



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, September 17, 2009 at 5:00 p.m.** in the **Board Room of the Library at 400 Eau Claire Street, Eau Claire, Wisconsin.**

AGENDA

- 1) Member Roll Call
- 2) Citizen Comments (limited to 5 minutes per citizen)
- 3) Approval of Previous Minutes of the Library Board (page 1)
- 4) Communications
- 5) Staff Presentation: High Demand Holds (Library Director, John Stoneberg)
- 6) Report of the Library Director (page 4)
- 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 (Bob Fraser)
 - a) Comments on the proposed IFLS Budget (John Stoneberg)
- 11) Financial Report (page 31)
- 12) Action on Bills and Claims (page 35)
- 13) Consideration of New Business
 - a) Discussion and action on library policies
 - i) Elimination recommended: (page 45)
 - (1) General Guidelines for Genealogical Searching (page 47)
 - (2) Wellness (page 48)
 - ii) No changes recommended:
 - (1) Grant Applications (page 49)

- iii) Changes recommended:
- (1) Charges to Customers for Lost or Damaged Items (page 50)
 - (2) Circulation of Materials and Addendum (page 52)
 - (3) Community Information Database (CID) (page 59)
 - (4) Exhibits, Displays, Bulletin Boards and Pamphlet Racks (page 62)
 - (5) Gifts (page 64)
 - (6) Identification Required of Applicants for Library Cards (page 65)
 - (7) Meeting Room Rental Fees (page 66)
 - (8) Meeting Rooms (page 67)
 - (9) Rules for Rare Book Room (page 69)
 - (10) Unattended Children (page 71)
 - (11) Using Other People's Cards for Checkout (page 72)
- 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, August 20, 2009 at 5:00 p.m. in the Board Room of the Library. The following members were present: Bruce, Hauser, Kampf, Pagonis, Schneider, Stelter, Wisner and Wright; Absent: Fraser and Werthmann; Staff present: John Stoneberg and Mark Troendle.

MINUTES OF PREVIOUS MEETINGS

On a motion made by Robert Hauser and seconded by Ginny Wright the minutes of the July 16, 2009 Board meeting were unanimously approved.

PRESENTATION

Library Director John Stoneberg spoke about how policies had been handled by the Board in the past and how they would be handled in the review of all of them this year and in the future.

REPORT OF THE LIBRARY DIRECTOR

- John Stoneberg's report was reviewed.
- The renovation is going well. The contractor's goal is to have the project completed by mid-to-late October.
- The Library's meeting with the City for the 2010 budget will take place with Rebecca Noland and Mike Huggins on August 24.

REPORT OF THE LIBRARY BOARD PRESIDENT

- Kathie Schneider assisted with the creation of new, proposed policies..
- Board Committee assignments are completed.

COMMITTEE REPORTS

Planning Committee At this time it looks like the Library's strategic planning process will start in early 2010. The firm of Himmel and Wilson was contacted and will provide references. John Stoneberg will invite Himmel and Wilson to make a presentation at the October Board meeting.

REPORT FROM THE FRIENDS OF THE LIBRARY

- The Give-A-Kid-A-Book program at Border's will be ending at the end of August.
- The Destination Library contest will begin September 1st with the winners being announced at the grand re-opening event.

REPORT OF THE REPRESENTATIVE TO THE IFLS BOARD

- John Stoneberg stated that the Fairchild compliance issue would be brought up at the next IFLS Board meeting.

FINANCIAL REPORT

The Board reviewed the July Financial Report.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

The Board reviewed the CAFR report.

ACTION ON BILLS & CLAIMS

On a motion made by Don Wisner and seconded by Linda Stelter, the Board unanimously approved the Bills & Claims for July 10-July 31, 2009 as well as the Supplemental Bills & Claims for July 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 Robert Hauser and seconded by William Kampf, the Board unanimously approved the elimination of the citizen's complaint concerning library materials policy that will be incorporated into the revised collection development and management policy.
- On a motion made by Linda Stelter and seconded by Stella Pagonis, the Board unanimously approved the elimination of the iconographic collections policy.
- On a motion made by Ginny Wright and seconded by Susan Bruce, the Board unanimously approved the elimination of the Library Bill of Rights policy that will be incorporated into the revised collection development and management policy.
- On a motion made by Linda Stelter and seconded by William Kampf, the Board unanimously approved the elimination of the school truants policy.
- On a motion made by Stella Pagonis and seconded by Susan Bruce, the Board unanimously approved the elimination of the service to county residents' policy.
- On a motion made by Robert Hauser and seconded by Linda Stelter, the Board unanimously approved the elimination of the use of pay phones policy.
- On a motion made by Stella Pagonis and seconded by Linda Stelter, the Board unanimously approved the elimination of the videocassette selection policy.
- On a motion made by Susan Bruce and seconded by William Kampf, the Board unanimously approved no changes to the annual goals for the Library Director policy.
- On a motion made by Susan Bruce and seconded by Ginny Wright, the Board unanimously approved no changes to the fiscal powers of the Library Board and the Library Director policy.
- On a motion made by Stella Pagonis and seconded by William Kampf, the Board unanimously approved the amended changes to the library records policy.
- On a motion made by Linda Stelter and seconded by Robert Hauser, the Board unanimously approved the elimination of the statement of purpose policy.

- On a motion made by Stella Pagonis and seconded by Ginny Wright, the Board unanimously approved the amended changes to the use of beverages, food and chewing tobacco policy.
- On a motion made by Linda Stelter and seconded by Susan Bruce, the Board unanimously approved the amended changes to the expense of library volunteers' policy.
- On a motion made by Stella Pagonis and seconded by Susan Bruce, the Board approved amended changes to the library programs policy.
- On a motion made by Linda Stelter and seconded by Stella Pagonis, the Board unanimously approved the amended changes to the materials selection policy.
- On a motion made by Susan Bruce and seconded by Ginny Wright, the Board unanimously approved the amended changes to the sale of print and non-print materials by authors and performers in the library policy.
- On a motion made by Susan Bruce and seconded by Ginny Wright, the Board unanimously approved the amended changes to the smoking policy.
- On a motion made by Don Wisner and seconded by Ginny Wright, the Board unanimously approved the policies policy.
- On a motion made by Stella Pagonis and seconded by Susan Bruce, the Board unanimously approved the requests for accommodation and complaints about accessibility policy.
- On a motion made by Stella Pagonis and seconded by Robert Hauser, the Board unanimously approved the service animals' policy.

DIRECTIVES FROM THE LIBRARY BOARD OF TRUSTEES

- Invite Himmel and Wilson to the October Board meeting.
- Inquire as to what the Phillips Foundation requires to pay the \$187,000 grant to the library.

ADJOURNMENT

On a motion made by Linda Stelter and seconded by William Kampf, the Board unanimously adjourned their meeting.

Submitted by,

Jackie Depa, Library Associate II

September 10, 2009

To: The Library Board of Trustees

From: John Stoneberg, Library Director

Subject: Report of the Library Director

In August, my activities continued to mostly revolve around the renovation and remodeling project and involved library, city, RJS Construction Group, Uihlein-Wilson Architects (UWA) and Beltmann Group staff.

- There were regular contractor meetings on August 12 and 27 which involved UWA, RJS and staff. It's a time to review in detail what's been done and needs to be done, questions (and answers) and usually involves a tour of the areas that are being worked on unless it is a conference call. On the 27th, Del Wilson, Julie Gast and I also did a renovation project budget review as well.
- *Mark Troendle's comments regarding moving are summarized in his section below.*
- Attached are renovation updates for staff and the public for August 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 section*
- Remember to check the library's web site for the most current information about the library renovation. If there's information that you feel should be addressed there, please send me or Bess Arneson (bessa@eauclaire.lib.wi.us) an e-mail. Please continue to do so throughout the renovation process.

Other highlights from the past month:

- Met with Library Board President Kathie Schneider on August 5 to review what needs to be done over the next few months.
- Attended a City Council budget work session on August 6.
- Participated in a Library Board Planning Committee meeting on August 10.
- The Library's union, AFSCME Local 284-A, notified the Library on August 12 of its desire to reopen the existing collective bargaining agreement. The present contract is for three years, 2007-2009.
- Attended the annual Leadership Eau Claire (LEC) Alumni luncheon on August 13. Leadership Eau Claire is beginning its 28th year. The annual luncheon is an opportunity to welcome members of the newest LEC class as well as to congratulate members of the Class of 2009. LEC has graduated over 800 participants over the years. I was in the class of 1992-1993 and Shelly Collins-Fuerbringer was in the class of 1999-2000. I've asked Mark Troendle to apply next year. The keynote speaker this year was Wally Rogers from the LEC Class of 1987. Rogers came to Eau Claire in 1981 from Ohio to be Eau Claire County's first director of planning and development. He served four terms on the Eau Claire City Council (1985-1993) and was Council president from 1987-1991. Since 1991, Rogers has been a local

- government specialist and government organization analyst working on foreign aid projects in Eastern Europe, the former Soviet Union, the Middle East, the Central Pacific, Central Asia and Southern Africa. Rogers shared some leadership insights he has learned along the way. His career path over the last 18 years has been fascinating.
- Attended a Chippewa Valley Fundraising Professionals program on August 14. The presentation was by Joshua Birkholz, a principal with Bentz, Whaley and Flessner (Minneapolis and Washington, D.C.) He led an open dialogue about what is going on in the world of fundraising. He opened with a short presentation on trends that he is seeing in fundraising and then opened the floor to a question and answer session. Birkholz is the firm's director of its analytics division, DonorCast. He has built data mining solutions for leading universities, medical centers and cultural nonprofits throughout the United States. Prior to coming to Bentz, Whaley and Flessner, Birkholz engineered the data mining program for the University of Minnesota Foundation. He is the author of the book, Fundraising Analytics and is a sought after speaker on fundraising strategy and technology. He was very interesting.
 - WQOW-Channel 18 interviewed me for a library renovation progress report on August 20 and it was shown on their evening broadcasts. The nicely done segment was also added to the renovation project page on the library website.
 - Per the Library Board's direction, I invited Ethel Himmel and Bill Wilson to the October Library Board meeting. They will present a 15-20 minute orientation plus a Q & A session.
 - Stella Pagonis and I talked and toured as part of her new board member orientation on August 21.
 - Met with City Manager Mike Huggins and City Finance Director Becky Noland for a review of the library's proposed 2010 budget on August 24. (Really nothing new to report on that front.)
 - Attended the Library Board Development and Endowment Committee meeting on the evening of August 24.
 - A representative from the Institute of Museum and Library Services (IMLS), the primary source of federal support for the nation's 123,000 libraries and 17,500 museums, came to the Chippewa Valley Museum on August 25 to give a workshop about IMLS services and programs. To the Museum's knowledge, this was the first time IMLS has done something like this in Eau Claire and the Museum was probably selected because of the new grant the Museum received. Five library staff attended—Bess Arneson, Shelly Collins-Fuerbringer, Dayna Myers, Renee Ponzio and I. Maybe the most important thing I learned was that to really be in the running for an IMLS grant, an organization has to have an up-to-date strategic plan.
 - Retired Middleton, WI Library Director Paul Nelson presented an IFLS workshop on August 26 on working with boards and municipalities. I've known Paul almost my whole career as a Wisconsin librarian and he remains one of the most knowledgeable, if not the most knowledgeable, librarian on working with government officials, especially the Wisconsin legislature. Library Board member Susan Bruce and I both attended the half day presentation.
 - I was on vacation from August 28-September 7.

From the Management Team & Staff

Assistant Director/Human Resources

Beltmann Group returned to the Library on August 11-12. They moved back into place all the furniture and shelving ranges they had moved in mid-July to accommodate the first floor re-carpeting project. They also removed one double-faced section from three separate fiction ranges and reattached these pieces to three other ranges to widen an aisle. To reduce project costs, staff removed the books from these six ranges and put them all back, mostly in the course of the first day. Mark would like to thank Margaret Stolp, Lori Jungerberg, Kristine Vinopal, John Ford, Donna Pieper, Betty Klee, Michelle Stellick, Natalie Singer and anyone else who may have helped for their teamwork and keeping ahead of the movers by emptying and restocking these shelves so efficiently. In addition, Mark found some extra shelves and brackets, too, which added nearly 63 linear feet to the available space for fiction. All of this, as you can imagine, led to a major re-shifting of fiction, which is being ably coordinated by Bess Arneson.

Mark attended City Department Directors meetings on August 25 and September 1 in place of John. He also participated in meetings on September 1-2 in place of John, which involved helping draft strategic priorities for the City of Eau Claire from 2010-2012.

After completing drafts of the performance communication procedure and requisite forms, Mark forwarded these documents to the Management Team for additional feedback.

Mark has been spending much time reviewing and rewriting various policies for the September Board meeting. He's been consulting appropriate staff for input during this process.

The Staff Affairs Committee held a transitional meeting on September 2 for new and outgoing members. (Mark is a permanent member.) This Committee endeavors to create a more pleasant environment for staff by helping resupply the staff lounge with sundry items, acknowledging special occasions, planning social events and taking care of issues related to the vending machine.

Mark attended a presentation given by United Way representatives. Staff will have the opportunity to participate in an upcoming fundraising effort. Thanks to Jackie Hagenbucher for filling out the paperwork this year!

Mark convened a meeting to work on a project known internally, for now, as Rules of Conduct. To provide and maintain a safe and welcoming environment, this group is drafting language to clarify what is and is not acceptable behavior. The group is developing a brochure for the public, a more detailed guide for staff which includes information on how to respond to various situations, and a training component.

Safety and Security

Larry Nickel worked with PerMar, the library's primary security vendor, to have wiring for video surveillance tidied up before ceilings in the new Youth Services area are completed and to make sure all security cables are suspended on hangers. Larry also arranged for door access changes to a door leading into the foyer and new door access equipment for a door leading from the new Circulation desk to the foyer. PerMar technicians moved a keypad for door access from the old Circulation workroom to the new.

Larry attended the annual conference of the International Foundation for Cultural Property Protection at the Chicago Art Institute in August. The two-day conference featured presentations by professionals in such fields as emergency planning and recovery, fire safety, workplace violence, liability and electronic surveillance. Larry maintains a Cultural Institution Protection Manager (CIPM) certification through the Library.

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.

Technical Services (TS)

Most Technical Services Staff has moved to the new division area. Two staff members remain in the temporary quarters--Jean Nemitz and Jenny Karls. When the wall painting and wrapping of a drain pipe are complete, Jean and Jenny will move to the new area. Staff is settling in, some partitions are up, shelving moved from storage, the ceiling is closed and a sound curtain between the two rooms is being tested.

Jenny Karls returned from maternity leave and resumed her 14 hours cataloging duties.

Teri Oestreich and Sharon Price drafted a procedure for replacing books on audiocassette with books on CD when companies no longer offer title replacement in cassette edition or replacement cassette parts. The procedure was reviewed by the Collection Development Committee, tweaked and approved. Selectors will review each title and decide whether the audiocassette edition shall be reordered in CD edition or withdrawn completely. There will be no automatic withdrawal of an audiocassette edition.

Jean Nemitz attended the MORE Acquisitions meeting on August 14. The new Innovative product, Inventory Express, purchased by MORE and downloading bibliographic records from the vendors BWI and Midwest tapes were both demonstrated. Inventory Express allows a search of multiple vendors with one click to find the best price for an item. Midwest is a source the library already uses for bibliographic records.

Sharon requested three new location codes with pertinent fine and circulation information for the new Juvenile Resource Center materials. Jolene Krimpelbein completed the set up of codes this month and Jean Nemitz began ordering using the new codes.

The Juvenile Reference location was eliminated this month. Teri Oestreich ran a report to track down any stray items in that collection. She found six and their location codes were changed as necessary. The Juvenile Guides location will also be eliminated before Youth Services moves into their remodeled area. The Juvenile Guides materials will need location code and call number changes. Donna Swenson and Sharon will work on this project in September.

Jean Nemitz ordered DVD replacements for all VHS items in the Daycare Kits. Sharon Price edited all bibliographic records to reflect changes.

Lori Jungerberg and Kristine Vinopal assisted during August with an Adult Fiction shifting project. They shifted up to four hours per day and will continue to assist until the project is complete.

The OCLC Expert Community project has ended but Catalogers replaced 24 WorldCat records in the WorldCat database during August. Catalogers also exported 918 bibliographic records and 103 authority records into the MORE database.

Jean Nemitz came up with a new idea for delivery of suggestions for purchase from Selectors. Selectors key "SFP" in the subject line of an email. Kris Nickel has set Jean's Groupwise software to automatically send these to Jean's appropriate file. This should save Jean time spent sorting suggestions for purchase from regular emails in her general inbox.

Catalogers began creating authority records for title series. Sharon created the first one for Jill Patchin in Youth Services for "Harper growing tree." Jenny Karls will add this title series to appropriate bibliographic records. Jill will be able to use this title search to pull together a list of materials published under this series name that she knows are desirable for 1-2 1/2 year olds.

The disc buffer machine was sent in for repair.

Release dates alert libraries what date to make new titles available for checkout. Lately, there has been a spurt of new titles that have not had release dates on packing slips, but do have release dates noted when vendors' websites are searched. Vendors, like B&T can deny early shipment to libraries if titles are made available before the release date. Sharon contacted B&T and our customer representative, Mark Trunzo confirmed that: In the absence of release dates on the packing slip, libraries are under no obligation to hold titles until release date; which was good news. We keep our packing slips for one year.

Youth Services (YS)

Youth Services has set their 2009-2010 daycare visit schedule. They will make monthly visits to twelve centers beginning in September and will continue through April. They offer a 30-minute storytime at each center and leave a themed daycare kit for the month at each site. The centers on the schedule for this series include Kindercare, Regis, Bright Beginnings, Shepherd's Fold, YMCA, Noah's Ark, Color My World South, Little Bloomers, Montessori, The Learning Center and two Eau Claire Area School District (ECASD) 4K sites at Chippewa Valley Montessori and North High School. Alisha Green presented at an ECASD in-service to talk to the EC4T teachers about the possibility of including them on our daycare schedule. They were excited about the opportunity and two of their sites signed up.

Alisha is working on spending Friends money to update existing daycare kits. She is searching for new books, finger plays and activities for each themed kit and withdrawing worn items.

Youth Services staff is beginning to prepare for the move into the remodeled space. Some of the preparations include creating new procedures for use of the program, resource and study rooms. They are also preparing for the expanded Discovery Station area in terms of supplies, software, hardware, etc.

The teen prize auction, which is the final event for the teen summer library program, was held on August 8 on the library lawn. Dayna tried some new things for this year's auction, including having a band and making the auction live, rather than silent. The survey comments were very positive regarding the changes. Dayna videotaped the auction and has given the tape to PRPS to edit for the web site.

Dayna continues work with Jeff Burns on the development of the new teen page for the library's web site. She is in the process of writing content for the various pages and has run some of the templates by the Young Adult Advisory Board for feedback.

Shelly has been developing the new Resource Room collection. This is a collection of books primarily for teachers who work with young children, home school families and adults interested in children's literature. The majority of the collection will circulate with a few reference items for library use only.

Youth Services held their summer library program wrap-up meeting in August to evaluate the 2009 program. This annual meeting is a good way for desk staff to bring up any issues that need attention before the next year's program and also to discuss programs and events that went well that should be continued in the future.

Jill has contacted the art teachers in the schools to invite them to display art at the library during the 2009-2010 school year. Youth Services is looking forward to displaying art in the newly remodeled room.

Jill met with the FOCUS employee team at City Hall in early August. This meeting was to discuss a city-wide employee survey to gather input on processes that need to be improved from the perspective of all the city employees. There will be two presentations at the library in September.

Circulation

With the end of summer there are generally staffing changes as Circulation staff members find themselves going off on new paths. Staff heading off to college this fall included pages Megan Bruce, Lauren Anibas and Natalie Singer. John Ford was hired back as a Circulation page along with new hires Casey Metcalfe and Andrea Stepanik who began training as pages the last week of August.

August was a huge month for changes in Circulation. The Division first moved its functions into the new Circulation workroom. The major change, besides the physical location of the workroom, was the concept of “sorting to cart.” Adult materials checked in are now sorted to a specific cart that is then placed in order and shelved; whereas previously they were sorted to one cart, sorted to shelves, then placed back on carts for shelving in specific areas. Adaptations are made daily to assure for the best efficiency using this new method.

Mid-month, preparations for the Circulation Desk were made which included purchasing of new keyboard drawers for under the desk. The height of the keyboards will then be the same height as the previous Circulation Desk. The public address system and methods of internal communications were set up at the Circulation Desk to function as before, but with some new equipment. The drawers and cabinets behind the new circulation desk provide a wealth of storage which will be helpful to keeping the area organized and neat. There are a few additional purchases in place to make the desk area even more functional for both staff and customers.

At the end of August, the Ready for Pickup holds for our Eau Claire customers to pick up were moved out to the Self-pickup of Holds shelves. The following day, the new Circulation Desk was open.

The new detection gates and swing arm gate will be installed near the end of the project to assure these items are not damage with construction work in progress.

Staff and customers alike are adjusting to the changes. We are responding to concerns relayed by our customers regarding the new book returns in the vestibule. Plans are in place to hopefully make the return process easier for all customers. The current set-up is cumbersome and awkward.

Information Technology (IT)

In August, the newest version of Innovative Interfaces’ automated library system software was installed by Steve Stoflet and Jolene Krimpelbein. In addition, Kris Nickel installed new versions of the Java client on all PCs that use the Millennium client. Just after the upgrade,

two additional software patches, needed for E-Commerce and to fix a previous problem, were installed in conjunction with the Innovative Help Desk staff. The upgrade was done after hours and went well with few operational issues reported.

Lee Vrieze from Heartland Business systems conducted training for the new telephones associated with the VoIP system on the Reference Desk. VoIP-related training is now complete.

Steve and technicians from NetTel continue the rather imposing job of cleaning up or removing old or abandoned serial, television, network, telephone and other cabling. Some of this is telephone and VTLS (our previous automation system) cabling installed in the 1970s. In mid September, Steve and Kris will work with NetTel to reconfigure the patch panels located in the first floor wiring closet.

Network cabling, as needed for the temporary public internet access on the second floor, has been removed and all cabling has been installed for the new HRS area, Technical Services offices, Circulation workroom and the Circulation Desk. In the second week of September it is planned to complete the new Youth Services offices and program room. In addition, a fax line will be moved from the existing HRS office to the new one.

Kris has moved all computers, printers and related equipment from the temporary area set up for Technical Services and into the new location. In addition, she has replaced all the public PCs and printers on the first floor (reference area) and moved Circulation from their old location to the new.

Jeff Burns continued training Youth Services and Administrative staff on the use of the Content Management System (CMS) software to update the library web site. He is also working on a variety of projects ranging from migrating the site data to the new server database, to a mobile version of our website, upgrading the Joomla software to version 1.154, publishing a new history search interface and working with BadgerLink to resolve remote access issues. Work on the MORE web site revolved around three main tasks. First is to translate and publish existing pages/images into Spanish as needed for the Spanish version of the catalog on the test port. The other two components involved troubleshooting the eCommerce module and Internet Explorer errors associate with our Innovative Interfaces software.

Staff completed 74 different IT Help Desk Requests in the month of August. Issues ranged from problems with Innovative, to hardware problems, software issues, Web site changes, making changes in Groupwise or Active Directory, or the renovation moves.

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.

The month of August also found PRPS staff planning ahead for a number of fall activities and programs, including the following:

- **Walk Among the Spirits, beginning September 8:** The art gallery will feature digital photography by Ellen Mahaffy
- **UW–Eau Claire Welcome Day, September 9:** PRPS staff will distribute library cards and publicity materials to faculty and students
- **International Fall Festival, September 19:** PRPS staff will distribute library publicity materials at this annual downtown event
- **Truth or Daring? An Exploration of Historical Fictions, beginning September 16:** Allyson Loomis, UW–Eau Claire English Department faculty, will lead a discussion on several historical novels
- **Kicking the Leaves: A Look at the Poetry of Fall, beginning September 30:** Max Garland, UW-Eau Claire English Department faculty, will lead this discussion and workshop
- **Library Grand Re-Opening, week of November 16:** PRPS staff is working with other library divisions to plan special events to celebrate the completion of the library's renovation

Other activities included:

Larry

- Attended meetings with the renovation architects and contractors.
- Wrote or edited several news releases for upcoming library programs.
- Created website homepage banners for an art show, a book discussion series and a poetry series.
- Designed an ad for the “Truth or Daring” book discussion series and arranged for the ad to be published in the Leader-Telegram.
- Edited and changed the layout of the library's form for “Reconsideration of Library Materials.”
- Transferred the videotape of the Summer Kick-off and Open House event to DVD.
- 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.
- Continued to work with a vendor on solutions for intercoms, visual communication and a paging system for the new Circulation desk including arranging for cabling to be moved from the old desk area to the new.
- Transferred the layout for the memo board giveaways to Adobe Illustrator so that the project would be in the appropriate format for printing by the vendor.
- Researched reviews of digital cameras for Youth Services staff.
- Transferred several “video clips” from this year's Teen Auction to mpeg format for publishing to the library website.

- Edited the September newsletter for publishing to the website and distribution by e-mail.
- Wrote specifications for a flat screen monitor for mounting behind the new Circulation desk.
- Continued to work with a contractor on plans for moving wiring from the old Circulation desk to the new location and desk for intercoms, a video camera, public address system and Page-alert chimes. Work included modifying floor plans for use by contractors.
- Created and published PowerPoint slides for the PR monitor for the poetry and historical fiction programs.

Melany

- Created, printed and posted various directional signs including signs for the new book drop in vestibule and for the new Holds shelves.
- Worked with Larry on design for white memo board as a giveaway item. 2,500 were ordered and received.
- Updated mailing lists for art shows and the newsletter.
- Continued updating the ArtsWest brochure to include new text for digital submissions.
- Continued design work on “Leave a Legacy” brochure.
- Created and printed flyers and posters for Kicking the Leaves and Truth or Daring? discussion series.
- Created publicity flyer for Ellen Mahaffy art show.
- Produced the September newsletter.
- Sent pickup reminders to artists in the “Story Lines” show.
- Formatted computer class flyers for Reference staff.
- Designed a new library URL bookmark.↵

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 addresses to the ACT program for mailing.
- Produced Youth Services display case signs.
- Reformatted September newsletter for “E-news” distribution.
- Printed and folded 2,000 September newsletters.
- Printed and laminated book drop signs for Circulation Services.
- Posted “Self-pickup Holds” signs.
- Helped Circulation Manager Laura Miller post shelf labels for Holds shelving.
- Downloaded over 70 “in process” photos of the renovation.

- Typed labels and the price list for the Ellen Mahaffy art exhibit.
- Took pictures of the progress in the Circulation Services renovation.
- Prepared and mailed poster and brochures for “Kicking the Leaves” program.
- Reorganized and updated the program surveys book.
- Printed a customer signup for library newsletter sheets.
- Printed and folded 400 fall storytime brochures for YS.
- Printed and posted new fiction range signs.
- Printed and cut 250 “Pardon our Dust” adult bookmarks and 500 revised Self-Pickup of Holds FAQs bookmarks.
- Updated and printed the new Home Delivery schedule.
- Wrote two sections of the PRPS Assistant procedure manual.

Reference Services (RS)

Renee Ponzio had the August Pick of the Month on the library website and did resume and job interview sites and materials available at the Library.

Reference page Natalie Singer’s last day was on the 31st. Natalie is moving to Oregon and she is wished well in her new endeavor.

Theresa Boetcher ordered supplies for Reference. She also made changes to the Community Information Database (CID): New 5; Changes 36; Deleted 1. Theresa assisted in getting the computer workstations ready to move to storage during the first floor re-carpeting and wound up computer area cabling after the workstations were disassembled.

Liz Ryberg processed 36 CD selections from All Music Guide. This monthly task involves printing the list of August selections from the Editors’ Choice list on All Music. A printout is made of the review of each CD noting the number of stars awarded by the Editors. The MORE catalog is then searched to determine if the Library already owns any of these new titles. For those CDs with a 4 to 5-star rating that are not in our collection, Title Source 3, the primary resource used to ordering audio items, is searched. Those CDs that are found on Title Source are placed into an electronic “shopping basket” for review by Bess Arneson, the Collection Development selector for music CDs. All printouts are given to Bess for further review.

Liz, and Isa Small attended the IFLS Computer Curriculum Webinar.

Liz updated the customer records of 38 Home Delivery Service customers.

Liz processed 10 donated DVDs by searching the MORE catalog for LEPMPL ownership. Ownership is noted (and number of copies). If a title is not owned by LEPMPL, All Movie.com was searched to determine if any of those DVDs not owned by LEPMPL had a review of 3 or more stars. A printout is made and attached to those 3 to 4-star rated DVDs. Those DVDs are given to John Stoneberg, the selector for DVDs, for consideration for inclusion into our collection. Other donated DVDs are taken to storage area for the upcoming Friends Book Sale.

David Dial, Isa and Liz worked on a list of 213 CDs from the System-Wide High-Demand Holds Report for Bess Arneson. All Music.com was searched to determine which titles had a 4 to 5 star rating. Of those CDs, the MORE catalog was searched to determine ownership (and number of copies) by LEPMPL. The star-rating and LEPMPL ownership was so noted on the Holds Report and returned to Bess.

Liz worked with David and Theresa on a cartful of weeded/damaged books. The LEPMPL holdings were searched to determine if the Library owned additional copies of these damaged books. This number was so noted on the "Damaged/Weeded" slips attached to each book.

Club Read Bingo, the Adult Summer Reading Program ended on August 1. For the summer, 183 customers registered, an increase of 39 from 2008, and completed 296 bingo cards. For staff, 38 registered and completed 112 bingo cards. Prizes were awarded on August 3 for both staff and customers. Chamber of Commerce Bucks purchased with money from the Friends of the Library and Dining Club cards, donated by the Leader-Telegram, were given as prizes. Cindy Westphal sent letters to the winning customers.

Cindy attended two IFLS Computer Curriculum Webinars; proctored nine exams for students taking online or long-distances courses; updated, both on the website and on paper, the Eau Claire City Government Information Guide to reflect a change in Council members; and, along with Liz, made eleven changes and added seven new businesses to the Library's Business Resource File. Cindy ordered federal tax forms for the upcoming tax season using the online ordering system now provided by the Internal Revenue Service.

All Reference staff participated in phone training using the library's new Cisco phone service.

Cindy edited links and text on the library's website to reflect the changes and additions in the content and resources provided by BadgerLink. The new content vastly expands total full-text content in business, health, newspapers, academic journals and more.

Isa Small researched and compiled a list of historical titles found in the library's collection with links to full-text web pages of these titles. Cindy added the list of online historical texts to the library's website and added tooltips to the over 75 titles on the list.

Natalie Singer assisted Network Administrator Kris Nickel with moving and reinstalling computer and Internet PCs and monitors after the Reference area was carpeted. Natalie also helped with the fiction shifting project.

Home Delivery

The Home Delivery customer total is the equivalent of 190 people. Two people decided they no longer wanted to participate in the service and 4 new customers were added.

For this month's "Reminiscing with the Library" at Heatherwood Assisted Living Kathy read from the book Limousine Seventeen by Sharon Hebl about a family with 17 children. Six residents attended.

Holds and Resource Sharing (HRS) Office

Becky Ford and Amy Marsh took turns attending the two construction meetings that were held during the month. The meetings provide a great way to stay informed about what is happening with the new HRS area and the entire renovation project.

The new HRS area is basically complete. A "punch list" of minor items was submitted and is being worked on. The furniture for the check-in stations arrived at Eau Claire Business Interiors (ECBI) in July; however, it was not the design that UWA had shown to HRS staff. The units have a large lateral file drawer at the bottom instead of a shelf and no small drawer at the top. Jackie Depa, Amy and Becky had a conference call with Susie at UWA to explain the problem in mid-July. ECBI was contacted by UWA two weeks ago about coming up with a way to retrofit a small drawer in the top of the unit, but they were not told about the lateral file drawer being wrong. Jackie had ECBI contact Amy and Becky directly to work out the problem. Once a delivery date is confirmed plans will be made to move Becky, Amy and the check-in stations. The transit shelves will not arrive until mid-October. Once they are installed, the transit materials part of HRS can be moved.

Amy and Becky attended a webinar regarding the WisCat Agent upgrade on August 5. The upgrade was completed on August 20. There are some glitches with the new system, but the Reference and Loan Library in Madison is working them out with the vendor.

An Innovative MilCirc upgrade was installed on August 19. After the upgrade, the backup did not run properly which resulted in many items being in use while check-in was attempted. Once the problem was discovered, check-in was halted until the backup could be run properly.

DVD cases on the new self-service hold shelves are being locked when possible. This required a slight change in routine for HRS check-ins, processing of paged items and clear the hold shelf items.

Two new offsite drop boxes were delivered to Mega East by custodial staff. The locks do not match those of the previous boxes. The manufacturer will be sending matching locks sometime this fall.

UWEC McIntyre library switched to a new catalog. They did not accept ILL requests through their catalog for a few weeks. The new catalog required a few minor changes in the requesting procedure.

The Importance of Creating a Common Agenda

Patricia M. Cavill

When I give workshops on marketing, I often ask participants to try to condense the key message about their library to just a few words, enough to fit on a postcard: “Having a good time, wish you were here.” Or perhaps something that would fit on a billboard or a key chain. This is a good exercise in getting to the basics about what your target audience needs to hear. (Note that I didn’t say what you want them to know – it’s *what they need to hear* that’s critical.)

So the challenge for this article was to distill the most important message, the thing I thought *you* most needed to hear, from the day-long Library Advocacy Now! training program offered annually at CLA (and occasionally at provincial conferences as well).

That message is reflected in the title of this article: the most important thing you need to do is create a common agenda with your decision makers, whether they are your immediate supervisor, your CEO, your administration, a principal, a school board or an elected official.

There are two reasons this will help put you on the radar screen of the persons you wish to influence.

1. People do things for *their* reasons, not yours.
2. People pay attention to the things that *they* love and value.

These may seem blindingly obvious, but the library community as a whole has typically ignored these two simple facts. We have made a large individual and collective investment in programs and campaigns that purport to be “getting the library’s message across,” but with little success. Libraries still remain, to a large degree, undervalued. This is ironic in the supposed Information Age and has encouraged the rather unfortunate stereotype that our decision makers are too dim to get our message. Otherwise, wouldn’t libraries be funded to the full extent they deserve?

Make it hard to say no

It’s time to make it all about *them* rather than about us. It’s time to acknowledge that our decision makers have power over our future. That means it’s their agenda that needs to be the focus, not ours. This, then, is about thinking strategically. It’s also about doing our homework. If you are part of a larger organization, and most libraries are, success in advocacy means knowing the vision, mission and strategic goals of your organization (be it a school, city, college or university, hospital, government agency or business) and aligning your own with them.

I recently had the opportunity to look at a facility study done for a school board by an architectural

firm. There was an entire section called “Strategic Alignment,” where the study outlined every section of the School Act and all Department of Education goals that would be advanced if a new school facility were made available.

Meanwhile, in Alberta, the provincial government has determined that there are four pillars that will hold up its agenda for the next 20 years:

- being a leader in learning to ensure there are well-educated and skilled people;
- unleashing innovation;
- competing in the global marketplace; and
- making the province the best place to live, work and visit – and to maintain the services that make it so.

The main advocacy role of the library community is thus to ensure that libraries of all types identify and articulate everything they can do to further that agenda. They do that by closely examining budget and throne speech documents for current government priorities each year, and by aligning library priorities with government’s main concerns and issues.

When government says that its goals for the coming year are Economic Development, Youth, Lifelong Learning, the Information

Highway and Rural Revitalization, it behooves the library community to make sure that it finds ways to demonstrate how libraries move those goals forward. How much harder is it for politicians to say no to something that is about them and their vision for the future? How much harder is it for your boss to say no to something that clearly moves the goals of the department in the right direction? How much harder is it for the principal to say no to something that supports and enhances the school board's current vision of successful student learning? How much harder is it for the CEO to say no to something that contributes directly to a healthier bottom line? How much harder is it for the university president to say no to something that clearly ties into the strategic plan?

Show respect

People do things for *their* reasons, not yours. This means that we have to find out what those reasons are. We need to spend more time understanding the environment in which our decision makers are working, and respecting the stresses and constraints of that. Any approach we make must reflect an understanding of their agenda. This means that we will be viewed as credible and as offering solutions, not coming as whiners with seemingly insurmountable problems.

Think about that environment. It is one in which competing interests are played out every day. We do not get on the radar screen by singing

“me, me, me.” We get on the radar screen by treating that person as our customer and saying “what can I do for you?” or “here’s how my library can help.”

During the mad cow crisis in Alberta, all types of libraries joined in an advocacy effort to help government get as much information out as possible to worried consumers, farmers and beef producers. Working cooperatively with the Libraries, Community and Voluntary Sector Services Branch, the province’s libraries and the Department of Agriculture, a group called SALA (Strategic Alliance for Library Advocacy, made up of representatives of all the library associations in the province) developed a proactive strategy. Libraries were able to position themselves as a source of up-to-date information on BSE and demonstrate their effectiveness to a department that hadn’t previously given libraries much thought. Through website links to libraries and advertising through the provincial Ask A Question virtual reference service, a comprehensive list of resources was made available to the public and to library staff in Alberta. The list was kept up-to-date by staff at Ask A Question. The Department of Agriculture was grateful for this additional assistance at a time of near-hysteria.

Can you target your decision makers with this same kind of assistance?

Your great-grandmother was right. You do catch more flies with honey than with vinegar!

No decision maker is going to respond positively to communications that indicate how shocked and appalled you are that you didn’t get what you wanted. Advocacy is first and foremost about respect.

The decision makers’ environment is incredibly busy. There are many ways we can find to respect that. We can keep our demands on their time within reason. On the other hand, we must be careful that we don’t communicate only in times of crisis or when we are asking for money. We can make the information we give simple, relevant and brief. Again, we must think about what they need to hear rather than what we want to say. We should meet with them on their turf and on their time schedule, not ours.

Close the agenda gap

People pay attention to the things that *they* love and value. But with our library-centric public relations and marketing campaigns, with our self-centred briefs to government, with our sometimes angry approaches to administration, we have actually been asking our decision makers to pay attention to the things that *we* love and value.

If the throne speech says that the priority of government over the next year is “youth,” why would we want to communicate with government and not focus on libraries and youth? Talk about lost opportunity!

Because we are often annoyed and frustrated at the way we believe we have been marginalized, we

haven't always taken the time to think about the larger environment in which we operate. We get caught up in the emotion over how we have been wronged instead of converting that emotion to a passion for what we think is right.

What survey after survey is telling us is that we have an agenda gap between us and the people who fund us. Here are some principles and suggestions to help close that gap:

- Credible, relevant information is the key to success.
- Accurate information earns trust; misinformation will destroy it.
- Anyone can whine about an issue; not everyone can solve it.
- Your issue is never alone on the agenda.
- Your agenda and that of a decision-making body may not be the same. You have to find the points of alignment.
- Governments and other organizations make decisions based on the perceived public and organizational interest.
- The development of your position must reflect an understanding of their agenda; this understanding will allow you to bridge the agenda gap.
- This understanding is critical to your being perceived as credible and with constructive solutions. Now watch as you as you slowly blip onto that radar screen! 

Patricia M. Cavill runs Pat Cavill Consulting and presents CLA's Library Advocacy Now! training sessions.

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Here's What We Know about Libraries ...and What Your Local & County Officials Need to Know

Need some talking points for your 2010 budget development? Here are a few suggestions.

1. Libraries are essential to economic recovery.

Libraries provide valuable materials, programs, and services to get people back on their feet and skilled staff to help them find what they need.

- Resources to learn about resume writing, and how to complete job application forms
- Resources to learn financial management
- Resources to help create small businesses
- Resources to learn about health, nutrition and wellness activities
- Online databases that provide valuable information for businesses
- Computers and Internet access for applying for jobs online
- Computers and Internet access for virtual classes and training
- Computer training on email, searching, work processing, spreadsheets, PowerPoint and more software programs
- Free email access to apply and receive correspondence about jobs
- Assistance in setting up free email accounts
- Resume writing software and assistance
- Referrals to agencies that provide loans, food, shelter and other essentials
- Meeting places for businesses to conduct interviews and group meetings
- Meeting places for tutors and students
- Staff to proctor exams for correspondence classes, virtual universities, and job qualification tests
- Practice tests, both print and online

2. Libraries are models of cost-efficient operations.

For years, libraries have set the standard for working together, sharing resources, and creating efficiencies – always with an eye to enhancing customer service and making the best use of taxpayers' dollars. The examples are numerous:

- Shared public access computer systems
- Access to online databases
- Access to materials in digital formats

- Interlibrary loan: physical delivery of materials
- Interlibrary loan: document delivery
- Electronic reference services (Instant messaging/chat)
- Long-range planning (e.g., Council of Libraries and Network Development report on future of Wisconsin libraries)
- Continuing education
- Special needs (e.g., Regional Library for Blind & Physically Handicapped)

3. Libraries are experiencing increased demands for service.

The current economic climate has made libraries an even more vital part of their communities; they're busier than ever. It's a national phenomenon.

Key quote*: "Whenever you have tough economic times, public libraries are a place people go because they have no other alternatives or because they know they are going to get the kind of powerful information that will make a difference in their lives."

--Kristin McDonough, Director of the Science/Industry/Business Library of the New York Public Library.

- "Frugal readers drive up library circulation 30%." *Chicago Sun-Times*, 6/28/2009.
- "Downturn Puts New Stresses on Libraries". *The New York Times*, 4/1/2009.
- "Libraries Stressed, Yet Needed More Than Ever." *The Denver Post*, 3/22/2009.
- *"Hard Economic Times a Boon for Libraries. CNN.com, 2/28/2009.
- "In Slumping Economy, Library Use Shoots Up". *Greater Milwaukee Today*, 2/10/2009.
- "Libraries many benefits rediscovered in hard economic times". *Milwaukee Journal Sentinel*, 1/22/2009.
- "Folks Are Flocking to the Library, a Cozy Place to Look for a Job". *Wall Street Journal*, 1/15/2009.
- "Library use up with economy drop." *Racine Journal Times*, 1/4/2009.
- "Check it out: As the economy sags, library use is booming." *The Boston Globe*, 1/4/2009.
- "As economy goes down, traffic at the library goes up." *Wisconsin State Journal*, 1/1/2009.

<p>Wisconsin Library Association 5250 East Terrace Drive, Suite A1 Madison, WI 53718 Telephone: 608.245.3640 On the web at http://www.wla.lib.wi.us/</p>



12 August 2009

This Renovation Update provides information about current and upcoming projects.

Main Entrance

Delivery of the new front doors is expected on August 24. In early September, the new interior doors will be installed. When that is complete, the outer doors will be demolished and new replacements will be installed.

1st floor Ceiling and Carpet Replacement

Most of the new ceiling and carpet tiles have been installed. Lighting was delivered on August 12 and will be installed over the next few days. Shelving for reference books, self pick-up of holds, and audiobooks has been restored. Public access computers will be moved back to the 1st floor in the next few days. Carpet replacement in the Reference area will be scheduled soon. The main stairway and the public stairway that leads to the lower level will be re-carpeted. Removal of old carpet and installation of the new will likely occur when the library is closed (that is, outside of normal operating hours).

Fiction Shelving Move

Fiction ranges near the new Circulation Workroom have been moved and some shelving has been reconfigured. Shifting in the fiction area will be ongoing for the next few weeks.

Circulation Services

The new Circulation Workroom will be complete as soon as lighting is installed in the next few days. Assembly of the new checkout desk is scheduled to begin Thursday, August 13. The workroom and the checkout desk should be ready for occupancy by Wednesday, August 19. Laura Miller is working with Rod Bonesteel to coordinate moving the workroom, office and checkout desk furnishings to their new spaces.

Holds & Resource Sharing Services

Construction in the HRS is almost complete. Furnishings have been ordered.

Technical Services

Lighting will likely be installed on Monday, August 17, and the room will then be ready for occupancy by Tuesday, August 18, or Wednesday, August 19. Sharon Price is working with Rod Bonesteel to coordinate moving desks and furnishings into the new space.

Magazine and Newspaper Area on 2nd Floor

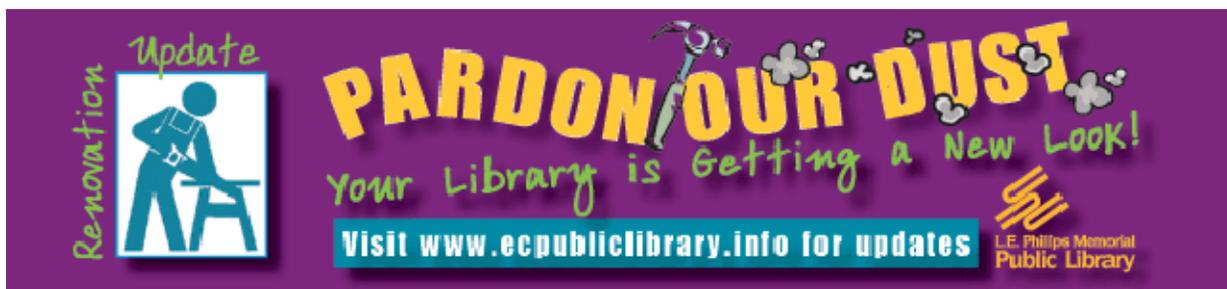
Except for the lighting, the updates to the magazine and newspaper area on the 2nd floor are complete.

Youth Services

Most of the sheetrock has been hung and seams are being taped over the next few days. Painting will likely begin Monday, August 17. A new roof drain will be installed next week and may impact the noise level and traffic flow near the 1st floor restrooms.

Tentative Look Ahead Schedule

August 13-18	Installation of lights on 1 st floor, HRS and TS
August 19-28	TS will be moving to its new area Becky and Amy may be moving to their new area Laura Miller may be moving to her new office Circulation workroom and checkout will likely be moving to their new areas
August 27	Representatives from the library, RJS Construction, and Uihlein-Wilson Architects meet this morning for a construction status review.
Ongoing	Construction work will continue in the new YS area.



12 August 2009

Pardon our dust! Renovation is underway at the library! The Youth Services area will get a whole new look, the Check Out area is moving, DVDs and other media have moved to the second floor, and the “behind the scenes” area that’s responsible for getting all of your holds to you quickly is being remodeled to improve efficiency. We appreciate your patience during the remodeling process.

This renovation update reviews recent changes and moves throughout the library and provides a look ahead to upcoming projects.

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Delivery of the new front doors is expected on August 24. In early September, the new interior doors will be installed. When that is complete, the outer doors will be demolished and new replacements will be installed.

1st floor Ceiling and Carpet Replacement

Most of the new ceiling and carpet tiles have been installed. Lighting was delivered on August 12 and will be installed over the next few days. Shelving for reference books and audiobooks has been restored. Public access computers will be moved back to the 1st floor in the next few days. The main stairway and the public stairway that leads to the lower level will be re-carpeted. Removal of old carpet and installation of the new will likely occur when the library is closed (that is, outside of normal operating hours).

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Fiction ranges near the new Circulation Workroom have been moved and some shelving has been reconfigured. Shifting in the fiction area will be ongoing for the next few weeks.

Circulation Services

The new Circulation Workroom will be complete as soon as lighting is installed in the next few days. Assembly of the new checkout desk is scheduled to begin Thursday, August 13. The workroom and the checkout desk should be ready for occupancy by Wednesday, August 19.

Holds & Resource Sharing Services

Construction in the Holds & Resource Sharing area on the library’s lower level is almost complete. Furnishings have been ordered.

Technical Services

Lighting will likely be installed on Monday, August 17, and the room will then be ready for occupancy by Tuesday, August 18, or Wednesday, August 19.

Magazine and Newspaper Area on 2nd Floor

Except for the lighting, the updates to the magazine and newspaper area on the 2nd floor are complete.

Youth Services

Most of the sheetrock has been hung and seams are being taped over the next few days. Painting will likely begin Monday, August 17. A new roof drain will be installed next week and may impact the noise level and traffic flow near the 1st floor restrooms.

Tentative Look Ahead Schedule

August 13-18	Installation of lights on 1 st floor, Holds & Resource Sharing and Technical Services
August 19-28	Technical Services will be moving to its new area Circulation workroom and checkout will likely be moving to their new areas
August 27	Representatives from the library, RJS Construction, and Uihlein-Wilson Architects meet this morning for a construction status review.
Ongoing	Construction work will continue in the new Youth Services area.

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



31 August 2009

This Renovation Update provides information about current and upcoming projects.

Main Entrance

Delivery of the new interior front doors is expected late this week and delivery of the exterior doors is expected the following week. Interior doors will be installed first, then the outer doors will be demolished and new replacements will be installed.

Carpet Replacement

The main public stairs (by the Reference desk) will be re-carpeted Tuesday, September 1. These stairs will be off-limits from 7:00 a.m. September 1 through 8:00 a.m. September 2. RJS will put up a barricade to keep the public off the stairs. Staff should not attempt to use them, either. The public stairs going to the basement will be re-carpeted during the overnight hours of Wednesday and Thursday, September 2 and 3. These stairs will be off-limits from 9:00 p.m. September 2 until 9:00 a.m. September 3, and then off-limits again from 9:00 p.m. September 3 until 9:00 a.m. September 4. It will take two nights to complete, but the public will be able to access this set of stairs during our open hours on Thursday. Again, both staff and the public should not attempt to use these stairs during the hours noted.

Fiction Shelving Move

Shifting in the fiction area will be ongoing for the next few weeks.

Circulation Services

The new Circulation Workroom is essentially complete. The new workroom and the new checkout desk are now operational. Moves in both areas are continuing. Custodial staff is assisting with the installation of shelves. Checkpoint stanchions have been ordered. The floor will need to be examined by radar prior to installation.

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 will begin once the vestibule work has been completed.

Technical Services

Construction in the TS area is essentially complete. Most TS employees have moved into the new facility. Custodial staff is assisting with the move. One wall will be repainted and an exposed drainpipe has yet to be wrapped. Jean Nemitz and Jenny Karls will move to the area as soon as those tasks are complete.

Magazine and Newspaper Area on 2nd Floor

Except for the lighting, the updates to the magazine and newspaper area on the 2nd floor are complete. Lighting has been ordered, but delivery of the last shipment is still pending.

Corner Guards

Corner guards for all of the new wall finishes are being ordered.

1st and 2nd Floor Restrooms

Renovation of 1st and 2nd floor restrooms is under consideration.

New Materials Area

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

Recognition of Donors

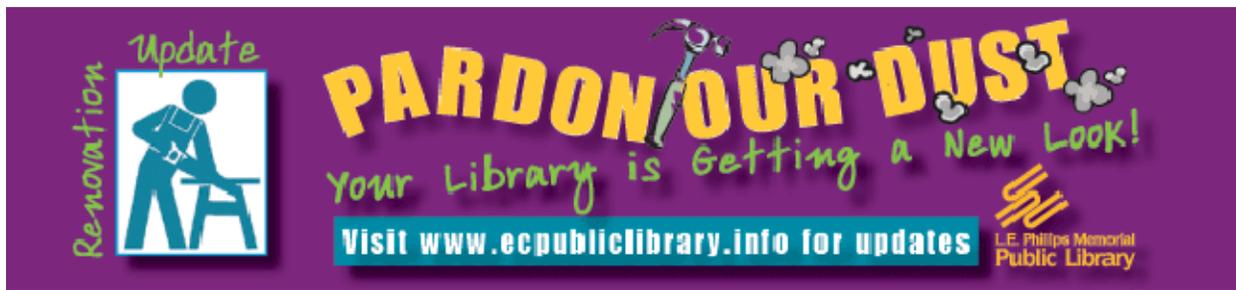
LEPMPL and Uihlein Wilson Architects are working to develop a "wall of honor" to be displayed on the wood wall above the Checkout Desk. It will display the names of people, businesses and organizations who have donated funds for the renovation project.

Youth Services

Carpet is expected to be installed in the offices, Resource Room and Study Room this week. The ceiling grid is currently being installed. Offices may be ready as early as the week after Labor Day. Installation of the glass wall at the entry to YS will begin after Labor Day. Installation is expected to take two weeks. RJS plans to complete the YS area by mid-October.

Tentative Look Ahead Schedule

September 1-2	Installation of main stairway carpeting
September 2-3	Installation of carpeting on public stairway leading to Lower Level
September 8	Installation of interior entryway doors may begin
September 8	Installation of glass wall at YS entryway may begin
Ongoing	Construction work will continue in the new YS area.



31 August 2009

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Main Entrance

Delivery of the new interior front doors is expected late this week and delivery of the exterior doors is expected the following week. Interior doors will be installed first, then the outer doors will be demolished and new replacements will be installed. The library plans to remain open during the installation phase.

Carpet Replacement

The main public stairs (by the Reference desk) will be re-carpeted Tuesday, September 1. These stairs will be closed from 7:00 a.m. September 1 through 8:00 a.m. September 2. The stairs near the elevator will be available for use. The public stairs going to the basement will be re-carpeted during the overnight hours of Wednesday and Thursday, September 2 and 3. The project will take two nights to complete, but there will be public access to this set of stairs during our open hours on Thursday.

Fiction Shelving Move

Shifting in the fiction area will be ongoing for the next few weeks.

Circulation Services

The new Circulation Workroom is essentially complete. The new workroom and the new checkout desk are now operational. Moves in both areas are continuing. Checkpoint stanchions have been ordered.

Holds & Resource Sharing Services

Construction in the Holds & Resource Sharing Services area on the Lower Level is essentially complete. Furnishings have been ordered. It's expected that shelving will be delivered in mid-October.

Technical Services

Construction in the Technical Services area on the Lower Level is essentially complete. Most Technical Services employees have moved into the new facility.

Magazine and Newspaper Area on 2nd Floor

Except for the lighting, the updates to the magazine and newspaper area on the 2nd floor are complete. Lighting has been ordered, but delivery of the last shipment is still pending.

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The library and Uihlein Wilson Architects are working 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.

Youth Services

Carpet is expected to be installed in the offices, Resource Room and Study Room this week. The ceiling grid is currently being installed. Offices may be finished as early as the week after Labor Day. Installation of the glass wall at the entry to Youth Services will begin after Labor Day. Installation is expected to take two weeks. It's expected that the construction phase of the improvements to the Youth Services area will be complete by mid-October.

Tentative Look Ahead Schedule

September 1-2	Installation of main stairway carpeting
September 2-3	Installation of carpeting on public stairway leading to Lower Level
September 8	Installation of interior entryway doors may begin
September 8	Installation of glass wall at Youth Services entryway may begin
Ongoing	Construction work will continue in the new Youth Services area

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LE PHILLIPS MEMORIAL PUBLIC LIBRARY
2009 YTD BUDGET REPORT - Operating
For the Period Ended August 31, 2009

OBJ #	ACCOUNT NAME	2009 ESTIMATED REVENUE	ACTUAL YTD REVENUE	RE-CEIVABLE	REMAINING UNCOLLECTED	% COLLECTED
PUBLIC LIBRARY REVENUE						
4002	General Property Tax-City	\$ 2,785,000.00	\$ 2,785,000.00	\$ -	\$ -	100.0%
4009	Prop Tax-Post 2005 Debt	40,000.00	40,000.00	-	-	100.0%
4128	Federal Aid-Other	2,500.00	-	-	2,500.00	0.0%
4330	Library Fines & Miscellaneous Revenue	131,000.00	78,159.38	-	52,840.62	59.7%
4398	Other Penalties (Collection Agency)	2,400.00	1,771.00	-	629.00	73.8%
4451	Electronic Copy Revenue	2,600.00	1,405.42	-	1,194.58	54.1%
4452	Copier Revenue	3,000.00	1,803.21	-	1,196.79	60.1%
4602	Service to Eau Claire County	527,800.00	266,392.50	266,392.50	(4,985.00)	100.9%
4608	Indianhead Library System	126,600.00	26,071.44	-	100,528.56	20.6%
4672	Service Charge-Other (Fairchild)	1,900.00	993.00	-	907.00	52.3%
4798	Misc Service Revenues (Act 150)	222,800.00	222,823.27	-	(23.27)	100.0%
4834	Book Bag Sales	300.00	180.60	-	119.40	60.2%
4836	Misc Grant Revenue	15,000.00	569.99	-	14,430.01	3.8%
4850	Gift Revenue	16,000.00	27,653.40	-	(11,653.40)	172.8%
4852	Misc Reimbursements-Lost Items	15,000.00	10,296.16	-	4,703.84	68.6%
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	3,758.53	497.80	743.67	85.1%
5152	Sale of Capital Assets	200.00	356.20	-	(156.20)	178.1%
		<u>\$ 3,897,100.00</u>	<u>\$ 3,470,850.90</u>	<u>\$ 266,890.30</u>	<u>\$ 159,358.80</u>	95.9%
5590	Fund Balance Used for CIP	204,000.00	204,000.00	-	-	100.0%
5580	Working Capital Applied	89,500.00	-	-	89,500.00	0.0%
	TOTAL REVENUE	<u><u>\$ 4,190,600.00</u></u>	<u><u>\$ 3,674,850.90</u></u>	<u><u>\$ 266,890.30</u></u>	<u><u>\$ 248,858.80</u></u>	94.1%

OBJ #	ACCOUNT NAME	2009 APPROP.	ACTUAL YTD EXPENDED	ENCUMBRANCES	AVAIL. BUDGET	% USED
PUBLIC LIBRARY EXPENDITURE						
6010	Payroll Wages	\$ 1,749,900.00	\$ 1,121,959.97	\$ -	\$ 627,940.03	64.1%
6020	P/R Overtime	-	-	-	-	n/a
6030	Special Pays	31,700.00	13,715.89	-	17,984.11	43.3%
6040	Employer Paid Benefits	332,400.00	196,944.34	-	135,455.66	59.2%
6043	Health insurance-Employer	386,400.00	204,410.38	-	181,989.62	52.9%
6047	Health insurance Deductible	41,500.00	7,467.70	-	34,032.30	18.0%
6108	Unemployment Compensation	8,800.00	216.46	-	8,583.54	2.5%
6110	Postage & Shipping	22,000.00	9,757.53	-	12,242.47	44.4%
6112	Computer Service Charges	111,200.00	87,844.37	4,298.27	19,057.36	82.9%
6116	Binding	1,000.00	37.65	-	962.35	3.8%
6120	Auditing	2,300.00	2,311.99	-	(11.99)	100.5%
6122	Cataloging	32,300.00	19,013.00	-	13,287.00	58.9%
6128	Repairs to Tools & Equip	6,300.00	2,652.80	-	3,647.20	42.1%
6138	Equipment Rental	6,200.00	3,420.00	-	2,780.00	55.2%
6150	Special Services	56,700.00	9,998.05	-	46,701.95	17.6%
6160	Staff Training/Conference	22,000.00	6,239.25	-	15,760.75	28.4%
6162	Membership Dues	3,700.00	1,370.00	-	2,330.00	37.0%
6198	Miscellaneous Contractual	78,400.00	19,064.63	700.00	58,635.37	25.2%
6202	Electricity	73,000.00	42,913.65	-	30,086.35	58.8%
6208	Gas Service	23,600.00	15,556.12	-	8,043.88	65.9%
6210	Telephones	10,000.00	5,606.35	-	4,393.65	56.1%
6252	Water Service	2,400.00	1,124.18	-	1,275.82	46.8%
6254	Sewer Service	2,300.00	1,274.40	-	1,025.60	55.4%
6308	Special Assessments	600.00	580.62	-	19.38	96.8%
6350	Liability & Property Insurance	31,000.00	18,083.31	-	12,916.69	58.3%
6398	Insurance Claims Reimbursement	-	-	-	-	n/a
6402	Office, AV, Library Supplies	79,700.00	42,303.25	4,619.35	32,777.40	58.9%
6410	Periodicals	19,300.00	9,177.84	-	10,122.16	47.6%
6411	Pamphlets	200.00	-	-	200.00	0.0%
6412	Books-Adult	186,900.00	107,136.93	-	79,763.07	57.3%
6413	Books-Juvenile	75,800.00	36,832.43	-	38,967.57	48.6%
6414	Non-print Materials	61,800.00	36,898.14	-	24,901.86	59.7%
6415	Lost/Damaged Collection Materials	15,000.00	4,187.90	-	10,812.10	27.9%
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	7,489.57	2,459.35	6,051.08	62.2%
6498	Other Materials & Supplies	4,400.00	1,764.35	-	2,635.65	40.1%
6790	Refunds & Reimbursements	10,400.00	10,356.85	-	43.15	99.6%
6802	Capital Purchases	5,800.00	6,120.93	-	(320.93)	105.5%
7020	Transfer to Debt Service	40,000.00	-	-	40,000.00	0.0%
7044	Transfer to Library Capital Projects	310,000.00	310,000.00	-	-	100.0%
		\$ 3,938,900.00	\$ 2,408,535.51	\$ 12,076.97	\$ 1,518,287.52	61.5%

OBJ #	ACCOUNT NAME	2009 APPROP.	YTD APPROP.	ENCUM- APPROP.	AVAIL. APPROP.	% APPROP.
LIB BLDG MAINTENANCE EXPENDITURE						
6010	Payroll Wages	\$ 127,300.00	\$ 61,131.56	\$ -	\$ 66,168.44	48.0%
6020	Payroll Overtime	17,100.00	9,161.02	-	7,938.98	53.6%
6030	Special Pays	0.00	-	-	0.00	0.0%
6040	Employer Paid Benefits	25,100.00	12,585.59	-	12,514.41	50.1%
6043	Health Ins (ER)	37,400.00	15,444.53	-	21,955.47	41.3%
6047	Health Insurance Deductible	3,300.00	1,925.00	-	1,375.00	58.3%
6108	Unemployment Compensation	0.00	1,873.11	-	(1,873.11)	n/a
6128	Repairs to Tools & Equipment	200.00	99.14	111.40	(10.54)	105.3%
6130	Repairs to Buildings	20,600.00	8,917.43	2,625.77	9,056.80	56.0%
6138	Equipment Rental	100.00	9.38	-	90.62	9.4%
6144	Laundry & Dry Cleaning	200.00	-	-	200.00	0.0%
6150	Special Services	8,300.00	4,754.40	2,006.60	1,539.00	81.5%
6214	Garbage Service	2,100.00	2,294.20	-	(194.20)	109.2%
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	-	-	1,100.00	0.0%
6464	Building Materials & Janitorial Supplies	8,100.00	4,857.88	215.25	3,026.87	62.6%
		<u>\$ 251,700.00</u>	<u>\$ 123,678.37</u>	<u>\$ 4,959.02</u>	<u>\$ 123,062.61</u>	<u>51.1%</u>
	TOTAL EXPENSES	<u><u>\$ 4,190,600.00</u></u>	<u><u>\$ 2,532,213.88</u></u>	<u><u>\$ 17,035.99</u></u>	<u><u>\$ 1,641,350.13</u></u>	<u><u>60.8%</u></u>

LE PHILLIPS MEMORIAL PUBLIC LIBRARY
LTD CAPITAL IMPROVEMENT BUDGET REPORT
For the Period Ended August 31, 2009

OBJ #	ACCOUNT NAME	CURRENT APPROP.	ACTUAL SINCE INCEPTION EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs (2006 and previous years)	\$ 892,800.00	\$ 716,109.38	\$ -	\$ 176,690.62	80.2%
	TECHNOLOGY UPGRADE					
6802	Capital Purchases	\$ 1,024,100.00	\$ 967,724.17	\$ -	\$ 56,375.83	94.5%
	LIBRARY BUILDING EXPANSION					
6810	Capital Costs	\$ 3,510,000.00	\$ 735,787.39	\$ 652,269.29	\$ 2,121,943.32	39.5%
	LIBRARY BLDG IMPROVEMENT					
6810	Capital Costs (2007-2009)	<u>\$ 513,000.00</u>	<u>\$ 75,713.91</u>	<u>\$ 12,959.00</u>	<u>\$ 424,327.09</u>	17.3%
	TOTAL CAPITAL IMPROVEMENT PLAN EXPENSE	<u>\$ 5,939,900.00</u>	<u>\$ 2,495,334.85</u>	<u>\$ 665,228.29</u>	<u>\$ 2,779,336.86</u>	53.2%

Warrant Report for 080709L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
ALIBRIS	211547	ADULT BKS	35742991	\$13.90
ALIBRIS	211547	ADULT BKS	35743013	\$43.20
AMAZON.COM CREDIT	211548	L&D NONPRINT	997542394571	\$-66.01
AMAZON.COM CREDIT	211548	NONPRINT	744171581226	\$16.98
AMAZON.COM CREDIT	211548	ADULT BKS NONPRINT	116980368586	\$33.38
AMAZON.COM CREDIT	211548	ADULT BKS	199548789104	\$169.17
AMAZON.COM CREDIT	211548	NONPRINT	083433644632	\$326.79
AMERICAN BOOK RETURNS	211549	REMOTE BOOKDROPS-REPLACEM	11082	\$4,727.00
AT&T	211550	ADULT BKS	0176545480	\$366.00
BAKER & TAYLOR INC	211551	NONPRINT	H284048CM	\$-21.59
BAKER & TAYLOR INC	211551	NONPRINT	H74939631	\$7.19
BAKER & TAYLOR INC	211551	NONPRINT	H81326831	\$11.89
BAKER & TAYLOR INC	211551	NONPRINT	H81326830	\$12.74
BAKER & TAYLOR INC	211551	NONPRINT	H81643281	\$21.59
BAKER & TAYLOR INC	211551	JUV BKS	2023469646	\$38.59
BAKER & TAYLOR INC	211551	IFLS NONPRINT	H81643282	\$43.18
BAKER & TAYLOR INC	211551	NONPRINT	H81326821	\$46.18
BAKER & TAYLOR INC	211551	IFLS NONPRINT	H81412250	\$76.28
BAKER & TAYLOR INC	211551	ADULT BKS NONPRINT	2023463924	\$132.30
BAKER & TAYLOR INC	211551	JUV BKS YS PRZS	2023464952	\$140.93
BAKER & TAYLOR INC	211551	JUV BKS	2023460744	\$176.58
BAKER & TAYLOR INC	211551	ADULT BKS	2023460742	\$188.81
BAKER & TAYLOR INC	211551	ADULT BKS	2023475943	\$189.34
BAKER & TAYLOR INC	211551	ADULT BKS	2023469642	\$195.77
BAKER & TAYLOR INC	211551	NONPRINT	H81643280	\$209.95
BAKER & TAYLOR INC	211551	NONPRINT	H70895943	\$259.08
BAKER & TAYLOR INC	211551	IFLS NONPRINT NONPRINT	H81412240	\$392.74
BAKER & TAYLOR INC	211551	NONPRINT	H81326820	\$467.94
BAKER & TAYLOR INC	211551	FIRST LOOK	G16NS5216M	\$750.00
BAKER & TAYLOR INC	211551	ADULT BKS NONPRINT	2023469360	\$1,071.83
BOOK WHOLESALERS INC	211552	JUV BKS	240222B	\$117.24
BOOK WHOLESALERS INC	211552	JUV BKS	239730B	\$127.39
BRILLIANCE AUDIO INC	211553	NONPRINT	IN0502057	\$241.35
CLEAR LAKE PUBLIC LIBRARY	211554	LOST ITEM RFND-ADULT BK	LIBRFND932	\$18.00
EAU CLAIRE CHAMBER OF COMMERC	211555	LINKED IN-STONEBERG	1058886	\$20.00
EO JOHNSON CO INC	211556	RISOGRAPH SVC K ANNUAL	CNIN356783	\$750.00

Warrant Report for 080709L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
GALE RESEARCH INC	211557	ADULT BKS	16400494	\$28.88
GALE RESEARCH INC	211557	ADULT BKS	16396369	\$51.68
GALE RESEARCH INC	211557	ADULT BKS	16396905	\$53.93
GROUP HEALTH CO-OP	211558	COBRA/RETIREES SEPT	NONE932L	\$1,620.95
GROUP HEALTH CO-OP	211558	ACTIVES SEPT	NONE932	\$31,340.65
JAMES, SARAH	211559	BAND AT TEEN PRIZE AUCTION	NONE932	\$100.00
MEGA	211560	TS KLX,DISTILLED WATER	312022	\$20.37
MINNESOTA MUTUAL LIFE INS	211561	SEPTEMBER	NONE932	\$1,192.66
TIERNEY BROTHERS INC	211562	WIRELESS PROJECTOR	5602792	\$2,493.00
TRI-STATE BUSINESS MACHINES INC	211563	ADM COPIER JUL-AUG	149090	\$300.00
				<hr/> \$48,517.83 <hr/>

Warrant Report for 081409L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
ALIBRIS	211564	ADULT BKS	35878666	\$59.50
AMAZON.COM CREDIT	211565	ADULT BKS	770202622860	\$32.66
BAKER & TAYLOR INC	211566	NONPRINT	H81982580	\$11.88
BAKER & TAYLOR INC	211566	NONPRINT	H82179090	\$11.88
BAKER & TAYLOR INC	211566	NONPRINT	H81795700	\$11.98
BAKER & TAYLOR INC	211566	NONPRINT	H81902930	\$12.73
BAKER & TAYLOR INC	211566	NONPRINT	H81902920	\$13.48
BAKER & TAYLOR INC	211566	NONPRINT	H82289910	\$21.58
BAKER & TAYLOR INC	211566	NONPRINT	H82179092	\$21.59
BAKER & TAYLOR INC	211566	IFLS NONPRINT	H82179093	\$43.18
BAKER & TAYLOR INC	211566	NONPRINT	H81795690	\$64.73
BAKER & TAYLOR INC	211566	NONPRINT	H82179091	\$75.56
BAKER & TAYLOR INC	211566	IFLS NONPRINT CLASSICAL DVDS	H82356940	\$82.68
BAKER & TAYLOR INC	211566	NONPRINT	H82186330	\$93.58
BAKER & TAYLOR INC	211566	ADULT BKS L&D ADULT BKS	2023495946	\$669.66
BAKER & TAYLOR INC	211566	ADULT BKS NONPRINT	2023487604	\$965.51
BLACKSTONE AUDIOBOOKS	211567	NONPRINT	504302	\$162.40
BOOK FARM INC	211568	JUV BKS	0014575	\$45.90
BRILLIANCE AUDIO INC	211569	NONPRINT	IN0506720	\$51.13
BRILLIANCE AUDIO INC	211569	NONPRINT	IN0506384	\$202.87
CHIPPEWA FALLS PUBLIC LIBRARY	211570	LOST ITEM RFND-JUV BK	LIBRFND933	\$9.99
ELLISON EDUCATIONAL EQUIPMENT I	211571	DIE CUTS	2500198	\$1,996.50
L&M MAIL SERVICES INC	211572	JULY MONTHLY	NONE933	\$1,324.51
MEGA	211573	FRDS PROGRAM REFRSHMNTS	312028	\$44.12
MIDWEST TAPE	211574	IFLS NONPRINT	1956009	\$35.98
OSCEOLA PUBLIC LIBRARY	211575	LOST ITEM RFND-PART	LIBRFND933	\$5.00
RECORDED BOOKS INC	211576	NONPRINT	4558245	\$83.47
RECORDED BOOKS INC	211576	L&D NONPRINT	4575677	\$102.37
RICE LAKE PUBLIC LIBRARY	211577	LOST ITEM RFND-ADULT BK	LIBRFND933	\$25.00
SCHILLING PAPER	211578	UPHOLSTERY CLEANING EQ	9540400	\$1,015.48
SHREDAWAY	211579	JULY	23106	\$228.00
TANTOR MEDIA	211580	NONPRINT	25068	\$35.99
TANTOR MEDIA	211580	NONPRINT	25081	\$41.99

\$7,602.88

Warrant Report for 082109L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	211581	NONPRINT	H82777261	\$10.18
BAKER & TAYLOR INC	211581	IFLS NONPRINT	S76474620	\$20.15
BAKER & TAYLOR INC	211581	NONPRINT	H82777267	\$21.58
BAKER & TAYLOR INC	211581	NONPRINT	H82777265	\$30.95
BAKER & TAYLOR INC	211581	IFLS NONPRINT	H82777266	\$35.99
BAKER & TAYLOR INC	211581	IFLS NONPRINT	S76474621	\$40.99
BAKER & TAYLOR INC	211581	NONPRINT	H82777262	\$50.38
BAKER & TAYLOR INC	211581	NONPRINT	H82867921	\$84.19
BAKER & TAYLOR INC	211581	IFLS NONPRINT	H82777263	\$88.51
BAKER & TAYLOR INC	211581	IFLS NONPRINT NONPRINT	H82777264	\$91.40
BAKER & TAYLOR INC	211581	IFLS NONPRINT NONPRINT	H82867920	\$172.37
BAKER & TAYLOR INC	211581	ADULT BKS	5010252786	\$178.34
BAKER & TAYLOR INC	211581	IFLS NONPRINT NONPRINT	H82777260	\$217.21
BOOK WHOLESALERS INC	211582	JUV BKS	245470B	\$231.34
BOWE, KELLY OR JEFF	211583	LOST ITEM RFND-JUV BK	LIBRFND934	\$5.99
CRYSTAL TECH	211584	WEB HOSTING	NONE934	\$320.70
LANG, DEBORAH	211585	LIB RFND-LOST AD NPRT	LIBRFND934	\$14.68
LOGISTECH INC	211586	ADULT BKS	123243	\$107.51
MOVIE LICENSING USA	211587	PUBLIC PERFORMANCE LICENSE	1337915	\$1,200.00
OFFICE DEPOT	211588	JULY SUPPLIES	122620	\$443.54
UNIQUE MANAGEMENT SERVICES INC	211589	JULY	185907	\$349.05
				<u><u>\$3,715.05</u></u>

Warrant Report for 082809L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
AT&T	211590	PHONEBOOK LISTINGS	NONE935	\$54.00
BAKER & TAYLOR INC	211591	ADULT BKS	0001927564	\$-27.63
BAKER & TAYLOR INC	211591	ADULT BKS	0001927565	\$-15.09
BAKER & TAYLOR INC	211591	NONPRINT	H288607CM	\$-12.73
BAKER & TAYLOR INC	211591	NONPRINT	H83188823	\$5.93
BAKER & TAYLOR INC	211591	NONPRINT	H82966455	\$8.48
BAKER & TAYLOR INC	211591	NONPRINT	H83188822	\$8.48
BAKER & TAYLOR INC	211591	NONPRINT	H82974260	\$10.75
BAKER & TAYLOR INC	211591	NONPRINT	H82525413	\$11.03
BAKER & TAYLOR INC	211591	NONPRINT	H83188821	\$11.88
BAKER & TAYLOR INC	211591	NONPRINT	H82525412	\$11.98
BAKER & TAYLOR INC	211591	NONPRINT	H82966454	\$12.74
BAKER & TAYLOR INC	211591	NONPRINT	H82867930	\$13.48
BAKER & TAYLOR INC	211591	NONPRINT	H83188820	\$18.68
BAKER & TAYLOR INC	211591	NONPRINT	H83496030	\$21.58
BAKER & TAYLOR INC	211591	NONPRINT	H83495824	\$21.59
BAKER & TAYLOR INC	211591	NONPRINT	H83495820	\$26.11
BAKER & TAYLOR INC	211591	IFLS NONPRINT	H82966453	\$28.07
BAKER & TAYLOR INC	211591	NONPRINT	H83092150	\$28.46
BAKER & TAYLOR INC	211591	JUV BKS NONPRINT	2023540196	\$38.29
BAKER & TAYLOR INC	211591	NONPRINT	H82525410	\$43.15
BAKER & TAYLOR INC	211591	NONPRINT	H83495823	\$43.19
BAKER & TAYLOR INC	211591	NONPRINT	H81949480	\$57.56
BAKER & TAYLOR INC	211591	JUV BKS	2023508529	\$58.09
BAKER & TAYLOR INC	211591	IFLS NONPRINT NONPRINT	H83495821	\$66.18
BAKER & TAYLOR INC	211591	NONPRINT	H82966452	\$68.05
BAKER & TAYLOR INC	211591	ADULT BKS	2023535523	\$79.46
BAKER & TAYLOR INC	211591	JUV BKS	2023529679	\$87.46
BAKER & TAYLOR INC	211591	IFLS NONPRINT NONPRINT	H82966451	\$88.46
BAKER & TAYLOR INC	211591	NONPRINT	H83102070	\$105.25
BAKER & TAYLOR INC	211591	ADULT BKS	2023508514	\$107.03
BAKER & TAYLOR INC	211591	IFLS NONPRINT	H83495822	\$107.95
BAKER & TAYLOR INC	211591	ADULT BKS	2023541307	\$111.27
BAKER & TAYLOR INC	211591	NONPRINT ADULT BKS	2023521697	\$113.63
BAKER & TAYLOR INC	211591	JUV BKS	2023541293	\$137.51
BAKER & TAYLOR INC	211591	ADULT BKS NONPRINT	2023512316	\$141.24

Warrant Report for 082809L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BAKER & TAYLOR INC	211591	JUV BKS	2023546177	\$143.07
BAKER & TAYLOR INC	211591	JUV BKS	2023496326	\$159.94
BAKER & TAYLOR INC	211591	JUV BKS NONPRINT	2023535552	\$177.89
BAKER & TAYLOR INC	211591	JUV BKS NONPRINT	2023521423	\$185.61
BAKER & TAYLOR INC	211591	ADULT BKS JUV BKS	2023540179	\$211.21
BAKER & TAYLOR INC	211591	ADULT BKS NONPRINT	2023529092	\$223.16
BAKER & TAYLOR INC	211591	ADULT BKS	2023535129	\$234.34
BAKER & TAYLOR INC	211591	JUV BKS	2023545564	\$236.46
BAKER & TAYLOR INC	211591	JUV BKS	2023504046	\$246.31
BAKER & TAYLOR INC	211591	IFLS NONPRINT NONPRINT	H82525411	\$272.09
BAKER & TAYLOR INC	211591	IFLS NONPRINT NONPRINT	H82966450	\$294.86
BAKER & TAYLOR INC	211591	ADULT BKS NONPRINT	2023539798	\$320.47
BAKER & TAYLOR INC	211591	JUV BKS NONPRINT	2023512991	\$357.27
BAKER & TAYLOR INC	211591	ADULT BKS	2023508099	\$362.20
BAKER & TAYLOR INC	211591	ADULT BKS L&D ADULT BKS	2023546171	\$382.45
BAKER & TAYLOR INC	211591	ADULT BKS	2023504036	\$408.83
BAKER & TAYLOR INC	211591	ADULT BKS NONPRINT	2023564327	\$418.24
BAKER & TAYLOR INC	211591	JUV BKS NONPRINT	2023529083	\$460.54
BAKER & TAYLOR INC	211591	ADULT BKS JUV BKS NONPRINT	2023521409	\$495.55
BAKER & TAYLOR INC	211591	ADULT BKS NONPRINT	2023558456	\$499.51
BAKER & TAYLOR INC	211591	JUV BKS NONPRINT	2023564317	\$529.40
BAKER & TAYLOR INC	211591	ADULT BKS	2023534396	\$549.47
BELTMANN GROUP	211592	MOVER	53066537	\$11,043.94
BRITECH INDUSTRIES	211593	FLOOR MATS HRS	17892	\$622.96
CHIPPEWA FALLS PUBLIC LIBRARY	211594	LOST ITEM RFND-CA	LIBRFND935	\$10.00
CITY OF EAU CLAIRE	211595	APR/MAY/JUN	1124283	\$1,490.53
CROWELL, JOYCE	211596	LOST ITEM RFND-LESS FINE	LIBRFND935	\$7.95
CUSTOM SOUND & VIDEO LLC	211597	UNINSTALL RACK	ECPL11	\$40.00
CUSTOM SOUND & VIDEO LLC	211597	WIRING	ECPL9	\$430.00
IFCPP	211598	USER S204-258-3	43	\$100.00
INNOVATIVE USERS GROUP	211599	III USERS 2009-10	200910	\$90.00
NATL INST GOVERNMENTAL PURCHA	211600	NIGP 2009-10	60192	\$330.00
NICKEL, LARRY	211601	IFCPP CONFERENCE NICKEL	NONE935	\$686.62
PER MAR SECURITY SERVICES	211602	SEC SYS MNTR/SPT SEP-NOV	411481	\$1,147.53
RANTALA, AMY	211603	LOST ITEM RFND-LESS FINE	LIBRFND935	\$19.60
RICE LAKE PUBLIC LIBRARY	211604	LOST ITEM RFND-ADULT NONPRT	LIBRFND 935	\$20.00

Warrant Report for 082809L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
RJS CONSTRUCTION GROUP LLC	211605	GENERAL CONSTRUCTION	10793	\$245,845.42
RTI	211606	SUPPLIES	146235	\$263.70
RVFD FIRE EDUCATION	211607	NONPRINT	3278	\$143.27
SPECTRUM INDUSTRIES	211608	CAP CAMP	00000268	\$36.00
SPEED OF SOUND	211609	PROGRAM SOUND SYSTEM	RC000010000	\$350.00
SPRING VALLEY LIBRARY	211610	LOST ITEM RFND-JUV ITEM	LIBRFND935	\$15.00
TANTOR MEDIA	211611	NONPRINT	25118	\$35.00
TANTOR MEDIA	211611	NONPRINT	25116	\$418.00
TRI-STATE BUSINESS MACHINES INC	211612	ADM COPIER AUG-SEPT	150532	\$300.00
UW EAU CLAIRE	211613	27 TITLES	NONE935	\$675.00
WI DEPT OF ADMINISTRATION	211614	STS JUNE	NONE935	\$631.21
XCEL ENERGY	211615	JUL-AUG	206162757	\$7,339.71
				<u><u>\$280,951.87</u></u>

Warrant Report for 090409L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
3M LIBRARY SYSTEMS	211616	DETECTION GATES	UM75438	\$10,788.43
AT&T	211617	AUG-SEPT 715 Z38-0011 130 1	NONE936	\$389.87
AT&T	211618	CELL PHONES AUG-SEPT	NONE936L	\$39.65
AWARDS & MORE	211619	EMP REC	079024	\$20.50
BAKER & TAYLOR INC	211620	IFLS NONPRINT	H84128690	\$7.19
BAKER & TAYLOR INC	211620	NONPRINT	H83518460	\$10.76
BAKER & TAYLOR INC	211620	NONPRINT	H84128692	\$10.79
BAKER & TAYLOR INC	211620	NONPRINT	S77709720	\$13.48
BAKER & TAYLOR INC	211620	IFLS NONPRINT	H83638770	\$14.39
BAKER & TAYLOR INC	211620	NONPRINT	S77595290	\$20.99
BAKER & TAYLOR INC	211620	IFLS NONPRINT	H84128691	\$21.56
BAKER & TAYLOR INC	211620	IFLS NONPRINT	H84128694	\$21.59
BAKER & TAYLOR INC	211620	JUV BKS	2023579517	\$28.43
BAKER & TAYLOR INC	211620	JUV BKS	5010267350	\$40.78
BAKER & TAYLOR INC	211620	NONPRINT	H84128693	\$43.19
BAKER & TAYLOR INC	211620	JUV BKS L&D JUV BKS	2023575603	\$48.40
BAKER & TAYLOR INC	211620	NONPRINT	H83518461	\$50.72
BAKER & TAYLOR INC	211620	ADULT BKS	2023564602	\$56.62
BAKER & TAYLOR INC	211620	NONPRINT	H83885170	\$83.41
BAKER & TAYLOR INC	211620	ADULT BKS NONPRINT	2023598802	\$196.46
BAKER & TAYLOR INC	211620	ADULT BKS L&D ADULT BKS	2023579516	\$202.74
BAKER & TAYLOR INC	211620	ADULT BKS L&D ADULT BKS	2023575604	\$217.62
BAKER & TAYLOR INC	211620	ADULT BKS	2023603518	\$251.57
BAKER & TAYLOR INC	211620	NONPRINT	H83885160	\$263.15
BAKER & TAYLOR INC	211620	JUV BKS	2023574764	\$285.69
BAKER & TAYLOR INC	211620	JUV BKS YS PRIZES	2023508133	\$436.14
BAKER & TAYLOR INC	211620	ADULT BKS	2023602777	\$502.55
BAKER & TAYLOR INC	211620	ADULT BKS	2023588523	\$517.83
BAKER & TAYLOR INC	211620	ADULT BKS NONPRINT GIFT BKMRI	2023593454	\$558.70
BAKER & TAYLOR INC	211620	ADULT BKS NONPRINT JUV BKS	2023574755	\$881.35
BOOK WHOLESALERS INC	211621	JUV BKS	250934B	\$41.61
BOOK WHOLESALERS INC	211621	JUV BKS	248001B	\$52.20
BOOK WHOLESALERS INC	211621	JUV BKS	249905B	\$61.92
BOOK WHOLESALERS INC	211621	JUV BKS	250302B	\$67.79
BOOK WHOLESALERS INC	211621	JUV BKS	243311B	\$71.69
BOOK WHOLESALERS INC	211621	JUV BKS	247581B	\$80.58

Warrant Report for 090409L

<u>Vendor Name</u>	<u>Check #</u>	<u>Invoice Description</u>	<u>Invoice #</u>	<u>Amount</u>
BOOK WHOLESALERS INC	211621	JUV BKS	253161B	\$140.02
CERTIFIED INC	211622	BUILDING UPDATE	17850	\$7,925.00
CHIPPEWA FALLS PUBLIC LIBRARY	211623	LOST ITEM CA FEE	LIBRFND936	\$10.00
EAU CLAIRE CHAMBER OF COMMERC	211624	WELCOME PACKETS	1058400	\$125.00
EMBURY LTD	211625	SUPPLIES	4345	\$880.20
EO JOHNSON CO INC	211626	REF COPIER SVC K SEP-NOV	CNIN359604	\$90.00
EO JOHNSON CO INC	211626	SUPPLIES	ARIN204063	\$491.99
GALE RESEARCH INC	211627	ADULT BKS	16407052	\$46.43
GALE RESEARCH INC	211627	ADULT BKS	16405770	\$48.68
GALE RESEARCH INC	211627	ADULT BKS	16406455	\$94.36
GALE RESEARCH INC	211627	ADULT BKS	16407448	\$117.66
GALE RESEARCH INC	211627	ADULT BKS	16409226	\$122.83
GALE RESEARCH INC	211627	ADULT BKS	16409955	\$149.04
HIGHSMITH COMPANY	211628	SUPPLIES	1013970991	\$53.45
HOBBS, CATHERINE	211629	LOST ITEM RFND-LESS FINE	LIBRFND936	\$17.60
L&M MAIL SERVICES INC	211630	ARTSHOW MAIL-POSTAGE	18458	\$178.20
LEE, DENNIS	211631	LOST ITEM RFND LESS FINE	LIBRNF936	\$15.39
LUCK PUBLIC LIBRARY	211632	LOST ITEM RFND-ADULT BK	LIBRFND936	\$11.00
MARSHALL CAVENDISH	211633	JUV BKS	R823256	\$107.82
NET TEL COMMUNICATIONS	211634	SUPPLIES	090825E	\$55.00
NET TEL COMMUNICATIONS	211634	CABLING	J90071	\$10,761.31
UIHLEIN/WILSON ARCHITECTS	211635	PROF SERVICES	12289	\$2,649.96
				<u><u>\$40,491.28</u></u>

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

CUSTODIAL OPERATING BUDGET

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, overtime, spec. pay	\$ 8,124.43
Various	WRS, SS, life, disability	1,466.01
Various	Health insurance, deductible	2,336.78
State of WI	UC Benefits	439.04
DALCO	Vacuum repair	32.50
DALCO	Vacuum repair	32.50
Menards	Building materials, misc.	22.58
Certified Inc	Service call to repair faucet	931.10
Hovlands Inc	HVAC repairs	361.05
Elan	Monthly credit card payment-Eq rental	99.00
Traci's Green Interiors	Monthly plant rental	231.90
WilKil	Pest control, monthly	30.00
City of Eau Claire	Stormwater fee-Apr/May/June	212.50
Viking Electric	Supplies/parts-electrical	484.10
Viking Electric	Supplies/parts-electrical	86.46
Viking Electric	Supplies/parts-electrical	188.50
Viking Electric	Supplies/parts-electrical	54.65
Menards West	Misc. building materials	22.92
Menards West	Misc. building materials	22.58
G&K Services	Rental, floor mat, oil map	105.20
		\$ 15,283.80

LIBRARY OPERATING BUDGET

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift prem, longevity	\$ 131,556.14
Various	WRS, SS, life, disability	22,876.22
Various	Health insurance, deductible, EAP	28,575.48
City of Eau Claire	Monthly insurance: property, errors &	2,853.33
		\$ 185,861.17

LIBRARY CAPITAL CAMPAIGN

VENDOR	DESCRIPTION	AMOUNT
Various	Salaries & wages, shift premium	\$ 60.03
Various	WRS, SS, life, disability	10.79
		\$ 70.82

NOTES ON POLICIES

Elimination Recommended

1) General Guidelines for Genealogical Searching

A genealogical searching request is treated like other information requests; therefore, a special policy does not seem warranted.

2) Wellness

The City of Eau Claire does not have a similar policy.

No Changes Recommended

1) Grant Applications

Changes Recommended

1) Charges to Customers for Lost or Damaged Items

Some of the prices were updated. Also, changes were made to Books on Cassette and Books on CD because some vendors will no longer provide either replacement titles in the cassette format or individual replacement parts, which may require the Library to purchase complete replacement sets. Language pertaining to Missing Parts was revised.

2) Circulation of Materials and Addendum

Updated and clarified the language. Broadened the description of access restrictions. Increased the number of DVDs that may be checked out by individual customers.

3) Community Information Database (CID)

Removed procedural language.

4) Exhibits, Displays, Bulletin Boards and Pamphlet Racks

Revised and clarified the language. Removed references to the Staff Display Committee, which is not currently in existence.

5) Gifts

Revised the language to conform with current terminology. Removed the reference to “browsing materials” because we are not adding to the browsing (or uncataloged) collection.

6) Identification Required of Applicants for Library Cards

Minor revisions were made to use more diplomatic language and to specify a residential address.

7) Meeting Room Rental Rates

Minor revisions were made to the language used. No rate changes are proposed.

8) Meeting Rooms

No substantive changes are proposed. A slight reorganization of the existing wording was made.

9) Rules for Rare Book Room

It is proposed that this policy be renamed the policy on Special Collections because the Rare Book Room no longer exists. The wording in the policy was revised to reflect that fact as well as to remove wording that was either procedural or repetitive in nature.

10) Unattended Children in the Library

Youth Services staff is agreement that 7 is very young to be left in the Library alone. They feel that 8 is more appropriate. There is also unease about 13 being the age to accompany the younger kids. The new wording gives staff the ability to determine if a person is responsible or not, regardless of their age. The way the policy stands now, even if they are with their 14 year-old sibling, the sibling often ignores them and is not being responsible for their well-being.

11) Using Other People's Cards for Checkout

Revised and clarified the language.

Eliminate. Reference Services staff treat genealogical requests like other information requests. In-depth questions requiring more time or expertise may be referred to the Genealogical Research Society of Eau Claire. It is recommended that this policy be retired.

POLICY

Title: **POLICY ON GENERAL GUIDELINES FOR GENEALOGICAL SEARCHING**
Effective Date: April 21, 1983
Authorized by: Library Board of Trustees
Date of Review:

1. In view of the limited staffing available in the Informational Services Department, the library will not perform genealogical or historical searches. The staff will, however, orient patrons who come to the library so that they can begin their own searches in those areas.
2. Genealogical and historical searches may be performed for patrons by library staff on their own time after receiving approval to do so from the Informational Services Librarian. The rates are to be established by the person performing the search.
3. The Informational Services Library will refer patrons who want genealogical or historical searches to a list of persons willing to do such searches. The list shall include both staff and non-staff researchers who are qualified to handle those searches.

Eliminate. It is recommended that this policy be retired.

POLICY

Title: **POLICY ON WELLNESS**
Effective Date: August 25, 1983
Authorized by: Library Board of Directors
Date of Review: 12/18/87; 5/20/88; 3/17/89; 9/21/90; 9/20/96

WEIGHT MANAGEMENT AND STOP SMOKING PROGRAMS

Employees may participate, on their own time, in medically supervised weight management and smokeless programs. Programs are offered or supervised by Healthworks, Midelfort Clinic, Group Health Cooperative, and other medical groups.

If a permanent employee maintains the target weight loss or refrains from smoking for one year, the library will reimburse the employee for the cost of the orientation or entrance fee, up to an amount not to exceed \$100.

POLICY

Title: **POLICY ON GRANT APPLICATIONS**
Effective Date: March 18, 1988
Authorized by: Library Board of Trustees
Date of Review: December 20, 1996; January 18, 2001

1. Before a grant is written, approval to draft an application for a grant must be obtained from the Library Director.
2. Written grant applications and fiscal rules must be reviewed by the Library Director before submission to the granting agency. The Business Manager will review the fiscal portion of all grants, as well as the particular accounting rules governing individual grants, and make a report and recommendation to the Director about any difficulties the library may have in meeting the requirements.
3. The Library Director may approve submission of any grant application.
4. The LE Phillips Memorial Public Library will be named as the grantee organization.
5. Whenever possible, existing or planned grants and their revenue and expense amounts will be included in the following year's budget.
6. The Business Manager will be named as the Fiscal Agent (or whatever financial title is used).
7. When compiling the fiscal portion of the grant, all amounts are to be rounded to the nearest dollar to avoid unnecessary penny computations.
8. Letters of support for grant applications written by other agencies may only commit the library to receiving funds or services under the grant and must be approved by the Library Director. No commitment may be made to provide staff support or expend any library funds for such a grant without prior approval of the Library Director.
9. Library Board approval is required for acceptance of all grants totaling \$5,000 or more.

Number: 6
Category: Circulation

POLICY

Title: **POLICY ON CHARGES TO CUSTOMERS FOR LOST OR DAMAGED ITEMS**

Effective Date: October 21, 1982

Authorized by: Library Board of Trustees

Date of Review: 6/16/83; 9/13/84; 9/16/88; 2/17/89; 8/18/89; 3/19/93; 09/18/03

Customers will be charged for lost or damaged items as described below:

1. The purchase price listed on the automated circulation system database.
2. If no purchase price is listed on the database, customers will be charged the list price recorded in Baker & Taylor's Title Source #.
3. If no purchase price is recorded in the places listed above, customers will be charged according to the standard list below. Recommended changes are approved by the Library Board. Refunds for lost item or missing parts payments, minus any accrued fines, will be issued if the lost item is returned within 30 days of the payment. Items found in the library shall be refunded at any time.

PRINT MATERIALS

Adult Materials

Hardcover non-fiction	\$ 29.00
Hardcover fiction	\$ 22.00
Softcover non-fiction	\$ 18.00
Paperbacks	\$ 7.00 \$ 8.00
Magazines	\$ 5.00
Pamphlets	\$ 1.00

Juvenile Materials

Hardcover fiction & non-fiction	\$15.00
Paperback	\$ 7.00
Magazines	\$ 5.00
Big Books	\$ 20.00

AUDIOVISUAL MATERIALS

Art Reproductions	\$130.00
Audiocassette	\$8.00 per cassette
Books on Cassette	\$8.00 per cassette (if individual replacement cassettes are available)
Books on Cassette	\$40.00 (if individual replacement cassettes are <u>not</u> available or if the replacement title is now only available on CD)
Books on CD	\$8.00 per CD (if individual replacement CDs are available)
Books on CD	\$60.00 (if individual replacement CDs are <u>not</u> available)
Compact disc	\$18.00 per disc
Canvas art bag	\$25.00 per bag
Cassette book kit	\$ 18.00
CD book kit	\$ 20.00
CD-ROM game Video game software (juvenile)	\$ 29.00 \$40.00
Census Microfilm	\$ 20.00
DVD	\$ 25.00 per disc
Map	\$ 10.00
Videocassette	\$20.00 per video

MISSING PARTS

1. Containers and cases with cataloging information \$ 5.00
2. Any material (that the cataloger has deemed important) contained with ~~audiovisual the material~~ **the material item and deemed important enough by Technical Services to note either on the item itself or in the item's catalog record** \$5.00

Number: 3
Category: Circulation

POLICY

Title:	POLICY ON CIRCULATION OF MATERIALS AND ADDENDUM
Effective Date:	May 16, 1985
Authorized by:	Library Board of Trustees
Date of Review:	9/15/82; 10/21/82; 5/19/83; 7/21/83; 10/20/83; 8/16/84; 3/21/85; 9/18/85; 12/17/85; 3/21/86; 6/20/86; 2/20/87; 1/20/88; 5/20/88; 7/15/88; 9/16/88; 2/17/89; 1/19/90; 6/15/90; 2/15/91; 11/15/91; 7/17/94; 4/16/93; 10/15/93; 11/19/93; 2/16/96; 3/22/96; 6/14/96; 7/19/96; 10/18/96 11/15/96; 6/19/98; 10/16/98; 2/18/99; 2/18/00; 07/20/00; 10/19/00; 02/21/02; 04/18/02; 08/15/02; 09/18/03; 7/21/05; 10/20/05; 1/19/06; 11/15/07;

LOAN PERIOD IN DAYS

Adult new fiction under 400 pages long	14 days, two 14-day renewal periods (except for items with holds)
Adult new fiction 400 pages long or more	21 days, two 21-day renewal periods (except for items with holds)
All other books, pamphlets, audiocassettes, magazines, books on cassette/disc, compact discs, charts , maps	21 days, two 21-day renewal periods from date of renewal (except for items with holds on them)
Extended loan for art reproductions, materials taken for vacation (this applies only to materials which have a 21-day loan period with a 21-day renewal period)	42 days, no renewals

Videocassettes/DVDs

7 days, two 7-day renewals. At the discretion of the audiovisual cataloger, a 21-day checkout period (with no renewal) may be given to certain videocassettes/DVDs/software that have subject matter (i.e., a learning process) for which an extended period of time may be needed to master a particular technique.

All television series seasons regardless of length and all other visual media more than seven hours (420 minutes) long that are cataloged, packaged and circulated as one item

14 days, two 14-day renewal periods (except for items with holds)

Videocassettes and DVDs required for specific show dates

With the permission of a Library Associate or Librarian, videocassettes and DVDs required for a specific show date can be given an extended checkout period up to 21 days. For any customer, these include public performance videos. For teachers, or those in an educational setting, these include any video being shown for educational purposes or as part of the class or the curriculum. As with any of the library materials, the customer is responsible for adherence to copyright laws.

INTERLIBRARY LOAN PERIODS IN DAYS

Large print books for groups for extended loan to System libraries	42 days
Books, pamphlets, magazines, audiocassettes, books on cassette/disc, compact discs, charts, maps	28 days
Census microfilm and videocassettes/DVDs/software	21 days

REFERENCE MATERIALS

Reference materials in the adult and juvenile collections are not loaned except in special cases and at the discretion of the Information & Reference desk or Youth Services desk staff, who will determine the loan period.

NOTICES ON DAMAGED OR MISSING PARTS

Individual notice shall be sent requesting the return of missing parts or payment for missing or damaged parts.

OVERDUE NOTICES

The following overdue notice schedule shall be followed:

First notice at 15 days after due date
Second notice at 30 days after due date
Replacement bill at 45 days after due date

This schedule shall apply to adult, as well as children's items.

After the 45 day notice library staff may attempt to secure the return of the library materials through individual letters and telephone calls. In addition, library staff may refer customers with overdue items to the City Attorney or the Police Department.

Staff may send bills to customers blocked for excessive fines or to any other customers with fines.

Information about uncollectible fines, overdue materials, and missing or damaged parts may be released to an outside agency for collection. Library staff may release information about overdue materials to such an agency when the customer has at least one item that is 60 days overdue and fines/fees totaling \$25.00 or more. The collection agency engaged in this task will be deemed an agent of the library and will be required to maintain confidentiality regarding the identity of any individual who borrows or uses the library's documents or other materials, resources or services.

FINES THRESHOLD

Items shall not be checked out to any customer with ten dollars (\$10) or more in fines or lost or damaged item charges.

FINE CHARGES

Fine charges for overdue items shall be 10 cents per day per item except for videocassettes, software and DVDs which are \$1 per day.

The maximum fine per item shall be \$5.00 except for browsing paperbacks, magazines, and pamphlets. The maximum fine per item for browsing paperbacks, magazines, and pamphlets shall be \$1.00. The maximum fine per item for items costing \$0.00 - ~~\$7.00~~ **\$7.99** in the cataloged collection (cataloged paperbacks, hardcover books, and audiovisual materials) shall be \$1.00. The maximum fine for items costing more than \$250.00 shall be \$25.00.

INTERLIBRARY LOAN FINE CHARGES

Since libraries have agreed to charge their customers overdue fines for interlibrary loan materials just like they charge fines for any other materials that go out of their library, the L.E. Phillips Memorial Public Library shall charge no fines for interlibrary loan materials sent out to other libraries. Those libraries shall retain the fine revenue which they collect from their customers for items sent to those libraries by the L.E. Phillips Library.

FINE EXCEPTIONS

There shall be no fines for Home Delivery customers. The Circulation Manager or designee may authorize fine deductions or deletions in special circumstances. The Library Director or designee may delete fines for a day of inclement weather if the overdue items are returned to the library on the day following the inclement weather.

HOLDS

Hold requests will be taken at the library, by telephone, e-mail, or by mail on all circulating items in the library's collection except for browsing paperbacks, big books and board books. Customers may place their own hold requests on the automated library system either by using the library's computer in-house or remotely.

A library cardholder may pick up and checkout items placed on hold by another cardholder only if either **one of the two following conditions applies**:

- 1) The library has a signed release on file from the person who placed the hold, listing that cardholder as a person authorized to pick up the hold;

or,

- 2) The cardholder shows sufficient identification that he or she is a member of the family (or agent) of the person who placed the hold and that he or she was requested by that person to pick up the items. Sufficient identification shall include, but shall not be limited to, current proof of the same address and surname.

RENEWALS

Customers may not renew items with holds on them **or exceed the number of renewal periods as defined under the “Loan Period in Days” section of this policy.**

ACCESS RESTRICTIONS

Parents **or legal guardians** may request in writing that their children (17 and under) be **denied access to checking out, or limited to checking out, materials that are readily identifiable and easily discernible to library staff. Examples of such requests may include, but are not limited to, the following:**

- 1) ~~denied~~ **deny** access to R-rated videos or DVDs;
- 2) ~~allowed~~ **allow** access only to G, PG and non-fiction videos and DVDs from the adult collection. This prevents children from access to unrated videos or DVDs of feature films.
- 3) ~~denied~~ **deny** access to compact discs with “parental advisory” warnings;
- 4) **deny access to all videogame software;**
- 5) **allow access only to videogame software with a specific rating, such as E (Everyone).**

~~RENEWALS FOR CUSTOMERS WITH DISABILITIES~~

~~The library will accept renewals from customers with disabilities by mail.~~

CUSTOMER REGISTRATION PERIOD

Library cards shall not be issued for a specific time period and have no set expiration date.

PERIOD OF TIME INACTIVE CARDS WILL BE RETAINED

If a customer has not used his/her card, that ~~patron's~~ **customer's** record shall be deleted from the database. Twelve months after the last activity or update date, the customer's card shall then be invalid. Customers whose library cards are blocked for

fines, and overdue items, will be retained on the database **through** six years after the last activity date.

RETENTION OF CIRCULATION RECORDS

Unless otherwise specified, records of circulation transactions are eliminated from the database upon completion of the transaction.

Retention of customer application forms will be ~~retained for seven years in~~ **compliance with applicable record retention laws.**

NUMBER OF ITEMS

A customer may have a maximum of 100 items at any one time, subject to the restrictions listed below.

Interlibrary loan to libraries shall be exempt from this limit since the materials go to the libraries and not to individual customers. Restrictions include the following:

- 10 books on cassette/disc
- 10 videocassettes
- 10 audiocassettes-musical
- 20 compact discs
- ~~5~~ **8** DVDs (adult)
- ~~2~~ **5** DVDs (juvenile)
- 2 computer software (juvenile)
- 2 computer software (young adult)**

INTERLIBRARY LOAN LIMITS

Customers are limited to ten (10) interlibrary loan requests a week and a total of one hundred (100) per year. The 100-item limit relates to items that come in and are "ready for pickup." There are times when a request is submitted and the library is not able to obtain that item for a variety of reasons. These requests would not count towards the limit of 100. Interlibrary Loan staff may make exceptions to these limits in special circumstances.

ADDENDUM

FINES

Level One – Desk Clerks have the authority to waive fines in the amount of \$5.00 or less. This allows Desk Clerks the flexibility to work with those customers with legitimate excuses on the spot and satisfy them.

Level Two - Assistant I and II, “Managers on Duty” have the authority to waive fines of up to \$25.00. These fines will be waived under the judgment of the Assistant who is “Manager on Duty” at that time. This gives customers an instant resolution to their problems without having to wait for a response from the Circulation Manager.

Level Three - The Circulation Manager has the authority to waive fines of any amount. The Business Manager or designee will periodically review reports of fines forgiven. Fines relating to a bankruptcy would be cleared after being instructed to do so by the Business Manager or designee.

REFUNDS

When a customer pays for an item which he/she has lost and finds the item within 30 days, a refund will be given for the items if returned in good condition, minus the fine which would have been charged.

Circulation staff is allowed to refund items from the cash register if the amount to be refunded is \$15.00 or less.

Any item in an amount over \$15.00 will have to wait for a check from the Business Manager.

In cases where a customer tries to return an item that is past the 30-day deadline, the Circulation Manager has the authority to override the 30-day deadline under certain situations:

- If the customer returns the item with the receipt and they were not given information regarding the 30-day return policy, or
- If the item returned falls into a 7-day “grace period” after the last day of the 30-day period (essentially giving the customer 37 days to return the item)

POLICY

Title: **COMMUNITY INFORMATION DATABASE (CID)**

Effective Date: October 16, 2003

Authorized by: Library Board of Trustees

L.E. Phillips Memorial Public Library (~~LEPMPL~~) participates in the MORE Community Information Database (CID), a cooperative online database providing ~~accurate, centralized~~ **descriptions and contact** information on organizations and agencies serving residents in the counties in the Indianhead Federated Library System service area. L.E. Phillips Memorial Public Library enters and maintains information on agencies and organizations within the L.E. Phillips Memorial Public Library's service area and makes decisions on what information to include based on this policy.

~~LEPMPL uses existing data files, local telephone directories, government directories, directories published by other agencies, personal contacts and interviews and agency and organization input to develop the database. All database entries are verified at the time of entry and at least every two years thereafter. The organizations themselves will be asked to review their information biennially with the understanding that if they do not, the information might be removed from the database. Organizations with a broader mission than the scope of the database will be assigned subject headings only for the resources and services they provide that fit the scope of the database. Agencies and organizations entered for the first time into the database must complete a Community Information Database Profile Form and a consent form. Any agency or organization that wishes to be included in the database and has been denied by the Library Director based on this policy may ask for the decision to be reviewed by the L.E. Phillips Memorial Public Library Board of Trustees. The Board will evaluate the request in terms of this policy at the next full Board meeting following the request.~~

The MORE Community Information Database includes information on health and social services, educational services, career and job information, consumer information and protection services, ethnic resources and information and recreation and cultural information. The L.E. Phillips Memorial Public Library participates in the cooperative database by adding all agencies and organizations in the local area that fit the scope of the MORE database. Most of the resources and services the L.E. Phillips Memorial Public Library includes are non-profit. For-profit organizations are included if the services they provide fit the scope of the database and are unique, hard-to-find, free, and/or unavailable in the non-profit sector, e.g., home care services. **Any agency or organization that wishes to be included in the database and has been denied by the Library Director based on this policy may ask for the decision to**

be reviewed by the L.E. Phillips Memorial Public Library Board of Trustees. The Board will evaluate the request in terms of this policy at the next full Board meeting following the request. Other local libraries participating in the database may have different policies.

Examples of information that the L. E. Phillips Memorial Public Library might include in the Community Information Database are:

HEALTH AND HUMAN SERVICES

~~United Way-funded agencies
Counseling services
Day care centers (children and older adults)
Free or low cost services (meals, clothing, housing)
Home care services
Recovery programs
Patient support groups
Family Services
Mentoring programs
Volunteer opportunities~~

EDUCATION

~~Community tutoring programs
Library tutoring programs
Library Boards
Special hard-to-find services and programs within local schools, universities and colleges
Speakers
(Schools run as businesses, e.g., cosmetology schools that are easily located in the yellow pages are generally not included.)~~

CAREERS AND EMPLOYMENT

~~Career and employment counseling services
Governmental job services
Job hunter's support groups
Job skills and aptitude centers
Non-profit temporary help programs
Job training and placement services
Small business assistance~~

CONSUMER

~~Consumer hotlines
Better business bureaus
Consumer education~~

~~Agencies which handle consumer concerns and complaints, such as landlord/tenant mediation, legal aid, etc.~~

~~ETHNIC RESOURCES/INFORMATION~~

~~Social and fraternal clubs
Folksong and folkdance groups
Cultural and educational centers
Foreign language clubs, classes~~

~~RECREATION AND CULTURE~~

~~Parks and athletic fields
Recreation centers for youth, older adults, etc.
Public recreation facilities
Community festival related organizations
Hobby clubs
Community musical organizations
Amateur theaters
Sports organizations
Garden clubs
Arts and literature appreciation groups
Youth organizations~~

~~LOCAL NEIGHBORHOODS~~

~~Neighborhood councils and block clubs
Business, professional, and civic organizations
Area historical societies and preservation groups
Emergency services
Community (neighborhood) development organizations~~

~~(Churches are not included unless there is a special program open to the community such as tutoring, scouting, affiliated school.)~~

~~LOCAL GOVERNMENT~~

~~Local governmental bodies and commissions (purpose, meeting times, etc.)~~

POLICY

Title: **POLICY ON EXHIBITS, DISPLAYS, BULLETIN BOARDS AND PAMPHLET RACKS**

Effective Date: January 17, 1992

Authorized by: Library Board of Trustees

Date of Review:

The Library Board of Trustees subscribes to the Library Bill of Rights, adopted January 19, 1981. Article VI states:

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

~~All displays are coordinated by the Staff Display Committee.~~ The Library uses exhibit and display space, ~~and~~ bulletin boards **and pamphlets** to promote its goals of public education, collection building and cultural programming. Library-produced displays and materials present a range of points of view and do not advocate a single approach.

Library facilities are also available to the public for display and distribution of materials. These facilities may not be used for commercial purposes. Display of materials does not constitute endorsement of the views of the exhibitor by the Library. **Space is available to the public on a first-come, first-served basis, and requests are subject to applicable procedures. The Library reserves the right to limit the duration of an exhibit and the frequency of the use of library space by an individual or group.**

Exhibit or display requests must be directed to either Public Relations and Programming Services or Youth Services, depending on the viewing location desired. ~~Space is available to the public on a first-come, first-served basis. Exhibitors may not display more often than once a year. Display cases may be used for up to a month. Bulletin boards and pamphlet racks may be used on a first-come, first-served space available basis.~~

~~Arrangements~~ **Requests** for use of display space, bulletin boards and pamphlet racks must be ~~made at the~~ **directed to Reference Services or Youth Services.** ~~Information/Reference Desk or Children's Services Desk.~~ Exhibitors are responsible for their own set up. Displays must include a sign indicating the name of the sponsoring organization or individual.

The ~~chair of the library Display Committee~~ **Public Relations and Programming Services Manager, or the Manager's designee**, may request that a display be altered or removed under certain limited circumstances, such as if the exhibit is too large for the space or adequate security cannot be provided. ~~The chair of the committee may also require~~ Alteration or removal of an

exhibit which displays material ~~which is~~ not protected by the First Amendment **may also be required.**

Art exhibits in the second floor gallery are arranged by the Library Art Committee. The committee reviews artists' work and selects artists for exhibit based on artistic merit. Art work is also chosen by outside jurors. Priority is given to regional artists.

A decision of the ~~Displays or~~ Art Committee may be appealed to the Library Director, whose determination is appealable to the Library Board. The standards and criteria provided in this policy shall be applied in deciding any such appeal.

POLICY

Title: **POLICY ON GIFTS**
Effective Date: December, 1978; Amended December 15, 1983, Amended July 19, 1984
Authorized by: Library Board of Trustees
Date of Review:

The L.E. Phillips Memorial Public Library ~~is pleased to accept~~ **welcomes** gifts of library ~~selected~~ **selected** materials **for the collection** based on the following criteria:

1. The **Library**, in accepting a gift of library materials **for the collection**, assumes free and complete legal title to those materials.
2. The decision regarding the acceptance or rejection of gifts will be determined by the staff member **responsible for selecting materials for that part of the collection**.
3. The **Library** will place in its collection only materials which meet the criteria stated in its ~~materials selection~~ **Collection Development and Management** policy.
4. The **Library** may dispose of materials which are deemed unsuitable for inclusion in the **Library's** collection.
5. ~~Patrons~~ **Customers** who wish an appraisal of the materials they are giving to the **Library** must have them appraised prior to the transference of the gift to the **Library**.
- ~~6. A gift plate will not be placed in browsing materials.~~
7. 6. An acknowledgment of a gift of materials for the collection will be sent to a donor when, in the judgment of the staff member responsible for selecting materials for that part of the collection, it is a significant contribution.
8. 7. Due to staffing limitations, the **Library** is not able to pick up donations of ~~books~~ **materials**. ~~Donated books will be gratefully accepted when they are delivered to the library.~~

POLICY

Title:	POLICY ON IDENTIFICATION REQUIRED OF APPLICANTS FOR LIBRARY CARDS
Effective Date:	November 21, 1986
Authorized by:	Library Board of Trustees
Date of Review:	11/20/92

Applicants are required to provide one form of identification showing name and current **residential** address before being issued a library card.

The identification presented must be adequate for verifying that the person is who he or she says, and that the address is current. Staff ~~will be the judge of~~ **are authorized to determine** whether the form of identification presented is adequate for these purposes and of what constitutes acceptable identification in special circumstances.

Number: 12
Category: Library Facilities

POLICY

Title: ~~POLICY ON MEETING ROOM RENTAL FEES~~
Effective Date: June 20, 2007
Authorized by: Library Board of Trustees

Commercial/Non-Profit Meeting Room Rental Fees

Eau Claire Room \$45/\$30
Chippewa Room \$30/\$20
Red Cedar Room \$20/\$15

~~No~~ Meeting rooms may **not** be scheduled for use when the Library is ~~opened~~ **open** on Sundays.

For the purposes of safety and security, meeting room users are not allowed in the library building before library hours nor **may they** remain in the library building after library hours.

For the purposes of set up and tear down, two hours are needed between meetings in the same room.

Individuals using meeting rooms for non-commercial purposes may rent them at the non-profit rate.

The Library **Director**, or his **or her** designee, when special conditions warrant, may make exceptions to the above.

Meeting rooms may not be scheduled for use when the library is open on Sundays.

POLICY

Title: **POLICY ON MEETING ROOMS**

Effective Date: July 29, 1985

Authorized by: Library Board of Trustees

Date of Review: 2/16/87; 8/21/92; 7/12/96; 9/20/96; 11/24/97; 06/15/00; 10/17/02; 06/20/07;

The Library Board of Trustees subscribes to the American Library Association's Library Bill of Rights, ~~as amended on January 23, 1996~~. Article VI states:

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Library Board of Trustees also subscribes to the American Library Association's Meeting Rooms: **An Interpretation of the Library Bill of Rights**, ~~adopted on July 2, 1994 (see addendum)~~.

The Library uses its meeting rooms for its own programming for children, young adults and adults. The Library also cosponsors programs with community groups. Library-coordinated and produced programs promote the Library's goals of public information, education, recreation and cultural programming. In these programs the Library presents a range of points of view and does not advocate a single approach.

The purpose for providing space for community meetings is to further the Library's role in the community as a resource accessible to all residents and the public in general. Library meeting rooms are available for public use including community non-profit cultural or civic organizations; governmental units; and all other uses, including organizations or groups whose primary purpose is religious, commercial or for-profit. Individuals may also rent meeting rooms. Rooms may not be used by for private social events such as parties, weddings, bridal or baby showers, class reunions, luncheons, etc.

Use of the facilities for Library, Library-affiliated or Library-sponsored or co-sponsored meetings or programs shall have priority over all other requests. Thereafter, requests are considered on a first-come, first-served basis.

All meetings and programs must be open to any member of the public. No person's right to attend a meeting or program will be denied or abridged because of origin, age, race, sex, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason. **Meeting rooms may not be used for activities not protected by the First Amendment.** Library staff may attend or observe any meeting or any program at any time.

Scheduling of a meeting or program of a group or organization in the Library does not in any way constitute an endorsement by the Library of the group or organization, company or business entity; its activities, products or services; or of the ideas, opinions or claims expressed during the course of meetings or programs held at the Library.

The use of the name, address, or telephone number of the L.E. Phillips Memorial Public Library as the address or headquarters for any group or organization using the Library for meeting purposes is prohibited. Publicity generated by a group or organization for a meeting or event in a Library meeting room may recite the Library name, address and appropriate room designation only. Any other mention or depiction, including use of the library logo or images of the library and its facilities, requires the express written approval of the Library Director or his or her designee. All publicity (posters, newspaper ads, etc.) for activities held in a library meeting room must clearly and prominently identify the name of the sponsoring organization. ~~Meeting rooms may not be used for activities not protected by the First Amendment.~~

Except as noted in the Library's Meeting Room Conditions of Use, no signs, posters, displays, etc., promoting a meeting or program by an organization or group may be placed anywhere in the Library or on its premises without the express approval of the Library Director or his or her designee. Any such items will be removed by the Library and destroyed. The cost to repair any damage caused by the unauthorized placement of such items will be assessed to the organization or group. The organization or group will not be permitted to reserve meeting room space again until these costs have been paid.

Admission fees may only be charged to cover meeting costs or speakers' fees. Registration and materials fees may be charged for educational courses.

Meeting rooms may be reserved by the public up to three months in advance and may not be reserved more than three times in any three month period.

Upon reasonable notice, the Library will provide a qualified sign language interpreter for any program or meeting sponsored or co-sponsored by the Library. Upon reasonable notice, any group or organization must provide a qualified sign language interpreter for any program or meeting held by that group or organization in the Library.

The user of a meeting room shall agree to abide by the copyright laws and regulations of the United States, and agree to defend, indemnify and hold the Library harmless from liabilities that may arise as a result of violations of the copyright laws or regulations. The user of a meeting room shall sign a contract indicating agreement with such provisions as a requirement for meeting room use.

Eau Claire City and County, Wisconsin state and federal governmental units; Eau Claire area public and private schools; Friends of the L.E. Phillips Memorial Public Library; Literacy Volunteers of America-Chippewa Valley (LVA); and the Free Legal Clinic along with groups co-sponsoring programs with the Library may use Library meeting rooms without charge and may make special arrangements for their use.

The Library director or his designee, when special conditions warrant, may make exceptions to the above.

POLICY

Title: ~~POLICY ON RULES FOR THE USE OF GRAPHIC, MANUSCRIPT, AND~~
~~BOOK COLLECTIONS IN THE RARE BOOK ROOM~~ **SPECIAL COLLECTIONS**

Effective Date: November 17, 1977
 Authorized by: Library Board of Trustees
 Date of Review:

~~The collections in the L.E. Phillips Memorial Public Library are placed there for the use of the general public. The graphic materials are unique and fragile. Many are especially subject to abrasion. Almost all of the photographic images, negative and positive, consist of an emulsion layer on paper, celluloid, or glass. The acid and oil in fingerprints, perspiration, or foods and beverages can weaken or destroy these materials. Age and chemical action can make them brittle and very susceptible to cracking and flaking.~~

The graphic, manuscript, and book collections in the Rare Book Room **Special collections materials in the L.E. Phillips Memorial Public Library** are irreplaceable and their continued existence depends on the care that is given them. ~~Please handle all materials carefully.~~ Their use ~~Access~~ is ~~grated~~ **granted** to all responsible searchers subject to the following rules:

1. **Special collections** materials from the Rare Book Room may not be checked out of the library.
2. Access to **special collections** materials may be restricted by the Reference Librarian **Reference Services** if there is cause to believe that damage to the materials may result.
3. ~~A searcher must register at the Reference Desk each day he/she uses materials in the Rare Book Room.~~ **Special collections materials must be requested from Reference Services. Searchers must complete a form with their name, address, phone number and materials requested before a staff member will retrieve the requested materials from the closed stacks.**
4. ~~Smoking, food and/or beverages are not permitted.~~
5. ~~It is required that searchers use pencils only, which may be obtained at the Reference Desk.~~
- 6.4. Materials must be handled with care, they must not be leaned upon, marked, folded,

traced over, or otherwise handled in any way likely to cause damage. A staff member will demonstrate the proper technique for handling materials if requested.

- 7.5. Any damage to materials will be assessed to the searcher. The **Library** requires that acknowledgment be made of all ~~Rare Book Room~~ **special collections** materials used.
- 8.6. Chronic or serious violation of any library rule may result in suspension of the right of access to the **special collections materials**. ~~Rare Book Collection.~~
- 9.7. The searcher must replace all materials in their original order in the folders or boxes, and return them to ~~the attendant at the Reference Desk~~ **Reference Services** before leaving.
- ~~10. Materials may not be taken outside the Quiet Room except to return it to the attendant at the Reference Desk.~~
- 44.8. The use of certain materials may be restricted by statute, by the office of origin, by the donors, or by the library. The searcher ~~may~~ **must** comply with the terms of any restriction placed on materials.
- ~~12. Materials may not be reproduced in any form without written permission from the Head Reference Librarian or the Library Director.~~
- 43.9. The searcher assumes full responsibility for conforming to the laws of libel and literary property rights which may be involved in the use of materials.

14. ~~My signature is my assurance that I have read the rules governing the use of the Graphic, Manuscript, and Book Collections in the Rare Book Room~~ **special collections materials** and that I agree to abide by them.

Signature _____ Phone _____

Local address _____

Permanent address (if different) _____

DATE _____ CALL NUMBER & BRIEF TITLE _____

POLICY

Title: **POLICY ON UNATTENDED CHILDREN IN THE LIBRARY**

Effective Date: November 19, 1981

Authorized by: Library Board of Trustees

Date of Review: 09/19/02

- ~~1. For the safety and comfort of children, a responsible adult or caregiver age 13 or above must accompany children ages 6 and under at all times.~~
2. Children ages ~~7~~ **8** and older may be in the Library unattended for a period of time not to exceed 4 hours, provided that their behavior is not disruptive to other patrons ~~customers~~ or staff members.
- 3. Children under the age of 8 must be supervised by a responsible caregiver at all times while they are in the Library.**
4. When children attend library programs where adult supervision is not required, a parent or caregiver is expected to pick up their children as soon as the program ends.

Number: 2
Category: Circulation

POLICY

Title:	POLICY ON USING OTHER PEOPLE'S CARDS FOR CHECKOUT
Effective Date:	December 1, 1981
Authorized by:	Library Board of Trustees
Date of Review:	11/18/82, 4/19/84, 11/15/91, 11/20/92, 10/16/98, 02/21/02, 03/18/04

USE OF LIBRARY CARD

Customers must use their own ~~cards~~ **library card** to checkout materials.

EXCEPTIONS

Parents: Parents may checkout items on their children's cards without the children being present, except for parents who have fines or overdue items in excess of \$10.00 on their own library card.

Cardholders who have forgotten their cards: A customer who ~~have~~ **has** a current library card but ~~forgets~~ to bring them ~~it~~ may checkout items once if ~~they~~ **he/she** ~~verify~~ **verifies** their ~~his/her~~ ~~identifications~~ **identity**. They ~~customer~~ must present their ~~his/her~~ library cards the next time ~~they~~ **he/she** checkouts materials. Customers do have the option of declaring their cards lost and paying for ~~a~~ replacement cards.

Cardholders who send someone else to pickup items on hold: Cardholders may send their library cards with someone else for the purpose of checking out library materials that are on hold for the absent cardholder only; **however, if the absent cardholder has fines or overdue items in excess of \$10.00 on their card, materials may not be checked out on that account.**