



# 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, October 15, 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) Approval of Previous Minutes of the Library Board (page 1)
- 4) Communications (page 4)
- 5) Strategic Planning Presentation  
(Ethel Himmel & Bill Wilson (Himmel & Wilson, Library Consultants))
- 6) Report of the Library Director (page 6)
  - a) Budget update
  - b) Renovation update
  - c) Grand re-opening plans
- 7) Report of the Library Board President
- 8) Committee Reports
  - a) Development and Endowment Committee
- 9) Report from the Friends of the Library
- 10) Report of the Representative to the IFLS Board
  - a) Discussion and action relating to the 2010 IFLS Budget
  - b) Discussion and action relating to Fairchild
- 11) Financial Report (page 27)
- 12) Action on Bills and Claims (page 31)
- 13) Consideration of New Business

- a) Discussion and action on library policies (page 42)
  - i) Elimination recommended:
    - (1) Compliance with the Americans with Disabilities Act regarding employment (page 44)
  - ii) No changes recommended:
    - (1) Compliance with the Americans with Disabilities Act regarding the delivery of services (page 46)
    - (2) Library employees as library customers (page 48)
  - iii) Changes recommended:
    - (1) Donation of money (page 50)
    - (2) Drug and alcohol-free workplace (page 51)
    - (3) Library cards (page 53)
    - (4) Library cards for institutions (page 55)
    - (5) Theft (page 56)
    - (6) Use of tobacco products (page 57)
  - iv) New policy recommended:
    - (1) Equal Employment Opportunity & Affirmative Action (page 58)
  - v) Review delay recommended:
    - (1) Travel
- 14) Directives from the Library Board of Trustees to the Library Director and Staff
- 15) 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, September 17, 2009 at 5:00 p.m. in the Board Room of the Library. The following members were present: Bruce, Fraser, Hauser, Pagonis, Schneider, Stelter, Werthmann and Wisner; Absent: Kampf and Wright; Staff present: Julie Gast, Laura Miller, John Stoneberg and Mark Troendle.**

#### **MINUTES OF PREVIOUS MEETINGS**

On a motion made by Robert Fraser and seconded by Don Wisner the minutes of the August 20, 2009 Board meeting were unanimously approved.

#### **CITIZEN COMMENTS**

- Susan Bruce and John Stoneberg attended an IFLS workshop on working with boards and municipalities.
- Linda Stelter stated there is a new Eau Claire Area School District policy on how outside groups can distribute information to the students. The library will still be able to distribute information through the school media specialists.

#### **COMMUNICATIONS**

- John Stoneberg informed the Board that Willian Kampf is resigning from the Board.
- Grand Re-Opening events will take place the week of November 16.

#### **PRESENTATION**

Library Director John Stoneberg spoke about High Demand Holds.

#### **REPORT OF THE LIBRARY DIRECTOR**

John Stoneberg's report was reviewed.

#### **REPORT OF THE LIBRARY BOARD PRESIDENT**

- Kathie Schneider attended an IFLS workshop on services for seniors. She told the workshop that our library has a great home delivery service.
- This month Kathie Schneider has been working with the Development and Endowment Committee.

#### **COMMITTEE REPORTS**

##### Development and Endowment Committee

- Susan Bruce reported the Committee has met twice over the last two months. Talk has been centered on the development of a Leave a Legacy brochure.
- The Wall of Honor and the Donor Book are also under discussion. Currently verification of how donors wish their names to be represented is taking place. The

Wall of Honor and the Donor Book will probably not be ready for the Grand Re-Opening events.

### **REPORT FROM THE FRIENDS OF THE LIBRARY**

- Kathie Schneider reported the Friends have 713 household members.
- Staff appreciation was provided this past week in the form of chocolate.
- Friends are not ready to accept donations of items yet for the book sales in 2010.

### **REPORT OF THE REPRESENTATIVE TO THE IFLS BOARD**

- Bob Fraser reported the last IFLS Board meeting took place in Luck, Wisconsin.
- This month's IFLS Board meeting will be dealing with budget issues. Focus will be on cutting expenses. One line item is reducing the L.E. Phillips Memorial Public Library collection development grant from \$25,000 to \$20,000.
- The Fairchild compliance issue will also be brought up at the IFLS Board meeting.

### **FINANCIAL REPORT**

The Board reviewed the August Financial Report.

### **ACTION ON BILLS & CLAIMS**

On a motion made by Don Wisner and seconded by Bob Fraser, the Board unanimously approved the Bills & Claims for August 7-September 4, 2009 as well as the Supplemental Bills & Claims for August 2009.

### **CONSIDERATION OF NEW BUSINESS**

- On a motion made by Stella Pagonis and seconded by Susan Bruce, the Board unanimously approved accepting a grant of \$125,000 from the State of Wisconsin towards the library renovation project.
- On a motion made by Robert Hauser and seconded by Linda Stelter, the vote was unanimous to approve the proclamation for National Friends of Libraries Week 2009.

### **DISCUSSION AND ACTION ON LIBRARY POLICIES**

- On a motion made by Susan Bruce and seconded by Linda Stelter, the Board unanimously approved the elimination of the general guidelines for genealogical searching policy.
- On a motion made by Robert Hauser and seconded by Bob Fraser, the Board unanimously approved the elimination of the wellness policy.
- On a motion made by Don Wisner and seconded by Stella Pagonis, the Board unanimously approved no changes to the grant applications policy.
- On a motion made by Linda Stelter and seconded by Bob Fraser, the Board unanimously approved the amended changes to the charges to customers for lost or damaged items policy.
- On a motion made by Robert Hauser and seconded by Bob Fraser, the Board unanimously approved the amended changes of the circulation of materials and addendum policy.

- On a motion made by Stella Pagonis and seconded by Susan Bruce, the Board unanimously approved the amended changes to the exhibits, displays, bulletin boards and pamphlet racks policy.
- On a motion made by Stella Pagonis and seconded by Bob Fraser, the Board unanimously approved the amended changes to the gift policy.
- On a motion made by Linda Stelter and seconded by Robert Hauser, the Board approved amended changes to the identification required of applicants for library cards policy.
- On a motion made by Robert Hauser and seconded by Bob Fraser, the Board unanimously approved the amended changes to the meeting room rental fees policy.
- On a motion made by Susan Bruce and seconded by Bob Fraser, the Board unanimously approved the amended changes to the meeting rooms policy.
- On a motion made by Stella Pagonis and seconded by Robert Hauser, the Board unanimously approved the amended changes to the rules for use of the rare book room policy.
- On a motion made by Susan Bruce and seconded by Linda Stelter, the Board unanimously approved the amended changes to the unattended children policy.
- On a motion made by Robert Hauser and seconded by Bob Fraser, the Board unanimously approved the amended changes to the using other people's cards for checkout policy.

**DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES**

- Inquire about what can be done about the dead trees around the library.
- Strongly support Bob Fraser regarding the library and IFLS budget issues.

**ADJOURNMENT**

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

Submitted by,

Jackie Depa,  
Library Associate II

From Channel Weekly, Vol. 12, No. 3, September 24, 2009

## **NEW NATIONAL POLL SHOWS LIBRARY CARD REGISTRATION REACHES HISTORIC HIGH**

As Americans deal with a slumping economy, U.S. libraries are experiencing a dramatic increase in library card registration. According to a new Harris Poll from Harris Interactive, released Sept. 22 during Library Card Sign-up Month, 68 percent of Americans have a library card, up 5 percent since 2006.

Survey results indicate that this is the greatest number of Americans with library cards since the American Library Association (ALA) started to measure library card usage in 1990.

In-person visits also are up 10 percent compared with a 2006 ALA household survey. Seventy-six percent of Americans visited their local public library in the past year, compared with 65.7 percent two years ago. Online visits to libraries are up even more substantially - with 41 percent of library card holders visiting their library Web sites in the past year, compared with 23.6 percent in 2006. This finding complements the ALA's 2008 Public Library Funding & Technology Access Study, which found that public libraries have significantly increased the Internet services available to their communities - including online homework help, downloadable audio and video, and e-books.

"I think most that walk through our doors are pleasantly surprised by the variety of free services libraries offer," said ALA President Jim Rettig. "The poll has confirmed what we have been hearing from our members from the start; "libraries have become family destinations, technology hubs, cultural centers - basically the pillar of most of the communities they serve."

Libraries provide programs and services for people of all ages, but the poll finds certain groups are more likely to have a library card than others - women over men (73 percent versus 62 percent); and Midwesterners (72 percent) and Westerners (71 percent) over Easterners (65 percent) and Southerners (63 percent).

"As the nation continues to experience a downturn in the economy, libraries are providing the tools needed to help Americans get back on their feet," said Rettig. "From free homework help to assisting with resumes and job searches, now more than ever libraries are proving they are valued and trusted resources."

How did those surveyed view their local library?

Almost all Americans (92 percent) say they view their local library as an important education resource. Seven of 10 agreed their local library is a pillar of the community (72 percent), a community center (71 percent), a family destination (70 percent) and a cultural center (69 percent).

Overall, people are satisfied with their public library. Based on everything they either know or might have heard or read, three of five Americans (59 percent) are extremely or very satisfied with their public library and an additional more than one of five (22 percent) are somewhat satisfied.

Among those that have a library card, the satisfaction is even higher--more than two-thirds (68 percent) say they are extremely or very satisfied and an additional more than one of five (22 percent) are somewhat satisfied with their public library. Even those who do not have a library card express satisfaction with their libraries. Two of five (40 percent) are extremely or very satisfied while 21 percent are somewhat satisfied.

This report has been released during Library Card Sign up Month, a celebration in September that encourages children to sign up for library cards.

**October 8, 2009**

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

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In September, my activities continued to mostly revolve around the large number of details concerning the renovation and remodeling project and involved library, city, RJS Construction Group, Uihlein-Wilson Architects (UWA) staff. |

- There were regular contractor meetings on September 9 and 23 which involved UWA, RJS and library staff. It's a time 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.
- On October 2, Del Wilson, Julie Gast and I also did a renovation project budget review which is very helpful for all three of us.
- Attached are renovation updates for staff and the public for September and early October done 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](mailto:bessa@eauclaire.lib.wi.us)) an e-mail. Please continue to do so throughout the renovation process.

**Looking ahead:**

- ✓ **October 22-25:** Buckstaff delivers and installs Youth Services shelving
- ✓ **Week of October 26:** Installation of Youth Services furniture
- ✓ **November 4-5:** Beltmann moves Youth Services materials back to the first floor
- ✓ **November 17:** Donor Reception, Art Gallery, 5-7 p.m.
- ✓ **November 19:** Open House and Reception, Youth Services, 6-8 p.m.
- ✓ **November 21:** Open House and Reception for the Public, 1-4 p.m.

**Other highlights from the past month:**

- On September 9 and 17, Cindy Berg, Al DeSouza and Jill Patchin made presentations about a survey that all city staff was being asked to take part in and how to fill it out to as many library staff that were able to come. Two options of how to fill out the survey were presented: hard copy that were available at the presentations to take or online using Survey Monkey. Jill Patchin then emailed all library staff briefly

reiterating the survey information and gave the link to the online survey. The deadline for filling out the survey using either means was October 1.

For those staff members that were unable to attend the in-person presentations there was a videotaped presentation to view online. The survey was on city processes that should be reviewed. FOCUS is an initial group of 12 City employees who are leading process evaluation teams. Jill Patchin from Youth Services is the library representative. What is a process? Steps or procedures to do something relating to your job or another city function. Staff was asked to fill out a confidential survey that went to the FOCUS committee. The FOCUS team is reviewing surveys and compiling results in October 2009. Results will be reviewed with City staff in November 2009. Teams of City employees will be formed to work on selected processes in January 2010. .

- Chaired MORE Executive Committee meetings on September 11 and October 2.
- Assistant City Attorney Steve Bohrer, who will lead the management team side of the upcoming labor negotiations in November met with Julie Gast, Mark Troendle and I on September 14.
- Attended a Library Board Development and Endowment Committee meeting on September 14.
- Library staff (with names ending in K-Z) attended fire extinguisher training on either September 15 or 23. OSHA requires hands on training every other year.
- Met with Maureen Welch from IFLS on September 15 to discuss the 2010 interlibrary loan contract.
- Attended a meeting of a city-wide activities council that is developing out of the Clear Vision initiative.
- Attended the IFLS Advisory Council meeting on September 18. The main agenda item was a discussion of the 2010 IFLS budget.
- Met with Bob Fraser on September 21 in preparation for our attendance at the IFLS Board meeting which was on September 23. Prepared a handout for the IFLS Board meeting on why IFLS should not eliminate the collections use portion of the interlibrary loan contract with LEPMPL; why IFLS should continue to pay the charges owed by Fairchild; and reasons for IFLS not to eliminate their collection development grant to LEPMPL by \$5,000.
- As the agents for the MORE DVD multiple holds project, Jean Nemitz and I completed the project work we do every two months.

### **Looking ahead:**

- ✓ **October 19:** Friends Board Meeting, 7 p.m.
- ✓ **November 3:** Public Hearing on 2010 City Budget, 7 p.m.
- ✓ **November 5:** City Council Budget Adoption, 5 p.m.

## **From the Management Team & Staff**

### **Assistant Director/Human Resources**

Mark Troendle continues to work on reviewing and revising various library policies. Recently, he has been consulting with the Circulation Services and Reference Services managers as well as the City's Human Resources department in addition to researching what other libraries have done in certain instances.

Mark learned how to create queries and run statistical usage reports in the Millennium Circulation database. He wanted to learn how to construct complex queries as he more actively weeds his areas of responsibility in the collection. Technical Services' Jean Nemitz provided the excellent training.

The new microforms room turned out to be bigger than what the manufacturer had indicated on the plans provided which resulted in two adjacent aisles being narrower than anticipated. Over the course of two days, Mark pursued two options to allow for wider aisles in front of and behind this room. The end result being that the room manufacturer will reduce the depth of the room by removing two modular panels and they will do this at their expense. After the modification, the room will still comfortably accommodate the number of people and quantity of hardware it was originally designed to hold.

Mark has been communicating with the Beltmann Group with regard to the final phase of the move project which will return Youth Services to their renovated space. Beltmann will begin moving the YS collection back to the first floor on the morning of Wednesday, November 4.

During the last few weeks Mark has also been working on his assigned areas of the Rules of Conduct project, reviewing language in several job descriptions and working with staff to continue to get rid of unneeded furniture items as a result of the renovation.

### **Technical Services (TS)**

Most Technical Services staff has moved to their new area. Jean Nemitz and Jenny Karls remain in the Red Cedar Room. Heat units have been recently added to the new area under the new windows. The drain pipe is not yet wrapped. The sound curtain between the two rooms did not make a noticeable difference in the way sound travels from one end of the room to the other. We are investigating sound reducing partitions to place around the disc buffer unit.

Processors Lori Jungerberg and Kristine Vinopal began affixing the "CAUTION: Handle discs with care" labels to the adult, Young Adult and Youth Services CD audiobook collections.

Jenny Karls and Donna Swenson attended a webinar sponsored by WiLS on use of the new OCLC portals.

On September 20, Teri Oestreich, Sharon Price, Lori Jungerberg and Kristine Vinopal were given a demonstration of a “doughnut-label” maker by Joel Cessna of CompuType. Currently, processors must transcribe the barcode from the DVD container onto the face of a disc. This double bar-coding assists circulation in matching the two pieces if they get separated. Using the doughnut label maker, the processor scans the container barcode and the barcode is replicated on the ‘doughnut’ label stock. This label is then placed on the center of the disc, around the hole. The label stock is of a plastic material with a coating that gives crisp images, won’t fade or smudge, won’t tear and has a heavy-duty adhesive. Staff can see this machine has great potential for time savings in both Technical Services and Circulation. Processors would not have to stop, pick up a marker, search for a clear space to write the barcode and transcribe the 10-digit barcode onto the disc. Circulation staff would always be able to find the barcode because it would always be in the same spot and the printed label is much easier to read than a handwritten one.

Lori Jungerberg completed the shifting of the Adult fiction collection on September 10. With the demise of the Innovative’s GuiCat product, Reference Assistants needed training on the use of MilCat. Teri Oestreich trained Theresa Boetcher how to access, edit and use MilCat templates for creating item records to display in MORE. These are Reference items that do not come through Technical Services for processing.

Sharon Price and Lori Jungerberg are in the process of changing 256 spine labels and call numbers for materials now in Juvenile Guides. Call number wording is changed to Juvenile Resource. These materials will be located in the new Youth Services Resource Room after the remodel. The location codes will be globally updated for all 256 items at one time.

Renee Ponzio reported at Collection Development that customers seem to be confused by partial sets of TV series that are on the database. When they add their reserve, they believe they are getting the whole series set, even though item records clearly read (for example) “discs 3 & 4.” Jean Nemitz and Sharon Price worked to create a list of all partial sets on the database. They reported the raw number of incomplete sets (26) to the Collection Development Committee and gave the printed report to John Stoneberg. John perused the list, requested that Jean order replacements or not and the partial sets were withdrawn and placed in the book sale.

Sharon Price attended two regular construction meetings.

Donna Swenson attended the MORE Bibliographic Standards meeting in Rice Lake. Several requests from MORE were made to catalogers at LEPMPL. Sharon was asked to create a list of all item records with 945 MARC tags and delete this line. This line of information was used in the 1999 load to populate the fixed fields. They are no longer needed and Sharon will remove them. Also, MORE requested a list of all LEPMPL fiction call number schemes to be entered into the SCAT tables MORE is building. Sharon forwarded all print fiction call number schemes and will forward non-print fiction call numbers soon.

Jenny Karls completed the Harper Growing Tree series project. She added this series title to 68 bibliographic records at YS Associate Jill Patchin’s request.

The disc buffer machine was returned from RTI, but it was unusable. The door would not shut and one leg was damaged so the machine could not sit level. Sharon contacted the sales representative stating our concern since this machine is less than one year old and has been sent in twice for repair. The down time causes a serious backlog of discs to buff, which means they are not out on the shelves for our customers. Also, this is the second machine they've sent us; the first was replaced within a week due to major malfunction. After very little time off the phone, the RTI representative called back and said they would send us a new machine. "Third times the charm!"

Staff is readying materials for the new book area once the shelving arrives and is in place.

Sharon attended a webinar hosted by IFLS/MORE on "Helping stressed out patrons without stressing out!" The presenter, Sandra Helpsmeet, was excellent. She reminded us that everyone's stress level may be higher due to the economy, that we all deal with stress differently, and those of us in public service jobs would benefit from self-calming techniques. Her suggestions were several but one that caught my attention was the Quick Coherence technique. This technique asks that you focus your thought on the area around your heart and then breathe as if your normal breath was coming in and out through your heart area. Breathe slowly and casually until you feel an inner rhythm. As you maintain your focus and breathing, activate a positive feeling (perhaps remembering someone you love dearly). With very little practice, this technique is supposed to bring you to a state of clear thought from a draining emotion such as anger, frustration or, anxiety in under a minute. Sandra referenced two titles, Why Zebras Don't Get Ulcers by Robert Sapolsky and The Mindful Brain by Daniel Siegel that offer insight into relieving stress and self awareness. They are both available in the MORE catalog.

### **Youth Services (YS)**

Youth Services began a new storytime series in September which is being held in the Chippewa Room. They have received a lot of positive comments from customers who appreciate having a dedicated story room again. During the summer, when library staff occupied the meeting rooms, Youth Services held all story sessions in the Eau Claire Room which could get a bit hectic at times, especially with roaming toddlers!

Youth Services had an informational table at Meadowview Elementary for their signing day, which is held on the first day of school. They also had a table at the ECASD early learning orientation the first week of September. Information included bibliographies of interest to the target ages, fall storytime flyers and updates on the renovation project. There was a lot of interest from the community at these events about the progress of the renovation.

Alisha and the Assistants continued work on updating the daycare kits. This is an ongoing project in which they are replacing worn out items, replacing videos with DVDs and searching for new age-appropriate activities, finger plays and flannel stories to update the themed kits.

Shelly and Alisha presented the large school reading champion trophy to Immaculate Conception at the end of September. They won the trophy for the 7th consecutive year. The school with the highest percentage of kids who finish their reading folder win the trophy and get to display it in their school library for the year.

Youth Services has spent a significant amount of time continuing to prepare for the move back upstairs. They are close to firming up procedures for use of the new resource and study rooms. Youth Services office furniture will be delivered the first week of October, so staff will have ample time to get organized before officially moving in November.

### **Circulation**

In September, all Circulation staff were working in their new locations at about 95% of items completed for renovation and use of those areas. Laura Miller moved into her new office, the Youth Services shelving was added to its part of the workroom and once again became their page work area. The Circulation Desk is functioning well in its new location.

The self-pickup of holds appears to be working well for customers. Staff has been assisting customers in using their alias codes to search for their hold items. Once the staff has “introduced” the 1-2 shelves that could hold that customer’s material, the customers are becoming more self-sufficient in finding their items. We continue to see a large number of items on our hold shelves and continue to work on making hold items as easy to locate as possible.

We have had many negative comments about the new internal book returns. The hooded drops with flaps are low and cumbersome to use. This area will be re-done with essentially two holes in the wall in which to return materials without any hoods or flaps.

The Circulation pages are keeping up with all returned materials. The sorting-to-cart is successful in more efficiently shelving returned items to the shelf. It is estimated that the items are shelved within 12-18 hours of return.

### **Information Technology (IT)**

In late September, per the request of the Indianhead Library System, plans were made for the upgrade of the Innovative server to the newest version of Innovative Interface’s automated library system software, version 2009A version 1.1. The upgrade is to take place, after library hours, on the night of October 14. After the upgrade, Innovative will install three additional software patches. One is needed for the Ecommerce module, another is 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 fined is deleted and then reinstated.

Technicians from NetTel and Steve Stoflet are finalizing the remaining pieces of network cabling as required by the building renovation. A meeting was held with the electrician, cabling vendor and RJS Construction to determine how to provide electrical and network

cabling to the modular microforms room. In addition, some creative solutions were required to devise cabling of the Youth Services queue station so that it would fit in the niche provided. Of the remaining cabling the biggest tasks include: the final wiring needed for the Pharos queue workstation in Youth Services, final wiring for the modular microforms 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, Chippewa and Eau Claire meeting rooms.

Considerable work has been done in September to review and renew our software licenses, hardware support agreements and our software maintenance/upgrade agreements. Work is approximately 90% complete.

Jeff Burns is finishing up the coding required to allow end user comments and for staff to upload images to the obituaries database. He has also finished migrating data from the old website platform to the new. This includes the electronic newsletter database. A new, custom registration form was created for Youth Services and Jeff is currently working on remote database access issues with BadgerLink. Work on the MORE website centers on the pages associated with the Spanish version of the catalog and on the pages for the new Genealogy database.

Staff completed 52 different IT Help Desk Requests in the month of September. Issues ranged from problems with Innovative, the local area network, PC or printer hardware, software, telephones, web site changes to the building renovation.

### **Public Relations & Programming (PRPS)**

PRPS staff created and distributed a variety of renovation project public relations materials designed to keep customers and staff up-to-date with the latest information. These included 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. Because much of the 1st floor shelving has been condensed and moved to accommodate changes to Circulation and Reference Services resulting from the expansion of Youth Services, Bess Arneson coordinated a shifting project in the fiction area.

Melany Bartig and Bess represented the library at two high-profile community events during September. On September 9, they participated in UW-Eau Claire's Welcome Day, an annual showcase of Eau Claire retail and service organizations. As thousands of students made their way along the university mall between classes, they were introduced to dozens of businesses and agencies, including the public library. This was a great opportunity to inform students of our website, services and location and to register several new cardholders. On September 20, Melany and Bess gave library balloons to children and shared information about the library's services and programs at Downtown's annual International Fall Festival.

A new art show was installed in September. “Walk Among the Spirits,” a photo exhibit by Ellen Mahaffy, opened on September 8 and will be on display through October 13. PRPS staff hosted an artist’s reception on Sunday, September 13.

Melany and Bess worked with John Stoneberg and the Development and Endowment Committee to create the new “Leave a Legacy” brochure. The brochure will be printed in mid-October.

Bess, Melany 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 meetings with the renovation architects and contractors.
- Wrote or edited several news releases for upcoming library programs including a holiday closing, the Chippewa Valley Book Festival and an art show.
- Created website homepage banners for the Chippewa Valley Book Festival, the “Destination Library” writing contest and an art show.
- Continued to work with a vendor on planning for the audiovisual equipment to be installed in the new program room in the remodeled Youth Services area.
- Created floor plans for identifying public address speaker locations.
- Recorded “hours” announcements for the phone system.
- Edited the October newsletter for publishing to the website and distribution by e-mail.
- Worked on designs for two vestibule benches with engraved sponsorships.
- Worked with a vendor on purchase of a flat-screen television for the new circulation desk area to continue to display PR slides.
- 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 book festival, genealogy workshops and an art show.
- Installed a new LCD projector in the Microlab and instructed Isa Small of Reference staff on its set up and use for teaching a workshop..

#### Melany

- Updated mailing lists for art show and the newsletter.
- Made new signs regarding the change in DVD checkout limits.
- Created and printed flyer for the David Brock art show.
- Produced the October newsletter.
- Coordinated the displays and giveaways (memo boards, balloons, candy and bookmarks) for UWEC’s Welcome Day and Fall Festival.

## 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 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 Youth Services display case signs.
- Reformatted the October newsletter for "E-news" distribution.
- Printed and folded 1,900 October newsletters.
- Printed and laminated signs for PRPS and laminated 57 signs for Circulation.
- Prepared guest book pages and labels and posted labels for the Mahaffy art show.
- Took photos, downloaded them and created a slide show of the Mahaffy exhibit.
- Printed 100 additional Fall Storytime flyers for Youth Services.
- Downloaded and saved 18 photos for PRPS, 1 for HDS, 10 for Friends, 73 contractor's photos of renovation and 52 "in progress" photos of the renovation.
- Printed and posted "Adopt a Shelf" signs for Friends.
- Changed newspaper shelf labels.
- Prepared and mailed posters and brochures for "Truth or Daring" program.
- Printed and folded 500 New Customer Brochures for Circulation.
- Printed and folded 50 Wi-Fi brochures for UWEC Welcome Students Day.
- Printed and posted new Fiction range signs.
- Printed and cut 1,000 new web site bookmarks.
- Gathered and prepared items for the UWEC Welcome Students Day on campus.
- Gathered items for the International Fall Festival library display downtown
- Represented PRPS at the September 9 contractors meeting.

## **Reference Services (RS)**

Renee Ponzio attended a workshop on September 15 presented by IFLS on outreach to seniors and caregivers.

Cindy Westphal, Theresa Boetcher and Renee attended a webinar on "Stressed Out Patrons" and, along with Elizabeth Ryberg, Isa Small and Renee, Cindy attended a webinar on using the "Job Seekers Website" which was developed through a grant by IFLS.

Cindy proctored four tests for students taking long-distance or online courses, coordinated and compiled the statistics for the third quarter Reference Tally, created a Monthly Pick on "Personal Finance" on the library's website and edited both on paper and on the website, the City Council and Book Returns information guides.

Renee and Cindy are hosting a webinar in November on "Proposal Writing Basics" as part of the library's obligation as a Cooperating Collections member of the Foundation Center. Renee created an invitation for the webinar and Cindy e-mailed participants who previously attended a Foundation Center presentation at library, arranged for webinar to be listed in the IFLS newsletter and submitted a request for signs promoting the webinar.

Reference staff accepted registrations for various library programs including the "Truth or Daring Series," "Kicking the Leaves" and registrations for Dinners with the Authors as part of the Chippewa Valley Book Festival. Staff also handed out or e-mailed required readings for the library programs.

Liz processed 36 CDs from the database, All Music; the information was then given to Bess for further review.

Isa presented a Computer Basics Workshop. Funding for the workshop was provided by an LSTA grant. Isa has also been working on a project that will help Renee evaluate the travel guidebooks.

David Dial assisted PRPS by emailing reading materials to participants in the "Truth or Daring" historical fiction series and also helped notify those without email addresses to pick up materials at the Reference desk.

### ***Customer Service Examples:***

1) Customer called asking for the name of a church (orange/yellow brick) building on the corner of 4th and Mead Streets in Eau Claire. Customer had never been down Mead Street since the bus route was a detour route due to the construction on Truax Boulevard. All she could notice passing by the church was the first word on the church's sign was "United." She wanted the name of the church and more information since the church was in walking distance for her and of interest to attend since she didn't own a car nor could afford to take the bus regularly. Liz Ryberg looked in the Community Information Database for the listing of churches and found nothing on Mead. The Eau Claire Bus Transit office was called and two of the staff read through the route and conferred they knew of no church on this route at the intersection in question. After meeting with her husband for her supper break, Liz asked him to drive to the Mead and 4th Street intersection to find the name of this church. He telephoned Liz at the Reference desk 20 minutes later with the full name of the church: United Christians Liberty Evangelical Church. He could find no contact information on the property. Liz called the customer back that evening to give her the full name of the church. The next day Liz and her husband returned to the church's location and Liz walked around the building. It looked rather empty except for some cleaning supplies in the foyer. Deciding to try to find more information, Liz walked across the street and knocked on the door of the house. Woman answered and said the church was, indeed, still active with a Hmong congregation that met some Saturdays and Sundays. Liz called the customer back w/ that information as well as the telephone number of the Hmong Mutual Assistance Association for further assistance.

2) There were a couple of customers that came to the Reference desk and inquired about the Mona Lisa paintings on the side of several downtown businesses. Isa used the business resource files and the Leader Telegram online database to locate several related articles. The painting reproductions were all put up by John Mogensen. Mr. Mogensen is part owner of Mona Lisa's restaurant and owns all the other buildings that the famous smile appears on.

### **Home Delivery**

The Home Delivery customer total is 193. Five customers were added; 3 of whom were returning to the program after being off for various reasons. Three customers were removed from Home Delivery after being on hold for awhile. As part of a workshop at IFLS, Kathy Herfel participated in a panel discussion with four other librarians about home delivery programs. Kathy attended a joint breakfast for the incoming and outgoing Staff Affairs committee members. She is going off the committee. In September at Heatherwood, Kathy read from a James Herriot book and a book about odd happenings in Wisconsin. Six residents attended along with a Home Delivery volunteer driver.

### **Holdings and Resource Sharing (HRS) Office**

Bob Rieder and Kathy Weldon received permission to come in and work on Labor Day. Bob has emptied the offsite boxes on many holidays over the years and Kathy has worked a few holidays, too. They have always volunteered to work and it helps with the extra workload the day after.

Reference and Loan library contacted the IFLS clearinghouse about an interlibrary loan request that they received from Eau Claire. It turns out that the request was made by a customer who had borrowed the same title through Chippewa Falls. Chippewa had to send the police to the customer's house to get the item back and has blocked him from further interlibrary loan requesting. Reference and Loan was not willing to loan the item, which was valued at about \$400, to the customer again. The customer will still be allowed to order other items through Eau Claire.

Renee worked with Kathy Herfel of Home Delivery Service to have the home delivery hold items checked out sooner. Some of them were showing up on the clear hold shelf report and causing problems when they could not be located.

MORE staff at IFLS were able to turn off the option that allowed anyone on MORE to accidentally clear the hold shelf for all libraries.

Renee spoke with Technical Services staff and selectors about the mending slips that are placed on items that need to go to Technical Services or audiovisual workrooms. If an item is received with a noted damage slip that adequately explains the problem, HRS staff will only fill out the top line of the mending slip and attach it to the item.

The HRS fax machine quit working. Becky Ford contacted IT who felt it was the machine. Amy Marsh found that the machine worked fine on a different phone line and another phone

would not work on the fax phone line. IT had the networking people install a fax line in our new area since we thought we would be moving soon. IFLS staff have been asked to call when they send a fax so it can be retrieved from the other area in a timely manner.

Amy and Becky went to Eau Claire Business Interiors (ECBI) to take a look at the check-in stations to see how they could be retrofitted to work with HRS needs. A decision was made and the check-in station furniture was delivered by ECBI on September 17. The installation for the counters between the units was planned for being in a corner next to a wall, not an open area as on the plan. ECBI has worked on a plan for supporting the counters and submitted it to UWA. Once the units are set up, a moving day will be scheduled.

Becky and Amy attended the Construction meeting on September 23.

Paul Marshall-Potter was on vacation for two weeks. Several co-workers pitched in to help during his absence.

The name of the library that appears on top of the in-transit slip was changed to large print which enabled HRS staff to use the in-transit slip as a flag for courier purposes. This change will save time when packing the in-transit items.

As part of the latest WisCat upgrade, Amy and Becky are now able to customize how the forms and requests appear. Becky and Amy have been working on this, changing the order that the information appears on the form. They had to balance what is most important for those filling in the requests and what they need to see on the forms in HRS. Also, as Reference fills in the forms, they can make use of the check boxes for "Any edition is acceptable" and "This format only." They can save some time by not typing this information into the borrower notes field.

### ***Customer Service Example:***

On a Tuesday, a customer needed a book by Thursday for a book club. There were two copies available on MORE (Library Books By Mail and Pierce County). After calling IFLS and Pierce County, an employee from Pierce County was coming to Eau Claire on Wednesday, so she dropped off the book at IFLS so the Eau Claire customer would have it by Thursday.

### **Safety and Security**

Larry Nickel worked with PerMar, the library's primary security vendor, to have the digital video recorders for surveillance cameras removed while cabinets were installed to secure them from public view and access. With renovation changes, the units and cabling end up in a public area, rather than in a staff-only area as before. PerMar then re-installed the units in the new cabinets.

Larry worked with the general contractor, PerMar and Esser Glass to install electronic door strikes and card readers for door access on the front entrance and foyer doors. An additional

strike was ordered when it was determined the door design limited where a card reader could be placed once the doors were installed.

Larry worked with PerMar on a solution for making the Circulation desk door to the foyer both secure and easy for staff to use. An electronic strike will be installed on the foyer side of the door, while the door handle and lockset installed on the Circulation desk side should allow for easy exit.

Larry put together an order for replacement of eleven color surveillance cameras. Replacement of the oldest cameras in our system will be coordinated with moving several cameras to accommodate changes to the library's layout.

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

Routine duties included: Larry produced back-ups of the reports created by the door access system, reviewed incident reports, modified door access for art shows, book sales and other events, assigned door fob access for new employees and modified access as needed for current staff. He also attended contractor meetings and reported on the status of security projects.



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14 September 2009

This Renovation Update provides information about current and upcoming projects.

### Main Entrance

Main entrance doors continue to be installed. Work on the vestibule continues, including new seating. A new sign for the outside of the building is under consideration.

### Fiction Shelving Move

Shifting in the fiction area has been completed.

### Circulation Services

The new Circulation Workroom is essentially complete. Checkpoint stanchions have been ordered. Options to improve the vestibule book drops are being examined. The library is ordering a 42" monitor on which to display information about library services and programs. The monitor will be installed behind the Checkout Desk. The monitor at Reference will eventually be removed.

### Holds & Resource Sharing Services

Construction in the HRS area is essentially complete. Furnishings have been ordered. It's expected that shelving will be delivered in mid-October. The automatic opener for the HRS door may be installed the week of September 21.

### Technical Services

Construction in the TS area is essentially complete. Painting and shelving construction will be completed in the next few weeks.

### Magazine and Newspaper Area on 2<sup>nd</sup> Floor

Except for the lighting, the updates to the magazine and newspaper area on the 2<sup>nd</sup> floor are complete. Lighting will be installed when the 1<sup>st</sup> floor has been completed.

### Microfilm Room

The microfilm is scheduled to be installed on Friday, September 25.

### Art Gallery Flooring

Replacement of the art gallery flooring is under consideration.

### New Materials Area

Furnishings for the New Materials area have been selected. Delivery is expected in mid-October.

### Recognition of Donors

The library and Uihlein Wilson Architects are working with Badger Signs to develop a “wall of honor” to be displayed on the wood wall above the Checkout Desk. It will display the names of people, businesses and organizations who have donated funds for the renovation project.

### Track Lighting on 1<sup>st</sup> floor

The 1<sup>st</sup> floor gallery wall track lighting that was removed during the ceiling demolition will be replaced.

### Brick Wall Mechanical Screening

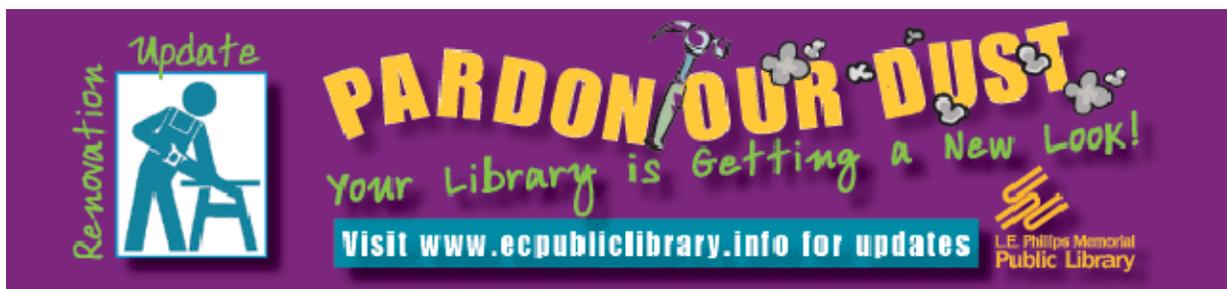
Uihlein-Wilson Architects will provide some recommendations for replacing or repairing the brick wall outside that screens some of the mechanical equipment.

### Youth Services

The ceiling grid, lighting and carpeting are currently being installed. Installation of the glass wall at the entry has begun. Installation is expected to take two weeks. RJS plans to complete the YS area by mid-October.

### Tentative Look Ahead Schedule

September 23	Representatives from the library, RJS Construction, and Uihlein-Wilson Architects meet this morning for a construction status review.
September 25	Installation of new microfilm room
Ongoing	Construction work continues.



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Construction in the Holds & Resource Sharing area is essentially complete. Furnishings have been ordered.

### Technical Services

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2 October 2009

This Renovation Update provides information about current and upcoming projects.

### Main Entrance

Main entrance doors have been installed; fob and keying issues are being resolved. ADA openers will be installed once all new storefront doors have been completed. A replacement door leading from YS to the vestibule will be ordered. Work on the vestibule continues, including ceiling, carpeting, unit heaters, and new seating. A new sign for the outside of the building is under consideration.

### Circulation Services

The door to the circulation manager's office has been installed; keying is pending. New security gates for the entrance area will be installed after Beltmann has moved YS back to its remodeled location. One additional grommet is needed at the checkout desk; it will be installed after the YS millwork has been installed. Two existing lights in the circulation workroom will be relocated, and a new row of 3 fixtures will be added to increase the amount of lighting in the workroom. Cost estimates for modifying the book return area have been received and the library has approved that the work proceed. Window shades for circulation workroom will be installed.

### Holds & Resource Sharing Services

Check-in stations have arrived, but installation and completion is pending due to missing legs on corner stations. The automatic opener for the HRS will be installed once the new vestibule storefront doors have been completed.

### Technical Services

The windowsill is completed. Jean N. and Jenny will likely be moving to the new TS location soon.

### Magazine and Newspaper Area on 2<sup>nd</sup> Floor

Lights have arrived and are partially installed.

### Microfilm Room

The microfilm room was installed on Friday, September 25. Wiring and cabling are scheduled.

### Art Gallery Flooring

Cost for replacement of the art gallery flooring has been determined and is under review.

### “Wood Chips” Area

New flooring is being installed beneath the main staircase.

### Restrooms

Cost estimates for upgrading the public restrooms are pending.

### Youth Services

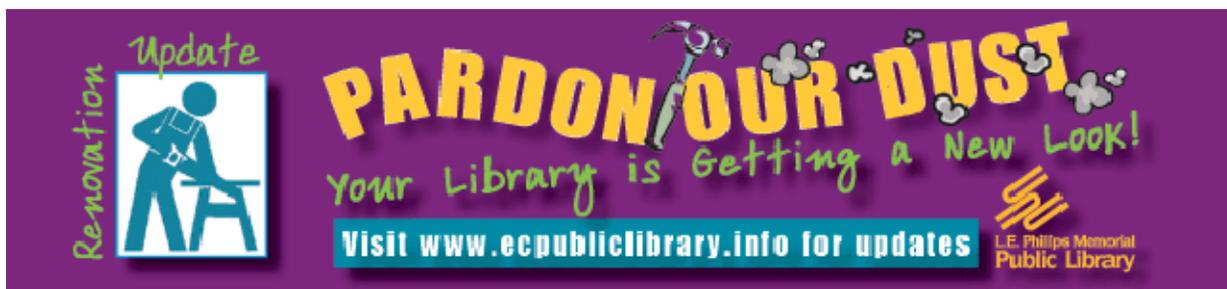
Installation of carpet and glass wall is on-going. The majority of the millwork is here and installation is underway. It's expected that YS will be moving to the 1<sup>st</sup> floor location November 4 – 6.

### Other

Column wraps (where drywall was damaged) are in progress. Lighting for Row 1 is being addressed. Baseboard wrap around columns at Reference to be completed. Corner guards to be installed over new wallpaper areas. Work on the donor recognition wall is continuing.

### Tentative Look Ahead Schedule

October 14	Representatives from the library, RJS Construction, and Uihlein-Wilson Architects meet this morning for a construction status review.
Mid-October	Substantial completion of all construction activities
November 4-6	YS move to 1 <sup>st</sup> floor location
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. — Pirate show in Eau Claire Room; suitable for families, children of all ages (preschool through teen)  <u>Refreshments</u> --Assorted snack mixes --Lemonade



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**2 October 2009**

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### Main Entrance

Main entrance doors have been installed. ADA-compliant openers will be installed once all new storefront doors have been completed. A replacement service door leading from Youth Services to the vestibule will be ordered. Work on the vestibule continues, including ceiling, carpeting, unit heaters, and new seating. A new sign for the outside of the building is under consideration.

### Circulation Services

New security gates for the entrance area will be installed after Youth Services has moved to their remodeled 1<sup>st</sup> floor location. Cost estimates for modifying the book return area have been received and the library has approved that the work proceed.

### Holds & Resource Sharing Services

Check-in stations have arrived, but installation and completion is pending due to missing legs on corner stations. The automatic door opener will be installed once the new vestibule storefront doors have been completed.

### Technical Services

All Technical Services staff will soon be moved in to the remodeled Technical Services area.

### Magazine and Newspaper Area on 2<sup>nd</sup> Floor

The final shipment of lights has arrived and is partially installed.

### Microfilm Room

The microfilm room was installed on Friday, September 25. Wiring and cabling are scheduled.

### Art Gallery Flooring

Cost for replacement of the art gallery flooring has been determined and is under review.

### Restrooms

Cost estimates for upgrading the public restrooms are pending.

### Youth Services

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## Tentative Look Ahead Schedule

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

OBJ #	ACCOUNT NAME	2009 ESTIMATED REVENUE	ACTUAL YTD REVENUE	RE-CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
<b>PUBLIC LIBRARY REVENUE</b>						
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	85,277.92	-	45,722.08	65.1%
4398	Other Penalties (Collection Agency)	2,400.00	1,921.20	-	478.80	80.1%
4451	Electronic Copy Revenue	2,600.00	1,573.47	-	1,026.53	60.5%
4452	Copier Revenue	3,000.00	1,974.54	-	1,025.46	65.8%
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	187.90	-	112.10	62.6%
4836	Misc Grant Revenue	15,000.00	569.99	-	14,430.01	3.8%
4850	Gift Revenue	16,000.00	28,658.40	-	(12,658.40)	179.1%
4852	Misc Reimbursements-Lost Items	15,000.00	11,076.87	-	3,923.13	73.8%
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	4,023.36	442.32	534.32	89.3%
5152	Sale of Capital Assets	200.00	356.20	-	(156.20)	178.1%
		<u>\$ 3,897,100.00</u>	<u>\$ 3,746,909.12</u>	<u>\$ 11,474.54</u>	<u>\$ 138,716.34</u>	<u>96.4%</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%
	<b>TOTAL REVENUE</b>	<u><u>\$ 4,190,600.00</u></u>	<u><u>\$ 3,950,909.12</u></u>	<u><u>\$ 11,474.54</u></u>	<u><u>\$ 228,216.34</u></u>	<u><u>94.6%</u></u>

OBJ #	ACCOUNT NAME	2009 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
<b>PUBLIC LIBRARY EXPENDITURE</b>						
6010	Payroll Wages	\$ 1,749,900.00	\$ 1,254,410.83	\$ -	\$ 495,489.17	71.7%
6020	P/R Overtime	-	-	-	-	n/a
6030	Special Pays	31,700.00	13,845.11	-	17,854.89	43.7%
6040	Employer Paid Benefits	332,400.00	220,185.48	-	112,214.52	66.2%
6043	Health insurance-Employer	386,400.00	232,985.86	-	153,414.14	60.3%
6047	Health insurance Deductible	41,500.00	12,654.21	-	28,845.79	30.5%
6108	Unemployment Compensation	8,800.00	216.46	-	8,583.54	2.5%
6110	Postage & Shipping	22,000.00	11,171.00	-	10,829.00	50.8%
6112	Computer Service Charges	111,200.00	89,609.97	5,637.27	15,952.76	85.7%
6116	Binding	1,000.00	37.65	-	962.35	3.8%
6120	Auditing	2,300.00	2,371.14	-	(71.14)	103.1%
6122	Cataloging	32,300.00	19,013.00	-	13,287.00	58.9%
6128	Repairs to Tools & Equip	6,300.00	3,065.30	-	3,234.70	48.7%
6138	Equipment Rental	6,200.00	3,420.00	-	2,780.00	55.2%
6150	Special Services	56,700.00	18,855.33	-	37,844.67	33.3%
6160	Staff Training/Conference	22,000.00	6,673.25	-	15,326.75	30.3%
6162	Membership Dues	3,700.00	1,370.00	-	2,330.00	37.0%
6198	Miscellaneous Contractual	78,400.00	20,095.03	575.00	57,729.97	26.4%
6202	Electricity	73,000.00	50,292.14	-	22,707.86	68.9%
6208	Gas Service	23,600.00	15,604.73	-	7,995.27	66.1%
6210	Telephones	10,000.00	7,824.54	-	2,175.46	78.2%
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	20,666.64	-	10,333.36	66.7%
6398	Insurance Claims Reimbursement	-	-	-	-	n/a
6402	Office, AV, Library Supplies	79,700.00	47,842.52	2,706.67	29,150.81	63.4%
6410	Periodicals	19,300.00	10,407.84	-	8,892.16	53.9%
6411	Pamphlets	200.00	-	-	200.00	0.0%
6412	Books-Adult	186,900.00	124,037.30	-	62,862.70	66.4%
6413	Books-Juvenile	75,800.00	44,009.30	-	31,790.70	58.1%
6414	Non-print Materials	61,800.00	41,265.84	-	20,534.16	66.8%
6415	Lost/Damaged Collection Materials	15,000.00	5,102.20	-	9,897.80	34.0%
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	8,658.32	2,355.85	4,985.83	68.8%
6498	Other Materials & Supplies	4,400.00	2,017.37	-	2,382.63	45.8%
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	\$ 2,661,870.02	\$ 11,274.79	\$ 1,265,755.19	67.9%

OBJ #	ACCOUNT NAME	2009 APPROP.	YTD APPROP.	ENCUM- APPROP.	AVAIL. APPROP.	% APPROP.
<b>LIB BLDG MAINTENANCE EXPENDITURE</b>						
6010	Payroll Wages	\$ 127,300.00	\$ 68,678.70	\$ -	\$ 58,621.30	54.0%
6020	Payroll Overtime	17,100.00	10,123.50	-	6,976.50	59.2%
6030	Special Pays	0.00	-	-	0.00	0.0%
6040	Employer Paid Benefits	25,100.00	14,120.72	-	10,979.28	56.3%
6043	Health Ins (ER)	37,400.00	17,988.42	-	19,411.58	48.1%
6047	Health Insurance Deductible	3,300.00	2,200.00	-	1,100.00	66.7%
6108	Unemployment Compensation	0.00	2,421.91	-	(2,421.91)	n/a
6128	Repairs to Tools & Equipment	200.00	210.54	-	(10.54)	105.3%
6130	Repairs to Buildings	20,600.00	10,905.23	871.77	8,823.00	57.2%
6138	Equipment Rental	100.00	108.38	-	(8.38)	108.4%
6144	Laundry & Dry Cleaning	200.00	-	-	200.00	0.0%
6150	Special Services	8,300.00	5,016.30	1,774.70	1,509.00	81.8%
6214	Garbage Service	2,100.00	2,635.68	-	(535.68)	125.5%
6256	Stormwater Charges	400.00	625.13	-	(225.13)	156.3%
6340	Implementation Reserves	400.00	-	-	400.00	0.0%
6460	Repair Part & Supplies	1,100.00	86.83	-	1,013.17	7.9%
6464	Building Materials & Janitorial Supplies	8,100.00	5,324.28	780.18	1,995.54	75.4%
		<u>\$ 251,700.00</u>	<u>\$ 140,445.62</u>	<u>\$ 3,426.65</u>	<u>\$ 107,827.73</u>	<u>57.2%</u>
	<b>TOTAL EXPENSES</b>	<u><u>\$ 4,190,600.00</u></u>	<u><u>\$ 2,802,315.64</u></u>	<u><u>\$ 14,701.44</u></u>	<u><u>\$ 1,373,582.92</u></u>	<u><u>67.2%</u></u>

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

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	<b>LIBRARY BLDG IMPROVEMENT</b>					
6810	Capital Costs (2006 and previous years)	\$ 892,800.00	\$ 716,109.38	\$ -	\$ 176,690.62	80.2%
	<b>TECHNOLOGY UPGRADE</b>					
6802	Capital Purchases	\$ 1,024,100.00	\$ 967,737.55	\$ -	\$ 56,362.45	94.5%
	<b>LIBRARY BUILDING EXPANSION</b>					
6810	Capital Costs	\$ 1,745,500.00	\$ 798,534.33	\$ 641,053.96	\$ 305,911.71	82.5%
	<b>LIBRARY BLDG IMPROVEMENT</b>					
6810	Capital Costs (2007-2009)	<u>\$ 513,000.00</u>	<u>\$ 86,502.34</u>	<u>\$ 7,438.57</u>	<u>\$ 419,059.09</u>	18.3%
	<b>TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE</b>	<u>\$ 4,175,400.00</u>	<u>\$ 2,568,883.60</u>	<u>\$ 648,492.53</u>	<u>\$ 958,023.87</u>	77.1%

## Warrant Report for 091109L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BADGER LIGHTING & SIGNS	211636	DONOR REC		\$79.00
C A FRIDAY MEMORIAL LIBRARY	211637	LOST ITEM RFND-JUV BK	LIBRFND937	\$9.00
CDW-G CORPORATE OFFICE	211638	SUPPLIES	QBN4309	\$12.84
CDW-G CORPORATE OFFICE	211638	SUPPLIES	QBD907	\$128.40
EIERMAN, ROBERT	211639	LOST ITEM RFND-ADULT NONPRIN	LIBRFND937	\$19.98
ELLISON EDUCATIONAL EQUIPMENT I	211640	SUPPLIES	2508451	\$106.00
GROUP HEALTH CO-OP	211641	COBRA/RETIREEES OCTOBER	NONE937L	\$1,620.95
GROUP HEALTH CO-OP	211641	ACTIVES OCTOBER	NONE937	\$31,340.65
L&M MAIL SERVICES INC	211642	NEWSLETTER	18489	\$291.27
L&M MAIL SERVICES INC	211642	AUGUST POSTAGE	NONE937	\$1,327.76
MENOMONIE PUBLIC LIBRARY	211643	LOST ITEM RFND-ADULT BK	LIBRFND937	\$4.50
MINNESOTA MUTUAL LIFE INS	211644	OCTOBER	NONE937	\$1,151.16
PHILLIPS PUBLIC LIBRARY	211645	LOST ITEM RFND-JUV BK	LIBRFND937	\$18.95
PUBLIC LIBRARY REVOLVING FUND	211646	INCREASE CIRC CASH DRWR	NONE937	\$75.00
TRU-LOCK & SECURITY	211647	KEYS	0520027354	\$31.80
WI LIBRARY ASSOC	211648	WLA-STONEBERG	NONE937	\$188.00
XCEL ENERGY	211649	AUG-SEPT	209555848	\$7,427.10
				<b><u><u>\$43,832.36</u></u></b>

## Warrant Report for 091809L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AAF MCQUAY INC	211676	HEATING VALVE REPAIR	2339900	\$3,814.89
ALIBRIS	211650	ADULT BKS	36407582	\$71.55
ALLDATA	211651	ALL MAKES SUB LESS TAX	NONE938	\$1,500.00
AMAZON.COM CREDIT	211652	JUV BKS	209121340593	\$13.49
AMAZON.COM CREDIT	211652	ADULT BKS	239235315674	\$16.52
AMAZON.COM CREDIT	211652	JUV BKS	191545695612	\$16.95
AMAZON.COM CREDIT	211652	L&D NONPRINT	209127499450	\$19.99
AMAZON.COM CREDIT	211652	ADULT BKS	236554896901	\$23.00
AMAZON.COM CREDIT	211652	JUV BKS	236551954118	\$25.98
AMAZON.COM CREDIT	211652	NONPRINT	134485197917	\$26.83
AMAZON.COM CREDIT	211652	NONPRINT	038085663661	\$29.48
AMAZON.COM CREDIT	211652	JUV BKS	209124480574	\$32.14
AMAZON.COM CREDIT	211652	L&D NONPRINT NONPRINT	191545582283	\$40.16
AMAZON.COM CREDIT	211652	IFLS NONPRINT	978419670761	\$51.99
AMAZON.COM CREDIT	211652	NONPRINT	018800578005	\$61.45
AMAZON.COM CREDIT	211652	NONPRINT	167179222617	\$65.98
AMAZON.COM CREDIT	211652	ADULT BKS L&D JUV BKS	185948058636	\$128.94
AMAZON.COM CREDIT	211652	JUV BKS L&D NONPRINT	191542061009	\$203.19
AMAZON.COM CREDIT	211652	NONPRINT	018808945925	\$312.82
AMAZON.COM CREDIT	211652	NONPRINT	174765694041	\$531.85
AMERICAN LIBRARY ASSOCIATION	211653	ADULT BKS	17304941	\$121.00
ASHLAND COUNTY	211654	ADULT BKS	NONE938	\$31.00
AT&T	211655	PHONEBOOK LISTINGS	NONE938	\$54.00
BAKER & TAYLOR INC	211656	NONPRINT	H85032860	\$14.23
BAKER & TAYLOR INC	211656	NONPRINT	H84997172	\$14.98
BAKER & TAYLOR INC	211656	NONPRINT	S79000820	\$27.99
BAKER & TAYLOR INC	211656	IFLS NONPRINT	H84997170	\$28.76
BAKER & TAYLOR INC	211656	NONPRINT	H84997171	\$43.19
BAKER & TAYLOR INC	211656	JUV BKS	2023635504	\$63.50
BAKER & TAYLOR INC	211656	JUV BKS L&D JUV BKS	2023598803	\$100.61
BAKER & TAYLOR INC	211656	NONPRINT	H84997380	\$101.46
BAKER & TAYLOR INC	211656	ADULT BKS L&D ADULT BKS	2023624377	\$123.59
BAKER & TAYLOR INC	211656	NONPRINT	H85171720	\$132.99
BAKER & TAYLOR INC	211656	JUV BKS	2023597699	\$153.59
BAKER & TAYLOR INC	211656	ADULT BKS	5010312279	\$205.89
BAKER & TAYLOR INC	211656	ADULT BKS	2023629363	\$220.79

## Warrant Report for 091809L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	211656	JUV BKS	2023602794	\$229.50
BAKER & TAYLOR INC	211656	JUV BKS L&D JUV BKS	2023603605	\$346.48
BAKER & TAYLOR INC	211656	L&D ADULT BKS ADULT BKS	2023623003	\$428.11
BAKER & TAYLOR INC	211656	ADULT BKS	2023657392	\$479.90
BAKER & TAYLOR INC	211656	ADULT BKS	2023630378	\$496.88
BAKER & TAYLOR INC	211656	ADULT BKS GIFT BKMRKS	2023635500	\$509.70
BAKER & TAYLOR INC	211656	ADULT BKS	5010281935	\$587.14
BAKER & TAYLOR INC	211656	ADULT BKS NONPRINT	2023653135	\$892.33
BALSAM LAKE PUBLIC LIBRARY	211657	LOST ITEM RFND-ADULT BK	LIBRFND938	\$7.00
BARRON COUNTY EXTENSION OFFICE	211658	ADULT BKS	NONE938	\$35.00
BAYFIELD COUNTY	211659	ADULT BKS	NONE938	\$33.00
BBC AUDIOBOOKS AMERICA	211660	L&D NONPRINT	368843	\$56.00
BLACK BOOK	211661	ADULT BKS	NONE938	\$114.95
BOOK WHOLESALERS INC	211662	JUV BKS ADULT BKS	256599B	\$211.70
CERTIFIED INC	211663	WATER LINE	17927	\$3,480.00
CHIPPEWA COUNTY TREASURER	211664	ADULT BKS	NONE938	\$50.17
CITY OF EAU CLAIRE	211665	MUNIS/VAN GAS/ADM CHRG	112364	\$6,969.25
DEER PARK PUBLIC LIBRARY	211666	LOST ITEM RFND-ADULT BK	LIBRFND938	\$22.00
DUNN COUNTY 4-H LEADERS	211667	ADULT BKS	NONE938	\$33.00
EAU CLAIRE COUNTY TREASURER	211668	VOIP VOICE MAIL JUN	7488	\$116.80
EAU CLAIRE COUNTY TREASURER	211668	VOIP VOICE MAIL JAN/FEB	7389	\$217.35
EAU CLAIRE COUNTY TREASURER	211668	VOIP VOICE MAIL MAR APR MAY	7427	\$327.75
EAU CLAIRE COUNTY TREASURER	211668	VOIP 08 OCT NOV DEC	7288	\$331.20
EAU CLAIRE PRESS COMPANY INC	211669	AD	NONE938	\$146.50
GALE RESEARCH INC	211670	ADULT BKS	16431504	\$23.97
GALE RESEARCH INC	211670	ADULT BKS	16429137	\$40.76
GALE RESEARCH INC	211670	ADULT BKS	16426344	\$44.93
GALE RESEARCH INC	211670	ADULT BKS	16428542	\$46.43
GALE RESEARCH INC	211670	ADULT BKS	16437447	\$51.68
GALE RESEARCH INC	211670	ADULT BKS	16431959	\$52.43
GALE RESEARCH INC	211670	ADULT BKS	16432448	\$53.18
GALE RESEARCH INC	211670	ADULT BKS	16424989	\$58.40
GALE RESEARCH INC	211670	ADULT BKS	16424382	\$62.28
GALE RESEARCH INC	211670	ADULT BKS	16424806	\$70.40
GALE RESEARCH INC	211670	ADULT BKS	16428909	\$72.65
GALE RESEARCH INC	211670	ADULT BKS	16428379	\$89.86

## Warrant Report for 091809L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
GALE RESEARCH INC	211670	ADULT BKS	16425725	\$93.58
GALE RESEARCH INC	211670	ADULT BKS	16437191	\$104.86
GALE RESEARCH INC	211670	ADULT BKS	16441164	\$144.40
GALE RESEARCH INC	211670	ADULT BKS	16442437	\$234.20
GALE RESEARCH INC	211670	ADULT BKS	16428028	\$285.67
HANCOCK FABRICS #1603	211671	SUPPLIES	156713	\$26.99
INFO USA MARKETING INC	211672	ADULT BKS	924052434	\$620.00
JACKSON COUNTY	211673	ADULT BKS	NONE938	\$33.00
LOGISTECH INC	211674	ADULT BKS	123601	\$183.77
MARATHON COUNTY CLERK	211675	ADULT BKS	NONE938	\$44.00
MEGA	211677	FRNDS PRGRM RFRSHMNTS	314801	\$30.70
MENOMONIE PUBLIC LIBRARY	211678	LOST ITEM RFND-JUV BK	LIBRFND938	\$8.50
ONEIDA COUNTY	211679	ADULT BKS	NONE938	\$32.58
PEPIN COUNTY	211680	ADULT BKS	NONE938	\$33.00
PHILLIPS REGISTER OF DEEDS	211681	ADULT BKS	NONE938	\$35.00
POLK COUNTY EXTENSION OFFICE	211682	ADULT BKS		\$36.00
REGENT BOOK CO	211683	ADULT BKS	SO88625	\$60.17
REGISTER OF DEEDS	211684	ADULT BKS	NONE938	\$33.00
RUSK COUNTY TREASURER	211685	ADULT BKS	NONE938	\$28.00
SAWYER COUNTY TREASURER	211686	ADULT BKS	NONE938	\$38.00
ST CROIX COUNTY 4-H LEADERS ASS	211687	ADULT BKS	NONE938	\$30.50
TAYLOR COUNTY	211688	ADULT BKS	NONE938	\$33.75
TOPPIN, RYAN	211689	LOST ITEM RFND-NONPRINT	LIBRFND938	\$28.95
TREMPEALEAU COUNTY COMM TELE'	211690	ADULT BKS	NONE938	\$35.00
VILAS COUNTY CLERK	211691	ADULT BKS	NONE938	\$5.00
WASHBURN COUNTY CLERK	211692	ADULT BKS	NONE938	\$28.20
				<b><u>\$27,480.27</u></b>

## Warrant Report for 092509L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
A M BEST CO	211693	ADULT BKS	2350781	\$1,128.95
ALIBRIS	211694	ADULT BKS	36899675	\$13.90
ALIBRIS	211694	ADULT BKS	36208075	\$23.80
AMAZON.COM CREDIT	211695	JUV BKS	236558605082	\$9.99
AMAZON.COM CREDIT	211695	NONPRINT	018804162198	\$17.49
AMAZON.COM CREDIT	211695	JUV BKS	301887931596	\$31.15
AMAZON.COM CREDIT	211695	JUV BKS NONPRINT	115978437414	\$35.97
AMAZON.COM CREDIT	211695	JUV BKS	134483579720	\$45.00
AMAZON.COM CREDIT	211695	ADULT BKS JUV BKS	001152524220	\$84.62
AMAZON.COM CREDIT	211695	FRIENDS DAYCARE	245661141544	\$147.36
AT&T	211696	ADULT BKS	0176738450	\$87.30
AT&T	211696	ADULT BKS	0176644190	\$122.00
BAKER & TAYLOR INC	211697	ADULT BKS	0001937289	-\$33.58
BAKER & TAYLOR INC	211697	JUV BKS	0001937192	-\$31.87
BAKER & TAYLOR INC	211697	ADULT BKS	0001928649	-\$30.40
BAKER & TAYLOR INC	211697	ADULT BKS	0001932677	-\$16.79
BAKER & TAYLOR INC	211697	IFLS NONPRINT	H85681061	\$9.32
BAKER & TAYLOR INC	211697	IFLS NONPRINT	H84668233	\$10.79
BAKER & TAYLOR INC	211697	NONPRINT	H86338181	\$11.89
BAKER & TAYLOR INC	211697	NONPRINT	H85681070	\$11.98
BAKER & TAYLOR INC	211697	NONPRINT	H84402300	\$12.73
BAKER & TAYLOR INC	211697	NONPRINT	H85887861	\$14.36
BAKER & TAYLOR INC	211697	NONPRINT	H84532701	\$14.38
BAKER & TAYLOR INC	211697	NONPRINT	H86463520	\$16.55
BAKER & TAYLOR INC	211697	NONPRINT	H84402303	\$17.99
BAKER & TAYLOR INC	211697	NONPRINT	H84402302	\$20.15
BAKER & TAYLOR INC	211697	NONPRINT	H85887870	\$20.85
BAKER & TAYLOR INC	211697	IFLS NONPRINT	H84668232	\$21.56
BAKER & TAYLOR INC	211697	IFLS NONPRINT	H84525340	\$21.58
BAKER & TAYLOR INC	211697	IFLS NONPRINT	H84402304	\$21.59
BAKER & TAYLOR INC	211697	IFLS NONPRINT	H85612041	\$21.59
BAKER & TAYLOR INC	211697	NONPRINT	H84532700	\$27.78
BAKER & TAYLOR INC	211697	IFLS NONPRINT	H85887862	\$28.72
BAKER & TAYLOR INC	211697	NONPRINT	H84402301	\$32.39
BAKER & TAYLOR INC	211697	NONPRINT	H86311280	\$32.73
BAKER & TAYLOR INC	211697	JUV BKS	2023629375	\$41.97

## Warrant Report for 092509L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	211697	NONPRINT	H84668231	\$43.18
BAKER & TAYLOR INC	211697	IFLS NONPRINT	H85612040	\$43.19
BAKER & TAYLOR INC	211697	FRIENDS DAYCARE	H84668230	\$46.66
BAKER & TAYLOR INC	211697	IFLS NONPRINT	H86463521	\$53.87
BAKER & TAYLOR INC	211697	JUV BKS	2023683579	\$62.71
BAKER & TAYLOR INC	211697	NONPRINT	H86338180	\$69.97
BAKER & TAYLOR INC	211697	ADULT BKS L&D ADULT BKS	2023664786	\$85.30
BAKER & TAYLOR INC	211697	NONPRINT	H86311281	\$93.59
BAKER & TAYLOR INC	211697	NONPRINT	H85681060	\$99.84
BAKER & TAYLOR INC	211697	JUV BKS	2023634906	\$130.58
BAKER & TAYLOR INC	211697	JUV BKS	2023683232	\$163.29
BAKER & TAYLOR INC	211697	IFLS NONPRINT NONPRINT	H85792651	\$164.73
BAKER & TAYLOR INC	211697	NONPRINT	H85887860	\$188.52
BAKER & TAYLOR INC	211697	JUV BKS	2023624586	\$199.00
BAKER & TAYLOR INC	211697	IFLS NONPRINT NONPRINT	H85792650	\$236.68
BAKER & TAYLOR INC	211697	JUV BKS	2023630115	\$248.43
BAKER & TAYLOR INC	211697	JUV BKS	2023641062	\$318.00
BAKER & TAYLOR INC	211697	ADULT BKS	2023641069	\$330.80
BAKER & TAYLOR INC	211697	ADULT BKS NONPRINT	2023683170	\$337.14
BAKER & TAYLOR INC	211697	JUV BKS	2023624376	\$346.62
BAKER & TAYLOR INC	211697	JUV BKS NONPRINT	2023677392	\$414.88
BAKER & TAYLOR INC	211697	ADULT BKS	2023664147	\$423.56
BAKER & TAYLOR INC	211697	ADULT BKS NONPRINT	2023683572	\$451.04
BAKER & TAYLOR INC	211697	JUV BKS NONPRINT	2023659495	\$484.97
BAKER & TAYLOR INC	211697	JUV BKS	2023634708	\$523.72
BAKER & TAYLOR INC	211697	ADULT BKS NONPRINT	2023677393	\$625.27
BAKER & TAYLOR INC	211697	L&D NONPRINT JUV BKS	2023622988	\$625.58
BLACKSTONE AUDIOBOOKS	211698	L&D NONPRINT	506676	\$12.80
BLACKSTONE AUDIOBOOKS	211698	NONPRINT	508088	\$54.50
BOOK LETTERS C/O PROMOTION INC	211699	BOOKLETTERS	RB02017	\$1,230.00
BOOK WHOLESALERS INC	211700	JUV BKS	533811	\$-16.12
BOOK WHOLESALERS INC	211700	JUV BKS	533498	\$-15.35
BOOK WHOLESALERS INC	211700	JUV BKS	533311	\$-11.38
BOOK WHOLESALERS INC	211700	JUV BKS	533952	\$-11.35
BOOK WHOLESALERS INC	211700	JUV BKS	533627	\$-8.84
BOOK WHOLESALERS INC	211700	JUV BKS	534070	\$-8.58

## Warrant Report for 092509L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BOOK WHOLESALERS INC	211700	JUV BKS	253582B	\$26.05
BOOK WHOLESALERS INC	211700	JUV BKS	259249B	\$43.56
BOOK WHOLESALERS INC	211700	JUV BKS	256129B	\$61.14
BOOK WHOLESALERS INC	211700	JUV BKS	259248B	\$72.64
CDW-G CORPORATE OFFICE	211701	SUPPLIES	PXW9927	\$38.11
CENTURION TECHNOLOGIES INC	211702	MAINTENANCE/SUPPORT	158721	\$152.04
DEMCO INC	211703	SUPPLIES	3660286	\$42.50
DEMCO INC	211703	SUPPLIES	3645168	\$143.85
EAU CLAIRE CHAMBER OF COMMERC	211704	CLUB READ PRIZES	1058493	\$400.00
EO JOHNSON CO INC	211705	1ST FLR COPIER SVC K	CNIN367735	\$28.50
EO JOHNSON CO INC	211705	TS/MORE COPIER SVC K	CNIN367520	\$80.00
EO JOHNSON CO INC	211705	CIRC WKRM COPIER SVC K	CNIN366584	\$214.00
GALE RESEARCH INC	211706	ADULT BKS	16451212	\$49.43
GALE RESEARCH INC	211706	ADULT BKS	16450011	\$122.08
GALE RESEARCH INC	211706	ADULT BKS	16450616	\$122.08
GALE RESEARCH INC	211706	#266554 BOOKS & AUTHORS	NONE939LL	\$849.33
GALE RESEARCH INC	211706	ADULT BKS	16418485	\$851.00
GALE RESEARCH INC	211706	#270602 PRICE IT	NONE939L	\$2,591.10
GALE RESEARCH INC	211706	#263528 LEGAL FORMS	NONE939	\$3,496.85
HIGHSMITH COMPANY	211707	SUPPLIES	1014058253	\$81.71
HIGHSMITH COMPANY	211707	SUPPLIES	1014026383	\$561.58
INSTY PRINTS	211708	SUPPLIES	63174	\$203.15
KENT ADHESIVE PRODUCTS CO	211709	SUPPLIES	1080403	\$698.95
LADYSMITH PUBLIC LIBRARY	211710	LOST ITEM RFND-ADULT BK	LIBRFND939	\$27.00
LEHMANN, CHRISTINA	211711	LOST ITEM RFND-JUV BK	LIBRNFD939	\$19.93
LIBRARY VIDEO COMPANY	211712	FRIENDS DAYCARE	W0123691000	\$81.75
LINDOW, SANDRA	211713	ADULT BKS	518966	\$36.95
LOGISTECH INC	211714	ADULT BKS	123390	\$41.99
LOGISTECH INC	211714	ADULT BKS	123734	\$229.71
NMT CORPORATION	211715	CITY DIRECTORY DATA	00045592	\$420.00
NO-LOAD FUND INVESTOR	211716	582711-09AR	NONE939	\$149.00
OFFICE DEPOT	211717	SUPPLIES	208173	\$1,595.92
PENWORTHY	211718	JUV BKS	239169	\$835.01
PROQUEST	211719	ADULT BKS	60090722	\$183.71
RANDOM HOUSE INC	211720	NONPRINT	1087224895	\$72.00
RANDOM HOUSE INC	211720	NONPRINT	1087337375	\$80.00

## Warrant Report for 092509L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
RECORDED BOOKS INC	211721	L&D NONPRINT	4614196	\$13.90
RECORDED BOOKS INC	211721	L&D NONPRINT	4618187	\$29.75
RECORDED BOOKS INC	211721	NONPRINT	4614198	\$88.41
RECORDED BOOKS INC	211721	L&D NONPRINT	4609809	\$111.37
SCHOLASTIC INC	211722	JUV BKS	11312320	\$240.50
SOFTMART GOVT SERVICES INC	211723	SUPPORT/MAINTENANCE	ARINV157591	\$87.56
SOFTMART GOVT SERVICES INC	211723	SUPPORT/MAINTENANCE	ARINV157436	\$1,526.00
TANTOR MEDIA	211724	NONPRINT	26047	\$29.99
TANTOR MEDIA	211724	NONPRINT	25530	\$35.99
TANTOR MEDIA	211724	NONPRINT	25917	\$41.00
TANTOR MEDIA	211724	NONPRINT	25280	\$41.99
TANTOR MEDIA	211724	NONPRINT	25757	\$41.99
TANTOR MEDIA	211724	NONPRINT	25574	\$47.99
UNIQUE MANAGEMENT SERVICES INC	211725	COLLECTION AGENCY AUG	186901	\$420.65
WESTON WOODS	211726	NONPRINT	2809797	\$127.26
WI DEPT OF ADMINISTRATION	211727	MAY STS	NONE939	\$741.57
WI LIBRARY ASSOC	211728	WLA FALL CONF-PONZIO	NONE939	\$246.00
				<b><u><u>\$28,657.13</u></u></b>

## Warrant Report for 100209L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AIRGAS INC	211729	SUPPLIES	105829516	\$120.82
AMAZON.COM CREDIT	211730	NONPRINT	209630916540	\$15.00
AMAZON.COM CREDIT	211730	FRIENDS DAYCARE	245662346385	\$15.49
AMAZON.COM CREDIT	211730	NONPRINT	248062115361	\$16.49
AMAZON.COM CREDIT	211730	NONPRINT	272047592521	\$37.98
AMAZON.COM CREDIT	211730	ADULT BKS NONPRINT	042751828263	\$39.85
AMAZON.COM CREDIT	211730	NONPRINT L&D NONPRINT	185943825011	\$146.81
BAKER & TAYLOR INC	211731	JUV BKS	2023713332	\$206.79
BAKER & TAYLOR INC	211732	NONPRINT	H86982190	\$10.79
BAKER & TAYLOR INC	211732	NONPRINT	H87057113	\$11.98
BAKER & TAYLOR INC	211732	NONPRINT	H87150791	\$12.92
BAKER & TAYLOR INC	211732	IFLS NONPRINT	H86729780	\$17.96
BAKER & TAYLOR INC	211732	NONPRINT	H87057111	\$20.15
BAKER & TAYLOR INC	211732	NONPRINT	S80431750	\$21.59
BAKER & TAYLOR INC	211732	NONPRINT	H87150800	\$23.76
BAKER & TAYLOR INC	211732	NONPRINT	H87150801	\$28.78
BAKER & TAYLOR INC	211732	L&D JUV BKS	2023705622	\$30.71
BAKER & TAYLOR INC	211732	NONPRINT	H86895780	\$46.75
BAKER & TAYLOR INC	211732	L&D NONPRINT NONPRINT	H86895771	\$50.32
BAKER & TAYLOR INC	211732	L&D NONPRINT NONPRINT	H86602060	\$66.92
BAKER & TAYLOR INC	211732	NONPRINT	H87150790	\$68.23
BAKER & TAYLOR INC	211732	NONPRINT	H86895772	\$71.98
BAKER & TAYLOR INC	211732	L&D NONPRINT NONPRINT	H87057110	\$84.03
BAKER & TAYLOR INC	211732	JUV BKS	2023714116	\$86.70
BAKER & TAYLOR INC	211732	NONPRINT	H87057112	\$129.54
BAKER & TAYLOR INC	211732	NONPRINT	H86895781	\$129.55
BAKER & TAYLOR INC	211732	NONPRINT	H86895770	\$136.58
BAKER & TAYLOR INC	211732	ADULT BKS	2023689971	\$191.27
BAKER & TAYLOR INC	211732	ADULT BKS	2023713334	\$204.89
BAKER & TAYLOR INC	211732	ADULT BKS JUV BKS	2023714060	\$372.17
BAKER & TAYLOR INC	211732	ADULT BKS L&D ADULT BKS	2023694226	\$490.20
BAKER & TAYLOR INC	211732	NONPRINT	H86895773	\$553.88
BAKER & TAYLOR INC	211732	JUV BKS	2023704433	\$650.08
BAKER & TAYLOR INC	211732	ADULT BKS NONPRINT	2023707672	\$721.81
BAKER & TAYLOR INC	211732	ADULT BKS NONPRINT	2023698908	\$1,131.64
BBC AUDIOBOOKS AMERICA	211733	L&D NONPRINT	368844	\$13.00

## Warrant Report for 100209L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BOOK WHOLESALERS INC	211734	JUV BKS L&D JUV BKS	261690B	\$21.44
BOOK WHOLESALERS INC	211734	JUV BKS	263002B	\$27.18
BOOK WHOLESALERS INC	211734	JUV BKS	261691B	\$96.80
CDW-G CORPORATE OFFICE	211735	SUPPLIES	QDJ4257	\$12.84
CDW-G CORPORATE OFFICE	211735	SUPPLIES	QDS8128	\$176.81
CHIPPEWA FALLS PUBLIC LIBRARY	211736	LOST ITEM RFND-CA	LIBRFND940	\$10.00
CITY OF EAU CLAIRE	211737	DP UPS GAS HEALTH DEDCTBLE	112511	\$3,217.46
DEMCO INC	211738	SUPPLIES	3646676	\$399.98
GARLAND, MAX	211739	PROGRAM KICKING LEAVES	NONE940	\$600.00
NET TEL COMMUNICATIONS	211740	CABLING	090731F	\$2,640.00
RECORDED BOOKS INC	211741	NONPRINT	4637710	\$92.47
RJS CONSTRUCTION GROUP LLC	211742	GENERAL CONSTRUCTION	10830	\$219,198.90
STANLEY, BRYAN J	211743	ADULT BKS	NONE940	\$46.00
SWENSON, DONNA A	211744	MORE BIB STND MEETING	NONE940	\$39.05
TRI-STATE BUSINESS MACHINES INC	211745	SEPT-OCT	154005	\$300.00
WESTON WOODS	211746	NONPRINT	2860301	\$239.58

**\$233,095.92**

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

**CUSTODIAL OPERATING BUDGET**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 8,509.62
Various	WRS, SS, life, disability	1,535.13
Various	Health insurance, deductible	2,543.89
State of WI	UC Benefits	548.80
DALCO	Vacuum repair	111.40
Hovlands Inc	Removal of bearing	1,763.00
Hovlands Inc	HVAC repairs	152.80
Hovlands Inc	HVAC repairs	72.00
Traci's Green Interiors	Monthly plant rental	231.90
WilKil	Pest control, monthly	30.00
Waste Management	Rubbish, garbage and recycling	341.48
Farrell Equipment	Parts, equipment repair	86.83
DALCO	Tissue paper	116.00
DALCO	Tissue paper	49.63
Viking Electric	Parts, electrical	149.50
Viking Electric	Parts, electrical	21.33
Viking Electric	Parts, electrical	10.49
Menards West	Misc. building materials	30.72
Menards West	Misc. building materials	20.09
G&K Services	Rental, floor mat, oil map	68.64
		\$ 16,393.25

**LIBRARY OPERATING BUDGET**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift prem, longevity	\$ 132,580.08
Various	WRS, SS, life, disability	23,241.14
Various	Health insurance, deductible, EAP	33,761.99
		\$ 189,583.21

**LIBRARY CAPITAL CAMPAIGN**

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 213.44
Various	WRS, SS, life, disability	38.41
		\$ 251.85

## NOTES ON POLICIES

### **Elimination Recommended**

1) Compliance with the Americans with Disabilities Act Regarding Employment

The language in this policy is fine; however, the Library already is a signatory to a newer (1999) and more comprehensive City policy which is the Equal Employment Opportunity and Affirmative Action policy. Therefore, it is recommended that this latter policy be formally approved and adopted as a new Library policy, which will obviate the need for the older policy.

### **No Changes Recommended**

1) Compliance with the Americans with Disabilities Act regarding employment

2) Library Employees as Library Customers

### **Changes Recommended**

1) 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.

2) 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.

3) 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.

4) 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.

5) 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.

6) 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.

**Eliminate. The Library is already bound by a newer, more accurate and comprehensive City policy entitled Equal Employment Opportunity and Affirmative Action which provides the same protections as this policy. It is recommended that the newer City policy be formally approved and adopted by the Library Board.**

# **POLICY**

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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:

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

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

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

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

## **STATEMENT OF INTENT TO COMPLY**

It is the intent of the LE Phillips Memorial Public Library that applicants for employment and all employees must receive fair and equal treatment, and that the Library must strive to hire or promote the best qualified individual available. It is the intent of the LE Phillips Memorial Public Library to comply with the provisions of the Americans with Disabilities Act (ADA). Therefore, pursuant to the City of Eau Claire's Affirmative Action Policy adopted in 1973 and revised in 1989, it shall be the policy of the LE Phillips Memorial Public Library to conduct all personnel activities in a manner that will assure equal employment opportunity for all persons on the basis of merit, and in accordance with the provisions of the ADA, and without regard to age, race, creed, color, handicapping condition, marital status, memberships in the military service, sex, nationality, ancestry, sexual orientation, arrest record, or other non-merit factor. This policy applies to all personnel practices related to the employment process, promotion, demotion, transfer, layoff, termination, compensation, benefits, training and general treatment of employees. 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 is designated as coordinator of the efforts of the LE Phillips Memorial Public Library to comply with the ADA and to investigate complaints of noncompliance with the ADA. The name, office address and telephone number of the Affirmative Action Officer shall be made available to all interested parties.

If any person or entity believes that the LE Phillips Memorial Public Library has violated the City of Eau Claire's Affirmative Action Policy or any provision of the ADA, an appeal may be filed with the Affirmative Action Officer of the Library.

**Unchanged.**

# **POLICY**

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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:

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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.

**Unchanged.**

## **POLICY**

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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

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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.

# POLICY

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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

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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

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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

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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

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Title:	<b>POLICY ON LIBRARY CARDS</b>
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

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## 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

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

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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

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Title: **POLICY ON STEALING THEFT**

Effective Date: June 16, 1983

Authorized by: Library Board of Trustees

Date of Review:

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~~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

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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

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

Effective Date:

Authorized by:

Date of Review:

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**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

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## **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

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#### Review and Record-keeping

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## **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.

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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.

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#### Retaliation Prohibited

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#### 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)

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