADULT BKS	2023781488	\$416.57
BAKER & TAYLOR INC	211794	ADULT BKS NONPRINT	2023798787	\$988.26
BENEWICZ, MARTHA	211795	LOST ITEM RFND-LESS FINE	LIBRFND943	\$94.00
BOOK WHOLESALERS INC	211796	JUV BKS	270226B	\$64.81
BOOK WHOLESALERS INC	211796	JUV BKS	271421B	\$85.10
CHIPPEWA FALLS PUBLIC LIBRARY	211797	LOST ITEM RFND-JUV BK	LIBRFND943	\$8.99
CITY OF EAU CLAIRE	211798	EAP 4TH QTR	112588	\$324.00
CRYSTAL TECH	211799	WEB HOSTING OCT-DEC	1382677	\$149.85
GALE RESEARCH INC	211800	ADULT BKS	16513514	\$23.97
GALE RESEARCH INC	211800	ADULT BKS	16513243	\$26.22
GALE RESEARCH INC	211800	ADULT BKS	16505498	\$53.18
GALE RESEARCH INC	211800	ADULT BKS	16501562	\$71.90
GALE RESEARCH INC	211800	ADULT BKS	16502336	\$97.36
GALE RESEARCH INC	211800	ADULT BKS	16503065	\$117.66
HANCOCK FABRICS #1603	211801	SUPPLIES	156718	\$42.48
HUDSON PUBLIC LIBRARY	211802	LOST ITEM RFND-PART	LIBRFND943	\$1.00
L&M MAIL SERVICES INC	211803	POSTAGE ARTSHOW	18895	\$172.77

Warrant Report for 102309L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
LOGISTECH INC	211804	ADULT BKS	124292	\$209.45
LOOMIS, ALLYSON ANN GOLDIN	211805	MORRIS PROGRAM SPKR	NONE943	\$400.00
MCGRAW HILL INC	211806	ADULT BKS	50314298001	\$290.87
MENOMONIE PUBLIC LIBRARY	211807	LOST ITEM RFND-JUV NPRT	LIBRFND943	\$29.99
NADA APPRAISAL GUIDES	211808	ADULT BKS	100084680100	\$90.00
PROGENY PRESS	211809	JUV BKS	NONE943	\$22.03
SCHOLASTIC INC	211810	JUV BKS	11320156	\$16.90
SCHOLASTIC INC	211810	JUV BKS	11320155	\$148.20
TANTOR MEDIA	211811	NONPRINT	26668	\$41.99
TRI-STATE BUSINESS MACHINES INC	211812	ADM COPIER OCT-NOV	157384	\$300.00
WEST GROUP	211813	WI CRT RULES & STATS	819268719	\$1,325.00
WT COX SUBSCRIPTIONS	211814	252	390942	\$10,335.53
XCEL ENERGY	211815	SEPT-OCT	213466986	\$7,385.23
				<u><u>\$24,166.45</u></u>

Warrant Report for 103009L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AMAZON.COM CREDIT	211816	IFLS NONPRINT	107129149327	\$11.99
AMAZON.COM CREDIT	211816	L&D ADULT BKS	076323433741	\$23.07
AMAZON.COM CREDIT	211816	L&D NONPRINT L&D ADULT	076323983367	\$28.46
AMAZON.COM CREDIT	211816	NONPRINT	051032490626	\$33.98
AMAZON.COM CREDIT	211816	L&D NONPRINT L&D ADULT	231079927147	\$76.99
BAKER & TAYLOR INC	211817	NONPRINT	H88977601	\$14.23
BAKER & TAYLOR INC	211817	IFLS NONPRINT	H88665960	\$14.39
BAKER & TAYLOR INC	211817	IFLS NONPRINT	H89234550	\$17.97
BAKER & TAYLOR INC	211817	NONPRINT	H89069951	\$20.15
BAKER & TAYLOR INC	211817	NONPRINT	H89166880	\$21.59
BAKER & TAYLOR INC	211817	NONPRINT	H89614501	\$21.59
BAKER & TAYLOR INC	211817	NONPRINT	H88977604	\$25.19
BAKER & TAYLOR INC	211817	IFLS NONPRINT	H88977602	\$28.76
BAKER & TAYLOR INC	211817	NONPRINT	H89614500	\$28.76
BAKER & TAYLOR INC	211817	NONPRINT	H88977603	\$39.55
BAKER & TAYLOR INC	211817	ADULT BKS	2023822926	\$43.00
BAKER & TAYLOR INC	211817	NONPRINT	H89614502	\$50.38
BAKER & TAYLOR INC	211817	NONPRINT	S82527670	\$50.39
BAKER & TAYLOR INC	211817	L&D NONPRINT NONPRINT	H89166870	\$60.99
BAKER & TAYLOR INC	211817	ADULT BKS	2023834045	\$61.38
BAKER & TAYLOR INC	211817	NONPRINT	H82777270	\$62.37
BAKER & TAYLOR INC	211817	NONPRINT	H88977600	\$75.98
BAKER & TAYLOR INC	211817	L&D JUV BKS JUV BKS	2023809883	\$81.50
BAKER & TAYLOR INC	211817	L&D NONPRINT	H89069950	\$87.31
BAKER & TAYLOR INC	211817	L&D JUV BKS JUV BKS	2023800347	\$130.23
BAKER & TAYLOR INC	211817	ADULT BKS	2023809904	\$185.76
BAKER & TAYLOR INC	211817	JUV BKS NONPRINT	2023829808	\$247.86
BAKER & TAYLOR INC	211817	L&D ADULT BKS ADULT BKS	2023800307	\$264.15
BAKER & TAYLOR INC	211817	JUV BKS	2023833560	\$271.66
BAKER & TAYLOR INC	211817	JUV BKS	2023830044	\$302.67
BAKER & TAYLOR INC	211817	ADULT BKS	2023805175	\$344.01
BAKER & TAYLOR INC	211817	JUV BKS	2023798782	\$345.57
BAKER & TAYLOR INC	211817	ADULT BKS	2023833566	\$371.34
BAKER & TAYLOR INC	211817	ADULT BKS L&D ADULT BKS	2023829810	\$420.31
BAKER & TAYLOR INC	211817	ADULT BKS	2023821975	\$879.79
BOOK WHOLESALERS INC	211818	JUV BKS	272558B	\$21.16

Warrant Report for 103009L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BOOK WHOLESALERS INC	211818	JUV BKS	273766B	\$33.40
BOOK WHOLESALERS INC	211818	JUV BKS	275006B	\$97.78
CDW-G CORPORATE OFFICE	211819	SUPPLIES	QNB0311	\$6.47
CDW-G CORPORATE OFFICE	211819	Cabling	QKM5802	\$23.54
CDW-G CORPORATE OFFICE	211819	Cabling	QJW4908	\$143.93
CDW-G CORPORATE OFFICE	211819	SUPPLIES	QLN2182	\$264.06
CENTURIA PUBLIC LIBRARY	211820	LOST ITEM RFND-YA BK	LIBRFND944	\$22.00
CITY OF EAU CLAIRE	211821	VOIP PHONE JAN-AUG	112512	\$2,879.52
CUSTOM SOUND & VIDEO LLC	211822	LCD TV	ECPL10	\$1,091.00
DIGITAL ACCESS CONTROL	211823	SUPPORT	19382	\$1,339.00
EAU CLAIRE BUSINESS INTERIORS	211824	SUPPLIES	18084	\$150.00
EAU CLAIRE BUSINESS INTERIORS	211824	FURNITURE	18082	\$493.80
ELLSWORTH PUBLIC LIBRARY	211825	LOST ITEM-YA BK	LIBRFND944	\$8.95
FREDERIC PUBLIC LIBRARY	211826	LOST ITEM RFND-ADULT BK	LIBRFND944	\$25.00
GALE RESEARCH INC	211827	ADULT BKS	16517476	\$44.93
GALE RESEARCH INC	211827	ADULT BKS	16515770	\$58.40
GALE RESEARCH INC	211827	ADULT BKS	16516230	\$62.28
GALE RESEARCH INC	211827	ADULT BKS	16516692	\$70.40
GALE RESEARCH INC	211827	ADULT BKS	16508271	\$310.00
HEARTLAND BUSINESS SYSTEMS	211828	SUPPLIES	IVC000179252	\$128.15
LOGISTECH INC	211829	ADULT BKS	124439	\$54.25
MEGA	211830	TS DISTILLED WATER	316977	\$12.75
MEGA	211830	FRNDS PRGRM RFRSHMNTS	310498	\$33.28
MENOMONIE PUBLIC LIBRARY	211831	LOST ITEM RFND-ADULT BK	LIBRFND944	\$33.95
NATIONAL AUDIO COMPANY INC	211832	SUPPLIES	598314	\$527.58
POWERTEX SPORTSWEAR INC	211833	MEMO PADS	128219	\$1,925.00
PRESCOTT PUBLIC LIBRARY	211834	LOST ITEM RFND-ADULT NPRT	LIBRFND944	\$25.00
RANDOM HOUSE INC	211835	NONPRINT	1087594652	\$90.00
RECORDED BOOKS INC	211836	L&D NONPRINT	4652664	\$6.95
SHREDAWAY	211837	SHREDDING AUG SEP	23638	\$102.00
SOFTMART GOVT SERVICES INC	211838	SUPPORT/MAINTENANCE	ARINV167174	\$871.55
STANLEY PUBLIC LIBRARY	211839	LOST ITEM ADULT NPRT	LIBRFND944	\$30.00
TANTOR MEDIA	211840	NONPRINT	26763	\$35.99
WORLD BOOK DIRECT MARKETING	211841	ADULT BKS	NONE944	\$41.40
WORLD TRADE PRESS	211842	GLOBAL ROAD WARRIOR	INV52174	\$525.00

\$16,331.79

Warrant Report for 110609L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AMAZON.COM CREDIT	211843	L&D NONPRINT	013218656459	\$8.99
AMAZON.COM CREDIT	211843	L&D ADULT BKS	145612349023	\$13.22
AMAZON.COM CREDIT	211843	L&D ADULT BKS	076326730462	\$16.69
AMAZON.COM CREDIT	211843	JUV BKS	236559194916	\$16.95
AMAZON.COM CREDIT	211843	L&D JUV BKS	076329786233	\$21.25
AMAZON.COM CREDIT	211843	L&D ADULT BKS	013213850198	\$26.95
AMAZON.COM CREDIT	211843	IFLS NONPRINT NONPRINT	252326008220	\$40.43
AMAZON.COM CREDIT	211843	L&D NONPRINT L&D ADULT BKS	145613834763	\$42.17
AMAZON.COM CREDIT	211843	L&D ADULT BKS	013214444038	\$50.30
AMAZON.COM CREDIT	211843	L&D ADULT BKS	013217760262	\$51.99
AMAZON.COM CREDIT	211843	IFLS NONPRINT L&D NONPRINT	252324690020	\$57.94
AMAZON.COM CREDIT	211843	L&D NONPRINT	145614092279	\$57.94
AMAZON.COM CREDIT	211843	L&D ADULT BKS	145612187348	\$88.13
AMAZON.COM CREDIT	211843	L&D ADULT BKS	145613947931	\$145.89
AT&T	211844	MO SVC OCT-NOV	NONE945L	\$215.09
AT&T	211844	MO SVC SEPT-OCT	NONE945	\$454.47
AT&T	211845	ADULT BKS	0177022090	\$46.10
BAKER & TAYLOR INC	211846	NONPRINT	H90359270	\$12.74
BAKER & TAYLOR INC	211846	IFLS NONPRINT	H89667170	\$17.99
BAKER & TAYLOR INC	211846	NONPRINT	H90240852	\$19.40
BAKER & TAYLOR INC	211846	NONPRINT	H90240851	\$20.85
BAKER & TAYLOR INC	211846	IFLS NONPRINT	H89874340	\$21.50
BAKER & TAYLOR INC	211846	NONPRINT	H90051200	\$21.56
BAKER & TAYLOR INC	211846	NONPRINT	H89667161	\$21.59
BAKER & TAYLOR INC	211846	NONPRINT	H89874331	\$23.09
BAKER & TAYLOR INC	211846	L&D NONPRINT	H89748401	\$26.34
BAKER & TAYLOR INC	211846	JUV BKS	2023834676	\$27.09
BAKER & TAYLOR INC	211846	NONPRINT	H90240850	\$28.76
BAKER & TAYLOR INC	211846	NONPRINT	H90250630	\$28.76
BAKER & TAYLOR INC	211846	IFLS NONPRINT NONPRINT	H89748400	\$32.38
BAKER & TAYLOR INC	211846	NONPRINT	H89862010	\$49.63
BAKER & TAYLOR INC	211846	IFLS NONPRINT	H89874330	\$63.30
BAKER & TAYLOR INC	211846	NONPRINT	H90362780	\$71.75
BAKER & TAYLOR INC	211846	NONPRINT	H90240853	\$86.38
BAKER & TAYLOR INC	211846	L&D JUV BKS JUV BKS	2023838366	\$116.27
BAKER & TAYLOR INC	211846	IFLS NONPRINT	H89667160	\$177.66

Warrant Report for 110609L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	211846	L&D ADULT BKS ADULT BKS	2023834681	\$259.60
BAKER & TAYLOR INC	211846	ADULT BKS	5010425223	\$303.77
BAKER & TAYLOR INC	211846	ADULT BKS	2023839653	\$357.82
BAKER & TAYLOR INC	211846	JUV BKS L&D JUV BKS	2023839669	\$378.22
BOOK WHOLESALERS INC	211847	JUV BKS	277260B	\$30.57
BOOK WHOLESALERS INC	211847	L&D JUV BKS	279145B	\$45.74
BOOK WHOLESALERS INC	211847	L&D JUV BKS	277615B	\$104.38
BOWKER	211848	ADULT BKS	03138120	\$383.94
BOYCEVILLE PUBLIC LIBRARY	211849	LOST ITEM RFND-ADULT BK	LIBRFND945	\$20.00
BRILLIANCE AUDIO INC	211850	NONPRINT	IN0519913	\$368.36
BRODART INC	211851	SUPPLIES	981582	\$40.32
CAPSTONE PRESS	211852	JUV BKS	CI10143488	\$989.46
CITY OF EAU CLAIRE	211853	MO SVC EC/FRDS VOIP SEPT	112615	\$261.44
CITY OF EAU CLAIRE	211853	HEALTH DEDUCT/SEPT VAN GAS	112614	\$794.73
CONGRESSIONAL QUARTERLY	211854	ADULT BKS	18462359	\$143.83
CUSTOM SOUND & VIDEO LLC	211855	INTERCOM & PAGE SYSTEM	ECPL8	\$2,483.00
CUSTOM SOUND & VIDEO LLC	211855	AUDIO	ECPL2	\$6,567.00
DEAR READER.COM	211856	DEAR READER	8744	\$1,100.00
DEMCO INC	211857	SUPPLIES	3685982	\$135.33
DR MOON MEMORIAL LIBRARY	211858	LOST ITEM RFND-JUV NPRT	LIBRFND945	\$30.00
FLEET CREDIT CARD SERVICES	211859	SUPPLIES	NONE945LL	\$54.09
FLEET CREDIT CARD SERVICES	211859	SERVER CERTIFICATION	NONE945LLLL	\$89.00
FLEET CREDIT CARD SERVICES	211859	ADM WINDOW COVERING	NONE945LLLL	\$157.05
FLEET CREDIT CARD SERVICES	211859	SUPPLIES	NONE945LLL	\$161.08
FLEET CREDIT CARD SERVICES	211859	SUPPLIES	NONE945L	\$166.85
FLEET CREDIT CARD SERVICES	211859	GATE	NONE945	\$1,569.00
GALE RESEARCH INC	211860	ADULT BKS	16530197	\$24.72
GALE RESEARCH INC	211860	ADULT BKS	16524428	\$26.22
GALE RESEARCH INC	211860	ADULT BKS	16520589	\$38.38
GALE RESEARCH INC	211860	ADULT BKS	16520007	\$46.43
GALE RESEARCH INC	211860	ADULT BKS	16520389	\$47.93
GALE RESEARCH INC	211860	ADULT BKS	16529079	\$50.93
GALE RESEARCH INC	211860	ADULT BKS	16529644	\$51.68
GALE RESEARCH INC	211860	ADULT BKS	16523580	\$53.18
GALE RESEARCH INC	211860	ADULT BKS	16521508	\$352.40
GROUP HEALTH CO-OP	211861	COBRA/RETIREEES DEC	NONE945L	\$1,620.95

Warrant Report for 110609L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
GROUP HEALTH CO-OP	211861	ACTIVES DECEMBER	NONE945	\$31,340.65
HARRIS INFOSOURCE	211862	ADULT BKS	IO125013	\$235.00
INFO USA MARKETING INC	211863	REFERENCE PKG	102709RF02	\$9,398.00
INSTITUTE FOR CAREER RESEARCH	211864	ADULT BKS	NONE945	\$245.65
JAYS SIGN SERVICE	211865	BANNER INSTALLATION	18791	\$115.00
JAYS SIGN SERVICE	211865	BANNER	18781	\$415.00
LIBRARY VIDEO COMPANY	211866	IFLS NONPRINT	W0125589000	\$71.85
LOGISTECH INC	211867	ADULT BKS	124585	\$43.24
MCALISTER, KATHRYN	211868	LOST ITEM RFND-LESS FINE	LIBRFND945	\$20.40
MID AMERICA BUSINESS SYSTEMS	211869	SUPPLIES	709757	\$440.54
MINNESOTA MUTUAL LIFE INS	211870	DECEMBER	NONE945	\$1,151.16
PUBLIC LIBRARY REVOLVING FUND	211872	POSTAGE DUE	NONE945LLLL	\$0.02
PUBLIC LIBRARY REVOLVING FUND	211872	POSTAGE DUE	NONE945L	\$0.17
PUBLIC LIBRARY REVOLVING FUND	211872	O/H LOBBY KEY	NONE945LLLL	\$2.20
PUBLIC LIBRARY REVOLVING FUND	211872	JURY DUTY MILEAGE-MILLER	NONE945LLLL	\$4.85
PUBLIC LIBRARY REVOLVING FUND	211872	YS CARDS	NONE945	\$6.87
PUBLIC LIBRARY REVOLVING FUND	211872	REF TISSUE	NONE945LLLL	\$10.00
PUBLIC LIBRARY REVOLVING FUND	211872	WORK PERMIT-JOHNSTON	NONE945LLLL	\$10.00
PUBLIC LIBRARY REVOLVING FUND	211872	WORK PERMIT-LACE	NONE945LLLL	\$10.00
PUBLIC LIBRARY REVOLVING FUND	211872	WORK PERMIT-MEAD	NONE945LL	\$10.00
RADTKE, MICHELLE R	211873	LOST ITEM RFND-LESS FINE	LIBRFND945	\$4.99
RECORDED BOOKS INC	211874	NONPRINT	4674299	\$111.37
REGENT BOOK CO	211875	ADULT BKS	S089571	\$25.32
RENEE PONZIO	211871	WLA CONF-PONZIO	NONE945	\$323.20
RJS CONSTRUCTION GROUP LLC	211876	GENERAL CONSTRUCTION	10851	\$89,926.16
ROURKE PUBLISHING INC	211877	JUV BKS	INV067119	\$478.70
STONEBERG, JOHN	211878	WLA & SRLAAW-STONEBERG	NONE945	\$593.64
TANTOR MEDIA	211879	NONPRINT	27077	\$23.99
TANTOR MEDIA	211879	NONPRINT	27059	\$41.99

\$156,588.90

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

CUSTODIAL OPERATING BUDGET

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 12,033.20
Various	WRS, SS, life, disability	2,136.84
Various	Health insurance, deductible	3,086.28
State of WI	UC Benefits	332.87
Charlson Building	Building mtls/supplies	27.15
Certified Inc	Plumbing services/repairs	194.01
Valley Builders Hardware	Keys and hardware/repairs	200.00
NEI Northern Electricians	Electrical and siren repairs	201.88
WilKil	Pest control, monthly	30.00
Braun Thyssendrupp	Elevator/dumbwaiter service	690.96
Traci's Green Interiors	Monthly plant rental	231.90
Waste Management	Rubbish, garbage and recycling	340.69
DALCO	Tissue paper	56.55
DALCO	Garbage bags	55.16
DALCO	Tennat 14" Versamatic vac	52.81
Oak Ridge Chemical	Ice melt	452.54
Schilling Paper	Vacuum bags	127.43
Charlson Building	Bldg materials/supplies	13.90
G&K Services	Floot mats, mops	103.44
		\$ 20,367.61

LIBRARY OPERATING BUDGET

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift prem, longevity	\$ 132,832.76
Various	WRS, FICA, life insurance, EAP	23,634.33
Various	Health insurance, deductible	28,575.48
		\$ 185,042.57

LIBRARY CAPITAL CAMPAIGN

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 180.09
Various	WRS, FICA, life insurance, EAP	32.40
		\$ 212.49

NOTES ON POLICIES

No Changes Recommended

- 1) Access to the Library
- 2) Compliance with the Americans with Disabilities Act (ADA) regarding the delivery of services
- 3) Computer and Internet Use
- 4) Conduct on Library Property
- 5) Handling a Citizen's Complaint Concerning Library Policies
- 6) Internet Safety
- 7) Library Employees as Library Customers
- 8) Revoking Library Privileges

Changes Recommended

- 1) Compliance with the Americans with Disabilities Act (ADA) Regarding Employment
Revised. Keeping this policy, with the proposed revisions, makes for a stronger statement of support for the ADA rather than solely relying on the City's EEO/AA policy, which is also on tonight's agenda for consideration.
- 2) Donation of Money
Revised and clarified the language. Removed "as approved by the Board" because that is not the practice and would be cumbersome and time-consuming for the Library Board.
- 3) Drug and Alcohol-Free Workplace
Revisions were made to make this policy conform more closely to the City's policy. The language they use complies with language required for federal grants.
- 4) Library Cards
Language was added to clarify what is generally needed when applying for a library card. Application requirements for visiting professors, college students and transitory residents have also now been added to the suggested revisions. Lastly, a statement was added permitting exceptions to be made for persons not meeting stated application requirements.
- 5) Library Cards for Institutions
"Churches" was replaced with "religious institutions" to expand the definition of what was intended as an institution eligible to apply for a library card. Also, additional language was added in an attempt to clarify that institutions need to

actively control and monitor access to their library card and account because they are financially responsible for materials checked out on their institutional card.

6) Theft

It is suggested that this policy be renamed “theft” rather than “stealing.” Theft of a customer’s property was also added to the list of unacceptable transgressions.

7) Use of Tobacco Products

This policy was reviewed and updated by the Library Board in August, 2009 but is being brought back to the Board for further review. When PRPS staff and I were reviewing the areas chosen to be designated smoking areas, it was agreed that these were also prime areas for customers who wanted to be outside on a nice day to read, but that any other area we chose would be difficult to monitor and just as disruptive to other customers. Because of this, staff is recommending that library property be designated a “tobacco-free zone.” The City Attorney has said this is within the right and province of the Library Board.

New Policy Recommended:

1) Equal Employment Opportunity & Affirmative Action

This is existing City policy that doesn’t seem to have been formally approved by the Board even though the Library is listed as a signatory. It is recommended the Board approve and adopt this policy.

Review Delay Recommended

1) Travel

The Library’s Travel is long (15 pages) and complicated. Staff most responsible for interpreting it—Julie Gast and Jackie Depa—feel it should have a major re-write before it is brought to the Library Board for review. However, Julie and, especially, Jackie are and will be heavily involved with the current renovation project; major RFPs in the near future to include elevator upgrades and a new chiller and cooling tower and other items; and end-of-the-year purchasing. Because of that we are recommending a delay in the review of the Travel policy until May, 2010. In general, the Travel policy is working fine, in part because the last time it was reviewed by the Library Board in January 2004 the resulting intent was for it to be self-updating.

No changes.

POLICY

Title: **POLICY ON ACCESS TO THE LIBRARY**
Effective Date: September 15, 2005
Authorized by: Library Board of Trustees

In order to promote a worthwhile and satisfying library experience to all its customers, the L.E. Phillips Memorial Public Library strives to provide convenient and easy access to its facility for all library customers. To this end, the Library has established these rules of conduct to promote safe, healthy and barrier-free access to the building. The Library staff shall make every effort to apply these rules in a fair, humane and positive manner for the benefit of all.

The following is prohibited on library property:

- 1) Interfering with the free passage of library customers or staff in or on the library premises, including congregating in or around entrances, exits and/or stairways
- 2) Loitering
- 3) Parking bicycles that in any way interferes with entering or exiting the library

All conduct which is considered disruptive and which is more fully described in the policy on Conduct On Library Property is prohibited.

Customers are encouraged to report disruptive behavior to library staff.

In part, library staff will use Eau Claire City Ordinance 9.56.050 Public Good Order to enforce this policy:

“It is unlawful for any person or persons to stand, loiter or congregate in any street or upon any sidewalk, bridge, crossing or other public place so as to obstruct the same, or to hinder, prevent or annoy persons passing or attempting or desiring to pass therein or thereupon or into or out of any building, private or public; nor shall any person make remarks, gestures, noises, signs or the like to disturb, annoy or insult any person being upon or passing along any street, sidewalk, bridge, crossing or other public place, or along, into or out of any public carrier, provided that this section shall not apply to acts made lawful by section 103.53 of the statutes of Wisconsin.” (Section 103.53 of the Wisconsin Statutes has to do with labor disputes.)

Unchanged.

POLICY

Title: **POLICY ON COMPLIANCE WITH THE AMERICANS WITH
DISABILITIES ACT REGARDING THE DELIVERY OF SERVICES**
Effective Date: September 18, 1992
Authorized by: Library Board of Trustees
Date of Review:

WHEREAS, the Congress of the United States has recognized the rights of persons with disabilities and stated that it shall be a policy of the United States to have full participation in society by persons with disabilities, and

WHEREAS, the Congress of the United States has adopted the Americans with Disabilities Act of 1990 for the purpose of eliminating discrimination against individuals with disabilities,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the L.E. Phillips Memorial Public Library, that the Library intends to comply with the Americans with Disabilities Act in the delivery of services, programs and activities by making reasonable accommodations, such as the removal of architectural, transportation and communication barriers; the changing of rules, policies and practices; and the providing of auxiliary aids or services for the enhancement of communication with persons with hearing or sight impairments, when such accommodations will enable persons with disabilities to meet essential eligibility requirements for services, programs and activities provided by the L.E. Phillips Memorial Public Library, and

BE IT FURTHER RESOLVED that:

1. The L.E. Phillips Memorial Public Library shall evaluate its current services, policies and practices, including its facilities, to identify barriers in the environment and in service provision which may result in exclusion of person with disabilities or in the provision of a less effective service for persons with disabilities.
2. The L.E. Phillips Memorial Pubic Library hereby designates the Affirmative Action Officer of the Library or his/her designee as the person responsible for coordinating compliance with the Act, and for investigating any complaints against the LE Phillips Memorial Public

Library alleging non-compliance with the Act. The Affirmative Action Officer can be reached at (715) 839-5002 or by writing to:

L.E. Phillips Memorial Public Library
400 Eau Claire Street
Eau Claire WI 54701

3. A procedure for the prompt resolution of complaints against the L.E. Phillips Memorial Public Library alleging non-compliance with the Act shall be adopted by the Library, and a description of the procedure shall be posted at the Library.
4. The L.E. Phillips Memorial Public Library shall adopt a plan for the removal of barriers in existing facilities as required by the Americans with Disabilities Act.

No changes.

POLICY

Title: **POLICY ON COMPUTER AND INTERNET USE**
Effective Date: October 16, 1998
Authorized by: Library Board of Trustees
Date of Review: 11/20/98, 08/15/02, 09/19/02, 09/18/03, 03/18/04; 05/15/08

The Library offers access to electronic information and services, including the Internet, as part of its mission to meet the personal, professional and educational information needs of its customers of all ages. The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection.

Parents and guardians play critical roles in helping children learn to use this tool. In compliance with the Children's Internet Protection Act, filtering software has been placed on Youth Services computers (Title 18 Section 2252, U. S. Code). The Library does not serve *in loco parentis* (in place of a parent). Library staff cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The responsibility for what minors read or view on the Internet rests with parents or guardians.

The Library makes all attempts to protect customers' rights to privacy and confidentiality. However, in general, electronic communication is not absolutely secure and networks are sometimes susceptible to outside intervention. In addition, there exists a possibility of inadvertent viewing of computer activity by nearby computer users. Absolute privacy in using the Internet in the library cannot be guaranteed. Internally, network administrators may monitor a person's Internet use as a part of normal system maintenance.

The Library reserves the right to set rules to promote ethical, equitable and safe computer use and to regulate the manner in which its resources are utilized. Customers violating library policies and rules of conduct in this respect will be asked to discontinue such activities or to leave the library. A copy of the Library's Computer and Internet Use Rules of Conduct is available upon request.

Computing resources may only be used for legal purposes. This includes, but is not limited to U. S. copyright law (Title 17, U. S. Code) which prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of fair use. Any responsibility for any consequences of

copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems or any consequences thereof.

The Library assumes no liability for any loss or damage to users' data or disks, nor for any personal damage or injury whatsoever incurred as a result of using the Library's electronic resources. This includes, but is not limited to, damage or injury sustained from invasions of the user's privacy.

No changes.

POLICY

Title: **POLICY ON CONDUCT ON LIBRARY PROPERTY**

Effective Date: September 17, 1981

Authorized by: Library Board of Trustees

Date of Review: 9/15/05

No person shall, while on library property, physically, verbally or with gestures, threaten, abuse or assault another person including boisterous, unreasonably loud, violent, indecent, profane or disruptive behavior or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance. (Examples of such behavior include but are not limited to, abusive language, threatening behaviors, fighting, loud talking, shouting, whistling and/or staring at another person, following another person, singing or talking to another in monologue, operating any audio equipment so that any other person can hear it or using a cell phone in a loud and/or disruptive manner.)

In part, library staff will use Eau Claire City Ordinance 9.56.050 Public Good Order to enforce this policy:

“It is unlawful for any person or persons to stand, loiter or congregate in any street or upon any sidewalk, bridge, crossing or other public place so as to obstruct the same, or to hinder, prevent or annoy persons passing or attempting or desiring to pass therein or thereupon or into or out of any building, private or public; nor shall any person make remarks, gestures, noises, signs or the like to disturb, annoy or insult any person being upon or passing along any street, sidewalk, bridge, crossing or other public place, or along, into or out of any public carrier, provided that this section shall not apply to acts made lawful by section 103.53 of the statutes of Wisconsin.” (Section 103.53 of the Wisconsin Statutes has to do with labor disputes.)

No change.

POLICY

Title: **POLICY AND PROCEDURES FOR HANDLING A CITIZEN'S COMPLAINT CONCERNING LIBRARY POLICIES**

Effective Date: March 17, 1983

Authorized by: Library Board of Trustees

Date of Review:

1. To receive consideration by the library, all citizens' complaints concerning library policies must be made in writing on the library's form for such complaints.
2. Complaints shall be forwarded to the Library Director, or the Director's designee, who will consult with appropriate staff and will respond in writing within 30 days of the filing of the written complaint, explaining the reasons for the policy. The Director, or the Director's designee, will inform the complainant that if he or she desires, the complaint will be forwarded to the Library Board.
3. If the complainant requests it, the complaint will be forwarded to the Library Board. The Library Board will then review the complaint, will allow the complainant to speak on the issue at a Library Board meeting and will take final action on the complaint within 90 days of the original filing of the written complaint.
4. The complainant will be notified in writing of the Library Board's decision in the matter.
5. Complaints about a particular policy will not be considered by the library more than once within a 12 month period.

No changes.

POLICY

Title: ~~Policy on~~ Internet Safety

Effective Date: June 20th, 2002

Authorized by: Library Board of Trustees

Date of Review:

The library will take practical steps to promote the safety and security of minors using the library's public computer workstations. Specifically, the library will take practical steps to address the following things specified in the federal Neighborhood Children's Internet Protection Act:

- Limit access by minors to inappropriate matter on the Internet and World Wide Web. Minors under the age of 13 may not use unfiltered public Internet workstations in the library unless their parents have given written permission for their children to have unfiltered access to the Internet and the World Wide Web;
- Provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- Limit unauthorized access, including so-called 'hacking', and other unlawful activities by minors online
- Limit unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
- Provide measures designed to restrict the access by minors to materials harmful to minors

Unchanged.

POLICY

Title: **~~POLICY ON LIBRARY EMPLOYEES AS LIBRARY CUSTOMERS~~**

Effective Date: September 19, 2002

Authorized by: Library Board of Trustees

Date of Review: 11/21/02

Library employees may not knowingly conduct transactions involving their own circulation and library financial records or those of their families. These transactions include check in, using the cash register, or conducting any library financial transactions for themselves or family members. Renewals can only be performed using means available to the general public.

Library employees may not check out their own materials, but they may check out materials for family members. No financial transactions or adjustments of any kind will be processed by staff for family members.

In this policy, "family" or "family members" means the spouse, child, mother, father, brother, sister, grandmother, grandfather, grandchild, aunt, uncle, cousin, niece, nephew, stepchildren, or step grandchildren of the library employee.

The following activities are examples of violations of this policy:

1. Removing library material without checking it out before leaving the library.
 2. Manipulating the reserves queue in order to place reserves for personal or family use higher in the queue.
 3. Creating and/or using a circulation record with false customer information.
 4. Deleting fines or adjusting personal or family fine records.
- *This is not a comprehensive list of violations.*

Any violation of this policy is a very serious offense and may result in discipline up to, and including dismissal.

Library employees who intentionally engage in actions for the purpose of gaining dishonest advantage for themselves as customers of the library may be committing a felony under the criminal laws of the State of Wisconsin.

No changes.

POLICY

Title: **REVOKING LIBRARY PRIVILEGES**
Effective Date: September 16, 1988
Authorized by: Library Board of Trustees
Date of Review:

1. These rules and procedures are adopted pursuant to Wisconsin Statutes Section 43.52 which provides in part that the Library Board may prescribe reasonable regulations in order to render the use of the library most beneficial to the greatest number, and provides that the Library Board "may exclude from the use of the public library all persons who willfully violate such regulations."
2. Any behavior of a library customer which is disorderly or disruptive to the orderly operation of the library may lead to the revocation of library privileges.
3. Library staff are authorized to require a person to leave the library for the day if in the judgment of the staff member the customer's behavior is disorderly or disruptive.
4. If in the judgment of the Library Director or his or her designee the behavior is a very severe offense, and there is cause to believe this person's behavior represents a danger to the health or safety of others or is grossly disruptive, the Director may refuse any or all library privileges, including entrance into the building, for the period until the next meeting of the Library Board at which the matter of revocation can be brought up.
5. If the behavior is repeated or is severe, the Library Director may ask the Library Board to take action to revoke the library customer's privileges at a regular or special meeting of the Board. Notice will be sent to the affected customer at least one week in advance of the consideration by the Library Board of the revocation of privileges.
6. The customer shall have the right to a hearing before the Board at the meeting at which the Board is scheduled to take action on revocation of privileges.
7. The Board may act at such a meeting to revoke any or all library privileges, including entrance into the building, for a period of up to one year. The Library Director shall inform the affected customer in writing of the Board's decision.

Revised. Keeping this policy, with the proposed revisions, makes for a stronger statement of support for the ADA rather than solely relying on the City's EEO/AA policy, which is also on tonight's agenda for consideration.

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 L.E. 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 L.E. 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 L.E. 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.

STATEMENT OF INTENT TO COMPLY

It is the intent of the L.E. 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 L.E. 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 ~~last~~ revised in ~~1989~~ **1999**, it shall be the policy of the L.E. 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 age, race, creed, color, **religion**, ~~handicapping condition~~ **disability**, marital status, ~~memberships in the military service, sex~~ **gender, pregnancy, nationality**, ancestry, **use or non-use of lawful products off of our premises during non-working hours, national origin**, sexual orientation, arrest record, **conviction record** or other non-merit factor. This policy applies to all personnel ~~practices related to the employment process,~~ **actions, including, but not limited to, recruiting, hiring, training, transfers, promotions, disciplinary actions, fringe benefits, compensation, terms of employment, working conditions, demotions, layoffs, terminations** ~~demotion, transfer, layoff, termination, compensation, benefits, training~~ 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 L.E. 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 L.E. Phillips Memorial Public Library has violated the City of Eau Claire's Affirmative Action Policy or any provision of the ADA, an appeal may be filed with the Affirmative Action Officer of the ~~Library~~ **City of Eau Claire**.

POLICY

Title: **POLICY ON DONATIONS OF MONEY TO THE LIBRARY**
Effective Date: April 17, 1980
Authorized by: Library Board of Trustees
Date of Review: 12/15/83; 5/16/85; 12/16/94

The library will gratefully accept donations or bequests of any amount.

Acknowledgments will be sent to the donors. **All memorial donations will be acknowledged to the family of the person being memorialized.**

General purpose donations will be deposited in a special gift fund. This fund will not be used for general operating expenditures, but only for special purchases or projects. ~~as approved by the Library Board.~~

The interest **earned** from the gift fund is to be added to the fund **annually**. ~~and should not go to the City's general funds.~~

~~All memorial donations will be acknowledged to the family of the person being memorialized. In addition, a list of donors and persons memorialized will be posted periodically in the library.~~

Donations **of money** for collection materials will be deposited in the library's BookMarks Remembrance Fund. Purchases from this fund will be authorized by the Collection Development Committee.

Donations of over \$200 may be designated for specific subject areas of the collection. Those under \$200 will be placed in the fund and combined with other donations for purchase of materials.

A bookplate acknowledging the fund will be placed in materials purchased from the BookMarks Remembrance Fund.

Changes made to more closely conform to language in the City's policy.

POLICY

Title: **POLICY ON DRUG AND ALCOHOL-FREE WORKPLACE**

Effective Date: March 17, 1989

Authorized by: Library Board of Trustees

Date of Review: July 21, 2005

1. ~~It is the Library's desire to provide its employees with a drug-free, healthy and safe workplace. To promote this goal, all employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Preventing employees from working in an impaired condition can protect all employees, the public and property. Proactive interventions with impaired employees holds the potential for improving not only the worker's productivity, but the employee's health and his/her family's well-being.~~ **Management is committed to providing a drug and alcohol-free** workplace. To promote this goal, all employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Preventing employees from working in an impaired condition can protect all employees, the public and property. Proactive interventions with impaired employees holds the potential for improving not only the worker's productivity, but the employee's health and his/her family's well-being.

2. ~~Employees may not~~ **It is a violation of Library policy to** manufacture, distribute, dispense, possess or use or be under the influence of **a controlled substance or alcohol or drugs on Library property in the workplace.** Reporting to work in a mentally impaired condition, because of alcohol or other drug use during non-work hours, is strictly prohibited. **Anyone found to be manufacturing, distributing, dispensing, possessing or using an illegal drug or alcohol while in the workplace or during working hours will be subject to legal and disciplinary actions, up to and including dismissal.** ~~If prescription drugs might adversely affect performance of assigned work duties, alertness and/or coordination, an employee is expected to notify his or her supervisor. If illegal use is identified, legal and disciplinary actions will be taken as allowed by law and Library policy. Every attempt shall be made to confidentially assist an employee who appears to have a substance abuse problem to access medical intervention and the City's Employee Assistance Program (EAP). A substance abuse problem will not excuse behavior that is in violation of law or Library policy.~~

3. **It is a violation of Library policy to report to work under the influence of drugs and/or alcohol. The Library has the right to test all employees when there is a reasonable suspicion that the employee is under the influence of drugs and/or alcohol while on duty or reporting for duty. The Library will pay for all tests.**

4. **If prescription drugs might adversely affect performance of assigned work duties, alertness and/or coordination, an employee is required to notify his or her supervisor.**

~~3.~~ **5.** All employees must notify the ~~Human Resource Manager~~ **Library's Assistant Director** of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction. Within **thirty (30)** days of receiving such notice, the Library will:

A. Take appropriate personnel action against such employee, up to and including ~~termination~~ **dismissal**; or

B. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

~~4.~~ **6.** Any employee seeking counseling or rehabilitation ~~should~~ **may contact the** ~~request a referral from the Human Resource Manager or another Employee Assistance Program (EAP) Coordinator or through the Director of Human Resources.~~ **EAP contact information may be obtained from the Library's Assistant Director or via the Library's Intranet – Human Resources page.**

~~5.~~ ~~While on duty, employees will be tested for drugs and alcohol when reasonable suspicion is present. The Library is authorized to send any employee reasonably suspected of being impaired, for any appropriate medical assessments and will pay for all tests.~~

~~6.~~ **7.** As a condition of employment, all employees must abide by the terms described herein.

POLICY

Title:	POLICY ON LIBRARY CARDS
Effective Date:	November 18, 1982
Authorized by:	Library Board of Trustees
Date of Review:	3/21/85, 5/15/87, 12/15/89, 2/19/93, 4/16/93, 10/16/98 02/21/02, 08/15/02

FREE LIBRARY CARDS

Free library cards will be issued to persons of any age who are residents of the State of Wisconsin.

REPLACEMENT CARDS

When a customer has lost his/her card, a replacement card will be issued. A charge of \$1 will be levied. This charge is non-refundable.

TEMPORARY OR TRANSITORY RESIDENTS

Temporary residents are persons whose permanent residence is outside the State of Wisconsin and who will be residing in Wisconsin for less than six months. Temporary residents will be issued a library card for three months at a time.

Applicants must provide proof of a local ~~street~~ **residential** address for their temporary residence.

Applicants must also provide a driver's license or state ~~id~~ **identification card**.

**Transitory residents are persons not currently having a permanent address.
Transitory residents must provide proof of current residential address.**

The maximum number of items allowed on a Temporary **or** Transitory Resident's card at any time is two (2). **This limit may be increased at the discretion of the Circulation Manager.**

Persons not meeting these requirements will be considered for a library card on a case-by-case basis.

VISITING PROFESSORS AND COLLEGE STUDENTS

Visiting professors and college students are eligible for library cards if they present a non-expired identification card from their college or university plus one other form of identification showing a permanent or current residential address.

SIGNATURE OF PARENT OR GUARDIAN

The signature of a parent or guardian is required on the application for a library card in the case of persons under the age of 18.

POLICY

Title: **POLICY ON LIBRARY CARDS FOR INSTITUTIONS**
Effective Date: November 21, 1986
Authorized by: Library Board of Trustees
Date of Review:

Cards may be issued to the following institutions:

- a. Governmental agencies and departments
- b. Hospital departments
- c. Businesses
- d. Nursing homes and group homes
- e. Schools
- f. Pre-schools and daycare centers
- g. Professional offices and clinics
- h. University departments
- i. ~~Churches~~ **Religious institutions**
- j. Service organizations

Cards will be issued only after receipt of a letter of application on letterhead, from a financially-responsible officer of the institution, expressing the institution's acceptance of responsibility for all fines, fees, and charges, including charges for damaged or lost materials. The letter must also designate a contact person within the organization for handling any library matters.

The same privileges and policies which apply to individual cardholders will also apply to institutional cardholders. **The institution assumes responsibility for any library materials checked out on its card. The institution is responsible for ensuring authorized access to its card. The Library will not maintain a list of authorized users for an institution. The institution will notify the Library in the event their library card is lost or stolen.**

Institutional cards are not to be used by employees of an institution for their own personal purposes unrelated to their work. They are expected to apply for personal cards for those purposes.

POLICY

Title: **POLICY ON STEALING THEFT**

Effective Date: June 16, 1983

Authorized by: Library Board of Trustees

Date of Review:

~~Any library employee who steals library property or the property of another employee will be subject to discipline, which may include dismissal on the first offense.~~

Any library employee found to have engaged in theft of library property, a customer's property or the property of another employee will be subject to discipline, up to and including dismissal on the first offense.



L.E. Phillips Memorial
Public Library

Number: 7
Category: Facilities

POLICY

Title: Use of Tobacco Products

Date adopted: April 1, 1988

Date amended:

Date last reviewed: 03/17/05; 08/20/09

The use of **all** tobacco products is prohibited throughout the library building and on library property except in designated areas. **The library is a “tobacco-free” zone.**

Number:

Category:

POLICY

Title: **EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION**

Effective Date:

Authorized by:

Date of Review:

The Library is committed to providing equal employment opportunities. We strictly prohibit any form of unlawful discrimination in all personnel, employment and service delivery matters.

Therefore, be it resolved by the Board of Trustees of the L.E. Phillips Memorial Public Library that the Board of Trustees hereby approves and adopts the policy statement attached hereto entitled "Equal Opportunity and Affirmative Action".

**EQUAL OPPORTUNITY
AND
AFFIRMATIVE ACTION**

Policy Statement

January 26, 1999

**CITY OF EAU CLAIRE
L.E. PHILLIPS MEMORIAL PUBLIC
LIBRARY
EAU CLAIRE CITY/COUNTY HEALTH
DEPARTMENT
HOUSING AUTHORITY OF THE CITY
OF EAU CLAIRE**

Adopted: 1973

Affirmative Action Committee Structure Change: 1983

Policy Revised: 1989

Policy Revised: 1999

TABLE OF CONTENTS

	<u>Page</u>
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT	1
OVERVIEW	1
Statement of Principles.....	1
Investigating Complaints.....	2
Filing Complaints.....	2
Appeals of Investigation.....	2
Retaliation Prohibited.....	3
Review and Record-keeping	3
Employment Relationship	3
Agencies' Endorsement and Commitment.....	3
Equal Opportunity/Affirmative Action Officer's Endorsement	4
AFFIRMATIVE ACTION POLICY	5
Hiring	5
Promoting and Transferring	5
Filing Complaints.....	5
Appeals of Investigation.....	6
Retaliation Prohibited.....	6
Review and Record-keeping	6
WORKFORCE ANALYSIS	7
SEX DISCRIMINATION POLICY	8
Job Classification	8
Bona Fide Occupational Qualification.....	8
Advertising Job Opportunities	8
Fringe Benefits	8
Policies Relating to Pregnancy and Childbirth.....	8
Filing Complaints.....	9
Appeals of Investigation.....	9
Retaliation Prohibited.....	9
Review and Record-keeping	9

UNLAWFUL HARASSMENT AND SEXUAL HARASSMENT POLICY	10
Policy.....	10
Filing Complaints.....	11
Appeals of Investigation.....	11
Retaliation Prohibited.	12
Review and Record-keeping	12
AGE DISCRIMINATION POLICY	13
Programs and Activities	13
Filing Complaints.....	13
Appeals of Investigation.....	13
Retaliation Prohibited.....	14
Review and Record-keeping	14
PERSONS WITH PHYSICAL OR MENTAL IMPAIRMENTS POLICY	15
Reasonable Accommodation.....	15
Filing Complaints.....	15
Appeals of Investigation.....	16
Retaliation Prohibited	16
Review and Record-keeping	16
APPENDIX	17
EMPLOYEE ACKNOWLEDGMENT	18

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

OVERVIEW

We, the agencies listed below, are committed to providing equal employment opportunities, affirmative action programs and an equitable service delivery system. We strictly prohibit any form of unlawful discrimination in all personnel, employment and service delivery matters. We intend this document to be easily understood and applied. The terms that we use shall be given their ordinary meanings. However, if a legal definition exists for any term, the then most recent legal definition shall substitute for our term. We will comply with all applicable equal opportunity/affirmative action laws. We believe that this is good government and good economics. In the event that a deficiency is found in our organizations, we will establish goals to correct the deficiency. Our policies, procedures and management practices reflect this commitment.

Statement of Principles

We are committed to and will affirmatively implement the following principles:

1. We will provide equal opportunity in all personnel actions, including, but not limited to, recruiting, hiring, apprenticeships, training, transfers, promotions, disciplinary actions, fringe benefits, compensation, terms of employment, working conditions, and terminations without unlawfully considering one's age, race, creed, color, religion, physical or mental impairment, marital status, military service, gender, pregnancy, ancestry, use or non-use of lawful products off of our premises during non-working hours, national origin, sexual orientation, arrest record or conviction record.
2. If appropriate, specific affirmative steps will be taken to address unlawful discrimination. We will conduct an analysis of our workforce and use our analysis as a foundation for developing affirmative action efforts and recruiting goals.
3. Our affirmative action efforts will include reviewing and analyzing personnel policies, procedures and practices to determine if they are necessary, job-related and lawful.
4. We are committed to providing an equitable service delivery system. Services shall be provided without unlawfully discriminating against clients/recipients. We require our agencies, vendors, contractors, sub-contractors, and companies to share our commitment to affirmative action and equal opportunity. Employees, agents,

vendors, contractors, companies, and client/service recipients shall notify us of any actual or suspected discrimination or unlawful harassment.

5. We are committed to developing and maintaining an environment free of sexual harassment.
6. We will maintain an Equal Opportunity/Affirmative Action (EO/AA) Citizen's Advisory Committee.
7. We will promptly investigate allegations of unlawful discrimination and unlawful harassment. We shall retain records of our investigations. When practicable, we will seek to maintain the confidentiality of the investigation.

Investigating Complaints

Filing Complaints

All individuals with information concerning a possible violation of this Policy Statement, including Complainants, shall file a written complaint with the AA/EO Officer, Director of Human Resources or Agency Director within 30 days of the alleged violation. At their discretion, the AA/EO Officer, Director of Human Resources or Agency Director may extend the 30 day period if the Complainant so requests.

AA/EO complaints shall provide specific details of the alleged violation and offer a recommended solution. The AA/EO Officer, Director of Human Resources or the Agency Director (or designee) shall promptly initiate an investigation of all AA/EO complaints. Investigations will be commenced within 10 business days unless extenuating circumstances exist. Investigators shall consider privacy concerns when conducting investigations. Investigators will ordinarily question individuals having knowledge of either the specific allegation or similar matters. Investigators should promptly conduct, complete the investigation and document their findings and recommendations.

Appeals of Investigation

After completing the investigation, the Officer/Director shall promptly notify the Complainant in writing of the investigator's findings and recommendations. The findings and recommendations will ordinarily be provided within 10 business days unless extenuating circumstances exist. If the Complainant is not satisfied with the investigation, findings or recommendation, the Complainant shall within 30 days of receiving the findings submit a written appeal to the AA/EO Committee. Within 30 days of receiving the appeal, the AA/EO Committee shall initiate a review of the investigation, findings or proposed resolution. After completing its review, the AA/EO Committee shall promptly notify the Complainant in writing of its findings and recommendations.

Retaliation Prohibited

We will not retaliate against any individual for opposing practices that violate this Policy Statement or for filing a complaint, testifying or participating in any way in an investigation, proceeding or litigation. If an employee or client/service recipient believes that he or she is being retaliated against, that employee/client/service recipient shall follow the complaint and appeal process detailed above.

Review and Record-keeping

Each year the AA/EO Officer will consider the effectiveness of this Policy Statement and evaluate the need for change. The AA/EO Officer will evaluate whether changes will promote nondiscrimination in employment/delivery of services. The AA/EO Officer shall maintain, for three years, records showing complaints filed, reviews conducted, investigations, decisions reached, corrective actions taken and the reason(s) for the decision. The Affirmative Action Officer will encourage our employees to incorporate the standards of this plan in their daily work practices.

Employment Relationship

Nothing contained in this Policy Statement is to be construed by any employee as establishing, creating or constituting a written, oral or implied contract of employment. Furthermore, nothing herein shall be construed as a guarantee of continued employment nor as a guarantee of any benefits or conditions of employment.

The provisions set forth in this Policy Statement supersede prior personnel policies and procedures, whether written or established by past practice. Because this Policy Statement is based on operational policies and procedures, federal and state mandated policies and procedures, and present employee fringe benefit programs which are subject to change, this manual is also subject to change.

We reserve the right to revise, add, subtract, correct, delete or update any part or all of the materials in this Policy Statement.

Any changes made in this Policy Statement will be brought to the attention of all employees by employee meetings, posting of the change on the employee bulletin boards, or corrections in the Policy Statement itself.

Agencies' Endorsement and Commitment

We, the undersigned representatives, are firmly committed to providing equal employment opportunities, affirmative action, and an equitable service delivery system. The undersigned agencies, their departments and personnel are responsible for implementing this policy.

We commit ourselves and our agencies to equal opportunity, affirmative action and an equitable service delivery system. We pledge to support and oversee the implementation of this equal opportunity/affirmative action policy statement in an equitable and fair manner.

We agree that the City of Eau Claire’s Equal Opportunity/Affirmative Action Officer shall serve as our EO/AA Officer. The EO/AA Officer shall develop, implement and maintain our EO/AA plans and programs.

City of Eau Claire

Dated: _____ By: _____

L. E. Phillips Memorial Public Library

Dated: _____ By: _____

Eau Claire City/County Health Department

Dated: _____ By: _____

Housing Authority of the City of Eau Claire

Dated: _____ By: _____

Equal Opportunity/Affirmative Action Officer's Endorsement

As the City's Equal Opportunity/Affirmative Action Officer, I pledge to implement this EO/AA policy statement, in a lawful, equitable and fair manner. I pledge to make this Policy Statement available to all employees, client/service recipients, groups, agencies, vendors, contractors, subcontractors and companies within the community. I also agree to serve as the EO/AA Officer for the agencies listed above.

Dated: _____

(Printed name of Equal Opportunity/Affirmative Action Officer)

(Signature)

AFFIRMATIVE ACTION POLICY

Our affirmative action efforts are intended to prevent unlawful discrimination of employees and client/service recipients.

Hiring

We will identify ourselves as equal opportunity employers. We will use selection criteria, policies, and tests that indicate job skills, knowledge, aptitudes, and other job-related information. Our selection procedures will not unlawfully exclude applicants by age, race, creed, color, religion, physical or mental impairments, marital status, military service, gender, pregnancy, ancestry, use or non-use of lawful products off of our premises during non-working hours, national origin, sexual orientation, arrest record or conviction record.

We will seek to maintain the confidentiality of information collected for affirmative action/equal opportunity (AA/EO) purposes. It may, however, be used to document our affirmative action efforts, to inform supervisors and managers of work restrictions or necessary accommodations, to alert first aid or safety personnel to any conditions that require special emergency treatment, to help government officials investigate compliance with applicable regulations or any other non-discriminatory purpose.

Promoting and Transferring

In promoting, transferring and making other employment-related decisions, applicants and employees will not be unlawfully discriminated against because of their age, race, creed, color, religion, physical or mental impairment, marital status, military service, gender, pregnancy, ancestry, use or non use of lawful products off of our premises during non-working hours, national origin, sexual orientation, arrest record or conviction record.

Filing Complaints

All individuals with information concerning a possible violation of this Policy Statement, including Complainants, shall file a written complaint with the AA/EO Officer, Director of Human Resources or Agency Director within 30 days of the alleged violation. At their discretion, the AA/EO Officer, Director of Human Resources or Agency Director may extend the 30 day period if the Complainant so requests.

AA/EO complaints shall provide specific details of the alleged violation and offer a recommended solution. Upon receiving a complaint, the AA/EO Officer, Director of Human Resources or the Agency Director (or designee) shall promptly initiate an investigation of all AA/EO complaints. Investigations will be commenced within 10 business days unless extenuating circumstances exist. Investigators shall consider privacy concerns when conducting investigations. Investigators will

ordinarily question individuals having knowledge of either the specific allegation or similar matters. Investigators should document their findings.

Appeals of Investigation

After completing the investigation, the Officer/Director shall promptly notify the Complainant in writing of the findings of the investigation and the proposed resolution, if applicable. The findings and recommendations will ordinarily be provided within 10 business days unless extenuating circumstances exist. If the Complainant is not satisfied with the investigation, findings or proposed resolution, the Complainant shall within 30 days of receiving the findings submit a written appeal to the AA/EO Committee. Within 30 days of receiving the appeal, the AA/EO Committee shall initiate a review of the investigation, findings or proposed resolution. After completing its review, the AA/EO Committee shall promptly notify the Complainant in writing of its findings and recommendations.

Retaliation Prohibited

We will not retaliate against any individual for opposing practices that violate this Policy Statement or for filing a complaint, testifying or participating in any way in an investigation, proceeding or litigation. If an employee or client/service recipient believes that he or she is being retaliated against, that employee/client/service recipient shall follow the complaint and appeal process detailed above.

Review and Record-keeping

Each year the AA/EO Officer will consider the effectiveness of this Policy Statement and evaluate the need for change. The Affirmative Action Officer will evaluate whether changes will promote nondiscrimination in employment/delivery of services. The AA/EO Officer shall maintain, for three years, records showing complaints filed, reviews conducted, investigations, decisions reached, corrective actions taken and the reason(s) for the decision.

WORKFORCE ANALYSIS

We shall conduct a workforce analysis of the ethnic and sexual composition of our workforce. We shall list every job title according to the applicable collective bargaining agreement or our payroll records and rank each job from the lowest-paying to the highest-paying. We will create a table showing, for each job title, the wage rate, and our current workforce by gender, race, and national origin. After conducting the workforce analysis, we will conduct an availability analysis, based on the then most recent census statistics to determine the availability of females and minorities in the appropriate labor market for each job group. Specifically, we will determine the availability of minorities and females for each job group by examining and quantifying the following factors:

1. The minority population of the labor area in which we are located and the availability of females seeking employment in the labor area;
2. The percentage of minorities and females who are unemployed in our area.
3. The percentage of the minority and female workforce as compared with the local workforce in our area;
4. The availability of minorities and females possessing the requisite skills in our area;
5. The availability of minorities and females possessing the requisite skills in an area in which we can reasonably recruit;
6. The availability of promotable and transferable minorities and females in our organization;
7. The existence of training institutions capable of training persons in the requisite skills; and
8. The degree of training which we can reasonably be expected to provide in order to open additional job classifications to minorities and women.

After conducting the availability analysis, we will determine whether women or minorities are underutilized in any of the job groups in our work force. Underutilization exists if any of the job groups contain fewer minorities or women than would reasonably be expected considering their availability in the local labor market area.

If underutilization exists in any of our job groups, we will establish goals designed to correct such underutilization. We will set specific goals, designed to match the percentage representation of minorities and females to their availability for each of the job groups. We will also set timetables for achieving these goals and disseminate this information to our employees and the general public.

SEX DISCRIMINATION POLICY

We will not unlawfully discriminate on the basis of gender. We adopt and agree to comply with the Equal Employment Opportunity Commission's guidelines on sex discrimination. These guidelines overrule any of our pronouncements or policies which are inconsistent with the Commission's guidelines or other laws or regulations. Our sex discrimination policy applies to all phases of employment and delivery of services.

Job Classification

We will not classify jobs by gender or establish gender based lines of progression or seniority. We will not use classifications to disguise sex discrimination. Personnel involved in employment decisions will not unlawfully express gender-based preferences, limitations or specifications.

Bona Fide Occupational Qualification

When gender is a bona fide occupational qualification, we may confine consideration of applicants to those of a specific gender. We will not refuse to hire an applicant because of his or her sex based on comparative employment characteristics of men or women, characteristics of the sexes or on consideration of the preferences of co-workers, supervisors, clients or client/service recipients.

Advertising Job Opportunities

When advertising a position we will not indicate a gender preference, limitation or specification, unless gender is a bona fide occupational qualification for that position. Unless a position has a bona fide occupational qualification for a specific gender, we will not use employment agencies which refuse to represent both men and women.

Fringe Benefits

In the event that we decide to provide a fringe benefit, we will provide male and female employees with comparable fringe benefits. The same benefits will be provided for spouses and families of employees, regardless of their sex or whether the cost of benefits for members of one gender is greater than for the other. Our fringe benefit programs, funds, and insurance will comply with the Equal Employment Opportunity Commission's then most recent guidelines.

Policies Relating to Pregnancy and Childbirth

Impairments relating to pregnancy, childbirth, or other related medical conditions will be treated in the same way as other medical conditions. We will not discriminate against applicants or employees because of pregnancy, childbirth, or related medical conditions.

Filing Complaints

All individuals with information concerning a possible violation of this Policy Statement, including Complainants, shall file a written complaint with the AA/EO Officer, Director of Human Resources or Agency Director within 30 days of the alleged violation. At their discretion, the AA/EO Officer, Director of Human Resources or Agency Director may extend the 30 day period if the Complainant so requests.

AA/EO complaints shall provide specific details of the alleged violation and offer a recommended solution. After receiving a complaint, the AA/EO Officer, Director of Human Resources or the Agency Director (or designee) shall promptly initiate an investigation of all AA/EO complaints. Investigations will be commenced within 10 business days unless extenuating circumstances exist. Investigators shall consider privacy concerns when conducting investigations. Investigators will ordinarily question individuals having knowledge of either the specific allegation or similar matters. Investigators should document their findings.

Appeals of Investigation

After completing the investigation, the Officer/Director shall promptly notify the Complainant in writing of the findings of the investigation and the proposed resolution, if applicable. The findings and recommendations will ordinarily be provided within 10 business days unless extenuating circumstances exist. If the Complainant is not satisfied with the investigation, findings or proposed resolution, the Complainant shall within 30 days of receiving the findings submit a written appeal to the AA/EO Committee. Within 30 days of receiving the appeal, the AA/EO Committee shall initiate a review of the investigation, findings or proposed resolution. After completing its review, the AA/EO Committee shall promptly notify the Complainant in writing of its findings and recommendations.

Retaliation Prohibited.

We will not retaliate against any individual for opposing practices that violate this Policy Statement or for filing a complaint, testifying or participating in any way in an investigation, proceeding or litigation. If an employee or client/service recipient believes that he or she is being retaliated against, that employee/client/service recipient shall follow the complaint and appeal process detailed above.

Review and Record-keeping

Each year the AA/EO Officer will consider the effectiveness of this Policy Statement and evaluate the need for change. The Affirmative Action Officer will evaluate whether changes will promote nondiscrimination in employment/delivery of services. The AA/EO Officer shall maintain, for three

years, records showing complaints filed, reviews conducted, investigations, decisions reached, corrective actions taken and the reason(s) for the decision.

UNLAWFUL HARASSMENT AND SEXUAL HARASSMENT POLICY

We oppose sexual discrimination, sexual harassment and unlawful harassment on the basis of age, race, creed, color, religion, physical or mental status, military status, gender, pregnancy, ancestry, use or nonuse of lawful products off our premises during non-working hours, national origin, sexual orientation, arrest record, or conviction record in any area of employment or delivery of services. We prohibit verbal, physical, visual and sexual harassment. Verbal harassment includes racial, sexual, or ethnic jokes or insults. Physical harassment includes unwelcome touching, grabbing and pinching. Visual harassment includes sexually suggestive pictures, posters, photographs, or cartoons, as well as materials intended to reflect negatively on an individual's race, national origin, ancestry or sexual orientation.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man.
- The victim does not have to be of the opposite sex.
- The harasser can be another employee, the victim's supervisor or a supervisor in another area.
- The victim does not have to be the person harassed but can be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

Here are some examples of sexual harassment which we prohibit:

1. Explicit or implicit promise of career advancement in return for sexual favors (e.g., promotion, training, awards, job assignments, lax time-keeping, lower standards of performance);
2. Explicit or implicit threats that the victim's career will be adversely affected if the sexual demands are rejected (e.g, nonpromotion, poor performance appraisal, reassignment to a less desirable position/location);
3. Deliberate, repeated, unsolicited verbal comments, gestures or physical actions of a sexual nature (e.g., touching, pinching, or patting another person.)
4. Displaying sexually explicit photographs or making sexually explicit jokes.

We forbid our agents, supervisors, and employees from engaging in any form of sexual harassment. Substantiated violations may result in disciplinary action, including dismissal. Conduct or actions that arise out of a personal or social relationship that are not intended to have a discriminating employment affect may not be viewed as harassment. We reserve the right to determine whether such conduct constitutes sexual harassment, based on a review of the facts and circumstances of each situation. The AA/EO Officer will oversee a program informing employees of this policy. As part of this program, the policy will be posted and supervisory personnel will be specifically informed that they are responsible for working to prevent such unlawful harassment and to take appropriate action if it does occur.

Filing Complaints

All individuals with information concerning a possible violation of this Policy Statement, including Complainants, shall file a written complaint with the AA/EO Officer, Director of Human Resources or Agency Director within 30 days of the alleged violation. At their discretion, the AA/EO Officer, Director of Human Resources or Agency Director may extend the 30 day period if the Complainant so requests.

AA/EO complaints shall provide specific details of the alleged violation and offer a recommended solution. After receiving a complaint, the AA/EO Officer, Director of Human Resources or the Agency Director (or designee) shall promptly initiate an investigation of all AA/EO complaints. Investigations will be commenced within 10 business days unless extenuating circumstances exist. Investigators shall consider privacy concerns when conducting investigations. Investigators will ordinarily question individuals having knowledge of either the specific allegation or similar matters. Investigators should document their findings.

Appeals of Investigation

After completing the investigation, the Officer/Director shall promptly notify the Complainant in writing of the findings of the investigation and the proposed resolution, if applicable. The findings and recommendations will ordinarily be provided within 10 business days unless extenuating circumstances exist. If the Complainant is not satisfied with the investigation, findings or proposed resolution, the Complainant shall within 30 days of receiving the findings submit a written appeal to the AA/EO Committee. Within 30 days of receiving the appeal, the AA/EO Committee shall initiate a review of the investigation, findings or proposed resolution. After completing its review, the AA/EO Committee shall promptly notify the Complainant in writing of its findings and recommendations.

Retaliation Prohibited

We will not retaliate against any individual for opposing practices that violate this Policy Statement or for filing a complaint, testifying or participating in any way in an investigation, proceeding or litigation. If an employee or client/service recipient believes that he or she is being retaliated against, that employee/client/service recipient shall follow the complaint and appeal process detailed above.

Review and Record-keeping

Each year the AA/EO Officer will consider the effectiveness of this Policy Statement and evaluate the need for change. The Affirmative Action Officer will evaluate whether changes will promote nondiscrimination in employment/delivery of services. The AA/EO Officer shall maintain, for three years, records showing complaints filed, reviews conducted, investigations, decisions reached, corrective actions taken and the reason(s) for the decision.

AGE DISCRIMINATION POLICY

We will not use age as a basis to unlawfully discriminate against employees, job applicants or client/service recipients. In all other employment matters, applicants and employees will not be unlawfully differentiated by age. Applicants may be asked on application forms whether they are at least 18 years of age. No other inquiries shall be made regarding age and no age restrictions shall be placed upon a job unless the inquiry or restriction directly relates to a bona fide occupational qualification.

Programs and Activities

Individuals will not be excluded from, denied the benefits of, or subjected to discrimination on the basis of age under a program or activity which receives Federal or State financial assistance, nor shall they be denied or limited in their opportunity to participate in such a program or activity. We may, however, offer special programs for older persons or for children.

Filing Complaints

All individuals with information concerning a possible violation of this Policy Statement, including Complainants, shall file a written complaint with the AA/EO Officer, Director of Human Resources or Agency Director within 30 days of the alleged violation. At their discretion, the AA/EO Officer, Director of Human Resources or Agency Director may extend the 30 day period if the Complainant so requests.

AA/EO complaints shall provide specific details of the alleged violation and offer a recommended solution. After receiving a complaint, the AA/EO Officer, Director of Human Resources or the Agency Director (or designee) shall promptly initiate an investigation of all AA/EO complaints. Investigations will be commenced within 10 business days unless extenuating circumstances exist. Investigators shall consider privacy concerns when conducting investigations. Investigators will ordinarily question individuals having knowledge of either the specific allegation or similar matters. Investigators should document their findings.

Appeals of Investigation

After completing the investigation, the Officer/Director shall promptly notify the Complainant in writing of the findings of the investigation and the proposed resolution, if applicable. The findings and recommendations will ordinarily be provided within 10 business days unless extenuating circumstances exist. If the Complainant is not satisfied with the investigation, findings or proposed resolution, the Complainant shall within 30 days of receiving the findings submit a written appeal to the AA/EO Committee. Within 30 days of receiving the appeal, the AA/EO Committee shall initiate a review of the investigation, findings or proposed resolution. After completing its review, the

AA/EO Committee shall promptly notify the Complainant in writing of its findings and recommendations.

Retaliation Prohibited

We will not retaliate against any individual for opposing practices that violate this Policy Statement or for filing a complaint, testifying or participating in any way in an investigation, proceeding or litigation. If an employee or client/service recipient believes that he or she is being retaliated against, that employee/client/service recipient shall follow the complaint and appeal process detailed above.

Review and Record-keeping

Each year the AA/EO Officer will consider the effectiveness of this Policy Statement and evaluate the need for change. The Affirmative Action Officer will evaluate whether changes will promote nondiscrimination in employment/delivery of services. The AA/EO Officer shall maintain, for three years, records showing complaints filed, reviews conducted, investigations, decisions reached, corrective actions taken and the reason(s) for the decision.

PERSONS WITH PHYSICAL OR MENTAL IMPAIRMENTS POLICY

We will not unlawfully discriminate against qualified persons with physical and/or mental impairments. Our employment practices and service delivery systems will comply with all applicable governmental regulations. We will not refuse to hire or otherwise discriminate against a job applicant with an impairment who is capable of performing the essential functions of the job with or without reasonable accommodations.

In employing persons with physical or mental impairments, we will emphasize ability, relate employment to job performance, and seek to reasonably accommodate the physical needs of our employees. We will not use selection criteria, policy or tests that disadvantage applicants with physical or mental impairments unless the procedures are directly related to the position's essential functions. The criteria, policy, and tests will measure job skills and aptitudes, or other relevant factors, rather than reflecting the applicant's or employee's impaired sensory, manual, or speaking skills, except where those are the skills intended to be measured.

Applicants may be required to submit to medical examinations or evaluations, provided that such procedures are part of our regular employment procedure. Only job-related medical criteria will be considered in any job decision. Employees may voluntarily identify any impairment they have after they have been hired.

We will consider providing appropriate auxiliary aids to applicants, employees and clients/service recipients with impaired sensory, manual, or speaking skills when such aids are necessary to prevent a qualified person with a physical or mental impairment from being subjected to discrimination, being excluded from participating in, or being denied the benefits of a program or activity.

Clients/service recipients with a physical or mental impairment may receive a different or separate aid, benefit, or service only when such action is necessary to provide the individual with benefits or services provided to others. This does not mean, however, that the aid, benefit, or service must provide the client/service recipient with the identical result as persons without such impairments.

Reasonable Accommodation

Unless an accommodation would impose an undue hardship, we will make reasonable accommodation for the known physical and mental limitations of qualified applicants or employees. We will consider a range of possible accommodations to provide individuals the opportunity to perform the essential functions of a job. We are not required to create new job positions (i.e. a "light duty" position).

Filing Complaints

All individuals with information concerning a possible violation of this Policy Statement, including Complainants, shall file a written complaint with the AA/EO Officer, Director of Human Resources or Agency Director within 30 days of the alleged violation. At their discretion, the AA/EO Officer, Director of Human Resources or Agency Director may extend the 30 day period if the Complainant so requests.

AA/EO complaints shall provide specific details of the alleged violation and offer a recommended solution. After receiving a complaint, the AA/EO Officer, Director of Human Resources or the Agency Director (or designee) shall promptly initiate an investigation of all AA/EO complaints. Investigations will be commenced within 10 business days unless extenuating circumstances exist. Investigators shall consider privacy concerns when conducting investigations. Investigators will ordinarily question individuals having knowledge of either the specific allegation or similar matters. Investigators should document their findings.

Appeals of Investigation

After completing the investigation, the Officer/Director shall promptly notify the Complainant in writing of the findings of the investigation and the proposed resolution, if applicable. The findings and recommendations will ordinarily be provided within 10 business days unless extenuating circumstances exist. If the Complainant is not satisfied with the investigation, findings or proposed resolution, the Complainant shall within 30 days of receiving the findings submit a written appeal to the AA/EO Committee. Within 30 days of receiving the appeal, the AA/EO Committee shall initiate a review of the investigation, findings or proposed resolution. After completing its review, the AA/EO Committee shall promptly notify the Complainant in writing of its findings and recommendations.

Retaliation Prohibited

We will not retaliate against any individual for opposing practices that violate this Policy Statement or for filing a complaint, testifying or participating in any way in an investigation, proceeding or litigation. If an employee or client/service recipient believes that he or she is being retaliated against, that employee/client/service recipient shall follow the complaint and appeal process detailed above.

Review and Record-keeping

Each year the AA/EO Officer will consider the effectiveness of this Policy Statement and evaluate the need for change. The Affirmative Action Officer will evaluate whether changes will promote nondiscrimination in employment/delivery of services. The AA/EO Officer shall maintain, for three years, records showing complaints filed, reviews conducted, investigations, decisions reached, corrective actions taken and the reason(s) for the decision.

APPENDIX

EMPLOYEE ACKNOWLEDGMENT

I, (print name) _____, acknowledge receipt of this Equal Opportunity/Affirmative Action Policy Statement.

I understand that while the City of Eau Claire, L.E. Phillips Memorial Public Library, Eau Claire City/County Health Department and the Housing Authority of the City of Eau Claire believe wholeheartedly in their policies and procedures, many of which are set out in the Policy Statement, they are not conditions of employment. Rather, the Policy Statement is simply a means to acquaint me with their operations and policies.

I understand that the Policy Statement does not constitute a contract of employment, express or implied, and that no oral statements by supervisors or management can alter this disclaimer or create a contract.

I understand that the City Council of the City of Eau Claire reserve the right to modify, amend, or delete any provisions of the Policy Statement at any time. I will receive copies of any such modifications, amendments, or deletions.

I understand that this Policy Statement supersedes all previous manuals, Policy Statements, and personnel policies relating to equal opportunities or affirmative action matters that I have received. I also understand that any subsequent revisions to the provisions of this Policy Statement after I commence my employment will supersede those contained herein.

Signature: _____

Department/Division: _____

Date: _____

(Acknowledge Page Only updated July 5, 2001)

\\DPI\SYS\UserFiles\HR\Taylor\Word\AAPlan\EqualOpportunity&AffirmActionPlan.doc

L. E. Phillips Memorial Public Library
LIBRARY BOARD CALENDAR - 2010

January 21, 2010	Board Meeting
February 16, 2010	Library Legislative Day
February 18, 2010	Board Meeting
March 18, 2010	Board Meeting
April 15, 2010	Board Meeting
May, 2010	Nominating Committee prepares recommendations for Board Officers
May 20, 2010	Board Meeting – agenda includes report of the Nominating Committee’s recommendations for Board Officers
June 17, 2010	Board Meeting – agenda includes election of officers
July 8, 2010	Finance Committee meets to review proposed 2011 operating and capital budgets and prepares recommendations for budget changes
July 15, 2010	Board Meeting – agenda includes approval of 2011 Operating Budget request and the 2011-2015 Capital Improvement Plan
August 19, 2010	Board Meeting
September 16, 2010	Board Meeting
October 21, 2010	Board Meeting
November 18, 2010	Board Meeting
December 16, 2010	Board Meeting – agenda includes approval of annual contracts with the Indianhead Federated Library System; approval of 2011 pay plans for professional, confidential, and hourly employees; and approval of the library goals for 2011